



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, and recreational events and causes.

AGENDA
Foundation Meeting
April 28, 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)

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 March 31, 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. Status of Placentia Community Foundation Financial Account
 - *Executive Director to provide a brief overview to the Board of Directors about current fund balance in the Placentia Community Foundation Financial Account*
7. Discussion of subcommittees and Board Member assignments to subcommittees including:
 - *Event Planning (Board Members Wan-Ross & DeRose)*
 - *Community Outreach*
 - *Sponsorships*
 - *Non-Profit Educational Summit (Board Members Perez, Green, and Emrick)*
 - *Grant Evaluation Process (Board Members Green & Baldwin)*
 - *Intern / Volunteers (Board Members Wan-Ross & Nelson)*
8. Discussion regarding Fundraising ideas and concepts.
 - *Concerts in the Park participation*
 - *A Taste of the Town at Tri-City Park*
 - *Historic Home Tour*
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 on Monday, May 19, 2014 at 6:30 p.m.

Certification of Posting

I, Jon Nicks, Executive Director of the Placentia Community Foundation, hereby certify that the Agenda for the April 28, 2014, meeting of the Placentia Community Foundation was posted on Thursday, April 24, 2014.



Jonathan Nicks, Executive Director



MINUTES
Foundation Meeting
March 31, 2014

1. **Meeting Called to Order** by Chair at 6:34 p.m.
2. **Roll Call:**
 - Present: Kathi Baldwin, Craig Green, Eric Naasz, Scott Nelson, Vivian M. Perez, Susan Wan-Ross, and Dayna Rafiqi
 - Absent: Dwayne De Rose, Brenda Emrick, Constance Underhill
 - Others Present: Jon Nicks, Executive Director
3. **Public Comment:**

Board Member Wan-Ross announced that the Chamber of Commerce will host a golf tournament on June 30th at the Alta Vista Country Club. The tournament is a fundraiser for the Chamber of Commerce and Donate Life. The Chamber of Commerce is also hosting the State of the City on April 10th at Alta Vista Country Club.
4. **Consideration to Approve Minutes from the February 24, 2014 meeting.**

Board Member Nelson **MOTIONED** to approve the minutes from February 24, 2014. The motion was **SECONDED** by Board Member Green. The minutes were approved by a **VOICE VOTE** of 7-0-0-3.
5. **Discussion and Consideration to Finalize Board Member Responsibilities.**

Board member Perez compiled information and suggestions for the Board Member responsibilities. This formal copy included bullet points of the expectations of board members. These bullet points consisted of duty of care, loyalty, managing accounts, compliance, and desired characteristics of board members. The second page consisted of board expectations, what the board would like to develop, and personal contributions. Board members were encouraged to look over the responsibilities again and hopefully finalize the document during the next meeting.
6. **Discussion of possible subcommittees and Board Members assignments to subcommittees.**
 - **Event Planning:** Discussion will occur in item 7.
 - **Community Outreach:** Board members discussed having interns assist with marketing /social media to help promote the Community Foundation.
 - **Sponsorships:** Subcommittee will be more active once fundraising events are planned.

- **Non-Profit Educational Summit:** Board Member Perez mentioned that the Community Summit will be on June 4th or June 5th, and a representative from OC Federal Credit Union will be speaking. Board member Green will reserve a conference room at Yorba Linda Water District once the guest speaker is confirmed. Director Nicks will update the flyer once all the details are finalized.
- **Grant Evaluation Process:** Grants will be submitted by the beginning of July and review will occur after.
- **Intern Recruitment:** Board Member Rafiqi says that she will attempt to find potential interns and Board Members Nelson and Wan-Ross will interview.

7. Discussion regarding Fundraising ideas and concepts.

Board Members Wan-Ross and Emrick had a subcommittee meeting with Mary Fewel from the Costa Mesa Community Foundation regarding their operations of during the Costa Mesa Concerts in the Park. Board Member Wan-Ross suggested having food trucks or a beer garden for fundraising at the Placentia Concerts in the Park, similar to fundraising efforts in Costa Mesa. Board Members discussed partnering with the Friendly Center for the Beer Garden since they have experience with Beer Garden Operations at the Heritage Festival. Board Members DeRose and Wan-Ross had a meeting with Alta Vista Country Club for “A Taste of Placentia,” but it was too expensive. Board Members discussed shifting the event venue to Tri-City Park. Board Members discussed calling it “A Taste on the Town” to open the event up to vendors from outside the City. Board Member Wan-Ross discussed historic home tours at possibly four historic homes in Placentia. The owners of the Berkenstock home volunteered their house to do the tours. Board Member Nelson said that the “A Taste on the Town” concept may need another committee to help organize the event.

8. Board Member comments or requests.

Board Member Baldwin stated that the June meeting is on June 30th, and many will be absent. Director Nicks stated that the meetings date can be adjusted.

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

Board Members would like to continue discussion on Board Member responsibilities, subcommittee areas, fundraising concepts including “A Taste on the Town”, Concerts in the Park, and the historic home tours.

10. Adjournment.

The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on April 28, 2014.

Jon Nicks, Executive Director / Recording Secretary