



401 E. Chapman Avenue
Placentia, CA 92870
(714) 993-8227

MINUTES
Foundation Meeting
February 24, 2014

1. Meeting Called to Order by Chair at 6:30 p.m.

2. Roll Call: Present: Dwayne De Rose, Craig Green, Scott Nelson, Brenda Emrick, Vivian M. Perez, Susan Wan-Ross, Constance Underhill, Kathi Baldwin,

Absent: Dayna Rafiqi, Eric Naasz

Others Present: Jon Nicks, Executive Director

3. Public Comment: No Public present.

4. Consideration to Approve Minutes from the January 27, 2014 meeting.

Board Member Underhill **MOTIONED** to approve the minutes from January 27, 2014. The motion was **SECONDED** by Board Member Green. The minutes were approved by a **VOICE VOTE** of 6-0-2-2.

5. Discussion and Consideration to Finalize Board Member Responsibilities.

Board Members reviewed the Board Member responsibilities and discussed having additional clarification of the philanthropic expectations of the board members. Board Member Perez stated that she would research information on expectations from other organizations and provide more detail on the philanthropic expectations and other areas during the next meeting. Board Members also discussed contacting the former Blue Ribbon Committee members and representatives from the local utility companies for assistance with events and fundraising.

6. Discussion of possible subcommittees and Board Members assignments to subcommittees.

- **Event Planning:** Nothing to report at this time.
- **Community Outreach:** Nothing to report at this time.
- **Sponsorships:** Board Members discussed getting corporate sponsors. Board Member Nelson discussed having a draft of a letter to distribute to request sponsorships.
- **Non-Profit Educational Summit:** Board Member Perez mentioned that the Community Summit will be on June 4th or June 5th. Board Members Perez and Wan-Ross discussed having a presentation from a financial advisor from the OC Credit Union who provides

advisement to non-profit organizations. The summit would also have past grant recipients present during the summit and provide an overview of the 2014 grant application process. Board Members Green and Emrick would also help with the Summit again for this year.

- **Grant Evaluation Process:** Nothing to report at this time.
- **Intern Recruitment:** Board Members Nelson and Wan-Ross will work with Board Member Rafiqi to attempt to recruit interns to help the Foundation with future events and drafting an annual report.

7. Discussion regarding Fundraising ideas and concepts.

Board Member Wan-Ross presented that the Chamber of Commerce has proposed to do a 5K and Health Expo and have the Foundation as a partner to plan the event. Director Nicks stated that the Chamber of Commerce would need still to obtain approval from the City and reimburse the City for all expenditures related to the event similar to requirements for the Merchants Association for the Tamale Festival. Board Member Wan-Ross stated that the Director of the REACH Foundation who organizes the Shamrock Run 5K to raise funds for PYLUSD provided information on their event cost and the efforts needed to organize the event. Director Nicks stated that the event cost is in line with the City's budget for the "Get Fit 5K" that they City organized several years ago and would be approximately \$17,000 in expenses. Director Nicks emphasized that the fundraising doesn't come primarily from the 5K runners, it comes from sponsorships gathered for the event and the loss of sponsorship is the reason the City stopped conducting the Get Fit 5K.

Board Member Nelson proposed the idea of bringing back "A Taste of Placentia" at the Alta Vista Country Club, and inviting local restaurants to the event and have entertainment during the evening in August. Board Members discussed this event as an alternative to the 5K to have an event at lower cost with less labor and volunteers needed to host the event. Board Members DeRose and Wan-Ross stated that they would follow up with Alta Vista and bring back more information to the next Board Meeting.

8. Board Member comments or requests. – None

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, sub-committee areas, fundraising concepts including "A Taste of Placentia" and Concerts in the park.

10. Adjournment.

The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on

Jon Nicks, Executive Director / Recording Secretary