



401 E. Chapman Avenue
Placentia, CA 92870
(714) 993-8232

MINUTES
Foundation Meeting
September 27, 2016

1. **Meeting Called to Order** by Chair at 7:24 a.m.

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

3. **Public Comment:**
None.

4. **Consideration to approve meeting minutes for the July 26, meeting.**
Board Member Baldwin noticed the misspelling of Pat Irot name under item # 6. Member Rafiqi **MOTIONED** for the board to approve the July 26, 2016 minutes. Board Member Larson **SECONDED** the motion. The motion was approved.

5. **Treasurer's report. Board member Larson to provide the Foundation with a brief treasurer's report.**
Board Larson discussed and reviewed the budget, no new activity has appeared. A \$25 application fee for the OC Toy Collaborative has cleared and the foundation has a total of \$46,129.00 in the bank. Supervisor Ortiz announced that a donation from Cars Inc. in the amount of \$500 was made out to the Community Foundation instead of the Heritage Festival due to the Heritage Festival not possessing 501c3 status. Board Member Baldwin motioned to approve the request. The request was approved.

6. **Discussion of 2016 Grants Review committee, timeline for selection of recipients and consideration to select a community citizen to serve on the Grants Review Committee.**
Chair-person, Perez, noted that there were a lot of new applicants. However, as the applications were reviewed, it was clear that people were not following instructions. The instructions are simple and straight forward. Many asked for money and gave a wish list but lacked project descriptions or specific actions. Chair-person, Perez, Proposed a workshop in which the participants would be taught how to fill out this grant application. Many applicants were not selected because they failed to state an amount along with a proposed plan. Supervisor, Veronica Ortiz, and Chair-person, Perez, stated that there were a good variety of applicants but that there needs to be a seminar on how to fill out the grant. Chair-person, Perez, proposed being stricter with applications that are not filled out correctly. A community grant workshop for nonprofits was proposed in which the nonprofit would fill out an example of a grant application. Supervisor Veronica Ortiz stated that providing them with a sample of a grant

application would be useful. A checklist was also thought to be useful. Board Member, Larson, explained that their selection process consisted of ranking the organizations in three tiers. Board Member, Larson, explained that immediate funding is designated to tier 1 and tier 2 is a contingent upon approval, tier 3 could be revisited if more funding became available. Only tier 1 applicants were approved as grant recipients. Awarded applicants are listed below.

Organization	Program
All About Food	An educational nonprofit dedicated to eliminating childhood obesity and malnutrition
Lot 318	It's mission to make sure kids were no longer entering a world of drugs and violence
Missionary Athletes International	Soccer program that will keep kids out of gang activity
Placentia Founders Society	Third Grade Tours of the Bradford House
Placentia Heritage	52 nd annual Heritage Festival and parade occurring on Saturday, October 08, 2016

7. Review and discussion of board expansion.

Several people have applied for board membership. Chair person Perez will be meeting with the applicants to discuss the operations of the Foundation. Denise Garcia who is on the board for veterans is interested in joining the foundation board as well.

8. Board Member comments or requests.

Chair person Perez verified whether the current meeting time, 7:15 a.m, works for everyone. Dwayne has missed more meetings than he has attended because the time does not work for him. Eric Naasz has also missed many meetings. The Foundation will follow up with both Board members.

A discussion was had regarding the 2015 Taste of the Town event. A resolution with the Chamber of Commerce has not been reached at this point. Currently, a fully executed MOU including all necessary signatures between the Foundation and the Chamber of Commerce for the event has not been located. Due to this issue, the Chamber of Commerce has indicated that the MOU is void and therefore will not be executed. Chair-person Perez explained to the Foundation the options that could be taken, one being not to pursue it, it would be considered lost money, some sort of legal action, or through mediation through a third party, where it stays between the entities involved. Kevin Larson stated that although there was no signature, they had ratified their agreement through their actions. Chair person Perez proposed writing a formal letter from the foundation to the Chamber of Commerce, requesting their share of the net proceeds, the foundation will also ask for a financial statement. It will be presented to the Chamber and they will have four weeks to respond to the letter. The letter will be sent to the Board of Directors of the Chamber and the response due date is set for October 24th. The response will be presented at the foundation meeting that is scheduled for October 25th. At that time a discussion will be initiated and an action plan will be developed.

9. Staff / Department comments and updates.

None.

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

The foundation needs members that show up consistently. Adding four more members was proposed, of those four it needs to be understood that this is a working board. One future goal is to reach out to the younger community, reaching out the high school may be an option.

11. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on October 25, 2016.

Veronica Ortiz, Community Services Supervisor/Interim Executive Director