
MINUTES
Foundation Meeting
April 5, 2010 – 7:00 P.M.

1. **Meeting Called to Order** by Chair at 7:00 p.m.

2. **Roll Call:** Present: Jeremy B. Yamaguchi / Chair Person
Vivian M. Perez / Vice Chair Person
Joseph V. Aguirre / Board Member
William E. Heaton Jr. / Board Member

Absent: Chad P. Wanke, Board Member

Others Present: Jon Nicks / Executive Director
Kenneth Domer / Assistant City Administrator

3. **Public Comment:** None

4. **Approval of Minutes from the March 18, 2010 meeting.**

Mr. Yamaguchi requested for the minutes to be amended to reflect that Ms. Perez was not present to vote during item number four of the March 18 meeting. Mr. Nicks confirmed that he would amend the minutes to reflect the change.

Motion by William Heaton to approve Minutes as amended **Second** by Joseph Aguirre and **CARRIED by 4-0 VOICE VOTE.**

5. **Discussion of Mayor's Inaugural Gala and Ball. Board will discuss activities and assignments to plan and implement the Placentia Community Foundation's first fundraising event.**

Site Layout and Preparation: Mr. Nicks stated that the vendors have been secured for casino gaming, valet services, and VIP restrooms for the event. Mr. Nicks asked Ms. Perez if her husband would be able to help with obtaining classic 1920s cars for the event through the Heritage Car Show contacts and Ms. Perez said she would speak to him about it. Mr. Yamaguchi inquired about additional equipment needed from HAZ rental and Mr. Nicks summarized the quote they provided from HAZ for a food prep tent, dance floor, cocktail tables, linens, and stanchion. Mr. Nicks also stated that this was not originally budgeted, so the event coordinator Janis Heckel is still working to see if we can have some items donated for the event.

Entertainment: Mr. Nicks stated that the Sidestreet Strutter Jazz Ensemble was able to perform all four hours and provide assistance with M.C. duties for the night for \$1,000. Board Members confirmed that this was a good price for the amount of time they were performing and instructed Mr. Nicks to proceed with booking them for the event.

Food and Beverages for Event: Mr. Nicks told the Board that El Torito will bring Mexican Caesar salad and chips to the event, Hometown Buffet will provide cookies, Marie Calendar's will provide assorted Pies and Cheesecake, Tlaquepaque will provide Fajitas, and Brian's will provide a food dish. Ms. Heckel is still waiting for responses from Alta Vista Country Club, Boston Market, Dario's Pizza, Fish in a Bottle, and Mr. Wanke is working to have Rembrandt's donate an item. Mr. Yamaguchi offered to contact Sake to donate Sushi, if we had not heard back from Fish in a bottle.

Mr. Nicks informed the Board that there were challenges with obtaining the special event permit from ABC to serve alcohol because the IRS has not sent back the 501 (c)3 verification letter and that is needed to complete the ABC application. The options for beverage service would be to hire Spectacular Catering to provide all you can drink beer, wine, soda, juice and water service for 200 people for about \$4,000 or to partner with another local non-profit to complete the ABC application. Mr. Heaton also suggested hiring a bartender at a few hundred dollars and pursue donations for the alcohol as originally planned. Board Members discussed and instructed Mr. Nicks to try to partner with one of the local non-profits or hire a bartender and if needed and time became a constraint to go with the last option of hiring the catering company.

Ticket Sales: Mr. Nicks stated that tickets are on sale at the Community Services Department and special event invitations were mailed to all City Committee Members and Commissioners. City staff and Board Members have also made presentations at several local community meetings and event posters were placed in key locations throughout the City. Mr. Heaton and Ms. Perez also stated that they have attempted to invite people to come and pay for a portion of their tickets as a donation towards the foundation.

Sponsor Campaign: Mr. Nicks informed the Board that sponsor forms were mailed to over 120 local businesses and provided a list of all individuals and businesses that were contacted for sponsorship or silent auction opportunities. Board Members reviewed the list and made suggestions for additional businesses to contact and businesses they could conduct follow up phone calls.

Silent Auction: Mr. Nicks provided a list of the silent auction items that were already received and informed the Board that follow up phone calls were being conducted to obtain more items. Mr. Nicks also stated that Development Services Manager Ray Pascua referred a sports memorabilia company to assist with the event to bring additional items for the auction. Ms. Perez suggested having a lunch with the Mayor and a birthday at the Fire

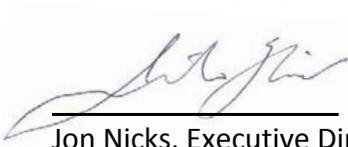
Station as possible auction items. Mr. Aguirre said he would think of a good location for a lunch and Mr. Yamaguchi said he would speak to the Fire Chief about the birthday party.

Volunteers and Staff: Mr. Nicks briefly overviewed positions needed for the event that could be worked by staff and volunteers. Mr. Heaton suggested having the Ms. Placentia court assist with greeting or the silent auction area.

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

The Board decided another meeting was needed on Thursday, April 15 at 7:00 p.m. to finalize items for the Mayor's Gala.

7. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next meeting on **Thursday, April 15 at 7:00 p.m.** at Placentia City Hall. Meeting adjourned on Monday, April 5 at 8:00 p.m.



Jon Nicks, Executive Director / Recording Secretary