



401 E. Chapman Avenue
Placentia, CA 92870
(714) 993-8227

Mission Statement:

The Placentia Community Foundation solicits, receives, invests and makes grants of funds, property and other resources to provide direct charitable services to aid, sponsor, promote, advance and assist worthy activities, programs and services in the City of Placentia to further cultural, educational, recreational, social, historical, and civic events and causes.

AGENDA
Foundation Meeting
May 21, 2012 – 6:30 P.M.

The Placentia Community Foundation welcomes you to this meeting. We encourage your participation. This agenda contains a brief general description of each item to be considered.

The Placentia Community Foundation encourages free expression of all points of view. Any person who wishes to speak regarding an item on the agenda will address the Board at the time the item is being considered. Upon recognition by the Chair, state your name and address for the record prior to providing your comments. Speakers will be limited to a time period set by the presiding officer. If you wish to speak on an item that is not on the agenda, please do so during the period listed for Public Comment. All supporting information is available for public review in the Foundation offices.

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Placentia Community Foundation at (714) 993-8227. Notification 48 hours prior to the meeting will generally enable the Foundation to make reasonable arrangements to ensure accessibility.
(28 CFR 35.102.35.104 ADA Title II)

ORDER OF BUSINESS

1. Meeting Called to Order
2. Roll Call: Vivian M. Perez, Chair
William E. Heaton Jr., Vice Chair
Joseph Aguirre
Linda Bartelt
Brenda Emrick
Craig Green
Jeremy B. Yamaguchi
3. Public Comment
4. Consideration to Approve Minutes from the April 23, 2012 meeting.
 - *Recommended Action: Approve*

5. Discussion about planning Grantsmanship Summit scheduled for Thursday, June 7 at 9:30 a.m.
 - Discussion of event preparation
 - Discuss and consideration of approval of any anticipated expenditures
6. Policy Subcommittee
 - *Update on Grant Documents and other policy development*
7. Sponsorship / Fundraising Subcommittee
 - *Continued discussion of planning a fundraiser in Fall 2012.*
8. Discussion on Participating in the Concerts in the Park Series
 - *Board to review concert schedule and determine which concerts to have a display and information booth*
9. Board Member comments or requests.
10. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings.
11. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting.

Certification of Posting

I, Jon Nicks, Executive Director of the Placentia Community Foundation, hereby certify that the Agenda for the May 21, 2012, meeting of the Placentia Community Foundation was posted on Thursday, May 17, 2012.



Jon Nicks, Executive Director



401 E. Chapman Avenue
Placentia, CA 92870
(714) 986-2338

MINUTES
Foundation Meeting
April 23, 2012

1. Meeting Called to Order by Chair at 6:35p.m.

2. Roll Call: Present: Vivian M. Perez, Chair
William E. Heaton Jr., Vice Chair
Joseph Aguirre
Brenda Emrick
Craig Green

Absent: Linda Bartelt
Jeremy B. Yamaguchi

Others Present: Jon Nicks / Executive Director

3. Public Comment: None

4. Approval of Minutes from the March 19, 2012 meeting.

MOTION by William E. Heaton Jr. to approve the minutes as corrected of March 19, 2012.

SECOND by Joseph Aguirre with a unanimous **VOICE VOTE** of **4-0-1-2** (Linda Bartelt and Jeremy B. Yamaguchi absent; Craig Green abstained).

5. Sponsorship/Fundraising Subcommittee

Board Member Heaton suggested that follow up phone calls be conducted to all individuals who volunteered to join the Blue Ribbon Committee and also to those who didn't attend the meeting last week. Board Member Heaton agreed to contact Don and Carol Swearingen and Teri Niebuhr. Chairperson Perez will contact Arturo Sandoval, Richard McAlinden, and Kasey Elkins. Board Member Emrick suggested that a follow up Blue Ribbon Brief be sent to all who were invited to participate in the Blue Ribbon Committee to motivate those who have not yet sign up to be a part of the committee.

MOTION by William E. Heaton Jr. to reimburse Vivian M. Perez the total of \$275. **SECOND** by Brenda Emrick with a unanimous **VOICE VOTE** of **5-0-0-2** (Linda Bartelt and Jeremy B. Yamaguchi absent)

6. Policy Subcommittee

There were no updates at this time but will update the board at the next Community Foundation Meeting.

7. Treasurer's Report for March 2011 to February 2012

Board Member Green announced that the Community Foundation has a total of \$63,016 available on the account. Board Member Heaton stated that the account should also state all In-Kind donations provided by board members and the amounts they contribute. Board Member Heaton suggested that a Treasurer's Report be presented quarterly and on an as needed bases. Executive Director Nicks announced that he conducted some research on the Republic Public Services Agreement and it states that the initial donation is \$50,000 and will follow a 5 years agreement with a donation of \$15,000 a year to the City of Placentia, \$5,000 is allocated for Movies in the Park and \$10,000 is allocated for Placentia Community Foundation. Once the first five years are completed, the contract will be renewed for an additional twenty years as long as terms are met.

8. Consideration to Approve Printing cost for Foundation Brochure for a Revised Printing Amount with Next Day Flyers ("The Sauce" and Mayerlitho could not meet the needed timeline)

Executive Director Nicks placed the flyer order with "Next Day Flyers" after "The Sauce" was unable to complete the order. Board Member Aguirre suggested that the board should contact the Placentia Yorba Linda School District and discuss the possibility of printing at their printing shop. Board Member Emrick suggested that the Community Foundation have a table at a few concerts in the park to distribute flyers and make the public aware of the foundation. Board Member Heaton asked Executive Director Nicks to send out the Concerts in the Park flyer to all the board members so that planning can begin.

MOTION by William E. Heaton Jr. to approve the expenditure of \$241.78. **SECONED** by Craig Green with a unanimous **VOICE VOTE** of **5-0-0-2** (Linda Bartelt and Jeremy B. Yamaguchi absent)

9. Authorize Executive Director to retain CPA Toma Shady in Placentia to complete 2011 State and IRS Tax Filing.

Executive Director Nicks announced that as a non-profit organization the foundation has to file their State and IRS Taxes by May 15. Executive Director Nicks stated that CPA Toma Shady has offered to complete the Placentia Community Foundation 2011 taxes for \$400.

MOTION by William E. Heaton Jr. to accept CPA Toma Shady to complete the 2011 State and IRS Tax Filing. **SECOND** by Joseph Aguirre with a unanimous **VOICE VOTE** of **5-0-0-2** (Linda Bartelt and Jeremy B. Yamaguchi absent)

10. Discussion about planning a Grantsmanship Summit in 2012

Board Member Heaton stated that The Yorba Linda of Water District has been reserved for June 7, 2012. Carol Geisbauer has agreed to be the speaker for the Grantsmanship Summit

for this year. Board Member Heaton announced that last years summit was from 9:30 am to 11:30 am and would work perfectly for this year also. Board member Green announced that letters and emails were sent out to committee members and non-profit organizations last year as an invitation to the Grant Summit and would be a great way to go this year. Board Member Aguirre will be creating the flyer.

11. Board Member comments or requests

Board Member Heaton requested a follow up meeting with both Executive Director Nicks and Steve Pischel to discuss prospects list for potential sponsors.

12. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings.

For the next meeting the Foundation Board of Directors will have on the agenda the Policy Subcommittee, Sponsorship/Fundraising Subcommittee, Grantsmanship Summit 2012, and participation at the Concerts in the Park Series.

13. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting.

The Placentia Community Foundation Board of Directors adjourns to their next meeting on May 21, 2012 at Placentia City Hall. Meeting adjourned on Monday, April 23 at 7:30 p.m.

Jon Nicks, Executive Director / Recording Secretary