



MINUTES
Foundation Meeting
November 18, 2013

1. **Meeting Called to Order** by Chair at 6:35 p.m.
2. **Roll Call:** Present: Vivian M. Perez, Dwayne De Rose, Craig Green, Scott Nelson, Susan Wan-Ross, Constance Underhill, Dayna Rafiqi
Absent: Kathi Baldwin, Brenda Emrick, Eric Naasz
Others Present: Jon Nicks, Executive Director
3. **Public Comment:** None
4. **Consideration to Approve Minutes from the October 21, 2013 meeting.**
Board Member Green **MOTIONED** to approve the minutes from October 21, 2013. The motion was **SECONDED** by Board Member Underhill. The minutes were approved by a **VOICE VOTE** of 6-0-1-3.
5. **Election of Chair and Vice Chair Position for 2014**
Director Nicks opened nominations for Vice Chair. Board Member Nelson nominated Brenda Emrick as Vice Chair. The nomination was **SECONDED** by Board Member Perez. Hearing no other nominations, nominations for Vice Chair were closed. The appointment of Brenda Emrick as the 2014 Vice Chairperson was approved by a **VOICE VOTE** of 7-0-0-3.

Director Nicks opened nominations for Chairperson. Board Member De Rose nominated Susan Wan-Ross as Chair. The nomination was **SECONDED** by Board Member Perez. Hearing no other nominations, nominations for Chair were closed. The appointment of Susan Wan-Ross as Chairperson was approved by a **VOICE VOTE** of 7-0-0-3.
6. **Treasurer's Report on Current Status of Community Foundation Account.**
Board member Green and Director Nicks provided the 2013 financial activity report. Board Member Green commented on the current status of the Community Foundation Account. Using the Treasurer's Report, he stated that the current balanced of the account is \$44,067 he stated the Foundation is currently doing well and they continue to peruse new revenue ideas for the Foundation. Board Member Nelson **MOTIONED** to approve the 2013 Treasurer's report. The motion was **SECONDED** by Board Member Underhill. The 2013 Treasurer's Report was approved by a **VOICE VOTE** of 7-0-0-3.
7. **Discussion of Board Member Responsibilities.**
Chairperson Perez provided a proposed outline of roles and responsibilities for the Board Members of the Placentia Community Foundation. One of the suggested responsibilities is for each Board Member to participate in two subcommittees. Board Member Underhill

suggested that if a member had three consecutive unexcused absences they may be recommended for removal from the Board of Directors. Chairperson Perez stated that the Foundations main objective for its Board Members to dedicate their time and resources. Board Members agreed that they should have a full discussion and consider finalizing the roles and responsibilities during the next meeting when all Board Members are present.

8. Sponsorship / Fundraising Subcommittee

Item was tabled until the January 2014 meeting in order to discuss concepts with all Board Members.

9. Board Member Comments or Requests

Chairperson Perez suggested each Committee Member brainstorm new fundraising ideas. Chairperson Perez reminded everyone that the Board of Directors will be dark in December and reconvene on January 27, 2014. All Board Members discussed having the ability to take credit cards payments should be explored for the fundraising Subcommittee. Director Nicks stated that City Council will re-organize in December and select the Mayor for 2014. City Council will also select their 2014 representative to the PCF Board of Directors during the second meeting in December.

10. Agenda Building and Meeting Schedule.

Board Member discussed a formal acceptance of Board Member roles and responsibilities, Discussion of Subcommittees and Subcommittees assignments, and brainstorming fundraising concepts.

11. Adjournment.

The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on Monday, January 27, 2014

Jon Nicks, Executive Director / Recording Secretary