

MINUTES
Foundation Meeting
May 23, 2011

1. **Meeting Called to Order** by Chair at 6:30 pm

2. **Roll Call:** Present: Jeremy B. Yamaguchi, Chair
Linda Bartelt
William E. Heaton Jr.
Scott Nelson
Brenda Emrick
Craig Green

Absent: Vivian M. Perez, Vice Chair

Others Present: Jon Nicks / Executive Director

3. **Public Comment:** None

4. **Approval of Minutes from the April 28, 2011 meeting.**

Amend item "6. Policy Subcommittee" third sentence to read "Board Member Heaton also commented that he would like to see the Foundation's funding divided in a formula format where a percentage would go to funding programs and a percentage would go for funding the Foundation's other needs." **Motion** by Crain Green to approve the Minutes as amended. **Second** by William Heaton and **CARRIED by 5-0 VOICE VOTE.**

5. **Policy Subcommittee Report.**

Subcommittee would like to request an authorization from full board to have Jon Nicks get a list of legal counsel to help the subcommittee with the next step of producing a binding policy document. Request was motioned by Jeremy Yamaguchi and second by Craig Green. All were in favor. Jon Nicks will email all committee members an updated version of the document for revision purposes and/or to make any changes prior to presenting it to the assigned attorney.

Subcommittee also reported that they divided duties as to the policies, progress report forms, and the application forms. Vivian has been working on producing sample forms so that everyone can see how they will look and the process of the reporting.

6. Event Subcommittee.

Board Member Nelson joined the meeting. Subcommittee talked about the upcoming Non-Profit Summit event scheduled for Thursday June 2, 2011 at the Yorba Linda Water District. Discussion of event preparation included visiting the facility before the event to see how it will be set-up, expecting approximately forty people representing eighteen agencies, and having snacks available for the event. The subcommittee agreed on having a business card and agenda to handout during the event, sending a follow-up email, a thank you letter, a short survey, and contact information of the foundation for those present during the event. Scott Nelson and Jeremy Yamaguchi will answer all questions during the event regarding the foundation.

7. Sponsorship/Fundraising Subcommittee.

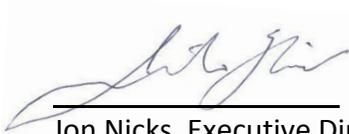
Subcommittee continued to discuss a possible fundraising event in the fall or winter of this year. They also talked about forming the blue ribbon committee who could be the primary donors to the foundation to support the foundation's grants to other non-profit organizations. The blue ribbon committee has not been established, but a list of possible people is being developed. Scott Nelson thought it would have been a good idea to have this blue ribbon committee present for the summit, but there is not enough time to arrange that before next week. Other updates will be discussed after the summit event.

8. Agenda Building and Meeting Schedule.

For the next meeting, agenda items that will be discussed by Board include; Blue ribbon committee, legal counsel for the policy, and policy subcommittee update and draft forms.

9. Adjournment.

The Placentia Community Foundation Board of Directors adjourn to their next meeting on **Monday, June 20 at 6:30 p.m.** at Placentia City Hall. Meeting adjourned on Monday, May 23 at 7:15 p.m.



Jon Nicks, Executive Director / Recording Secretary