



401 E. Chapman Avenue  
Placentia, CA 92870  
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**MINUTES**  
**Foundation Meeting**  
**November 17, 2015**

1. **Meeting Called to Order** by Chair at 7:15 a.m.
  
2. **Roll Call:** Present: Susan Wan-Ross, Brenda Emrick, Kathi Baldwin, Kevin A. Larson, Eric Naasz,  
Absent: Dwayne De Rose, Vivian Perez, Danya Rafiqi  
Others Present: Veronica Ortiz, Interim Executive Director and Amir Behmaram, Guest
  
3. **Public Comment:**  
None.
  
4. **Consideration to Approve Minutes from the October 27, 2015 meeting:**  
Board Member Larson **MOTIONED** to approve the minutes from October 27, 2015. The motion was **SECONDED** by Board Member Baldwin. The minutes were approved by a **VOICE VOTE** of 5-0-0-3.
  
5. **Review and discussion of Board Member Procedure Handbooks to be Drafted:**  
Board Member Baldwin stated that Board Members should look at the bylaws while updating the handbook. Board Member Larson suggested that Board Members should create an event calendar for the whole year. Board Member Baldwin stated that Board Member Larson should sign the checks for the Foundation. Board Members discussed appointing Board Member Perez as an Executive Director to the Foundation. This will be discussed next meeting.
  
6. **Consideration of meeting future meeting schedule:**  
For January 26, 2016 meeting, Board Members will discuss when they would like to hold committee meetings and establish Board Members. Interim Executive Director Ortiz will put updated bylaws, review of voting positions, and recommendations on the next agenda.
  
7. **Consideration to approve a reimbursement of \$58.98 to Chairperson Susan Wan-Ross for payment of the website services and discussion on future payment structure for these services:**  
Board Members approved the reimbursement of \$58.98 to Chairperson Susan Wan-Ross for payment of the website services. Interim Executive Director Ortiz discussed getting a debit card for the Community Foundation. This will be discussed in the January 26, 2016 meeting.

**8. Review and discussion on current Placentia Community Foundation bylaws and organizational structure:**

Board Members discussed the bylaws during item number 5. There will be more discussion regarding the bylaws in the next meeting.

**9. Board Member comments or requests:**

Board Member Wan-Ross stated that she will be resigning starting 2016. Board member Wan-Ross also stated that the Community Foundation should collaborate for the One OC Giving Day and I Love Placentia Day with the cities of Yorba Linda and Fullerton. Board Members Perez and Baldwin will be attending the One OC Giving Day orientation on December 1, 2015. Guest Amir Behmaram introduced himself to the Community Foundation Board Members.

**10. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings:**

Interim Executive Ortiz discussed with Guest Amir Behmaram can come to the next meeting as a guest and be voted in as a Board Member.

**11. Adjournment:** The Placentia Community Foundation Board of Directors Adjourned at 8:05 a.m. The Placentia Community Foundation Board of Directors adjourns to their next regular meeting on Tuesday, January 26, 2016 at 7:15 a.m

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Veronica Ortiz, Interim Executive Director / Recording Secretary