



401 E. Chapman Avenue
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MINUTES
Foundation Meeting
October 25, 2016

1. **Meeting Called to Order** by Chair at 7:26 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 from the September 27, meeting.**
Board Member Baldwin stated that it was herself and Kevin Larson that had proposed a grant seminar and not Vivian Perez as the minutes had mentioned. Board Member Emrick **MOTIONED** for the board to approve the September 27, 2016 minutes. Board Member Rafiqi **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 Member Larson discussed and reviewed the budget. There hasn't been much change since the August report. There was a \$500.00 check from Cars Inc. that had been deposited as a pass-through for the Heritage Festival. The Foundation has a total of \$46,000.00 in the bank. Board Member Larson stated that the designated grants from the last meeting will post after checks are distributed. There is also an \$800.00 payment that needs to be made for Ken Palmer, CPA. The only deposit made was the \$500.00 check from Cars Inc. which will go back to the Heritage Festival to go towards the car show. No items needed to be approved.
6. **Discussion of 2016 Grants Review committee.**
Supervisor Ortiz announced that the grant award/ rejection letters would be going out after the meeting. Vivian Perez is to sign the letters. Supervisor Ortiz stated that the agreements outline what they received, what it's for, and a contract for them to sign and return. There needs to be a progress report submitted by each organization after 60 days. There is a final report to take place after that. Once the reports are returned they will be brought to the Foundation for review. Board Member Baldwin asked for clarification about the actions that the organizations need to take once they have received their letter. Supervisor Ortiz stated that the agreements provide guidelines and keep them accountable for following through on the plans they had originally initiated. Progress reports that need to be submitted are also made available online. Director

Gonzalez recommended that the Foundation wait until the agreements are returned signed before providing them with a check. Board Member Baldwin contributed to the idea and proposed attaching a note that stated their check will be ready as soon as the agreement has been signed. Since all the organizations are local it would expedite the process if they were to pick up their checks in person.

7. 2015 Taste of the Town Event Progress Report.

Chairperson Perez is having a meeting this morning with Mr. De Rose and Board Member Baldwin will be attending the meeting as well. Chairperson Perez created a letter that states what the Foundation would like as a resolution to the 2015 Taste of the Town event and provides Mr. De Rose with a written document. The letter was shared at the meeting to get board feedback. Board Member Emrick reviewed the letter and took out the portion that said, "Understandably, the Foundation was disappointed". Board Member Emrick also stated that she does not want to provide an amount in the letter, but rather see a budget and see what the profit was before a minimum can be declared. Board Member Emrick wanted Mr. De Rose to be named in the letter and state which Community Foundation meetings he was present for. The letter is set to go to the whole board. There were no other changes made to the letter.

8. Staff / Department comments and updates.

None.

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

Chairperson Perez would like to continue with the meeting time of 7:15 a.m. Board Member Baldwin spoke with Dwayne and he had inquired as to whether the meetings could be changed to Mondays at the same time so that he may attend. He has a commitment on Tuesday mornings with another organization. Monday does not work for other board members. Board Member Baldwin will be checking with Dwayne to figure out whether he is unavailable every Tuesday morning or whether it is only the last Tuesday of every month that he is unavailable. Board Member Rafiqi stated that if the Foundation wants to expand to students, then the time might be an issue. The current time would work for college students; however, it would not work for high school students. This will be taken in to consideration. Chairperson Perez received a verbal resignation from Dr. Naasz. Chairperson Perez requested Dr. Naasz provide a monetary contribution to the Foundation. Chairperson Perez and Dr. Naasz discussed a \$2,500 donation every year for the next five years. Dr. Naasz will discuss with his wife. Board Member Larson suggested following up with him by December 1st so that he can receive a tax right off.

Board Member Rafiqi suggested having meetings at the schools in order to involve younger members. The location would depend on which schools responded. The ultimate goal is to create a committed youth group. Requests have not been sent at the moment. A resume and cover letter are expected for new youth members. Board Member Rafiqi is going to draft an ad for high schools. This advertisement may also be posted as an unpaid internship opportunity. This will be posted to ASB and counseling offices. The internships are geared towards college students and the volunteer

opportunity for high school students. Board Member Rafiqi is taking a leave of absence. She is going to Washington D.C. in January and is expected to be there until May. The Foundation will be dark in December.

Board Member Rafiqi mentioned Elevation Services. They are a web consulting firm that help revamp websites and outreach. They drafted a proposal and they have a grant program that subsidizes half of the cost. It is very customizable and you can decide what you need and don't need on your website. The offer for the grant is valid for the rest of the calendar year. The intern may be responsible for feeding the consulting firm updated information for the Foundation website. Chairperson Perez would like to discuss branding and communication at the November meeting.

Director Gonzalez will be going to City Council with a recap of The Heritage Festival in January. There are changes expected to occur. The Foundation would like to be more involved with the Heritage Festival. Director Gonzalez asked for The Heritage Festival to be discussed informally at the next meeting. Chairperson Perez does not want to add new board members until the chamber issue is resolved. A new branding effort will be discussed at a later meeting.

10. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on November 29, 2016.

Veronica Ortiz, Community Services Supervisor/Interim Executive Director