



401 E. Chapman Avenue
Placentia, CA 92870
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MINUTES
Foundation Meeting
November 29, 2016

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

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

3. **Public Comment:**
None.

4. **Consideration to approve meeting minutes from the October 25, 2016 meeting.**
Board Member Baldwin **MOTIONED** for the board to approve the October 25, 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 Member Larson discussed and reviewed the budget. The October's treasurer report shows an ending bank account balance of \$46,129.00. The ending book balance is \$37,829.00. The difference is due to outstanding payments for checks written on October 25, 2016. Board Member Larson compared the expected budget established in May 2016 to the current financial status of the Foundation. Board Member Larson suggested putting together a reformulated budget for the year of 2017 to be proposed in the January meeting with the final budget to be approved in February of 2017. Chairperson Perez mentioned the fundraising of I Love Placentia as well as the possibility of obtaining a grant from Southern California Edison. Memorial bricks and a car show are fundraising options for the Foundation.

6. **Review and approval of any deposits and approval of any payments.**
Board Member Larson reported that there were no new deposits in the month of October. Community Services Supervisor Ortiz notified the Foundation of a sponsorship check from Premier Chrysler Jeep to the Foundation for \$2,000.00. The check was given to the Foundation for the 2016 Heritage Festival. Board Member Larson also pointed out there is an outstanding \$500.00 check from the Foundation to the Placentia Police Department for Veterans' Day. Board Member Baldwin **MOTIONED** to approve the \$2,000.00 donation from Premier Chrysler to the Foundation for Heritage Day 2016. Board Member Perez voice **SECONDED** the motion.

7. Update on 2016 grant awards.

Community Services Supervisor Ortiz updated the Foundation on the distribution of grant awards. Contracts were sent out to organizations in order to continue the award process. Awards will be sent out once the signed contracts are received. Community Services Supervisor Ortiz reported that the organization, All About Food, declined the grant from the Foundation. Board Member Larson noted that the check for All About Food would be voided. Community Services Supervisor Ortiz stated that the application for the grant has to be updated to include an address line to ensure all options of communication are open.

8. 2015 Taste of the Town event result progress report.

Chairperson Perez informed the Foundation that she received a letter from the Placentia Chamber of Commerce in which the Foundation is presented with two actions: the Foundation may either accept a partial payment to the proposed agreement for \$452.34 or proceed with further negotiations with the Chamber. This figure is one third of the requested amount. Board Member Baldwin informed the Foundation that the figure was devised based on the number of volunteers that participated in the event. Chairperson Perez also informed the Foundation of a letter from the City Attorney in which he notes Board Member Baldwin's dual membership with the Foundation and the Chamber. Chairperson Perez read a portion of the letter that states Board Member Baldwin must recuse herself from negotiations. Board Member Larson suggested that 40% of the \$6,900 net income was a reasonable portion to ask for. The portion comes out to \$2,760. This acts as the middle ground so that the foundation can move forward. Board Member Emrick proposed that the foundation calculate the number of board members and the number of tickets each person sold to determine the amount that the foundation is owed. Board Member Emrick also suggested the Foundation request a total of \$1,100 from the Chamber.

9. Board expansion and rebranding efforts.

Nothing to report.

10. Review and discussion of the proposal from Elevation Services

This discussion will be made at an upcoming meeting.

11. Board Member comments and updates.

Board Member Larson will bring forward a draft budget. Emails may be sent to him if there are any ideas as to what needs to be included. Chairperson Perez proposed making a donation to \$300 for the holiday event taking place on December 14th. The donation is meant to go towards the decorations used for the event. Chairperson Perez proposed the donation and Board Member Larson seconded the proposal.

12. Staff/Department comments and updates.

None at this time.

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

There will be no meeting in December. The next meeting will be held in January.

14. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on January 31, 2016.

Veronica Ortiz, Community Services Supervisor/Interim Executive Director