



8. Grant recipient reception recap discussion
  9. Recap discussion on the 2019 year.
  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 January 22, 2019.
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**Certification of Posting**

I, Veronica Ortiz, Executive Secretary of the Placentia Community Foundation, hereby certify that the Agenda for the December 3, 2019 regular meeting of the Placentia Community Foundation was posted on Tuesday, November 26, 2019.

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Veronica Ortiz, Community Services Supervisor/Executive Secretary



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**MINUTES**  
**Foundation Meeting**  
**October 23, 2019**

**1. Meeting Called to Order 7:41 a.m.**

**2. Roll Call:**

Present: Vivian Perez, Kevin A. Larson, Jolene Durbin, Kathi Baldwin  
City Staff: Karen Crocker, Interim Director of Community Services; Aileen Munoz, Community Services Coordinator; Felipe Zambrano, Community Services Coordinator; Marshè Samuel, Community Services Office Assistant  
Guest: Mayor Rhonda Shader, Councilmember Craig Green  
Absent: Jill Buchanan, Community Services Supervisor Veronica Ortiz

**3. Review and Approval of Minutes for September 25, 2019.**

Board member Larson **MOTIONED** to approve the September 25<sup>th</sup> minutes. Board member Durbin **SECONDED** the motion. Motion carried.

**4. Public Comment.**

Councilmember Green commented that there has been great progress on the Veteran's Monument. The additional two panels should be delivered in two weeks and the monument will be ready for the Veteran's Day event. Councilmember Green also added that there is a ribbon cutting ceremony for Golden State Roasters, this Saturday at 10:00 a.m. Mayor Shader shared that the City Council Reorganization will occur at the 2<sup>nd</sup> meeting in December. Mayor Shader requested the Foundation forward any requests for "Do the Right Thing" nominees to her before her term ends. There was a discussion on the Heritage Festival Parade. Chairperson Perez commented that PONY Baseball was appreciative of their participation in the parade. The Heritage Festival Car Show provided the team with swag bags.

**5. Treasurer's Report.**

Board member Larson reported that all checks for the grants have been cleared and processed. Board member Larson reported a change to the Treasurer's report which includes Beer and Wine sales on page five. Board member Larson reported total sales were approximately \$2000. Board member Larson shared the Placentia Community Foundation is now in the positive for the year with Beer and Wine Garden sales from Concerts in the Park and Heritage Festival. Mayor Shader commented that the Foundation will remain in a deficit after the reimbursement to Chairperson Perez. Board member Larson clarified the Beer & Wine Plaza deficit was from last year and included those expenses.

Mayor Shader announced that Republic Services will continue their donation to the Placentia Community Foundation until the end of their contract for a total of 16 years. Board member Larson commented that the Foundation should consider continuing allocating the funds from Republic Services to grants to show we are reinvesting into the community. Mayor Shader

inquired about other Foundation funds. Board member Larson clarified that the Foundation needs a reserve in case donors are lost and confirmed that the Foundation did vote to retain some funding in reserves to allow for future grant writing and expenses. Chairperson Perez added that the Foundation also donates to City Events.

## **6. Review and Approval of Deposits**

Board member Perez provided an update on the expenses for the Beer Garden at the Heritage Festival which included ABC paperwork, basic equipment, printing, and posters. There was a discussion on ordering more varieties of beer for future events. The expenses for the Beer Garden totaled \$552.32. There was a discussion on sales for the Concerts in the Park and a new location. Board member Durbin proposed a ticket booth for beer purchases and to direct residents to the Beer Garden. Board member Baldwin inquired about additional fencing around Concerts in the Park. Coordinator Zambrano shared a previous Orange County event where areas were designated for alcohol consumption. Mayor Shader requested that the Foundation and the Community Services Department look into the option for future events. There was a discussion on additional security if the option is utilized. Chairperson Perez inquired about the Concert Share. Coordinator Zambrano confirmed that the Concert Share is in January.

Board member Baldwin **MOTIONED** to approve the \$20.00 filing fee reimbursement to Kevin Larson for the Secretary of State Statement of Information filing (Form SI-100) and reimbursement to Chairperson Vivian Perez for expenses incurred for the Heritage Festival event. Board member Durbin **SECONDED** this motion. Motion carried.

## **7. Heritage Festival recap discussion**

Coordinator Zambrano shared comments regarding the food vendor area and logistics. The City incurred additional expenses that include vendor restrooms, hand wash stations, three compartment sinks, and a mesh enclosure for the Pancake Breakfast. The Health Department did inspect each booth at the event to ensure all appropriate procedures were handled. There was one vendor who had two booths and the Health Department was very impressed. Mayor Shader shared one complaint form the Boy Scouts and Girls Scout booth regarding booth costs and clarified to the groups that costs had not been increased in years. Board member Durbin asked if the City is looking into purchasing three compartment sinks. Coordinator Zambrano responded that the City has looked into purchasing 3 compartment sinks, restrooms, and hand wash stations. There was a discussion on purchasing 3 compartment sinks. There was a discussion on the number of non-profits at the event. Coordinator Munoz provided comments on the craft and business vendors at the Heritage Festival and Heritage Parade.

Assistant Samuel provided updates on the food vendor location. The community enjoyed the variety of foods and even though the lines were long, food was served quickly, and there were not any complaints. Chairperson Perez shared comments from Community Services Supervisor Veronica Ortiz about the Foundation's assistance in the areas of the Beer Garden, and Parade. The Foundation helped the City utilize staffing in other areas and partnering with a group that is self-sufficient is a great help to the City and allows for a more organized event.

**8. Discussion on Grant Recipient Reception-**

The Grant Recipient Reception date was requested to be held on October 22, 2019 and did not occur. Board member Durbin suggested that the board still have a grant reception for the recipients. Mayor Shader suggested that the Foundation make a presentation at an upcoming Council meeting for the Grant recipients. There was a discussion on ideas for the Grant Recipient Reception. Chairperson Perez will discuss presenting the grants awards with Supervisor Ortiz. Mayor Shader invited the Foundation to join the City for the upcoming Thank You Event for committees and commissioners.

**9. Update on Foundation website modifications.**

Board member Buchanan is currently working on modifications and an update will be provided at the next meeting.

**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.**

Assistant Samuel asked the Foundation to consider adjusting the November meeting date to avoid the Thanksgiving Holiday week. The Foundation agreed to meet on Wednesday, December 3, 2019 at 7:30 a.m.

**13. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on December 3, 2019.**

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