

Placentia Community Foundation

Placentia, CA 92870

(714) 986-2338

MINUTES
Foundation Meeting
April 28, 2011

- **Meeting Called to Order** by Chair at 6:35 pm
- **Roll Call:** Present: Jeremy B. Yamaguchi, Chair
Vivian M. Perez, Vice Chair
Linda Bartelt
William E. Heaton Jr.
Scott Nelson
Brenda Emrick (Arrived Late)
Craig Green

Absent: None

Others Present: Jon Nicks / Executive Director
- **Public Comment:** Male – Will save comments for later
- **Approval of Minutes from the March 23, 2011 meeting.**
Motion by Male to approve the Minutes as amended. **Second** by Male (2) and **CARRIED by 4-0 VOICE VOTE.** Craig Green did not vote due to him being absent the previous meeting held on March 23, 2011. Brenda Emrick did not vote, arrived late to meeting.
- **Review and Update of Board Member Contact Information.**
Jon Nicks asked the Board Members to review and update their contact information (phone numbers, home address, and email address/addresses). Jon informed the Board Members that he would re-email the foundation email address along with login page and other information. Male stated he had three (3) different phone numbers and suggested to add all contact phone numbers to have a better chance to reach an individual. Everyone agreed and updated all contact information.
- **Policy Subcommittee Report.**
Male – dislikes the use of the word scholarship for the funding the foundation provides for various programs. He would like to call it a program participation grant. Mayor Scott Nelson does not mind changing the name. Male would also like to see the foundations funding to be an 80/20 one. Were 80 percent would go to funding programs and 20 percent would go for the foundations other needs. Mayor Scott Nelson wants to make sure that the City of Placentia is separate to the foundation; Meaning that the City of Placentia will not ask the foundation for any money. Female from foundation wants to “leave the door open” to fund city activities that are reducing hours or getting cut due to funding (ex. Swim lessons, concerts in the park, etc.). Both the Board Members and the subcommittee agreed that they want to be separate from one another as far as funding. The main point of this argument was the changing of brand names, to be more specific with programs, give examples, and include a hard cap.

In addition, the Board members want to make sure the subcommittee is keeping track of where the money goes. Having a clear understanding as oppose to not knowing where the funding went. Being able to trace

it is the important factor.

Female wants to make sure the applications received are not being rushed and that they are being given plenty of time and consideration to make sure they fund worthy programs. Male stated that it would be important to be prepared to explain to applicants who did not get funded why they were not chosen. Letting them know how they can make their application stronger to get a higher ranking would be a good thing to do. Being friendly and supportive to applicants who got turned down is important as well. Last thing discussed was that they are not going to require or consider the matching of funds for the funding.

- **Event Subcommittee.**

Location and speakers have been confirmed for the Non-Profit Summit on Philanthropy which will be held on Thursday June 2, 2011 at the Yorba Linda Water District. Male from subcommittee stated that three things still need to get done for this event; the first one being the use of a volunteer to coordinate the on-site activities (serving of coffee and refreshments). The second volunteer would be in charge of working with the speakers to confirm the content and the flow of the meeting. The third and last volunteer would be in charge of calling all of the volunteer non-profit board people. Also with this event the Board Members approved a \$500 dollar max spending for ad space/advertisement to promote event. It was motioned by Scott Nelson and second by Jeremy B. Yamaguchi. All were in favor.

The last item talked about was the logo and tri-folds for the foundation. The logo was chosen (bottom left black one on display) but the tri-fold still needs more work, better pictures. Needs to get done soon.

- **Authorize Executive Director to execute facility rental agreement with Yorba Linda Water District and to furnish fully refundable damage deposit of \$100 if required.**

Action was approved. It was motioned by Scott Nelson and second by a female. All were in favor. Jon Nicks did advise Board members that this is still provisional. They are working on a contract agreement and might ask for \$100 dollar deposit that is refundable.

- **Sponsorship / Fundraising Subcommittee.**

Update for the fundraising event was provided by male. Male stated that the committee would like to have a smaller event than what was previously said. This event would target between 75 – 100 people who would have to pay for attending the event. The goal of the committee is to raise between five thousand dollars to ten thousand dollars. The event would be held sometime in September or October. The location of the event is still not finalized but the senior center would be a good place for the committee's first event because it is a historical place here in Placentia. The committee would also like to work with a blue ribbon committee. This committee would be made up of 3 or 4 members. The board members agreed on compiling a list of potential candidates for this committee and sending it to the fundraising subcommittee.

- **Authorize Executive Director to retain CPA Toma Shady in Placentia to complete 2009 tax filing in addition to the 2010 tax filing.**

Action was approved. Male motioned and female second it. All were in favor. Jon stated that Mr. Heaton mentioned that entire board would have to review taxes before submitting them. However, Jon Nicks found that was not necessarily the case and that he could submit them electronically to board members. Taxes do need to be submitted by May 15, 2011, so therefore it needs to get done.

11. Agenda Building and Meeting Schedule.

For the next meeting, the Board will discuss the same items as April's agenda.

12. Adjournment.

The Placentia Community Foundation Board of Directors adjourn to their next meeting on **Monday, May 23 at 6:30 p.m.** at Placentia City Hall. Meeting adjourned on Thursday, April 28 at 7:55 p.m.

Jon Nicks, Executive Director / Recording Secretary

