



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

MINUTES
Foundation Meeting
September 7, 2011

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

2. Roll Call: Present: Jeremy B. Yamaguchi, Chair
Vivian M. Perez, Vice Chair
Brenda Emrick
Craig Green
Scott Nelson

Absent: Linda Bartelt
William E. Heaton Jr.

Others Present: Jon Nicks / Executive Director

3. Public Comment: None

4. 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.

5. Approval of Minutes from the August 1, 2011 meeting.

Minutes cannot be approved because there is a lack of quorum of those that attended the August 1, 2011 meeting. Approval of the August 1, 2011 minutes will be continued on to the next meeting.

6. Consideration to nominate and elect Placentia Community Board Members for the positions of Chair and Vice Chair.

Board decided to continue item to the next meeting to ensure all Board Members were present for nominations and elections.

7. Review Grants Policy, Grant Application, and Financial Management Policies and Procedures.

Board conducted a final review of the Grants Policy, Grant Application, and Financial Management Policies and procedures making minor edits to the forms. The Board also decided that the Grant Application Deadline would be March 31st every year and grants

would be awarded in June each calendar year. Vivian Perez will make all the corrections discussed and redistribute to Board Members.

8. Review Draft of Placentia Community Foundation Brochure.

Board Members reviewed the final draft of the Foundation Brochure and made additional edits to the wording of the brochure and suggestions for adjusting the layout. Jon Nicks will have the edits incorporated into a final version that will be distributed via e-mail to all the Board members.

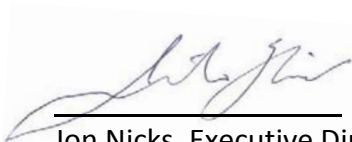
9. Sponsorship / Fundraising Subcommittee

Key members of the subcommittee were not present during the meeting, but Jon Nicks reported that Mr. Heaton stated that he was working towards scheduling a meeting in January 2012 with all the Blue Ribbon Subcommittee members. Concurrently a fundraising event for the Foundation would be planned for April 2012 with assistance from the new Blue Ribbon Subcommittee members.

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 discuss appointment of Chair and Vice Chair. Policy subcommittee update and the sponsorship subcommittee will have further discussion about moving forward with a date to meet with potential blue ribbon committee members.

11. Adjournment.

The Placentia Community Foundation Board of Directors adjourn to their next meeting on **Wednesday October 26, 2011 at 6:30 p.m.** at Placentia City Hall. Meeting adjourned on Wednesday, September 7 at 7:20 p.m.



Jon Nicks, Executive Director / Recording Secretary