



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

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**MINUTES**  
**Foundation Regular Meeting**  
**January 23, 2023**

**1. Meeting Called to Order 8:43 A.M.**

**2. Pledge of Allegiance.**

**3. Roll Call:**

Present: Kevin A. Larson, Tricia Montelongo, Sheila Jordan

Guest: Mayor Ward-Smith, Council Member Kirwin

City Staff: Community Services Supervisor, Veronica Ortiz  
Administrative Assistant, Daniela Escobedo

**4. Review and Approval of Minutes for November 22<sup>nd</sup>, 2022.**

The minutes for the November 22<sup>nd</sup> regular meeting were reviewed by the Foundation. The minutes for November 22<sup>nd</sup> were **MOTIONED** for approval by Sheila Jordan. The motion was **SECONDED** by Tricia Montelongo. The motion to approve the minutes carried.

**5. Public Comment.**

No Public Comment at this time.

**6. Treasurer's Report/Budget Update.**

Chairperson Larson reviewed the Treasurer's report with the Board. He informed the Board that the Legacy Brick sales will continue until March 31<sup>st</sup>. He informed the Board that the net profit from the Beer and Wine Garden sales is an estimated \$2,570.

Chairperson Larson reviewed the Budget report with the Board. He informed them that they will need to add a Designated Task Force line to the income section. He informed the Board that there will be a \$600 check dispersed for the social media work to Board Member Sheila Jordan which will be included in the Budget expenditures.

The Treasurer's/Budget report were **MOTIONED** for approval by Sheila Jordan. The motion was **SECONDED** by Tricia Montelongo. The motion to approve the Treasurer's/Budget Report carried.

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

Supervisor Ortiz informed the Board that after the winter break, the city received checks in the amount of \$130 and \$95 for the purchase of the Legacy Bricks. She informed the Board that the invoice for the D+O Insurance in the amount of \$1,224 was also received. She also informed the Board that they have received a letter notifying of the merger of Union and US Bank to all current account holders. The account will eventually be moved to US Bank's system and will continue to operate as normal until such changes occur. Supervisor Ortiz will update the Board if new Debit/Credit Card will be issued because of this transition.

**8. Kraemer Memorial Fountain/ Legacy Brick Fundraiser update.**

The Legacy Brick sales have been extended until March 31<sup>st</sup>.

**9. Social Media Update.**

Board Member Jordan informed the Board she will update the website and social media accounts with the new extended Legacy Brick sales end date.

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

Supervisor Ortiz updated the Board that Admin Assistant Escobedo attended the concert share to make contact with potential bands for upcoming City events. Supervisor Ortiz also informed the Board of the City's transition to Planet Bids for securing vendors for various projects.

Supervisor Ortiz updated the Board regarding the upcoming City events in April. The City will be taking charge of the Easter event this year. The Easter event will be held on Saturday April 1<sup>st</sup>. The next event is Love Placentia, which will be held on Saturday April 22<sup>nd</sup>.

**11. Board Member comments and requests**

No comments at this time.

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

Chairperson Larson, **MOTIONED** to adjourn at 09:35 a.m. to the next regular meeting on February 27<sup>th</sup>, at 8:30 a.m. Board Member Jordan **SECONDED** this motion. Motion carried.

**13. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next meeting on February 27<sup>th</sup>,2023 at 8:30 a.m.**