



MINUTES
Foundation Meeting
September 17, 2012

1. **Meeting Called to Order** by Chair at 6:30 p.m.
2. **Roll Call:**

Present:	Vivian M. Perez, Brenda Emrick, Craig Green, Jeremy B. Yamaguchi
Absent:	Joseph Aguirre
Others Present:	Jon Nicks, Executive Director
3. **Public Comment:** None
4. **Consideration to Approve Minutes from the August 6, 2012 meeting.**

Board Member Green **MOTIONED** to approve the minutes from August 6, 2012. The motion was **SECONDED** by Board Member Yamaguchi. The minutes were approved by a **VOICE VOTE** of 4-0.
5. **Grant Distribution**

Director Nicks informed the Board that all of the agreements have been signed by Board Members Perez and Green and the checks are ready to be distributed. The Board discussed how to distribute and present the grants. It was decided that the checks would be mailed out and large presentation checks would be distributed at a City Council meeting. Director Nicks is working on having information about the grants on the Foundation website and in the next publication of the Placentia Quarterly. He also informed the board that the Orange County register is interested in writing an article about the Foundation and will forward information to Chair Perez to speak to the reporter. Director Nicks will verify if an application for the Disaster Preparedness grant through SCE was submitted.
6. **Continued Discussion of Recruitment for Board Member Positions.**

The only application that has been received is from Susan Wan-Ross. It was suggested that Board Members attempt to have Blue Ribbon Committee and Heritage Committee members join the board. The board discussed other possible candidates that had expressed an interest. The Board will follow up with potential candidates and schedule interviews prior to the next meeting.
7. **Discussion of Board Member Expectations and Responsibilities.**

The board discussed the need to clearly define the roles and expectations of Board Members and tightening up the bylaws so they can be better used as guidelines. Possible board expectations include meeting attendance requirements, fundraising requirements, and the need for endowment and annuity plans were also discussed. Multiple Board Members expressed a desire to set goals along with short term and long term plans and

strategies. Clearly labeling different donation levels and donation strategies were also discussed. Printing an insert for the tri-folds that includes a method of donation was discussed in detail. Board Member Yamaguchi volunteered to draft the Chair and Board Member responsibilities. Board Member Emrick volunteered to help him. Board Member Green and Chair Perez will draft strategic planning and fundraising mechanisms.

8. Sponsorship / Fundraising Subcommittee

Board Member Emrick suggested a warm up fundraising breakfast targeting possible corporate and business sponsors separate from a community oriented fundraiser in April 2013. Board Member Yamaguchi pointed out that the people in the community and businesses have different wants and needs and could be targeted differently. The importance of presenting to the Placentia Chamber of Commerce and attending Chamber meetings in order to develop business contacts was discussed at length. The board also discussed possibly getting involved with the Heritage Festival Pancake Breakfast.

9. Consideration to accept donations designated for the City of Placentia Community Christmas Basket (CCB) Program including applying to the Orange County Toy Collaborative to obtain 1,000 toys for children of low income families.

Director Nicks informed the Board that the city needs to partner with a nonprofit organization in order to apply for toys that will be given out to children of low income families through the Community Christmas Basket program. The distribution is lead by the Friendly Center. The City cannot use the Friendly Center as a partner on the application because the Friendly Center enters their own application for a separate event in Orange. On distribution day they toys are given out, along with food, and children's books. Director Nicks would also like the Board to consider accepting other donations that people might want to make to the program.

Board Member Yamaguchi **MOTIONED** to approve helping to accept donations, utilizing the Boards 501(c)3 status for the Community Christmas Basket program and OC Toy Collaborative Program. Board Member Green **SECONDED** the motion and it was approved by a **VOICE VOTE** of 3-0-1. Board Member Emrick abstained from the vote because she works with the OC Toy Collaborative.

10. Board Member comments or requests: None.

11. Agenda Building and Meeting Schedule.

Discussion on strategic plan and chair/board member responsibilities, fundraiser in April, business fundraiser before in February, continued Discussion of Recruitment for Board Member Positions.

12. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to Monday, October 22 at 6:30pm. A subcommittee meeting will be held at 5:30 p.m. to conduct interviews of prospective Board Members.

Jon Nicks, Executive Director / Recording Secretary