



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

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**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.*

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**AGENDA**  
**Regular Meeting of**  
**The Placentia Community Foundation**  
**May 27, 2025 – 6:15 P.M.**

**How to Submit Public Comment**

Members of the public may provide public comment by sending comments for the Placentia Community Foundation meeting consideration by email to the Community Services Department at [communityservices@placentia.org](mailto:communityservices@placentia.org). Please limit to 200 words or less. Comments received before or during a Board meeting, until the close of the Oral Communications portion of the agenda, will be read into the public record, subject to the regular time limitations per speaker. Longer submittals will be included in the public record. If you are unable to provide your comments in writing, please contact the Community Services Department office for assistance at (714) 993-8232.

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)

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**AGENDA**  
**Regular Meeting of**  
**The Placentia Community Foundation**  
**May 27, 2025 – 6:15 P.M.**

**ORDER OF BUSINESS**

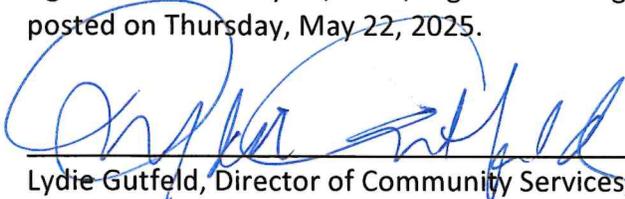
1. Meeting Called to Order.
  
  2. Pledge of Allegiance.
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3. Roll Call: Co-Chairperson Montelongo      Treasurer Larson      Board member Kurzbard  
                  Co-Chairperson Jordan            Board member May      Board member Radlauer
4. Review and Approval of Minutes for April 28, 2025.
5. Public Comment.
6. Treasurer's Report/Budget Update.
  - 6a. Refund to brick company.
7. PCF ByLaws Review.
8. Concerts in the Park.
9. Social Media.
10. Staff/Department comments and updates.
11. Board Member comments and requests.
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 June 30, 2025.

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**Certification of Posting**

I, Lydie Gutfeld, Secretary of the Placentia Community Foundation, hereby certify that the Agenda for the May 27, 2025, regular meeting of the Placentia Community Foundation was posted on Thursday, May 22, 2025.



Lydie Gutfeld, Director of Community Services/Executive Secretary



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**MINUTES**  
**Foundation Regular Meeting**  
**April 28, 2025 – 6:15 P.M.**

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

**2. Pledge of Allegiance.** – Daniela Escobedo

**3. Roll Call:**

Present: Co-Chairperson Montelongo, Co-Chairperson Jordan, Treasurer Larson,  
Board member Kurzbard , Board member May, Board member Radlauer

City Staff: Administrative Assistant Daniela Escobedo

**4. Review and Approval of Minutes for February 24, 2025.**

Board member May expressed the need to amend Section 4 as follows: Radluer to Radlauer.

Board Member May **MOTIONED** to approve the amended March 24, 2025, meeting minutes.  
Co-Chair Montelongo **SECONDED** the motion. Motion passes.

**5. Public Comment.** – None.

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

Treasurer Larson reviewed the March activity, which primarily reflects refund transactions tied to the first email about the project being unlikely to move forward, not the more recent one officially canceling it. There were 24 disbursements related to that initial notice, most of which were cleared. The bank also charged an analysis fee, but Kevin called and got that reversed on March 25.

A payment to Polar Engraving also cleared, and Kevin mentioned he had emailed Lydie to ask the City to reimburse the Foundation for that expense. He hasn't heard back yet and asked if someone could follow up with her to confirm.

One refund check was returned because it was made out to "Love Placentia," which wasn't accepted. That check will be voided and reissued with the correct name.

So far, there are about 75 to 80 refund requests. Treasurer Larson plans to send another email reminder at the end of April and a final one at the end of May or early June. No new refund requests will be accepted after July 2. Everyone has been contacted at least once, and the current tracking file shows what's been processed (marked in red), what's still pending, and who declined. He'll follow up again with those who haven't responded yet.

Treasurer Larson also asked if he had heard correctly that the City offered to help with the next round of disbursements by mailing out the letters. He also mentioned that the CPA, Ken Palmer, completed the group's 990 and 199 filings. His bill is \$830, which is in the budget, and a check has already been prepared. And the two state filings come up with \$25 fees. Kevin's already prepared those checks.

#### **7. PCF Bylaws.**

Board member May mentioned that the current Bylaws don't match how the board operates daily. Technically, we're supposed to have co-chairs, run meetings a certain way, have eight members, hold votes every July, and always have someone from the City present, but those things aren't happening. She pointed out it's not a huge deal, and the critical stuff like managing the money is done right. Still, updating the Bylaws to reflect better how the board functions might make sense. Right now, we're trying to follow rules that don't quite fit, especially since we don't have enough people to meet all the requirements. No one expects anyone to come in and call us out on it, but it would help to have the Bylaws be more realistic and easier to follow based on how things are going.

Treasurer Larson brought up a question about whether the board's bylaws might need to be approved by the City Council. Even though the board is independent, he mentioned that it's possible that a council vote established the original charter. If that's true, any significant changes to the Bylaws might also need council approval. He said he wasn't sure, but it's something worth checking into, especially if the group was technically created as a public foundation by the City. He just wondered if there's a step where the council would need to sign off on any updates to the bylaws.

Co-Chair Jordan **MOTIONED** to approve Board member May and Board member Radlauer to edit, rewrite, and modify the By-laws and present them at the next meeting. Board member Kurzbard **SECONDED** the motion. Motion passes

#### **8. PCF Grant Update.**

Administrative assistant Escobedo informed the Foundation that George Key has not yet picked up their grant check. Additionally, Love Placentia requires their check to be reissued.

#### **9. Centennial Funds/Sponsorship.**

Administrative Assistant Escobedo notified the Foundation that the City will receive funds for Centennial sponsorship. If a company wishes to use a 501(c)(3), the City will coordinate with the Foundation to receive the funds.

Treasurer Kevin Larson mentioned that an MOU needs to be in place before accepting a check and recommended having the City Attorney draft it.

Administrative Assistant Escobedo advised the Foundation to follow the City on social media for updates regarding restaurant fundraisers supporting the Centennial Celebration. The first fundraiser will be held on May 14 at Fresh Off the Boat, and the second on May 28 at Tacos Way, from 11:30 a.m. to 9:00 p.m.

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

Co-Chair Jordan shared that the Placentia Community Foundation does not have an Instagram page. The Foundation's Facebook page has 754 followers and 656 likes. Co-Chair Jordan mentioned that once the City provides the flyer for the upcoming Concerts in the Park series, it will be shared on the PCF Facebook page to help promote it.

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

Administrative Assistant Escobedo shared the upcoming *Concerts in the Park* schedule:

- **July 10** – Soto Band (Latin)
- **July 17** – Neon Nation (80s)
- **July 24** – Bruno and The Hooligans (Bruno Mars Tribute)
- **July 31** – The Dreamboats (50s & 60s Pop & Rock)
- **August 7** – New Romantics (Taylor Swift Tribute Band)

She also mentioned that the summer quarterly is currently being worked on.

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

Board Member Kurzbard mentioned she will be reaching out for volunteers for the upcoming Concerts in the Park.

Board Member Radlauer requested additional candlesticks for the beer and wine garden area of the concert series.

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

Co-Chair Montelongo requested that Concerts in the Park be added to next month's agenda.

Administrative Assistant Escobedo advised the foundation that next month's meeting date will be a holiday, and a new date needs to be picked. She will follow up with the foundation about having the meeting on May 22 or May 27.

#### **14. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next meeting on May 27, 2025, at 6:15 p.m.**