



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

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.

AGENDA
Regular Meeting of
The Placentia Community Foundation
January 23, 2019 – 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)

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. Public Safety Presentation.
• City Administrator, Arrula

5. Review and Approval of Minutes for October 28, 2018.

6. Public Comment.

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

8. Review and approval of any deposits and approval of any payments.
9. Discussion of 2019 Grants Summit.
10. Board member comments and requests.
11. Staff/Department comments and updates.
12. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings.
13. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on February 27, 2019.

Certification of Posting

I, Veronica Ortiz, Executive Secretary of the Placentia Community Foundation, hereby certify that the Agenda for the January 23, 2019 regular meeting of the Placentia Community Foundation was posted on Thursday, January 17, 2019.

Veronica Ortiz, Community Services Supervisor/Executive Secretary



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

MINUTES
Foundation Meeting
November 28, 2018

1. Meeting Called to Order 7:32 a.m.

2. Roll Call:

Present: Vivian Perez, Kevin A. Larson, Brenda Emrick, Kathi Baldwin, Jill Buchanan
City Staff: Veronica Ortiz, Community Services Supervisor; Sandra Gonzalez, Director of Community Services; Marshe Samuel, Office Assistant
Leave of Absence: Dayna Rafiqi
Guests: Mr. Perez

3. Consideration to approve the October 24th minutes.

Board member Larson **MOTIONED** to approve the October 24th minutes. Board member Emrick **SECONDED** the motion. The motion was approved.

4. Public Comment.

Mr. Perez stated that about 65 participants showed up for the car show at the Heritage Festival. Mr. Perez also stated that he was pleased with the outcome of the Beer & Wine Garden, and the City making use of available resources.

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

Board member Larson reported the Foundation received \$764 in proceeds from the Beer & Wine Garden, but \$500 of that total amount was due to the generosity of board member Emrick and her family in the form of a cash contribution. There is about \$20 to \$30 remaining from this donation. Board member Larson estimated that the Foundation collected about \$230 to \$240 without accounting for the donation. Board member Larson shared that this was the most successful Beer & Wine Garden they have hosted. Chairperson Perez asked the Foundation members to establish a relationship with Stereo Brewing, because they have voiced interest in assisting with future Beer & Wine Gardens.

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

Board member Larson already deposited \$570 from the sales of the Beer & Wine Garden. This is after the security was paid and Chairperson Perez was reimbursed. The Foundation currently has \$37,000 in the bank. Board member Larson noted that the Foundation is still waiting for a yearly \$10,000 check from Republic Services as part of the contract that is in valid until 2020. Chairperson Perez would also like to meet with City Administrator Arrula to inquire about the legality of asking new businesses partnering with the Foundation. The D&O insurance is up for renewal, which costs approximately \$1,200. There was no price increase and the new contract needs to be signed by Chairperson Perez.

Community Services Supervisor Veronica Ortiz made a formal request to the Foundation. The City's Tree Lighting Ceremony will be taking place and the tree that was going to be used for the ceremony will not arrive in time. As a result, the City had to rent a tree for the Tree Lighting Ceremony, which will be installed, professionally decorated, and removed by another company. The total cost for this process is \$4,900. Supervisor Veronica Ortiz asked the Foundation to consider being a sponsor and donate \$500. Placentia Rotary and the Gas Company have already agreed to be sponsors of the event. Sponsors will be announced at the event and their logo will be displayed on the program that will be distributed to the public. The Foundation unanimously agreed to sponsor the Tree Lighting Ceremony for \$500. As part of the sponsorship, the Foundation requested to distribute their pamphlets at the event, which Supervisor Veronica Ortiz agreed to.

7. Discussion of 2019 events

Chairperson Perez noted that major events coming up in 2019 include the Community Summit, recruitment, and the annual report. Now that the City has been divided into districts, the Foundation would like to recruit individuals that represent each of the five districts to promote true representation. Chairperson Perez is going to request that the City Council assist with this. Chairperson Perez has already drafted a letter that will be presented to the City Council in early 2019.

The Foundation will also be creating an annual report in the form of a postcard. The report will disseminate information to the public about what the Foundation does. Chairperson Perez will be reaching out to a company commonly used by Placentia The Sauce Creative Services about potential ideas for presenting this information.

Chairperson Perez discussed fundraising in 2019. At this point in time, the Foundation is only interested in fundraising at Concerts in the Park and the Heritage Festival. The continuation of the Community Summit was also discussed. Chairperson Perez raised concerns that while board member Emrick has been doing a great job conducting all the summits, there are still applicants that are not following instructions and providing unnecessary or irrelevant information. The Foundation is considering hosting a mandatory workshop to be eligible to apply for grants in 2019, and possibly revising the current application. Chairperson Perez proposed the Foundation meet in the second week of January, before their next regular meeting, to revamp the application. Supervisor Ortiz will be emailing the current application for the Foundation to thoroughly review individually.

Board member Baldwin suggested the Foundation consider holding the Community Grant Workshop in February so that grants may be disbursed in April. This would require input from finance in terms of processing the payments. This matter will be discussed in further detail at a future meeting. The Foundation is scheduled to meet Wednesday, January 23rd, the draft grant applications will be reviewed by the board on January 7th.

Chairperson Perez inquired about formally informing the Cultural Arts Commission about wanting to participate in the 2019 Concerts in the Park series. Supervisor Ortiz stated that the Cultural Arts Commission does not meet in December, but will request this item be added to the agenda for their February 2019 meeting.

Supervisor Ortiz informed the Foundation that the Heritage Committee will not be distributing any materials for the 2019 Heritage Festival until the Placentia City Council approve the event sometime in February. Pending approval, the Foundation will begin discussing their involvement with the Heritage Festival in either April or May.

8. Community partnerships

The Foundation is interested in approaching new Placentia businesses for potential sponsorships. Chairperson Perez would like to meet with City Administrator Arrula to further discuss the possibility of this.

9. Board member recruitment

Chairperson Perez plans to notify City Administrator Arrula about approaching the City Council to discuss Foundation recruitments. The Foundation is interested in recruiting new members from each district.

10. Board member comments and requests.

None.

11. Staff/Department comments and updates.

None.

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

13. Adjournment at 8:48 a.m. The Placentia Community Foundation Board of Directors Adjourn to a regular meeting on January 23, 2019.
