



401 E. Chapman Avenue
Placentia, CA 92870
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MINUTES Foundation Meeting January 30, 2012

1. **Meeting Called to Order** by Chair at 7:00 p.m.
2. **Roll Call:**
 - Present: Vivian M. Perez, Chair
 - William E. Heaton Jr., Vice Chair
 - Joseph Aguirre
 - Linda Bartelt
 - Brenda Emrick
 - Craig Green
 - Jeremy B. Yamaguchi

Others Present: Jon Nicks / Executive Director
3. **Public Comment:** None
4. **Approval of Minutes from the November 16, 2011 meeting.**

MOTION by Jeremy Yamaguchi to approve the minutes of November 16, 2011. **SECOND** by Brenda Emrick with a unanimous **VOICE VOTE** of **6-0-0-1** (Joseph Aguirre abstain).
5. **Update of the Holiday Program**

Jon Nicks stated that in the October 2011 meeting the Foundation Board approved supporting distribution of turkeys to low income families for Thanksgiving and applying to the OC Toy Collaborative to support the Community Christmas Basket Program. Golden State Water Company supported the turkey give away by donating 40 turkeys and an additional 50 turkeys were donated by Senator Bob Huff's Office. A total of 90 turkeys were distributed to low income families. The Community Christmas Basket assisted 250 families with 700 children receiving a toy. In addition the Placentia Library District provided a book to every child. Tarbell Realtors and First Team Real Estate provided 5 truckloads of canned food and the Salvation Army donated \$10 gift certificates to each family, a total of \$2500. All together each family received food, gift certificate, and every child received a toy and book. The Valencia High School Interact Club and the

lacrosse team from El Dorado volunteered for this event. Every child also had the chance to have a picture with Santa Claus. Vivian Perez suggested that Board should consider supporting these activities on an annual basis.

6. Continued Discussion about Remote Caller Bingo Program

Jon Nicks stated that the meeting scheduled with Craig Green, Jeremy Yamaguchi, and Bingo Innovations was cancelled and no arrangements for reschedule have yet occurred. Jon Nicks also stated that he will meet with the Assistant City Administrator Ken Domer for updates regarding the condition and date when the building on Crowther could be used for this function. Jeremy Yamaguchi stated that this activity might not be moving forward because other local non-profits were not able to pay the proposed fee to rent the facility to host Bingo events. William Heaton stated that the Board should seriously review pursuing this activity considering the many other endeavors the Foundation is working towards in the coming months. Vivian Perez suggested one last pursuit should be conducted and the Board will vote during the following meeting to decide the next steps regarding the program.

7. Policy Subcommittee

Board Members reviewed the documents related to providing grants to community organizations. Board Members made several suggested changes such as adjusting the grant application to read “Funding Programs for cultural, education, and recreational needs of the community” and deleting the sentence before. Board Members also discussed having the same format on all grant documents and the logo on each document. Other adjustments discussed were to request a brief paragraph about each organizations promotion and advertisement plan and that insurance will need to be provided upon award of grant. Vivian Perez stated that Progress Reports every 30, 60, and/or 90 days will depend on the type of event or program being supported. Linda Bartelt suggested making the Final Report due forty-five days after the event or program concludes. Board Members discussed that having too many forms might be too complicated for the grant applicants. The Board decided that the subcommittee would conduct another review of the documents and provide feedback to the board members. The Grant Application forms will be updated with the stated revisions and will be reviewed during the next meeting.

8. Sponsorship / Fundraising Subcommittee

William Heaton stated that Blue Ribbon Committee has about fifteen community members, but a first meeting of this committee needs to be arranged to move forward. The committee members were told that they would be expected to serve approximately fifteen months to help establish the Foundation and to help with the first fundraising event. The objective of the Blue Ribbon Committee is to help raise \$50,000 a year. William Heaton also presented the concept of a “Perfectly Placentia” event for the spring. The event would take place on a weeknight from 6:00 to 8:00 p.m. intended to be casual and festive with food areas, short sets of entertainment, and music by youth from local schools. One potential location for the event would be Alta Vista Country Club with on-site catering, parking and amenities, as well as flexibility in allowing outside food vendors and performances.

9. Discussion about Placentia Community Foundation participation at the Annual Conference of Foundations in April 2012

Vivian Perez presented information that the Annual Conference of Foundations will occur in April 2012 and cost about \$400–500 per person for the three day conference. The Board requested more information about the event including rates for attending one day and will decide during the next meeting if representatives should be sent and if the Foundation will approve the expenditure.

10. Board Members Comments or Request

Board requested an updated roster for both the Board of Directors and the members of the Blue Ribbon Committee along with cost to print information Tri-Folds to the community.

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

For the next meeting the Foundation Board of Directors will discuss an update from the Sponsorship Committee, an update from the Policy Subcommittee, an update regarding Remote Caller Bingo Program, review of pricing for Annual Conference of Foundations, and the cost to print the Tri-Folds.

12. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting.

The Placentia Community Foundation Board of Directors adjourns to their next meeting in January 2012 at Placentia City Hall. Meeting adjourned on Thursday, February 16 at 6:30 p.m.

Jon Nicks, Executive Director / Recording Secretary