



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

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**MINUTES**  
**Foundation Regular Meeting**  
**November 27<sup>th</sup>, 2023**

**1. Meeting Called to Order 6:19 P.M.**

**2. Pledge of Allegiance.**

**3. Roll Call:**

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

Absent:

Guest: Mayor Ward Smith

City Staff: Deputy Director of Community Services, Veronica Ortiz

**4. Review and Approval of Minutes for October 23, 2023.**

Board Member Jordan **MOTIONED** to approve the September 25, 2023, meeting minutes. Board Member Montelongo **SECONDED** the motion. Motion passes.

**5. Public Comment.**

No comment at this time.

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

Chair Larson reviewed the Treasurer's report and budget with the Foundation. He informed the Board members that currently the income/revenue is below the expected estimate. This does not take into consideration the Legacy Bruick sales total which has not been transferred from the PayPal account as well as \$27,000 and \$502 deposits made from the North Orange County Taskforce which will be reflected in the November statements. There was an expenditure of \$536 for Beer and Wine attributed towards the Beer and Wine for the Heritage Festival.

The treasurer's report will be tabled for the next regular meeting. Board Member Jordan **MOTIONED** to postpone the Treasurer's report to the next meeting. Chair Larson **SECONDED** the motion. Motion passes.

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

No comment at this time.

**8. PCF Grant Program**

Board Member Montelongo informed Deputy Director Ortiz that she would like to update the Grant application. She will reach out to the Community Services department for assistance.

#### **9. Heritage Festival 2023**

Deputy Director Ortiz asked for the Foundation's feedback regarding their participation in the recent Heritage Day event. The foundation was well equipped and properly staffed for the duration of the event. The Beer and Wine area had plenty of volunteers to assist with serving and was able to completely sell out.

Deputy Director Ortiz informed the Foundation that she has heard positive feedback from the marching band directors, food vendors, parade participants, and city dignitaries. Many people complimented the organization and overall turnout of residents to the event area. The park saw a higher volume of attendees due to the shorter parade route and many food vendors were able to sell out of their products before the end of the day.

#### **10. Social Media Update.**

Board Member Jordan will be emailed the flyers for the Tree Lighting, Community Christmas Basket, Snow Day, and Tamale Festival. These will be shared on social media leading up to the events. Administrative Assistant Escobedo will share the official website link as well as the event flyers with all members of the Foundation.

#### **11. Staff/Department comments and updates.**

No comment at this time.

#### **12. Board Member comments and requests**

Chair Larson opened discussions regarding the possibility of a new Chairperson leading the Foundation. Board member Jordan suggests creating a reference binder that can be utilized by the Chair person position during a period of transition.

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

The Board would like to include the discussion of a new Chairperson to the next agenda.

Board Member Jordan, **MOTIONED** to adjourn at 7:10 p.m. to the next regular meeting on November 27<sup>th</sup>, at 6:30 p.m. Board Member Montelongo **SECONDED** this motion. Motion carried.

#### **14. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next meeting on January 22<sup>nd</sup>, 2024 at 6:15 p.m.**