



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

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**Mission Statement:**

*The Placentia Community Foundation solicits, receives, invests and makes grants of funds, property and other resources to provide direct charitable services to aid, sponsor, promote, advance and assist worthy activities, programs and services in the City of Placentia to further cultural, educational, and recreational events and causes.*

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**AGENDA**  
**Regular Meeting of**  
**The Placentia Community Foundation**  
**August 22, 2018 – 7:15 A.M.**

The Placentia Community Foundation welcomes you to this meeting. We encourage your participation. This agenda contains a brief general description of each item to be considered.

The Placentia Community Foundation encourages free expression of all points of view. Any person who wishes to speak regarding an item on the agenda will address the Board at the time the item is being considered. Upon recognition by the Chair, state your name and address for the record prior to providing your comments. Speakers will be limited to a time period set by the presiding officer. If you wish to speak on an item that is not on the agenda, please do so during the period listed for Public Comment. All supporting information is available for public review in the Foundation offices.

**Special Accommodations**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Placentia Community Foundation at (714) 993-8232. Notification 48 hours prior to the meeting will generally enable the Foundation to make reasonable arrangements to ensure accessibility.  
(28 CFR 35.102.35.104 ADA Title II)

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**ORDER OF BUSINESS**

1. Meeting Called to Order

2. Pledge of Allegiance

3. Roll Call:   Kathi Baldwin                                   Brenda Emrick                                   Jill Buchanan  
                  Kevin A. Larson                                   Vivian M. Perez                                   Dayna Rafiqi

4. Review and Approval of Minutes for February, March, and April of 2018.

5. Public Comment.

6. Treasurer's report. Board member Larson to provide the Foundation with a brief treasurer's report.

- Consideration to amend the 2018 budget due to the addition of the Placentia Police Explorer's Grant Award.

7. Review and approval of any deposits and approval of any payments.
8. Review and discussion of the 2018 Concerts in the Park fundraiser.
9. Discussion of 2018 Heritage Festival.
  - Consideration to participate as the 2018 Heritage Festival Beer and Wine Garden vendor and submit the vendor application.
10. Discussion of 2018 Community Foundation Grants.
11. Board member comments and requests.
12. Staff/Department comments and updates.
13. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings.
14. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on September 26, 2018.

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**Certification of Posting**

I, Veronica Ortiz, Executive Secretary of the Placentia Community Foundation, hereby certify that the Agenda for the August 22, 2018 regular meeting of the Placentia Community Foundation was posted on Thursday, August 16, 2018.

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Veronica Ortiz, Community Services Supervisor/Executive Secretary



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**MINUTES**  
**Foundation Meeting**  
**February 28, 2018**

**1. Meeting Called to Order 7:21 a.m.**

**2. Roll Call:**

Present: Kevin A. Larson, Vivian Perez, Brenda Emrick  
City Staff: Joanna Contreras, Community Services Office Assistant; Veronica Ortiz,  
Community Services Supervisor  
Leave of Absence: Danya Rafiqi, Kathi Baldwin  
Guests: Jill Buchanan, Placentia Police Department Lieutenant Brad Butts,  
Councilmember Craig Green, Bob Nixon, Mayor Pro Tem Rhonda Shader.

**3. Consideration to approve the January 24, 2018 meeting minutes.**

Chairperson Perez **MOTIONED** for the board to approve the January 24 minutes. Board member Larson **SECONDED** the motion. The motion was approved.

**4. Public Comment.**

Lieutenant Butts reported to the Foundation that the Placentia Police Explorers received a monetary award. The source of the award is the office of Senator Josh Newman who addressed the office of North Orange County Chief of Police to designate twenty million dollars to be distributed over the next five years in order to reduce recidivism and reentry into prisons, youth violence, and homelessness. The youth violence category was divided into two areas. The first area addresses the enforcement to reduce youth violence and the second addresses prevention through community based organizations (CBO). Three CBOs in Placentia have been allocated a portion of the \$224,000 made available. The Placentia Police Explorers program is one of the CBOs with an allocated amount of \$112,000. The Police Department and the advisors to the Explorers program seek to expand the program, train and educate its participants, and establish grants for college funds for participants using the donated money. The Police Department requested that the Foundation serve as its pass-through for the donated money. Chairperson Perez **MOTIONED** that the Foundation serve as the fiscal agent for the Placentia Police Department over the next five years in order to help them with their grant. Board member Emrick requested that a copy of an annual report be provided to the Foundation. Board member Larson **SECONDED** the motion. The motion was approved by **VOICE VOTE** 3-0-0.

**5. Treasurer's report. Board member Larson to provide the Foundation with a brief treasurer's report.**

Board member Larson reported that there have been no deposits into the Foundation's account during the month of January. The Foundation has paid all its pending payments. The City will prepare payment to the Foundation of the allocated \$10,000 Republic Services

annual contribution. Supervisor Ortiz notified the Foundation that \$600 was received from Southern California Edison.

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

Board member Larson noted that the budget has been completed.

**7. Plan for 2018 year. Board to discuss participation in Concerts in the Park.**

Supervisor Ortiz informed the Board on behalf of staff person Zambrano of the conversation between the Foundation and the Cultural Arts Commission regarding the Foundation's possible participation in the Concerts in the Park series. The Cultural Arts Commission committed two nights to the Foundation's participation and offered the Foundation to sponsor a band. The Foundation proposed a counter offer so that consistency could be prioritized. The Foundation would like to be present for three concerts, and are willing to propose to the Cultural Arts Commission that they participate in two or three concerts as a trial to measure the success of their involvement with promise to add two more concerts should the events go well.

**8. Review of Foundation by-laws.**

Chairperson Perez noted that a revision to the by-laws was completed last year, and the highlights of the changes included the responsibilities of the board members that required a pledge of good citizenship. Chairperson Perez also noted that the Foundation did not have to follow the Brown Act as a non-profit and standalone organization. The Foundation also changed the role of Councilmembers. While the guidance of the councilmembers is sought, the councilmembers do not have a vote of determination for Foundation decisions. It was noted that there are three main priorities of the Foundation: fundraising, teaching non-profits to be successful, and supporting whatever the Foundation is informed of related to the City.

**9. Board member comments and requests.**

The board members discussed some of the work that they do throughout the year for the guests present who may be interested in participating as board members for the Foundation.

**10. Staff/Department comments and updates.**

No comments.

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

Concerts in the Park is to be added to the agenda.

**12. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on March 20, 2018.**

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**MINUTES**  
**Foundation Meeting**  
**March 20, 2018**

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

**2. Roll Call:**

Present: Kevin A. Larson, Vivian Perez

Absent: Brenda Emrick

City Staff: Joanna Contreras, Community Services Office Assistant; Felipe Zambrano, Community Services Coordinator; Veronica Ortiz, Community Services Supervisor; Sandra Gonzalez, Director of Community Services

Leave of Absence: Danya Rafiqi, Kathi Baldwin

Guests: Jill Buchanan, Councilmember Craig Green, Mayor Pro Tem Rhonda Shader

**3. Consideration to approve the March 20, 2018 meeting minutes.**

Chairperson Perez **MOTIONED** for the board to approve the January 24 minutes. Board member Larson **SECONDED** the motion. The motion was approved.

**4. Public Comment.**

None.

**5. Treasurer's report. Board member Larson to provide the Foundation with a brief treasurer's report.**

Board member Larson gave a brief treasurer's report. There were no expenses in February, and the Foundation currently has just under \$29,000. Supervisor Ortiz notified the Foundation that the \$10,000 grant donation from Republic Services is ready to be deposited. Board member Larson requested that staff follow up on a \$500 check given to the Police Department that was not deposited. Checks given to the Placentia Founders' Society and to the Placentia Police Explorers in 2017 have also not been deposited. Reports on the three outstanding checks will be given to the Foundation at the next meeting.

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

None to report.

**7. Plan for 2018 year. Board to discuss:**

- **Concerts in the Park participation update and discussion**
- **Expansion of Board, selection, and interview process of potential new members**

Chairperson Perez created a draft of best practices that other Foundations ordinarily do to expand their boards. Chairperson Perez explained that the Foundation could build on the City's application for Commissioners and Committee members by adding additional questions where necessary. Chairperson Perez suggested that the interview panel consist of a current board member, a City staff member, and either a private citizen with a vested interest in the

Foundation or a City Council member. The dates for interviews and correspondence will be established by the Foundation. Chairperson Perez stated that the process for potential members will eventually be implemented into the Foundation's bylaws.

Chairperson Perez updated the Foundation on the status of the Foundation's participation in the Concerts in the Park series. Chairperson Perez and Board member Emrick gave a presentation to the Cultural Arts Commission to request that the Foundation be present for all of the scheduled concerts. Staff member Zambrano reported to the Foundation that the Commission had concerns regarding the presence of alcohol at each of the concerts, to which the Foundation representatives responded to at the Commission's meeting by giving examples of other events in different cities where such a model was favorable and of benefit to the Foundation's financial prosperity. It was decided that the Foundation would be present at five concerts with a beer and wine garden and provide a \$1,100 sponsorship for one of the bands performing. The Foundation will also secure two business and two non-profit vendors for each concert. The name for the beer and wine garden area will be determined at a future meeting. The Board also discussed the possibility of accepting credit card payments at the beer and wine garden using a square adaptor for a cellular device. The goal for the Foundation is to maintain the family atmosphere of the Concert series.

**8. Board member comments and requests.**

None.

**9. Staff/Department comments and updates.**

None.

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

**11. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on April 25, 2018.**

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**MINUTES**  
**Foundation Meeting**  
**April 25, 2018**

**1. Meeting Called to Order 7:21 a.m.**

**2. Roll Call:**

Present: Vivian Perez, Brenda Emrick

Absent: Kevin A. Larson

City Staff: Joanna Contreras, Community Services Office Assistant; Veronica Ortiz, Community Services Supervisor; Sandra Gonzalez, Director of Community Services

Leave of Absence: Kathi Baldwin, Dayna Rafiqi

Guests: Councilmember Craig Green, Mayor Pro Tem Rhonda Shader, Paul Petty

**3. Consideration to approve the February 28<sup>th</sup> and March 20<sup>th</sup> meeting minutes.**

Chairperson Perez noted that there was no quorum. February, March, and April meeting minutes will be approved on July 25<sup>th</sup>.

**4. Community News.**

Councilmember Green informed the board that the new maps of districting have been approved and are available for public view. Additionally, sharing that April 26<sup>th</sup> is the Police, Fire, and Emergency Services Recognition Breakfast. Officer Corey Davis is to be honored. Mayor Pro Tem Shader shared that the City has been chosen as a finalist for the 2018 All-America City designation. A group of 9 delegates will be going to Denver, Colorado in June to present to the panel. Chairperson Perez distributed flyers for the "Cruisin' Brea" Car Show on Father's Day.

**5. Public Comment.**

Heritage Festival Committee Chairperson, Paul Petty presented the option to combine fundraising efforts with the Foundation to benefit the Heritage Festival. Upon discussion, it was established that there is no target budget. The Heritage Festival committee is currently researching doing a quartermania fundraiser. Chairperson Perez suggested creating a master plan, including fundraising and corporate sponsorship levels. Supervisor Ortiz informed that a tri-fold has been drafted, which includes the levels of sponsorship, and duals as the registration for the Business Expo. Board Member Emrick suggested that the Heritage Committee include the Foundation in their marketing materials, to signify that the Foundation is a non-profit, and separate entity from the City, for donations and sponsorships to pass through. Chairperson Perez suggested that the Heritage Committee reach out to the CSU Fullerton Media and Communications Department for assistance with marketing materials. Mayor Pro Tem Shader suggested that Chairperson Petty ask for support from each of the 9 City Committees. Board Member Emrick suggested to additionally send a letter to Committees and local businesses asking for support. Supervisor Ortiz will provide the

information for each committee to Chairperson Petty. Mayor Pro Tem Shader committed to be an advocate for the Heritage Festival Committee.

**6. Treasurer's report. Board member Larson to provide the Foundation with a brief treasurer's report.**

No report. Board Member Larson was absent.

**7. Review and approval of any deposits and approval of any payments.**

None to report.

**8. Plan for 2018 year. Board to discuss:**

• **Concerts in the Park participation update and discussion**

Chairperson Perez notified the board that the Cultural Arts Commission has given permission for the Foundation to have a beer and wine garden at all but the last Concert in the Park. The scope of participation will be limited at this point, with the possibility of expanding in future years. Volunteers to assist with set-up will be from the school bands. The Foundation will look for food vendors and the proceeds will go to the individual Non Profit vendors themselves. Chairperson Perez has contacted security, and will contact food trucks for one food truck per night. As part of the Cultural Arts allowing the beer and wine garden, the Foundation has agreed to pay for one of the bands. At this time, there is not any paperwork that needs to be submitted. Supervisor Ortiz provided an update, that the Department has submitted the budget with one less concert. The change would bring the total number of concerts to five, with the Foundation doing the beer and wine garden at four of the concerts. Chairperson Perez suggested that further discussion of this topic be tabled for a separate meeting.

• **Expansion of Board, selection, and interview process of potential new members**

Chairperson Perez created a draft of the process and procedures of bringing on new members. She would like for the board to review the document and discuss further on a phone conference call.

**9. Board member comments and requests.**

None.

**10. Staff/Department comments and updates.**

Director Gonzalez informed the foundation that she wrote an application for a grant through the North Orange County Public Safety Task Force in the amount of \$65,500. The focus area for this grant is at-risk youth. The funding would go toward programming and modern updates to the Teen Center at Kraemer Park. After a vote by the Foundation, the grant would be passed through the Foundation to the City, with a stipend of about \$3,000 going to the Foundation. The vote by the Foundation will be done by encompassing all means of technology. Upon approval, Chairperson Perez will come in to sign. The grant application is due by May 11<sup>th</sup>.

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

There will not be a May meeting due to lack of quorum.

**12. Adjournment at 8:25am. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on June 27, 2018.**

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