



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

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**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, and recreational events and causes.*

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**AGENDA**  
**Foundation Meeting**  
**February 24, 2014 – 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)

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**ORDER OF BUSINESS**

1. Meeting Called to Order
2. Roll Call:    Susan Wan-Ross, Chair                      Kathi Baldwin  
                     Dwayne De Rose                                      Brenda Emrick  
                     Craig Green     Eric Naasz  
                     Scott Nelson    Vivian M. Perez  
                     Dayna Rafiqi    Constance Underhill
3. Public Comment
4. Consideration to Approve Minutes from the January 27, 2014 meeting.
5. Discussion and Consideration to Finalize Board Member Responsibilities.
  - *Board to discuss establishing expectations and responsibilities for all Board Members of the Placentia community Foundation.*

6. Discussion of subcommittees and Board Member assignments to subcommittees including:
  - *Event Planning*
  - *Community Outreach*
  - *Sponsorships*
  - *Non-Profit Educational Summit (Board Member Perez)*
  - *Grant Evaluation Process (Board Members Green & Baldwin)*
  - *Intern / Volunteers (Board Members Wan-Ross & Nelson)*
7. Discussion regarding Fundraising ideas and concepts.
8. Board Member comments or requests.
9. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings.
10. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on Monday, March 24, 2014 at 6:30 p.m.

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**Certification of Posting**

I, Jon Nicks, Executive Director of the Placentia Community Foundation, hereby certify that the Agenda for the February 24, 2014, meeting of the Placentia Community Foundation was posted on Thursday, February 20, 2014.



Jon Nicks, Executive Director



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**MINUTES**  
**Foundation Meeting**  
**January 27, 2014**

1. **Meeting Called to Order** by Chair at 6:30 p.m.
2. **Roll Call:** Present: Kathi Baldwin, Dwayne De Rose, Craig Green, Scott Nelson,  
Eric Naasz, Susan Wan-Ross, Constance Underhill, Dayna Rafiqi  
Absent: Vivian M. Perez and Brenda Emrick  
Others Present: Jon Nicks, Executive Director
3. **Public Comment:** No Public present. Chairperson Wan-Ross noted that four members of the Placentia Community Foundation attended the Centennial Anniversary Dinner for the Berkenstock House in December.
4. **Consideration to Approve Minutes from the November 18, 2013 meeting.**  
Board Member Underhill **MOTIONED** to approve the minutes from November 18, 2013. The motion was **SECONDED** by Board Member Green. The minutes were approved by a **VOICE VOTE** of 8-0-0-2.
5. **Discussion and Consideration to Finalize Board Member Responsibilities.**  
Director Nicks provided copies of proposed general guidelines and expectations of Board Members that were presented by Board Member Perez during the last meeting. Board Member Underhill commented that the guidelines may not apply to Council Members serving on the Board because they serve in more of a liaison capacity. Board Member DeRose commented that some of the expectations were vague and that they could be more specific about what is required of each Board Member to accomplish the Foundation's goals. Board Member Nelson stated that there is a need to fundraise and this could possibly be done through the assistance of interns from colleges or high schools. If they utilize interns, they must contact the school and give a list of job duties. Chair Wan-Ross and Board Member Nelson volunteered to conduct interviews if any interns were available. Board Members discussed waiting to finalize the proposed Board Member Responsibilities until the next meeting when Board Member Perez would be in attendance.
6. **Discussion of possible subcommittees and Board Member assignments to subcommittees.**
  - **Event Planning:** Discussed the possibility of assisting with Concerts in the Park, but will wait until next meeting for Board Member Emrick to share information from the Costa Mesa Community Foundation Concerts in the Park Series. Board Members discussed the possibility of participating in the Heritage Festival again and holding another non-profit summit. Events will also depend on any other fundraisers or events that are planned.

- **Community Outreach:** Board Members discussed developing marketing and media plan and the possibility of having interns assist in the development.
- **Sponsorships:** Board Members discussed sponsorships that have been received before including the annual sponsorship received from Republic Public Services. Board Member Underhill donated \$1,000 from Manufactured Housing Educational Trust. Board Members discussed the possibility of having contract employees that work on a commission based on the amount of fundraising and sponsorships they bring into the Foundation similar to employees for the Chamber of Commerce.
- **Non-Profit Educational Summit:** Board Member DeRose mentioned that he is inviting local organizations to a seminar hosted by the Chamber of Commerce on Tuesday, February 4<sup>th</sup> at DePalma Terrace with a presentation from David DeLeon regarding Fundraising. Board member Perez had previously expressed interest in helping with this year's Non-profit Educational Summit committee.
- **Grant Evaluation Process:** Board Members reviewed the grants given out during 2013 including the Placentia Founders Society, Friendly Center, Heritage Festival, and Community Action Partnership. Board Members Baldwin and Green volunteered for the committee. Board Members discussed attempting to expand the grant opportunities to additional groups.
- **Intern Recruitment:** As discussed Chair Wan-Ross and Board Member Nelson volunteered to conduct interviews if any interns were available.

#### 7. Discussion regarding Fundraising ideas and concepts.

Item was tabled until next meeting. Director Nicks reported the different options available through Union bank to take Credit Card purchases. Board Members discussed that it would be more cost effective to use the "square" for credit card transactions and unanimously approved moving forward with obtaining a "square" for future credit card transactions.

#### 8. Review of 2014 meeting schedule.

Board Member Nelson **MOTIONED** to accept meeting schedule. **SECONDED** from Board Member Underhill. The minutes were approved by a **VOICE VOTE** of 8-0-0-2.

#### 9. Board Member Comments or Requests

Board members discussed attending the Chamber of Commerce Seminar to obtain more information about fundraising. Board Members also discussed drafting an outreach letter to gather more community volunteers.

#### 10. Agenda Building and Meeting Schedule.

Board Members suggested continued discussion on subcommittees, board member guidelines and expectations, and fundraising concepts.

#### 11. Adjournment.

The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on Monday, February 24, 2014 at 6:30 p.m.

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Jon Nicks, Executive Director / Recording Secretary