



401 E. Chapman Avenue
Placentia, CA 92870
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MINUTES
Foundation Meeting
March 19, 2012

1. Meeting Called to Order by Chair at 6:40p.m.

2. Roll Call: Present: Vivian M. Perez, Chair
William E. Heaton Jr., Vice Chair
Joseph Aguirre
Linda Bartelt
Jeremy B. Yamaguchi

Late Arrival: Brenda Emrick

Absent: Craig Green

Others Present: Jon Nicks / Executive Director

3. Public Comment: None

4. Approval of Minutes from the February 16, 2012 meeting.

MOTION by William E. Heaton Jr. to approve the minutes of February 16, 2012. **SECOND** by Joseph Aguirre with a unanimous **VOICE VOTE** of **4-0-1-2** (Craig Green and Brenda Emrick absent; Jeremy B. Yamaguchi abstained).

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

Executive Director Nicks reported to the board that Board Member Green would like to table the Treasurer's Report for next meeting where he intends to give a presentation. Executive Director Nicks sent out a document stating the amount the board currently has in their account.

6. Policy Subcommittee

Chairperson Perez stated that a subcommittee has generated a grant process and a grant timeline document. Chairperson Perez stated that the grant process document is intended for internal use to keep the board on time while the grant timeline can be posted online and available for everyone to view. During the review of the Frequently Asked Question document Board Member Bartelt stated that under "Who is eligible?" should read "community based organizations" instead of "non-profit organization" and under the following question should read "To be eligible you should have a not for profit status".

Board Member Bartelt stated that on the back side of the Frequently Asked Question document the following should be removed, "Does the foundation fund university overhead cost?" Chairperson Perez stated the document is a work in process and will continue to be updated. Board Member Emrick discussed the grant program evaluation and stated that it has been set up based on a fifty points total. The categories would be as followed: Project Relevance, Innovation/Creativity/Uniqueness, Visibility and Sustainability, Fiscal Competence, and Influence and Impact. Board Member Yamaguchi stated that the Grant Agreement is a work in process and legal review is still needed. Board Member Bartelt stated that the nonprofit status needs to be modified throughout the document.

MOTION by William E. Heaton to approve the documents as amended as working documents. **SECOND** by Jeremy B. Yamaguchi with a unanimous **VOICE VOTE** of 6-0-0-1 (Craig Green absent).

7. Discussion about staffing needs and options for the Placentia Community Foundation

Executive Director Nicks informed the board that he spoke to Robert Pierce, Coordinator for Internships and Community Engagement Department, at Cal State University of Fullerton and informed him that the board is in search of an intern. Robert Pierce informed Executive Director Nicks that a posting will be generated and the hours conducted by the intern during the spring and summer would count towards the fall semester. Executive Director Nicks stated that a Service Learning Agreement would have to be drafted stating the hours and expectation from the intern and once the service has been completed an evaluation would take place. Chairperson Perez stated that the board needs to step up on the administration portion and help monitor and become an advisor for the intern. Executive Director Nicks stated that the board could aid him by conducting the interviews for potential candidates and monitor the intern. Board Member Heaton stated that a staff is still needed due to the fact that the board has not yet met all their goals. Executive Director Nicks informed the Board that they board would need to establish several Personnel Policies and Payroll Procedures before moving forward with hiring a part-time person. [Board Member Brenda Emrick arrived during this portion of the meeting].

8. Sponsorship/Fundraising Subcommittee

Board Member Heaton informed the board that invitations to join the Blue Ribbon Committee have been sent out to the following: Steve and Nancy Murray, Tommy Kalman, and Don and Carol Swearingen. Board Member Heaton would also like to include Dr. Evans, Shirley and Phil Cameron and possibly Paul Kraemer or a Kraemer family member. Board Member Bartelt stated that the location for the first meeting has not yet been set but is still searching for a appropriate location. The board decided to conduct a Blue Ribbon Committee meeting on April 19th to present and invite members to become a part of the committee. Board Member Emrick offered to have the event at a relative's house in Placentia. Board Member Heaton stated that the Blue Ribbon Committee should be created and have them raise money so that the foundation can begin granting reasonable amounts of money for this year as a stimulation for the foundation. Board Members

Discussed the responsibilities that the Blue Ribbon Committee would have regarding distribution of grants and timeline.

9. Review and consideration to approve sponsorship support letter for the 2012 Heritage Festival and Parade

Executive Director Nicks informed the board that he has drafted a letter that can aid the Heritage Committee draft a final letter that can be distributed when seeking sponsors. Board Member Bartelt stated that the solicitation should be on City of Placentia letterhead and under the Heritage Committee not under the Placentia Community Foundation due to the fact that the Heritage Committee would be the ones seeking sponsorship. Board Member Heaton stated that the donations will be handled through the Placentia Community Foundation.

10. Review current Placentia Community Foundation Mission Statement and discuss possible adjustments

The board decided on modifying the ending of the Placentia Community Foundation Statement to read "...the City of Placentia to further cultural, educational, and recreational cause".

MOTION by Jeremy B. Yamaguchi to accept the Mission Statement as corrected. **SECOND** by Brenda Emrick with a unanimous **VOICE VOTE** of 6-0-0-1 (Craig Green absent).

11. Discussion about planning a second Grantsmanship Summit in 2012

Board Member Heaton stated the first Grantsmanship Summit in 2011 had an attendance of 32 non-profits where the Placentia Foundation expressed their priorities and introduced the foundation. Board Member Bartelt stated that a possible topic for this year could be a Grant Process. Board Member Heaton suggested to split the meeting into two parts and invite a Guest Speaker who can offer information regarding grants and have the Placentia Foundation conduct their presentation on grants the Foundation is offering. Executive Director Nicks advised the board to have their Grantsmanship Summit in the beginning of June and open up the grant process afterwards. All application deadlines should be in July and have the board meet once or twice to review and accept grant applicants and have a formal announcement and presentation at a fall fundraiser. Chairperson Perez stated that the second Grantsmanship Summit should be conducted in May and a committee will be made up of Board Members Heaton, Bartelt and Aguirre.

12. Continued Discussion about Placentia Community Foundation participation at the Annual Conference of Foundations in April 2012 and consideration to approve expenditures for Board Members to attend conference

MOTION by Jeremy B. Yamaguchi to have one board member attend the Annual Conference of Foundations and approve the \$310 expenditure for the registration fee. **SECOND** by Brenda Emrick with a unanimous **VOICE VOTE** of 6-0-0-1 (Craig Green absent).

13. Board Member comments or requests

Board Member Linda Bartelt attended the Community Networking meeting representing the Placentia Foundation and spoke to a variety of representatives from different organizations in the City.

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

For the next meeting the Foundation Board of Directors will discuss Treasurer's Report, Policy Subcommittee, Sponsorship/Fundraising Subcommittee, Recap of the Blue Ribbon Committee Meeting, and Grantsmanship Summit 2012.

15. 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 April 23, 2012 at Placentia City Hall. Meeting adjourned on Monday, March 19 at 8:35p.m.

Jon Nicks, Executive Director / Recording Secretary