



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

MINUTES
Foundation Meeting
April 26, 2017

1. Meeting Called to Order 7:25 a.m.

2. Roll Call:

Present: Kevin A. Larson, Vivian Perez, Dwayne De Rose, Brenda Emrick

Leave of Absence: Dayna Rafiqi, Kathi Baldwin

City Staff: Veronica Ortiz, Community Services Supervisor

Council Liaisons: Mayor Craig Green, Councilmember Rhonda Shader

3. Public Comment.

Mayor Craig Green confirmed that the City has received a \$1 million check from the insurance company. The City has now collected \$4.16 million back in total from the embezzlement.

4. Consideration to approve meeting minutes of the March 29, 2017 meeting.

Board member Larson noticed the treasurer's report from last month has an error, the tax returners name is Ken Palmer not Kent Palmer as noted previously. Chairperson Perez **MOTIONED** for the board to approve the March 29, 2017 minutes. Board member Emrick **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 informed the foundation that one check has been cleared and it was the final disbursement for the Tree Lighting Event. The foundation still has \$40,000 in the bank.

6. Review and approval of any deposits and approval of any payments.

There are no current deposits to be made at this time.

7. Review and discussion of the Brick Legacy Program.

Community Services Supervisor Veronica Ortiz presented a draft that was done by Community Services Director Sandra Gonzalez. This idea was originally brought to the attention of the Foundation a few months ago. Community Services Supervisor Veronica Ortiz noted that Community Services Director Sandra Gonzalez has done similar programs in other cities. The program allows companies, organizations, and nonprofits to display their logo on a brick and become part of the Civic Center. Community Services Director Sandra Gonzalez introduced the program to the Foundation as a potential fundraising opportunity. Community Services Supervisor Ortiz distributed a draft flyer. The City would be the lead agent of the program. The Placentia Public Works department would be responsible for installing the engraved bricks. Supervisor Ortiz also revealed that because the library is a

separate entity located at the Civic Center, the City would need their approval to move forward with the program. If the program moves forward, the company that the City would partner with is Polar Engraving. Polar Engraving would provide a free website that allows people to order online. Community Services Supervisor Veronica Ortiz reiterated the cost, a 4x8 brick is \$17.50 and an 8x8 is \$25.50 and in the case that someone wanted to add a logo there would be an additional \$6 fee. Community Services Supervisor Veronica Ortiz introduced a potential map that would allow people to see where their brick is located. Placentia Public Works would remove the existing concrete bricks and then prepare the base and set the engraved bricks which are approximately the same size. This process would only be done twice a year. A schedule will be created to determine when organizations can participate in the program. Flyers will be distributed to act as the reminder. Public works would only be called when 10-20 bricks have been received. The cost would be a flat fee of \$500 each time to do this. Profits will be split between the Foundation, the City and the Placentia Library. The Foundation would receive 45%, 35% would go to the City and 25% to the library. The percentages were determined based on the City and the Foundation spearheading the program. Chairperson Perez asked that the 35% of profit that the City receives go to City programs. Councilmember Shader recommended that the \$500 required for labor costs be deducted from the City's 35% split. The Foundation Board agreed with her recommendation.

Chairperson Perez recognized that the Foundation voted on the program last year but wanted to communicate with the Foundation once more to determine whether everyone was ready to move forward with the program. The program is ultimately a fundraiser that could potentially net about \$5,000 a year. Board Member Emrick suggested that the flyer be revised to say "Civic Center" rather than "City Hall" since the library is also included and change the name from "citizen brick" to "heritage brick" or another word in order to sound more personal. Board Member Larson had concerns over the dates to submit for a Legacy Brick. The new dates are now set for November 1-April 30 and the second round to submit will occur from May 1-October 31. Legacy Brick orders that are received between November and April will be installed by the end of June. Legacy Bricks that are ordered between May and October will be installed by the end of December. Community Services Supervisor Veronica Ortiz will ask that Polar Engraving display templates on their website to show the different options that are permissible. The City will work to review the brick orders. Board Member Larson suggested that the Foundation formulate some guidelines to prevent any inappropriate orders. The Foundation agreed as a whole to participate in the program. Supervisor Ortiz will work on the updates but noted that there are still more steps in order for the program to gain complete approval.

8. Discussion and consideration to approve the newly revised Foundation by-laws.

Community Services Supervisor Veronica Ortiz introduced the by-laws that the city attorney reviewed. The by-laws have been revised based on the Foundations request. There were changes made to the first page in section 2. The city attorney made the by-laws reflective of the Foundation's mission statement. A change was also made to page 4 which now clearly outlines information about the board of directors. It shall consist of 8 individuals who will be appointed at large by the board of directors, in addition, the 8 at large board members, the mayor of the City of Placentia and/or his designee shall serve as nonvoting member of the board of directors. Board member Larson recommended a revision to the by-laws on page

11, D section 1, in regards to the books of accounting. The by-laws state that the treasurer will be responsible for the annual audit of the books, the Foundation does not do an audit. Board Member Larson proposed that the by-laws state that the treasurer be responsible for the filling of the annual tax return instead. Board member Larson recommends that the title "treasurer" be added next to his name on page 17 so that he does not appear as an at large member. He also recommended that page 4 paragraph 2 be adjusted. As of now it states that the conflict of interest clause "should" be signed rather than "must" be signed. Board member Emrick and Chairperson Perez explained that the conflict of interest policy was incorporated in to expectations. Chairperson Perez MOTIONED to approve the by-laws with corrections. Board Member Larson SECONDED the motion. The by-laws were approved.

9. Discussion of D&O insurance information.

Board Member Larson followed up on three agencies for D&O insurance. Quotes ranged from \$500,000 to \$1 million in coverage. Board Member Larson is recommending that the Foundation proceed with the \$1 million in coverage policy. Each of the agencies have an annual premium and in some cases there are other agency fees. Three quotes were provided for consideration to the board. State Farm, Farmer's, and Michael Duvall Insurance companies all submitted quotes. Board Member De Rose expressed concern about not receiving any quotes from Placentia firms. Board Member Larson is going to follow up with Placentia firms that board member De Rose recommends. Councilmember Shader advised board member Larson to look for different companies because proposal 2 and proposal 3 use the same under writer. Board Member Larson plans on returning with other quotes for consideration.

10. Board Member comments or requests.

Board Member Emrick urged that the summit flyer be updated and launched. Board Member Emrick will prepare the summit presentation. She noticed that important information was missing last year. Board Member Emrick asked about update reports from organizations that were previously awarded a grant. Community Services Supervisor Veronica Ortiz stated that Lot 318 has turned theirs in but there are others that have not. Chairperson Perez asked Board De Rose to assist Board Member Emrick in putting together the content for the presentation. Chairperson Perez will be working on the logistics. Community Services Supervisor Veronica Ortiz will take care of the flyers, invites, and RSVP's. The Foundation agreed to hold the summit at the Whitten Community Center. The Foundation tentatively plans to meet on May 16, 2017 at 6:00pm to further discuss the summit as necessary. Chairperson Perez presented cost information for two companies regarding their pen, notepad, presentation folder, mints, and table runner. Chairperson Perez is hoping to add name badges, tabletop signs and stand-alone retractable sign.

11. Staff/Department comments and updates.

N/A

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

N/A

13. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on May 24, 2017.

Certification of Posting

I, Veronica Ortiz, Interim Executive Director of the Placentia Community Foundation, hereby certify that the Agenda for the April 26, 2017 meeting of the Placentia Community Foundation was posted on Thursday, April 20, 2017.

Veronica Ortiz, Community Services Supervisor/Interim Executive Director