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**MINUTES**  
**Foundation Meeting**  
**March 23, 2011 – 7:00 P.M.**

**1. Meeting Called to Order** by Chair at 7:05 p.m.

**2. Roll Call:** Present: Jeremy B. Yamaguchi, Chair  
Vivian M. Perez, Vice Chair  
Linda Bartelt  
William E. Heaton Jr.  
Scott Nelson

Absent: Brenda Emrick  
Craig Green

Others Present: Jon Nicks / Executive Director

**3. Public Comment:** None

**4. Approval of Minutes from the February 23, 2011 meeting**

**Motion** by Linda Bartelt to approve the Minutes as amended. **Second** by William Heaton and **CARRIED by 4-0 VOICE VOTE.**

**5. Policy Subcommittee Report**

The Policy Subcommittee proposed that the Foundation divide their funding between two groups. The first group would be the City Program Scholarship. This portion of the funds would support summer events, senior excursions, and other programs provided by the City of Placentia's Community Services Department. Scholarships from this portion of the Foundation's funds would include a shared cost by the City of Placentia and the program participants. The second group would be the Cultural Support Program. This group has a much broader description that would include the outside groups and non-profits who request money from the Foundation.

In addition, the subcommittee drafted a description, schedule, and criteria for the grant application process and a sample evaluation form, progress reports, and the contract details. All of these items will be reviewed in detail by the Board Members and discussed at the next meeting.

More specifically, the subcommittee is also looking for the Board's opinions with regard to a few terminology details. The first issue concerns the distribution of funds to groups "chartered" in Placentia. If this wording is used, the Boys and Girls Club, the Elks Lodge, and other similar groups would be excluded from the Foundation's assistance. The subcommittee discussed the possibility of using terms such as "serve" and "based out of" the City of Placentia.

Board Members were also concerned with the terminology stating that the Foundation cannot support activities "supported by general tax dollars." They would like more specific language that perhaps only excludes items the City "is required to provide," such as parks, facilities, lights, etc.

#### **6. Event Subcommittee Report**

The subcommittee has not yet determined an exact date for the Non-Profit Summit on Philanthropy, but they would like it to be held on a Thursday morning in June, 2011 from 10:00am – 11:45am at the Yorba Linda Water District. This event will be both an introduction of the Placentia Community Foundation's goals and a networking opportunity for the local non-profit organizations. Each organization can bring up to three representatives to the event. Dan McQuaid will speak at the Summit regarding board development or managing volunteers.

The Board also discussed the possibility of creating email accounts for the Foundation Members in order to facilitate communication with event participants and receive quicker responses regarding attendance. They Board also discussed using "zoomerang" for online registration and response surveys.

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

The sponsorship/fundraising subcommittee is still discussing a fundraiser that will be held in September 2011. In the meantime, the Board would like to have an information booth at the Concerts in the Park during the Summer of 2011. This booth will allow the Foundation to begin advertising its purpose, goals, and the fundraising event in September to the community. An information booth is preferred over becoming a food vendor because the Foundation does not want to compete with the other non-profits in attendance.

#### **8. Consideration of Options for the Placentia Community Foundation's State and Federal Annual Tax Filing due on May 15, 2011.**

Jon Nicks informed the Board that non-profits must file the 990 with the IRS by May 15, 2011. Scott Nelson suggested that City staff should not file the taxes for the Foundation because it could be perceived as a gift of public funds. As a result, the Board approved Jon Nicks to find an agency that will file the Foundation's IRS Form 990 for no more than \$300. After the paperwork has been prepared, Mr. Nicks will send copies to each of the Board members for them to review, approve, and sign at the following meeting.

**9. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings.** For the next meeting, the Board will discuss in more detail the policies passed out at this meeting. They would also like to receive further updates from each of the sub-committees, finalize the details of the Fundraising Summit, review the logo designs, and approve/sign the Foundation's 990 in order to file by May 15, 2011.

**10. Adjournment.** The Placentia Community Foundation Board of Directors adjourn to their next meeting on **Wednesday, April 27 at 7:00 p.m.** at Placentia City Hall. Meeting adjourned on Wednesday, March 23 at 8:05 p.m.

A handwritten signature in blue ink, appearing to read "Jon Nicks", is written over a horizontal line.

Jon Nicks, Executive Director / Recording Secretary