



401 E. Chapman Avenue  
Placentia, CA 92870  
(714) 986-2338

**MINUTES**  
**Foundation Meeting**  
**May 21, 2012**

**1. Meeting Called to Order** by Chair at 6:35p.m.

**2. Roll Call:** Present: Vivian M. Perez, Chair  
William E. Heaton Jr., Vice Chair  
Joseph Aguirre  
Linda Bartelt  
Brenda Emrick

Absent: Craig Green  
Jeremy B. Yamaguchi

Others Present: Jon Nicks / Executive Director

**3. Public Comment:** None

**4. Approval of Minutes from the April 23, 2012 meeting.**

**MOTION** by Brenda Emrick to approve the minutes as corrected of March 19, 2012.

**SECOND** by William E. Heaton Jr. with a unanimous **VOICE VOTE** of **4-0-1-2** (Craig Green and Jeremy B. Yamaguchi absent; Linda Bartelt abstained).

**5. Discussion about planning Grantsmanship Summit scheduled for Thursday, July 7 at 9:30 a.m.**

Board Members Heaton and Bartelt stated that they visited the Yorba Linda Water District again and proposed a layout for the event. Board Members agreed to purchase light refreshments such as juice, muffins, and coffee. Board Members discussed and agreed to arrive at 8:00 a.m. to set up and that there would be a welcome and introduction by the Chair followed by a presentation of the grant process by Board Members Yamaguchi and Emrick. Board Members agreed to provide an overview of the grant timeline, scoring criteria, and that applications would be accepted for up to \$5,000 in grant funds. The Board also proposed having Carol Geisbauer present information on "common mistakes of grant writing" or other basic grant writing information that could be useful.

**6. Policy Subcommittee**

Chairperson Perez stated that she has a neighbor that is an attorney that will review the Grant Agreement pro bono and will provide comments back to the subcommittee. The

Policy subcommittee will meet within the next week to discuss creating a PowerPoint presentation for the Grantsmanship summit including key information such as deadlines and process for submitting questions.

**7. Sponsorship/Fundraising Subcommittee**

Chairperson Perez stated that next week her and a few of the Blue Ribbon Committee members are going to four different locations as possible venues for a fundraiser and will provide information and availability of the locations back to the Board. Board Member Heaton presented a draft budget for the event anticipating selling tickets for \$47.50 per person to approximately 160 guests and having about \$30 per guest in expenses to earn about \$7,600 in net proceeds. Board Member Heaton stated that he has recently seen performances of the high school Jazz Ensembles at Steamers and that they are very good and would provide quality entertainment for the fundraiser. Board Members also discussed potential special guest speakers for the event such as Janet Evans or James Cameron, but will continue exploring options.

**8. Discussion on Participating in the Concerts in the Park Series.**

The Board reviewed the Concerts in the Park schedule and decided that they would participate on Thursday, July 5 and have a display booth to garner community awareness about the Foundation. The Board discussed having a Foundation banner and give away items such as bracelets or fans. Chairperson Perez stated that she will research prices for the fans and bracelets and Mr. Nicks stated that he will develop the banner. Mr. Nicks stated that he will also coordinate having a table, tent, and chairs set up for the concert.

**9. Board Member comments or requests**

Mr. Nicks stated that the Women's Roundtable donated \$1,000 to the Foundation and that a Thank You Letter would be drafted and sent to them.

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

For the next meeting the Foundation Board of Directors will have on the agenda Policy Subcommittee, Sponsorship/Fundraising Subcommittee, Review of Grantsmanship Summit 2012, Board Development, Marketing to seek Donations and In-Kind Support, and further discussion about participating at the Concerts in the Park Series.

**11. 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 June 25, 2012 at Placentia City Hall. Meeting adjourned on Monday, May 21 at 8:00 p.m.

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Jon Nicks, Executive Director / Recording Secretary