



401 E. Chapman Avenue
Placentia, CA 92870
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MINUTES
Foundation Meeting
May 24, 2016

1. **Meeting Called to Order** by Chair at 7:25 a.m.

2. **Roll Call:** Present: Brenda Emrick, Kathi Baldwin, Kevin A. Larson,
Vivian Perez, Danya Rafiqi
Absent: Eric Naasz, Dwayne De Rose
Others Present: Veronica Ortiz, Community Services Supervisor, Sandra Gonzalez,
Director of Community Services

3. **Public Comment:**
None.

4. **Consideration to Approve Minutes from the April 26, 2016 meeting.**
Board Member Baldwin **MOTIONED** to approve the minutes of April 26, 2016. The motion was **SECONDED** by Board Member Emrick. The minutes for the meeting of April 26, 2016 were approved.

5. **Update and discussions on Southern California Edison's Grant seminar and Community Summit event to take place in June. Foundation Board to discuss the event planning, organization and possible guest speakers.**
Chairperson Perez informed the Foundation that Southern California Edison has committed to give twenty laptops as a contribution to the Foundation for hosting the civic engagement seminar, which welcomes other Orange County non-profit organizations to apply for grants. The Foundation must also submit an online application to receive the laptops and a grant of up to \$5,000. Further discussion about laptop use will be held. Chairperson Perez reintroduced the discussion on the Community Summit. It was decided among the board members that July 18th from 6:30 p.m. – 8:00 p.m. would be the best time to hold the grant Summit. Chairperson Perez suggested either the Aguirre building or the Whitten center as the locations for the Summit. Community Services Supervisor Ortiz recommended inviting Marilyn Anderson of the Police Department, who organized the successful Love Placentia Day event, to speak at the Summit in order to promote grassroots' organizing and volunteerism. It was also proposed that the Summit be a time to recognize other nonprofit groups for their volunteer efforts. Further details will be discussed at the next meeting.

6. **Consideration to approve the 2014 grant award payment of \$1000 to RACES for the purchase of emergency preparedness items.**
Discussion was held concerning a \$1,000 grant that should have been given to the Radio Amateur Civil Emergency Service (RACES) organization for emergency preparedness supplies, but the check was never processed. Board Member Baldwin **MOTIONED** to

approve the \$1,000 grant payment to RACES from the previous year. The motion was **SECONDED** by Board Member Emrick.

7. Consideration to approve a payment of \$1.00 to the City of Placentia for a business license renewal.

Board Member Baldwin **MOTIONED** to approve the \$1.00 payment to renew the business license of the Foundation. Chairperson Perez **SECONDED** the motion. The payment of \$1.00 to the City of Placentia was approved.

8. Consideration to approve disbursements of grant funds donated from Southern California Edison to the Placentia Police Department for \$500 for the organization of the Veteran's Day Event and to the Community Services Department for \$500 for the organization of the Concerts in the Park events.

The two \$500 grant checks were deposited but need approval to be disbursed. Board Member Emrick noted that the Foundation has a role as a pass through agent for financial distributions even though there is no line item for the Foundation to be a fiscal agent for other organizations. When organizations apply for grants intending to use the Foundation as a fiscal agent, they ought to first obtain approval from the Foundation. Chairperson Perez remarked that organizations that would like to use the Foundation as a fiscal agent ought to be present at the Foundation's board meetings. Board Member Baldwin **MOTIONED** to approve the disbursement of grant funds from Southern California Edison to the Placentia Police Department and to the Community Services Department for \$500 each. Chairperson Perez **SECONDED** the motion. It was held to a voice vote with unanimous consent.

9. Review and discussion of a \$1,000 donation from So Cal Gas Company to the Placentia Police Department.

The \$1,000 donation was given as an initiative to provide car seats for families in need. The donation has been deposited but did not go through the Foundation's grant process. Board Member Emrick suggested that a plan for a car seat distribution program be established to direct the funds toward the specific purpose for which it was given. Chairperson Perez recommended that the Police Department's Marilyn Anderson be present at the next meeting to help decide what will be done with the donation. Updates will be given at the next meeting.

10. Update on 2015 "Taste of the Town" payment to the Foundation from the Chamber of Commerce.

Board Member Baldwin informed the Foundation that no mention of the "Taste of the Town" payment has yet been found in previous minutes of the Chamber of Commerce. This will be addressed in the next meeting.

11. Consideration to expand the board. Foundation members to discuss possible board expansion.

Chairperson Perez suggested adding members from some of the organizations that work with the Foundation, such as the Police Department. Chairperson Perez named two individuals whom are potential additions to the board: Denise Garcia and Chris Lowe. Board Member Baldwin named one individual for potential board expansion: Joanne

Sowards. It was also suggested that the Foundation work with non-profit organizations in the community such as the Placentia Library, Rotary, Alliance, and the Placentia Women's Round Table. Board Member Emrick proposed a networking event in which the aforementioned non-profit organizations interact with the Foundation. Board Member Rafiqi recommended a youth's presence from local schools in the board's expansion prospects. Community Services Director Gonzalez brought up the monthly Community Collaborative event for non-profit networking as well as the development of an application process. Board expansion will be an action item to be discussed again.

12. Treasurer's report. Board Member Larson to provide the Foundation with a brief treasurer's report.

Board Member Larson gave a financial report that covers through April 30th. Board Member Larson noted that the annual Republic Services donation for \$10,000 has not yet been received. Records show that at this time last year the donation had been received. Republic Services will be contacted with a reminder about their annual payment. Board Member Larson reported the Foundation has \$2,000 in designated contributions with a total of \$37,575 in the Foundation's account. Board Member Larson will devise a proposal for a minimum reserve policy and annual budget for the Foundation's account to give at the next meeting. Board Member Larson also received a debit card from Union Bank to use as the Foundation's purchasing resource.

13. Fundraiser Possibilities. Board to discuss possible fundraising opportunities.

Board Member Emrick suggested selling square footage in City parks to raise funds. Community Services Director Gonzalez proposed a brick project in which residents would be able to purchase engraved bricks to place around the fountain at one of the parks. This was followed by another suggestion from Board Member Emrick of building a permanent stage for Concerts in the Park. The construction would be sponsored by residents who wish to own a part of the stage. Chairperson Perez suggested fundraising by partnering with Chips for Kids toy drive and car show. Board Member Baldwin **MOTIONED** to initially approve the necessary steps to begin exploring a fundraising event between the Foundation, Chips for Kids, the City of Placentia, and Orange County Parks. Board Member Emrick **SECONDED** the motion. A voice vote was called with all in favor to pledge support to the event.

14. Board Member comments or requests.

Chairperson Perez encouraged the Foundation to visit the Downtown Brea car show on Father's Day to view an example of a potential fundraising event. Board Member Emrick inquired about the membership fees that tie the Foundation to the Chamber of Commerce.

15. Staff / Department comments and updates.

Community Services Director Gonzalez updated the Foundation of upcoming events such as the community walk and the German shepherd adoption. An ethics training reminder was given to the board.

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

The Southern California Edison grant, the Community Summit, the Foundation's role as a pass through fiscal agent, Southern California Gas Company's donation to the Placentia Police Department, payment from the Chamber of Commerce for "Taste of the Town", membership fees to partner with the Chamber of Commerce, board expansion, the Foundation's budget and monetary reserves, and fundraising in association with Chips for Kids will all be discussed at the next meeting.

17. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on June 28, 2016.

Veronica Ortiz, Community Services Supervisor/Interim Executive Director