



401 E. Chapman Avenue
Placentia, CA 92870
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MINUTES
Foundation Meeting
April 26, 2016

1. **Meeting Called to Order** by Chair at 7:20 a.m.
2. **Roll Call:** Present: Brenda Emrick, Kathi Baldwin, Kevin A. Larson,
Vivian Perez, Dwayne De Rose
Absent: Eric Naasz, Danya Rafiqi
Others Present: Veronica Ortiz, Community Services Supervisor, Sandra Gonzalez,
Director of Community Services, Craig Green, Mayor Pro Tem.
3. **Public Comment:**
None.
4. **Consideration to Approve Minutes from the March 29, 2016 meeting.**
Board Member De Rose **MOTIONED** to approve the minutes of March 29, 2016. The motion was **SECONDED** by Board Member Larson. The minutes for the meeting of March 29, 2016 were approved.
5. **Review and discussion of I Heart OC Giving Day outreach efforts.**
Chairperson Perez updated the Foundation with ways to promote I Heart OC Giving Day and to fundraise for the event. She asked the board members to continue outreach efforts.
6. **Review and discussion of Southern California Edison grant meeting.**
Chairperson Perez explained that Southern California Edison's grant meetings in are sessions for non-profit organizations, designated as 501c3. The sessions guide the organizations in understanding their opportunities for sustainability and growth. Chairperson Perez stated that Placentia will host the community grant seminar for Orange County at the Whitten Center on June 3, 2016. There will be two separate sessions, one in the morning and in the afternoon, which will accommodate up to one hundred participants each.
7. **Review and discussion of the "Taste of the Town" and Chamber of Commerce Community Event Policy.**
Board member De Rose reported that the Foundation will not participate in the "Taste of the Town" event. Since the Chamber of Commerce Board has declined to partner with the Foundation for the event, Board member De Rose remarked that the Foundation's presence at other events such as National Night Out would be pivotal for community involvement and awareness. The Chamber Board will help to promote the Foundation, but will not share the revenue.

8. Review of Placentia Community Foundation website.

Community Services Supervisor Ortiz announced that updates have been made to the Foundation's website to include contact information, events such as Love Placentia and I Heart OC Giving Day, and previous minutes and agendas. Chairperson Perez commented that the goal for the website is transparency, notably for annual reports, grants, events, and bylaws. Community Services Supervisor Ortiz responded to Board member Baldwin's question regarding any applicable fees regarding the website as it transitions from an html platform to one that resembles the ease of access to the City of Placentia website.

9. Discussion of possible dates and locations for the Community Summit event.

The Foundation discussed dates and locations for the events in June. June 2 and 9 were both favorable dates overall. It was decided that Thursday, June 9 in the evening would work best for the Summit event. The library will not be able to host the Summit. The possible locations include the Whitten center, the Backs building, the City Council Chambers.

10. Consideration to approve a reimbursement of \$58.98 to Chairperson Vivian Perez for payment of the website services and discussion on future payment structure for these services.

Chairperson Perez will pay the website services with a personal credit card and receive approval from the Foundation before Board member Larson makes a check of reimbursement. Board member Baldwin **MOTIONED** to approve the reimbursement \$58.98 to Chairperson Perez. The motion was **SECONDED** by Board member Brenda Emrick. The motion to reimburse Chairperson Perez was approved. Community Services Supervisor Ortiz informed the Foundation that the website service fee will occur biannually and may require a debit or credit card. Community Services Supervisor Ortiz recommended that the Foundation obtain a debit or credit card from the bank in order to pay for necessary Foundation fees. The card would be kept at City Hall. This idea will be explored in the future, including any fees associated with the card or costs that the Foundation may encounter.

11. Board Member comments or requests.

Board member Larson presented the Treasurer's report of 2015 up to March 31, 2016 to the Foundation. Board member Larson informed the Foundation that the ledger balance is \$36,575.05. Everything has been reconciled up to March 31. The funds raised for the year summarize to \$14,000 with a potential addition of \$10,000 from Waste Management Services. Board member Larson mentioned the possible creation of a reserve policy for the account to have a base amount to develop a grant budget. The Treasurer's report will be an item on the agenda going forward. A 2014 discrepancy of a \$1,000 grant that was to be given to the organization of Emergency Preparedness was brought up by Community Services Supervisor Ortiz. Board member Emrick **MOTIONED** that the 2014 \$1,000 grant be reconciled to the Emergency Preparedness unit. The motion was **SECONDED** by Chairperson Perez. The motion will be on the next agenda for Foundation approval and further discussion.

12. Staff / Department comments and updates.

Community Services Director Gonzalez announced the Summer Registration day on May 21, 2016, which will also host the commencement of a summer series Community Walk. Community Services Supervisor Ortiz notified the Foundation about the mandatory Ethics training that must be completed by May 27, 2016.

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

The Financial Report will be placed after the Board Member comments or requests section, an update will be given for the 2015 "Taste of the Town" payment request. A discussion will be held about the debit or credit card for the Foundation, a topic for the Community Summit speaker who is to be chosen will be discussed, and a discussion of the Board's expansion will take place.

14. Adjournment.

The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on May 24, 2016 at 7:15am.

Veronica Ortiz, Community Services Supervisor/Interim Executive Director