



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**  
**June 25, 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**

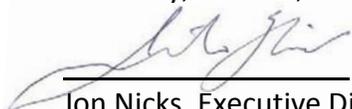
1. Meeting Called to Order
2. Roll Call: Vivian M. Perez, Chair  
William E. Heaton Jr., Vice Chair  
Joseph Aguirre  
Linda Bartelt  
Brenda Emrick  
Craig Green  
Jeremy B. Yamaguchi
3. Public Comment
4. Consideration to Approve Minutes from the May 21, 2012 meeting.
  - *Recommended Action: Approve*
5. Review and Discussion of Grantsmanship Summit that occurred on Thursday, June 7.
  - *Consideration to Approve Reimbursing Board Members for Event Expenses.*

6. Review and Discussion of Grant Application Process
  - *Discussion on Selection of Grant Application Review Committee Members*
  - *Discussion on Grant Review Timeline key dates*
7. Policy Subcommittee
  - *Update on other policy development*
8. Sponsorship / Fundraising Subcommittee
  - *Continued discussion of planning a fundraiser in Fall 2012.*
  - *Discussion about Marketing to seek additional Donations and In-Kind Support.*
9. Discussion of Board Member Term Limits and Consideration of Reappointment or Recruitment for Board Member Positions.
10. Discussion of Board Office Positions Term of Service and regular schedule of Officer Elections.
11. Discussion on Board Development
12. Further Discussion on Participating in the Concerts in the Park Series.
13. Review and Consideration to Approve Proposed "Placentia Community Foundation" Banner for Marketing at Events.
  - *Financial Impact: \$150 for design and printing of 3' x 8' banner*
14. Consideration to accept grants from Southern California Gas Company designated for the City of Placentia Free Afterschool Program and Free Aquatics Program
  - *Financial Impact: Receipt of up to \$22,000 in Grant Funds for Disbursement to the City of Placentia.*
15. Board Member comments or requests.
16. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings.
17. 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 June 25, 2012, meeting of the Placentia Community Foundation was posted on Thursday, June 21, 2012.



Jon Nicks, Executive Director



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

**MINUTES**  
**Foundation Meeting**  
**May 21, 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  
Linda Bartelt  
Brenda Emrick

Absent: Craig Green  
Jeremy B. Yamaguchi

Others Present: Jon Nicks / Executive Director

**3. Public Comment:** None

**4. Approval of Minutes from the April 23, 2012 meeting.**

**MOTION** by Brenda Emrick to approve the minutes as corrected of March 19, 2012.

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

**5. Discussion about planning Grantsmanship Summit scheduled for Thursday, July 7 at 9:30 a.m.**

Board Members Heaton and Bartelt stated that they visited the Yorba Linda Water District again and proposed a layout for the event. Board Members agreed to purchase light refreshments such as juice, muffins, and coffee. Board Members discussed and agreed to arrive at 8:00 a.m. to set up and that there would be a welcome and introduction by the Chair followed by a presentation of the grant process by Board Members Yamaguchi and Emrick. Board Members agreed to provide an overview of the grant timeline, scoring criteria, and that applications would be accepted for up to \$5,000 in grant funds. The Board also proposed having Carol Geisbauer present information on "common mistakes of grant writing" or other basic grant writing information that could be useful.

**6. Policy Subcommittee**

Chairperson Perez stated that she has a neighbor that is an attorney that will review the Grant Agreement pro bono and will provide comments back to the subcommittee. The

Policy subcommittee will meet within the next week to discuss creating a PowerPoint presentation for the Grantsmanship summit including key information such as deadlines and process for submitting questions.

**7. Sponsorship/Fundraising Subcommittee**

Chairperson Perez stated that next week her and a few of the Blue Ribbon Committee members are going to four different locations as possible venues for a fundraiser and will provide information and availability of the locations back to the Board. Board Member Heaton presented a draft budget for the event anticipating selling tickets for \$47.50 per person to approximately 160 guests and having about \$30 per guest in expenses to earn about \$7,600 in net proceeds. Board Member Heaton stated that he has recently seen performances of the high school Jazz Ensembles at Steamers and that they are very good and would provide quality entertainment for the fundraiser. Board Members also discussed potential special guest speakers for the event such as Janet Evans or James Cameron, but will continue exploring options.

**8. Discussion on Participating in the Concerts in the Park Series.**

The Board reviewed the Concerts in the Park schedule and decided that they would participate on Thursday, July 5 and have a display booth to garner community awareness about the Foundation. The Board discussed having a Foundation banner and give away items such as bracelets or fans. Chairperson Perez stated that she will research prices for the fans and bracelets and Mr. Nicks stated that he will develop the banner. Mr. Nicks stated that he will also coordinate having a table, tent, and chairs set up for the concert.

**9. Board Member comments or requests**

Mr. Nicks stated that the Women's Roundtable donated \$1,000 to the Foundation and that a Thank You Letter would be drafted and sent to them.

**10. 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 Policy Subcommittee, Sponsorship/Fundraising Subcommittee, Review of Grantsmanship Summit 2012, Board Development, Marketing to seek Donations and In-Kind Support, and further discussion about participating at the Concerts in the Park Series.

**11. 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 June 25, 2012 at Placentia City Hall. Meeting adjourned on Monday, May 21 at 8:00 p.m.

---

Jon Nicks, Executive Director / Recording Secretary