



401 E. Chapman Avenue  
Placentia, CA 92870  
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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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