



401 E. Chapman Avenue  
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## MINUTES Foundation Meeting February 16, 2012

1. **Meeting Called to Order** by Chair at 6:30 p.m.
  
2. **Roll Call:**
  - Present: Vivian M. Perez, Chair  
William E. Heaton Jr., Vice Chair  
Joseph Aguirre  
Linda Bartelt  
Brenda Emrick  
Craig Green
  
  - Absent: Jeremy B. Yamaguchi
  
  - Others Present: Jon Nicks / Executive Director
  
3. **Public Comment:** Tommie Kalman, Jerry Carnevali, Peggy Yamaguchi and Frank Perez from the Heritage Committee attended the Community Foundation meeting. Ms. Kalman stated that the reason for their presence was to gather information of the procedure needed to apply for a grant for the Heritage Festival and provide feedback to their Committee. Chairperson Perez informed the Heritage Committee that the application is scheduled to be finalized at the current meeting and the application will requests the organization to provide information on the use of the grant, requested amount, and how it would serve the community at large. Ms. Yamaguchi stated that the Heritage Festival has been celebrated for 47 years and it takes place every second Saturday of October. The Heritage Festival begins with a parade followed by a festival that takes place at Tri-City Park. Ms. Yamaguchi stated that she is in charge of the parade portion, Mr. Perez is in charge of the car show and Ms. Kalman is in charge of entertainment and advertisement. Ms. Yamaguchi stated that there is an average attendance of ten to fifteen thousand people each year. Ms. Kalman stated that the non-profit booths are not charged for participating unless they request canopies.
  
4. **Approval of Minutes from the January 30, 2012 meeting.**

**MOTION** by Vivian M. Perez to approve the minutes as corrected of November 16, 2011. **SECOND** by Brenda Emrick with a unanimous **VOICE VOTE** of 6-0-0-1 (Jeremy B. Yamaguchi absent).

#### **5. Final Review/ Discussion Regarding the Remote Caller Bingo Program**

Executive Director Nicks updated the Board by announcing that he had a meeting with Assistance City Administrator, Ken Domer, who was working on renovating the Boys and Girls Club on Crowther Avenue as a Remote Caller Bingo site. The idea was brought up by the American Legion. After a thorough review the City estimated that they would need to charge \$300 a day for a non-profit group to host the program to recover cost. The American Legion was unable to afford the amount and no other groups have approached the City with interest. Executive Director Nicks announced that the project has been placed on hold for the moment. Board Member Green suggested that the idea be presented to St. Joseph church for consideration. Board Member Aguirre stated that a Church in Northern California had already considered the idea but their diocese stated that the Remote Caller Bingo Program is inappropriate. Chairperson Perez stated that in the last meeting they had agreed to set aside the idea for good and if approached in the future the idea would be re-opened. Executive Director Nicks stated that City staff has looked into other uses for the building.

#### **6. Policy Subcommittee**

Chairperson Perez distributed two packets to the Board. The first packet included copies of the grant application and Chairperson Perez stated that the paperwork has been shorten to two pages. Chairperson Perez stated that on the second packet was a financial packet with an easy to follow sample. Board Member Heaton stated that the bylaws included approval of restricted grants for nonprofit organizations or individuals in the community to participate and use the 501(C)(3) status and will accept restricted gifts to designated nonprofits. Board Member Heaton stated that the Placentia Community Foundation is an organization that advances cultural, recreational, and the educational quality of life in Placentia. Chairperson Perez opened the floor for reviews and comments on the grant application. Boardmembers discussed having the grant application reading "date received by committee" to make it clear. Executive Director Nicks commented on adding a sentence towards the end giving the applicants the opportunity to send in questions in writing to [info@placentiafoundation.com](mailto:info@placentiafoundation.com) by March 15. Chairperson Perez stated that from questions received a FAQ webpage could be added to the Foundation website in the future to aid grant

applicants. Board Member Heaton asked to have a staffing schedule created so that all questions could be answered in person. Chairperson Perez stated that the two possibilities would be to staff a City employee or have a Board Member be available at City Hall for questions. Board Member Heaton stated that a City staff would be a good option. Chairperson Perez stated that by having an additional City Staff person the Board would incur an extra cost. Chairperson Perez stated that an intern from Cal State Fullerton might be a better option. Executive Director Nicks volunteered to get in contact with some departments at Cal State Fullerton regarding intern possibilities. Board Member Emrick stated that the e-mail idea introduced by Executive Director Nicks was great and made herself available to answer questions. Chairperson Perez stated that more work is needed before the grant application can be available to the public. Board Member Heaton suggested that a disbursement committee be created and that the four non-governmental influence Board Members make up the disbursement committee and to wait another year before releasing grants. Ms. Kalman asked for a copy of funds available for grants. Chairperson Perez stated that a Treasury Report needs to be included in the agenda under Agenda Building and Meeting Schedule. Ms. Kalman asked if the money goes to the City and Executive Director Nicks stated that the Foundation has its own bank account and Executive Director Nicks is the book keeper but Board Member Green is the Treasurer.

#### **7. Sponsorship / Fundraising Subcommittee**

Board Member Heaton stated that an updated list with members' information was created. Board Members discussed having their addresses on the contact list and decided not to include them. Board Member Heaton stated that a location has not yet been set for the first meeting, but has contacted Alta Vista Country Club, the new restaurant Orea and the Women's Roundtable.

#### **8. Try Folds**

Executive Director Nicks stated that the Mayerlitho printing is located in Placentia across the street from Valadez Middle School and has been used to print State of the City Address Tri-Fold. The Community Services Department has used the Sauce for banners. The Next Day Flyer Company has been used for printing postcards for neighborhood conversations. Executive Director Nicks stated that printing 500 was about the same, but when printing 1000 copies the Sauce gives a better printing price. Chairperson Perez stated that the Sauce would be a cost effective choice for printing 1000 copies.

**MOTION** by Vivian M. Perez to approve the printing of 1000 copies by Sauce. **SECOND** by Brenda Emrick with a unanimous **VOICE VOTE** of 6-0-0-1 (Jeremy B. Yamaguchi absent).

**9. Continued Discussion about Placentia Community Foundation participation at the Annual Conference of Foundations in April 2012 and consideration to approve Expenditures for Board Members**

Chairperson Perez distributed a handout with information on the sessions available at the conference. Attendance discussion will be scheduled for the next Community Foundation meeting. Board Member Heaton stated that the Annual Conference of Foundations is both positive and negative due to the fact that it is given by high power speakers, but it is given in a high level and practicality is very low for small organizations. Board Member Heaton stated that One OC might be a better choice. Chairperson Perez stated that the Annual Conference of Foundations is an opportunity for the Board to look into future growth possibilities.

**10. Board Members Comments or Request**

Board Member Heaton commented on how creative the Placentia-Yorba Linda School District teachers are when applying for C.A.P.E.S application and how much the teachers are able to accomplish with the money that is granted to them, as an example for the Foundation.

**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 Staffing, Treasury Report, Possible Changes to the Mission Statement, Non-Profit Summit, Policy Subcommittee, Sponsorship/Fundraising and possible participation at the Foundation Conference.

**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 on March 19, 2012 at Placentia City Hall. Meeting adjourned on Thursday, February 16 at 7:55p.m.

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Jon Nicks, Executive Director / Recording Secretary