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**MINUTES**  
**Foundation Meeting**  
**August 10, 2010 – 6:30 P.M.**

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

**2. Roll Call:** Present: Jeremy B. Yamaguchi, Chair  
Vivian M. Perez, Vice Chair  
Joseph V. Aguirre  
Linda Bartelt  
Brenda Emrick  
William E. Heaton Jr.  
Chad P. Wanke

Others Present: Jon Nicks / Executive Director

**3. Public Comment:** None

**4. Welcome and Introduction of New Board Members Linda Bartelt and Brenda Emrick.**

The new Placentia Community Foundation Board of Directors members Linda Bartelt and Brenda Emrick provided brief self-introductions and were cordially welcomed by the rest of the Board Members.

**5. Approval of Minutes from the April 15, 2010 meeting.**

Linda Bartelt and Brenda Emrick abstained from vote because they were not present during the meeting. **Motion** by William Heaton to approve Minutes as amended **Second** by Joe Aguirre and **CARRIED by 5-0 VOICE VOTE.**

**6. Discussion and update from the Policy Subcommittee.**

The Policy Subcommittee consisting of Vivian Perez, Chad Wanke, and Jon Nicks conducted meetings in June and July 2010 to develop policies needed for filing an application with the IRS as an exempt non-profit organization. The subcommittee also developed proposed amendments to the Foundation By-Laws. During the policy development process the subcommittee reviewed policies from Community Foundations in other cities including Orange, Diamond Bar, and Chino Hills. The subcommittee also reviewed grant awarding policies from the cities of Palm Springs and Indian Wells. The proposed policy changes and By-Law changes are listed under the agenda item number seven.

**7. Consideration to Adopt Amended Placentia Community Foundation By-Laws and new Policies.**

The Foundation Board of Directors reviewed and discussed the following By-Laws adjustments and new policies.

**7..1. Article III Purpose – Page 1-2**

The Foundation members discussed and accepted the proposed the following rewording of Section 2. as *“The purpose of the Foundation is to improve the cultural, educational and recreational programs for the citizens of the City by first funding and supporting the City of Placentia, hereinafter referred to as the ‘City.’ Secondly, to preserve, protect, and enhance the quality of life for residents of Placentia by establishing, supporting, or funding local non-profit organizations.”* The Foundation members also discussed and accepted rewording Section 3. as *“The primary responsibility of the Board of Directors will be promotion of financial or in-kind resources for cultural, educational and recreational programs.”*

**7..2. Article VIII Board of Directors – Page 3-5**

In addition to changing appointing authority from the Placentia City Council to the Foundation Board, the Board added a subsection to B. Specific Powers: *“Ability to add additional Board of Directors members with a 3/4 majority vote of the Board.”*

**7..3. Article XVI Accounting Policy – Page 13**

Foundation members accepted policy as presented, but Board members commented that a Gift Acceptance Policy and Policy for Restricted Grants should be developed.

**7..4. Article XVII Compensation Policy – Page 14**

Foundation members accepted policy as presented.

**7..5. Conflict of Interest Policy**

Foundation members accepted policy as presented.

**7..6. Grant Making Policy & Grant Application Process**

Foundation members decided to not provide scholarships directly, but to support organizations that provide scholarships and to strike the scholarship sections from the policy. The Foundation also decided to not require grant applicants to provide a List of Donors and to remove those sections from the policy and application, but to otherwise accept both the policy and application.

The Foundation also requested the additional adjustments to other sections of the Bylaws. Adjust the order of the “Meetings” Article to XI and “Officers” Article to IX. The Officers Article was also adjusted to strike the following sentence from Responsibilities of Chair of

the Board *“The Chair shall act as the chief executive officer of the Foundation and shall exercise general supervision and control over all affairs of the Foundation.”* Also under the Officers Article an adjustment was made to changed the title of “Chief Financial Officer” to “Treasurer” and re-word the first sentence under “Bond” duty of this officer to read *“the foundation shall provide a bond on behalf of the treasurer who shall give the corporation a bond in the amount and with the surety or sureties specified by the Board.”*

**Motion** by Chad Wanke to Adopt Amended Placentia Community Foundation By-Laws and new Policies as stated above. **Second** by Joe Aguirre and **CARRIED by 7-0 VOICE VOTE.**

**8. Authorize Executive Director to complete Application for Recognition of Exemption (Form 1023) and any associated documents along with paying filing fees to the Internal Revenue Service.**

**Financial Impact: \$750 Filing Fee.**

**Motion** by Chad Wanke to approve this item. **Second** by Brenda Emrick and **CARRIED by 7-0 VOICE VOTE.**

**9. Discussion and update from Sponsorship Subcommittee.**

The Sponsorship Subcommittee consists of William Heaton, Joseph Aguirre, and Jon Nicks and had a meeting during May 2010. The sponsorship subcommittee went through the list of people and organizations that were contacted for donations or silent auction prizes for Mayor’s Gala along with a list of City vendors. The subcommittee went through the hundreds of names on the lists and narrowed the sponsorship prospects down to about 30 potential sponsors that Board Members could have one-on-one meetings with to directly solicit donations. The Sponsorship Subcommittee is at a point where a discussion is needed with the entire Board to decide programs and events that would be sponsored by donations. The Board discussed having a list of City events and programs that are currently provided and that were recently cut from the City Budget that could be reviewed during the next meeting to potentially receive support from the Foundation.

**10. Discussion about Mayor’s Gala or other Fundraising Opportunities.**

The Board Members discussed possibly rescheduling the Mayor’s Gala. There was discussion about the challenges with the building and improvements needed if the event was held in the orange packing house and the Board also discussed the idea of not making the event a “Gala.” Joe Aguirre, current Mayor of Placentia, stated that the fundraiser did not have to be a “Mayor’s” event and did not necessarily need to be scheduled during this calendar year. Board Members further discussed developing a different event or strategy for fundraising that could be fully discussed during the next meeting.

Vivian Perez presented the idea of having a fundraising workshop or seminar possibly in conjunction with the Volunteer Center of Orange County. The seminar would serve a dual purpose of introducing many of the local non-profits to the Placentia Community Foundation, but also provide them resources to fundraise on their own and not rely solely

on the Foundation for grant support. The seminar could be held during a four hour time frame featuring different guest speakers. The seminar idea was well received from all Board Members.

Brenda Emrick also presented the "Network for Good," which provides an opportunity to conduct fundraising through the foundation website.

**11. Discussion about Sponsoring or Funding Events in the City.**

Mr. Nicks asked the Board of Directors if they wanted to provide an opportunity for community agencies to apply for grants now that the policy was approved and that there were some upcoming community events in the fall and winter that could possibly use the support. The Board members discussed and decided that they would rather wait until the beginning of next year to ensure that the Foundation's Tax Exempt Status was in place and to provide the Foundation more time to focus on their goals, objectives, and funding priorities. In addition Board Members discussed developing an award letter for grant recipients stipulating a time restriction for using the funds and that the funds would be returned if not used timely or appropriately. The Board Members also discussed creating a stipulation to not support multiple-year grants.

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

The Board decided another meeting was needed to further discuss reviewing community events that could possibly receive support from the foundation, fundraising ideas, and reviewing additional policy adjustments including if the Brown Act was required for the Foundation.

**13. Adjournment.** The Placentia Community Foundation Board of Directors Meeting adjourned on Tuesday, August 10 at 8:55 p.m.



Jon Nicks, Executive Director / Recording Secretary