



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

**MINUTES**  
**Foundation Meeting**  
**August 1, 2011**

**1. Meeting Called to Order** by Chair at 6:40 pm

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

Absent: Vivian M. Perez, Vice Chair  
Scott Nelson

Others Present: Jon Nicks / Executive Director

**3. Public Comment:** None

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

Motion by Jeremy B. Yamaguchi to approve the minutes. Second by William Heaton and carried by 5-0 voice vote.

**5. Approval of Minutes from the June 20, 2011 meeting.**

Minutes cannot be approved because there is a lack of quorum of those that attended the June 20, 2011 meeting. Approval of the June 20, 2011 minutes will be continued on to the next meeting.

**6. Policy Subcommittee Report.**

Subcommittee does not have any additional updates to provide to the Board on the Grants Policy at this time and will wait until legal counsel is available to review the policy. The subcommittee will meet again to develop the grant application form and additional policies for designated gifts and non-cash equivalence.

**7. Legal Counsel Options to Review Foundation Policies.**

Jon Nicks provided an update on legal counsel options for the foundation. A total of five different city community foundations were contacted as well as a few other non-profit organizations. None of the agencies contacted have an attorney on retainer. Other foundations are able to use their city's attorney or they already have someone who's an

attorney on their board. Due to this Jon Nicks proposed three different options: 1) For the foundation to use the city attorney through the Cooperation and Loan Agreement that the Foundation has with the City, 2) for the foundation to attempt to add another member on to the board who is an attorney that can be consulted at no charge, or 3) have a full request for proposal figure to determine the cost of retaining a law firm. However, option three would take an extended period of time.

Board Members discussed and stated that the best option would be to use the City Attorney for now, but in the long run to try and get an attorney on the Board of Directors. Board Members voted by voice vote of 4-0-1 giving direction to Mr. Nicks to move forward with using the City Attorney through the Cooperation and Loan Agreement the Foundation has with the City. Jeremy Yamaguchi abstained from vote because he may also need to vote to approve the expenditure of City Attorney services in his role as a City Councilmember.

#### **8. Sponsorship / Fundraising Subcommittee**


Fundraising sub-committee continued discussion about development of a Blue Ribbon committee. They established that they would like to recruit people to be in this Blue Ribbon committee. They are planning on putting a list together and inviting potential members over to a house or the Edwin T. Powell Building for a discussion. They would like about 20 to 25 people to attend and would prefer to have the event held in September or October. They proposed using a City facility such as the courtyard or maybe having the event at a restaurant to show some kind of connectivity with the City of Placentia. Overall, the subcommittee agreed on having a social event during a weekday. Discussion will continue during the next meeting.

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

For the next meeting the Foundation Board of Directors will discuss appointment of Chair and Vice Chair. Policy subcommittee plans to have final documents to come back to the Board for review and the sponsorship subcommittee will have further discussion about moving forward with a date to meet with potential blue ribbon committee members.

#### **10. Adjournment.**

The Placentia Community Foundation Board of Directors adjourn to their next meeting on **Wednesday September 7, 2011 at 6:30 p.m.** at Placentia City Hall. Meeting adjourned on Monday, August 1 at 7:05 p.m.



Jon Nicks, Executive Director / Recording Secretary