



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
June 23, 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. 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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Regular Meeting of
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June 23, 2025 – 6:15 P.M.

ORDER OF BUSINESS

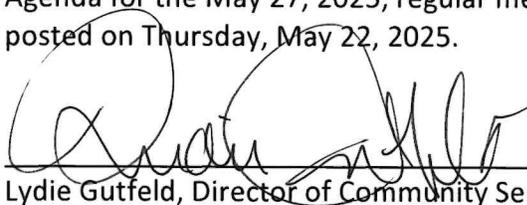
1. Meeting Called to Order

 2. Pledge of Allegiance
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|---------------|--|--------------------------------------|--|
| 3. Roll Call: | Co-Chairperson Montelongo
Co-Chairperson Jordan | Treasurer Larson
Board member May | Board member Kurzbard
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. Placentia Chorus
 9. Centennial MOU
 10. Concerts in the Park
 11. Social Media
 12. Staff/Department comments and updates
 13. Board Member comments and requests
 14. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings
 15. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on July 28, 2025

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
May 27, 2025 – 6:15 P.M.

1. Meeting Called to Order 6:18 P.M.

2. Pledge of Allegiance. – Daniela Escobedo

3. Roll Call:

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

Absent: Board member Radlauer, Board member Kurzbard

City Staff: Community Services Director Lydie Gutfeld, Administrative Assistant Daniela Escobedo

4. Review and Approval of Minutes for April 28, 2025.

Co-Chair Jordan **MOTIONED** to approve the April 28, 2025, meeting minutes. Co-Chair Montelongo **SECONDED** the motion. Motion passes.

5. Public Comment. – None.

6. Treasurer's Report/Budget Update.

Treasurer Larson reported no deposits for April. Expenses included payments for the principal agreement activity, a reissued check sent in early May, reimbursements to Tricia for Easter Excitement, tax preparation fees, and the annual Department of Justice registration. He stressed the importance of maintaining compliance to protect nonprofit status, especially regarding raffles and 50/50 drawings. Around 90 refunds were issued and will appear in the May report. A few unsigned PCF return checks were delivered to Community Services. A final email reminder for Brick Legacy refunds will go out this weekend, and a \$5 license bill from the City was received. Treasurer Larson will confirm all checks have cleared.

Board member May stated that per the bylaws, the Treasurer has the authority to make certain payments under a specific dollar amount without board approval. As a rule, the Treasurer's Report is presented for review, not approval. The budget remains a critical tool, especially for recurring annual expenses, which should be included and approved during budget planning. If an unexpected cost arises, such as the city increasing a license fee from \$5 to \$50, it will require a vote due to the change in amount. She also mentioned that the board should discuss the importance of aligning the bylaws with current practices, as they are not currently being followed as written. Updates are intended to reflect how the group

operates, not to overhaul procedures. While no one has raised concerns formally, it's in the organization's best interest, especially in relation to the city, to ensure the bylaws are accurate.

Director Gutfeld shared that, according to the commissioners' handbook, council approval is not required for the bylaws; however, they will be presented to the council as a receive and file item, allowing for any input. The bylaws will also be reviewed by the city's legal team to ensure compliance with city requirements. Drawing from her experience, Director Gutfeld suggested that if financial documents, such as bank statements, are discussed, the board should vote to formally acknowledge and approve them. This practice promotes transparency and confirms that there are no objections to the financial information presented.

7. PCF Bylaws.

The PCF Bylaws review has been tabled for next month.

8. Concerts in the Park.

Co-Chair Montelongo shared that Molly secured a water donation from the water company and purchased ice from Sam's Club, where she was asked for the organization's tax ID number. It was noted that PCF does not currently have an official letter to provide to businesses for donation purposes, and such a letter would be helpful when seeking community support for items like wine, beer, ice, and water.

She also mentioned that she will be undergoing shoulder surgery on June 26 and unable to assist with the Concerts in the Park events. Her responsibilities will need to be reassigned to other members.

Regarding the concerts, Co-Chair Montelongo reminded the group that the setup is usually quick, typically beginning around 5:30 p.m., and the event is brief, lasting about an hour and a half. She suggested simplifying the process, such as how the Heritage event is run, noting that sales generally go very well. She offered to review her records to help determine the quantities needed for alcohol sales at each concert and emphasized the importance of planning for the next meeting.

Director Gutfeld confirmed she will create an official letter for PCF to use when requesting business donations. The letter will include the organization's tax ID number and serve as a formal introduction to support donation efforts for items such as water, ice, wine, and beer.

Treasure Larson confirmed that he will be available to assist at all five Concerts in the Park. He offered to handle sales using the iPad, while another person can be assigned to pour alcohol. He also noted that volunteers will be needed to help with the event setup.

9. Social Media.

Co-Chair Jordan shared that she posted about Concerts in the Park on the PCF Facebook page and then reshared it to the community group, The Buzz. She plans to repost now that the official flyer is available. She noted that engagement on The Buzz has become more difficult since she is no longer an admin, and posts she made in the past received more visibility. She

suggested using creative strategies to boost engagement, such as prompting users to comment with fun or silly responses (e.g., favorite summer memes), which helps push posts higher in the Facebook algorithm. She expressed frustration that, despite multiple outreach efforts, some community members still claim they aren't aware of events like Movies in the Park. She emphasized how informative the City Administrator's weekly email is and wished more residents could access it. Additionally, she recommended using hashtags to boost reach further, especially since the PCF page is public and visible to a broader audience.

10. Staff/Department comments and updates.

Director Gutfeld informed the board that the City Council did not approve the initial budget draft during recent meetings, and staff have been directed to make additional cuts. Departments, including Community Services, are working collaboratively to identify areas for adjustment. She asked for patience and understanding, emphasizing that these changes are based on direction from the Council. One significant change will be merging the Tree Lighting event with the Tamale Festival to create a single Holiday Festival, meaning there will no longer be a separate tree lighting at City Hall.

She also noted that May was Water Safety Month, and the department shared educational videos to promote safety. The McFadden grant application has been placed on hold; although it was well written, the team will seek another grant opportunity.

Director Gutfeld announced that the McFadden Park ribbon cutting will take place on June 26, and all city programs are invited to participate in a fun summer event with hot dogs and activities. She also shared updates on the Kraemer Fountain, where drought-tolerant plants are installed, and the irrigation system has been repaired. A drip system will be added, and the project was submitted as a receive-and-file item to the Council on June 3. Phase 2 will include a call for artists for a dolphin-themed public art piece.

Additionally, maintenance funds will be used for the Backs Building to address painting and panel repairs, with plans to replace the flooring. The building's broken AC unit will be replaced using emergency park impact funds. Lastly, the roof at Tynes Gym is scheduled for replacement from September 1 through October 31.

Administrative Assistant Escobedo reported that she received an email from Maddie stating that the City must receive the \$12,000 reimbursement through an invoice from PCF to LOT 318. Staff will prepare this invoice.

11. Board Member comments and requests.

None.

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

Keep PCF ByLaws Review, Concerts in the Park for next month's agenda.

13. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next meeting on June 23, 2025, at 6:58 p.m.