

**AGENDA**  
**REGULAR MEETING OF THE EASTVALE**  
**COMMUNITY FOUNDATION BOARD**  
**Monday, September 16, 2013**  
**6:30 P.M.**  
**Rosa Parks Elementary School 13830 Whispering Hills Drive**

1. **CALL TO ORDER:** 6:30 p.m.

2. **ROLL CALL:**

Board Members: Kelly Howell, Sharyn Link, Yvonne Ontiveros, Julie Reyes, Chris Riley, Jonathan Shardlow, Chidi Ugwueze, Luis Vargas, and John Yanni.

3. **PRESENTATIONS/ANNOUNCEMENTS:**

3.1 **Vantage Point Church Christmas Gift Mart Presentation.**

4. **PUBLIC COMMENT/CITIZEN PARTICIPATION:**

*This is the time when any member of the public may bring a matter to the attention of the Eastvale Community Foundation that is within the jurisdiction of the Board. The Ralph M. Brown act limits the Board Member's ability to respond to comments on non-agendized matters at the time such comments are made. Thus, your comments may be agendized for a future meeting. The Board Members may discuss or ask questions for clarification, if desired, at this time. Public comment is limited to two (2) minutes each with a maximum of six (6) minutes.*

5. **CONSENT CALENDAR:**

5.1 **Minutes – September 3, 2013 Special Meeting.**

Recommendation: Approve the minutes from the September 3, 2013 Special Meeting.

6. **NEW BUSINESS ITEMS:**

*Public comment will be called for each non-hearing item. Please keep comments brief so that everyone who wishes to speak has the opportunity to do so. After public comment is closed, you may not further speak on the matter unless the Board requests further clarification of your statement. Public Comment is limited to two (2) minutes with a maximum of six (6) minutes.*

6.1 **Finance Report – July 2013.**

Recommendation: Receive and File.

**6.2 Finance Report – August 2013.**

Recommendation: Receive and File.

**6.3 E-Waste Event.**

Recommendation: Receive and discuss participation in holding an event.

**6.4 Policies & Procedures Manual for CDBG FY 2013/14.**

Recommendation: Receive.

**6.5 JCSD Proposal.**

Recommendation: Receive and discuss.

**6.6 Eastvale Store.**

Recommendation: Approve the budget.

**6.7 Communications Budget.**

Recommendation: Approve the budget.

**6.8 Preparation of Agenda Packets.**

Recommendation: Discuss revisions and approve an agenda preparation policy.

**7. OLD BUSINESS ITEMS:**

*Public comment will be called for each item. Please keep comments brief so that everyone who wishes to speak has the opportunity to do so. After public comment is closed you may not further speak on the matter unless the Board requests further clarification of your statement. Public comment is limited to two (2) minutes with a maximum of six (6) minutes.*

**7.1 “Drive-through Toy Drive” Event.**

Recommendation: Update from Ad Hoc Committee on event for 2013.

**7.2 VolunteerSpot.**

Recommendation: Receive update on options available through system.

**7.3 Healthy Eastvale Fair – JCSD.**

Recommendation: Discuss and take action regarding booth and sponsorship information.

**7.4 Board Member Appointment Recommendations.**

Recommendation: Receive verbal update, discuss and make recommendations to the City Council for appointment of four new Board Members.

**8. BOARD MEMBER COMMUNICATIONS:**

*(Committee Reports, Agenda Items, Meeting Requests and Review etc.)*

*This is an opportunity for the Board Members to report on their activities, to bring a matter to the attention of the full Board and to request agenda items. Any matter that was considered during the public hearing portion is not appropriate for discussion in this section of the agenda. NO ACTION CAN BE TAKEN AT THIS TIME.*

**9. ADJOURNMENT:**

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City of Eastvale. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.*

**POSTING STATEMENT:**

I, Ariel M. Hall, CMC, Assistant City Clerk or my designee, hereby certify that a true and correct, accurate copy of the foregoing agenda was posted on September 12, 2013, seventy-two (72) hours prior to the meeting per Government Code 54954.2.

12363 Limonite Ave. Suite 910, Eastvale, CA 91752

Rosa Parks Elementary School 13830 Whispering Hills Drive

Eastvale Library, Roosevelt High School, 7447 Scholar Way

City of Eastvale Website, [www.eastvaleca.gov](http://www.eastvaleca.gov)



*Eastvale*  
COMMUNITY  
FOUNDATION

# Eastvale Community Foundation

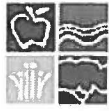
Meeting Agenda  
Staff Report

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**MEETING DATE:** September 16, 2013

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***1. CALL TO ORDER***



*Eastvale*  
COMMUNITY  
FOUNDATION

# Eastvale Community Foundation

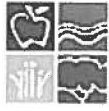
## Meeting Agenda Staff Report

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**MEETING DATE:** September 16, 2013

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### **2. *ROLL CALL***



*Eastvale*  
COMMUNITY  
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# Eastvale Community Foundation

Meeting Agenda

Staff Report

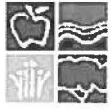
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MEETING DATE: September 16, 2013

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### 3. *PRESENTATIONS/ANNOUNCEMENTS*

#### 3.1 Vantage Point Church Christmas Gift Mart



*Eastvale*  
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# Eastvale Community Foundation

Meeting Agenda

Staff Report

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**MEETING DATE:** September 16, 2013

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#### **4. *PUBLIC COMMENT/CITIZEN PARTICIPATION***

**MINUTES**  
**SPECIAL MEETING OF THE EASTVALE**  
**COMMUNITY FOUNDATION BOARD**  
**Tuesday, September 3, 2013**  
**5:30 P.M.**  
**Eastvale City Hall, 12362 Limonite Ave. Ste 910**

1. **CALL TO ORDER:** 5:42 p.m.

2. **ROLL CALL:**

Board Members present: Kelly Howell, Sharyn Link, Julie Reyes, Jonathan Shardlow and Luis Vargas.

Board Members absent: Yvonne Ontiveros, Chris Riley, Chidi Ugwueze and John Yanni.

Board Member Riley arrived at 6:42 p.m.

Staff Members present: City Manager Jacobs and Assistant City Clerk Hall.

The Pledge of Allegiance was presented by Board Member Reyes.

3. **PRESENTATIONS/ANNOUNCEMENTS:**

There were no Presentations/Announcements.

4. **PUBLIC COMMENT/CITIZEN PARTICIPATION:**

There were no Public Comments/Participation.

5. **CONSENT CALENDAR:**

**5.1 Minutes – August 19, 2013 Regular Meeting.**

Recommendation: Approve the minutes from the August 19, 2013 Regular Meeting.

**Motion: Moved by Howell, seconded by Vargas to approve minutes from August 19, 2013 Meeting.**

**Motion carried 5-0-4 with Ontiveros, Riley, Ugwueze, and Yanni absent.**



**6. NEW BUSINESS ITEMS:**

**6.1 Financial Policy.**

Recommendation: Make revisions to financial policy and approve.

Board Member Howell provided staff report for this item.

Various changes were discussed. Board Member Howell would incorporate the changes for the final document.

Board Member Riley arrived at 6:42.

**Motion: Moved by Howell, seconded by Shardlow to approve financial policy with revisions.**

**Motion carried 5-0-3-1 with Riley abstaining, and Ontiveros, Ugwueze, and Yanni absent.**

**6.2 Community Development Block Grant - FY 2012/13.**

Recommendation: Receive update from Ad Hoc Committee regarding the final steps to close the FY 2012/13 grant funding.

City Manager Jacobs provided an update on the outcome of the previously outstanding CDBG issues.

**6.3 Establish Ad Hoc Committee to develop Community Development Block Grant Policies and Procedures for FY 2013/14 Funding.**

Recommendation: Appoint Ad Hoc Committee to establish policies and procedures for administering CDBG scholarships in FY 2013/14.

Board Member Reyes recommended Board Members Vargas, Ontiveros and Yanni.

**Motion: Moved by Reyes, seconded by Riley to appoint Board Members Vargas, Ontiveros and Yanni to the Ad Hoc Committee for developing CDBG policies and procedures for FY 13/14.**

**Motion carried 6-0-3 with Ontiveros, Ugwueze, and Yanni absent.**

There was discussion regarding meeting with the Board Members that handled the grant in the previous year.

Board Member Reyes asked to ensure in the policy that checks need to be mailed directly to the organization, not the applicant, and she recommended language

that includes that the misuse of funds will disqualify the applicant or organization from receiving grant funds in the future.

**7. OLD BUSINESS ITEMS:**

**7.1 Event Update – Golf Tournament**

Recommendation: Receive and file final wrap-up report.

Board Member Link provided an update on the Golf Tournament.

**8. BOARD MEMBER COMMUNICATIONS:**

Board Member Riley apologized for being late.

Board Member Vargas reviewed the items that he would be working on prior to the next meeting.

Board Member Shardlow stated that he would be sending out reminders for the Board Members to fill out the Conflict of Interest statements and that photos would be taken at the next meeting.

Board Member Howell stated that the applications for internships had closed and she had received one application. She stated that she would be extending the application period for Riverside Community College students that were just starting classes. She added that Eren Cello, a resident and former Board Member, would be helping with the Foundation store. She also stated that she would be adding the revisions to the Finance Policy and gathering the needed signatures on the Strategic Plan.

Board Member Reyes reported that she would be finishing up and filing authorized signers paperwork for the Foundation's bank account.

Board Member Link stated that she would be presenting an update regarding the Golf Tournament and the Strategic Plan to the City Council Members at the City Council meeting on September 11<sup>th</sup>.

There was discussion regarding whether or not thank you cards were sent out to volunteers that worked the Golf Tournament. Thank you cards had not yet been sent out, but would be.

Board Member Link asked that everyone make sure that they volunteer for things that they were able and had time to do. She indicated that the Board had been making great forward progress and she did not want to see it taking steps backward.

**9. ADJOURNMENT:**

**Motion: Moved by Howell, seconded by Shardlow to adjourn meeting at 7:06 p.m.**

**Motion carried 6-0-3 with Ontiveros, Ugwueze, and Yanni absent.**

*Prepared by Office Assistant Katrina Aragon  
Reviewed/Edited by Assistant City Clerk Ariel M. Hall, CMC*



*Eastvale*  
COMMUNITY  
FOUNDATION

# Eastvale Community Foundation

Meeting Agenda  
Staff Report

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**MEETING DATE: SEPTEMBER 16, 2013**

**TO: BOARD MEMBERS**

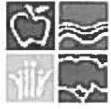
**FROM: BOARD MEMBER YANNI**

**SUBJECT: JULY FINANCE REPORT**

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**RECOMMENDATION: RECEIVE**

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*Eastvale*  
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**MEETING DATE: SEPTEMBER 16, 2013**

**TO: BOARD MEMBERS**

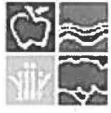
**FROM: BOARD MEMBER YANNI**

**SUBJECT: AUGUST FINANCE REPORT**

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**RECOMMENDATION: RECEIVE**

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**MEETING DATE: SEPTEMBER 16, 2013**

**TO: BOARD MEMBERS**

**FROM: BOARD MEMBER REYES**

**SUBJECT: E-WASTE EVENT**

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**RECOMMENDATION: DISCUSS AND APPROVE DATE OF EVENT**

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**BACKGROUND:**

At the August 19, 2013 meeting, Board Member Reyes indicated that she would like to add a proposed E-Waste event to the September 16, 2013 meeting agenda. The Foundation has held this type of event in the past.

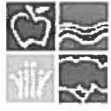
**DISCUSSION:**

The proposed dates for the event are December 7<sup>th</sup> or 14<sup>th</sup>, to be held at Eleanor Roosevelt High School, from 9:00 a.m. to 10:00 a.m.

**FISCAL IMPACT:**

**ATTACHMENTS:**

None



*Eastvale*  
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# Eastvale Community Foundation

Meeting Agenda

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**MEETING DATE: SEPTEMBER 16, 2013**

**TO: BOARD MEMBERS**

**FROM: BOARD MEMBERS ONTIVEROS, VARGAS AND YANNI**

**SUBJECT: CDBG POLICIES & PROCEDURES FOR FY 2013/14**

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**RECOMMENDATION: RECEIVE**

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*Eastvale*  
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# Eastvale Community Foundation

Meeting Agenda  
Staff Report

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**MEETING DATE:** SEPTEMBER 16, 2013

**TO:** BOARD MEMBERS

**FROM:** BOARD MEMBER LINK

**SUBJECT:** JCSD PROPOSAL

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**RECOMMENDATION:** RECEIVE AND DISCUSS.

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## **BACKGROUND:**

We have been contacted by JCSD to work with them by handling the fundraising elements of the following events – Fall Festival, Healthy Eastvale Fair, Winter Showcase, Picnic in the Park, Concerts in the Park, etc.

## **DISCUSSION:**

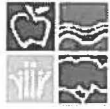
## **FISCAL IMPACT:**

Potential to expand our fundraising abilities significantly

## **ATTACHMENTS:**

Prepared by: Sharyn Link





**MEETING DATE: SEPTEMBER 16, 2013**

**TO: BOARD MEMBERS**

**FROM: BOARD MEMBER HOWELL**

**SUBJECT: FOUNDATION'S EASTVALE STORE**

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**RECOMMENDATION: APPROVE THE BUDGET**

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**BACKGROUND:**

The Board Members have discussed the desire to sell items such as shirts, decal stickers, and mugs with representations of Eastvale on them.

**DISCUSSION:**

There are multiple items that need to be discussed and action taken on.

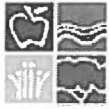
- (A) Discuss the budget and make any revisions desired.
- (B) Discuss logistics of the store sales. It is proposed items be sold at events, online, and have a glass case at city hall. Procedures for how items sold online will be distributed should be discussed.
- (C) The Board needs to decide what artwork should be used for items. Options are below.
  - a. Use Foundation Logo
  - b. Request use for City Logo and/or Seal
  - c. Create new artwork and slogan.
    - i. Community contest
    - ii. Board ideas

**FISCAL IMPACT:**

There is a fiscal impact. See attachment.

**ATTACHMENTS:**

1. Budget (will be presented at meeting)



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**MEETING DATE: SEPTEMBER 16, 2013**

**TO: BOARD MEMBERS**

**FROM: BOARD MEMBER HOWELL**

**SUBJECT: COMMUNICATIONS BUDGET**

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**RECOMMENDATION: APPROVE THE ATTACHED BUDGET**

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**BACKGROUND:**

The Eastvale Community Foundation uses a Facebook account, Benchmark Email Marketing, and a website for communicating with the community.

**DISCUSSION:**

The attached budget is for all communications items.

**FISCAL IMPACT:**

It is requested the board adopt a communications budget of \$250 per year. Although the cost may be decreased 25% when the Non-Profit letter is provided to Benchmark emailing system, the rounded up budget will provide the committee the ability to make changes easily within the budget.

**ATTACHMENTS:**

1. Budget

**Eastvale Foundation**

Communications - Budget  
Fiscal Year 2013/2014

Vendor	Description	Expiration date	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Notes
Godaddy	Domain: Eastvalefoundation.com	10/19/2014													No action this FY
Godaddy	Domain: Eastvalefoundation.org	10/19/2014													No action this FY
Godaddy	Hosting*					\$ 47.88									Purchase hosting for updated website
Godaddy	Calendar	10/13/2013													Will not renew service
Godaddy	Online storage	10/13/2013													Will not renew service
Godaddy	Business Email	10/13/2013													Will not renew service
Facebook	Free account	n/a													
Benchmark	Email marketing system	1yr from purchase			\$ 143.40										
Benchmark	Event ticket purchases via email	n/a													\$12.95/month; \$38.85
Sub-total			\$ -	\$ -	\$143.40	\$ 47.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total														\$230.13	

**Additional comments**

The existing website is currently being hosted by the WIX(free website builder account).

The \$47.88(3.99 per month, 1 year paid upfront), is required for the newly developed website.

The event ticket purchase is more inexpensive to purchase it for the month of an event and cancel after.



**MEETING DATE: SEPTEMBER 16, 2013**

**TO: BOARD MEMBERS**

**FROM: BOARD MEMBER HOWELL**

**SUBJECT: AGENDA PREPARATION**

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**RECOMMENDATION: DISCUSS REVISIONS AND APPROVE AN AGENDA PREPARATION POLICY**

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**BACKGROUND:**

The Eastvale Community Foundation has been creating agenda packets with no formal policies in place as to whom is responsible for sections and when to submit them.

**DISCUSSION:**

The Foundation should have a policy regarding agenda packet creation for Board Members to follow and reference when questioning procedures for agenda creation. Attachment one has ideas which need to be discussed, revised if needed, and voted on.

**FISCAL IMPACT:**

There is no fiscal impact for this item.

**ATTACHMENTS:**

1. Agenda Preparation Policy

**EASTVALE COMMUNITY FOUNDATION  
POLICY  
AGENDA PREPARATION**

## TABLE OF CONTENTS

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## **I. PLACEMENT OF AN ITEM ON THE AGENDA:**

An item can be placed on the agenda by the following ways:

- (1) A board member may request it in a board meeting.
- (2) A board member may request it be added to the agenda with the consent of the Executive Director.
- (3) A member of the public may request an item for the agenda and placement of that item will occur with consent of the Executive Director.

## **II. RESPONSIBILITY OF STAFF REPORT PREPARATION:**

When an item is requested for placement on the agenda, the Chair of that Committee or Ad-hoc Committee is responsible for preparing an agenda staff report.

## **III. CONTENTS OF A STAFF REPORT:**

Agenda items must be typed on the Eastvale Community Foundation Staff Report template. The report must include all sections within the template. Any other documents required for the board to make a decision should be attached to the agenda item and listed under the attachments section of the Staff Report template. These documents may be budgets, expense requests, contracts, flyers, etc.

## **IV. SUBMITTAL REQUIREMENTS:**

Agenda Staff Reports shall be submitted by noon on the Wednesday prior to a Board Meeting. Staff Reports are to be submitted via email to the board designated person in charge of creating the agenda packets and distributing them to Board members.



# Eastvale Community Foundation

## Meeting Agenda Staff Report

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**MEETING DATE: SEPTEMBER 16, 2013**

**TO: BOARD MEMBERS**

**FROM: BOARD MEMBERS ONTIVEROS, REYES AND UGWUEZE**

**SUBJECT: DRIVE THROUGH TOY DRIVE**

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**RECOMMENDATION: POSTPONE UNTIL 2014 HOLIDAY SEASON**

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### **BACKGROUND:**

At the August 19, 2013 meeting, the Board decided to host a Drive Through Toy Drive. An Ad Hoc Committee was formed, consisting of Board Members Ontiveros, Reyes and Ugweze.

### **DISCUSSION:**

The Ad Hoc Committee would like to postpone the event to the 2014 holiday season pending the future partnership with the Jurupa Community Services District.

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

None





*Eastvale*  
COMMUNITY  
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# Eastvale Community Foundation

Meeting Agenda  
Staff Report

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**MEETING DATE: SEPTEMBER 16, 2013**

**TO: BOARD MEMBERS**

**FROM: BOARD MEMBER RILEY**

**SUBJECT: VOLUNTEERSPOT**

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**RECOMMENDATION: RECEIVE UPDATE ON OPTIONS AVAILABLE THROUGH THE SYSTEM**

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*Eastvale*  
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# Eastvale Community Foundation

## Meeting Agenda Staff Report

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**MEETING DATE:** SEPTEMBER 16, 2013

**TO:** BOARD MEMBERS

**FROM:** BOARD MEMBER LINK

**SUBJECT:** HEALTHY EASTVALE FAIR

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**RECOMMENDATION:** DISCUSS AND TAKE ACTION REGARDING BOOTH REQUIREMENTS.

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### **BACKGROUND:**

We agreed to be a Gold level sponsor at this JCSD event. I received confirmation that we can sell our Eastvale Store merchandise at this booth. Event is Saturday, October 19<sup>th</sup> at 6:30 am until 11:00 am.

### **DISCUSSION:**

Need Board Members to man booth?  
What items will we be selling?  
What items will we distribute?

### **FISCAL IMPACT:**

Potential income unknown – depends on what we have to sell

### **ATTACHMENTS:**

Copy of sponsorship  
Copy of contract for booth  
Event budget form

Prepared by: Sharyn Link

# 5K 10K Healthy Eastvale Fair

**JCSD**  
PARKS & RECREATION DEPARTMENT



## SPONSORSHIP LEVELS

### PLATINUM SPONSOR— \$1,000

Company information displayed at info booth  
 Name listed on promotional material  
 Logo on race shirt  
 Free promotional booth space  
 Banner displayed at event  
 Name listed in the recreation brochure  
 Appreciation plaque

### GOLD SPONSOR— \$500

Company information displayed at info booth  
 Name listed on promotional material  
 Logo on race shirt  
 Free promotional booth space  
 Certificate of appreciation

### SILVER SPONSOR—\$250

Company information displayed at info booth  
 Name listed on promotional material  
 Certificate of appreciation

### BRONZE SPONSOR— \$100/Products

Company information displayed at info booth  
 Appreciation plaque

## 2013 5K/10K & Healthy Eastvale Fair

Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

I offer my support as a:

- PLATNUM SPONSOR**  
 **GOLD SPONSOR**  
 **SILVER SPONSOR**  
 **BRONZE SPONSOR**

JCSD Parks and Recreation Department  
 Tax ID#: 95-3840033

Please make checks payable to:  
 JCSD c/o Parks and Recreation Department  
 13820 Schleisman Road, Eastvale, CA 92880

All sponsorship payments, logos, & advertisements are due no later than Sept 2, 2013

**JCSD**  
PARKS & RECREATION DEPARTMENT

13820 SCHLEISMAN ROAD, EASTVALE, CA 92880  
 P 951.727.3524 F 951.727.3506



**Parks  
Make  
Life  
Better!**

**HEALTHY EASTVALE FAIR/5K-10K**

**VENDOR APPLICATION**

Roosevelt High School Parking Lot  
7447 Scholar Way, Eastvale, CA 92880

Saturday, October 19, 2013

6:30 a.m. – 11:00 a.m.

(Please print clearly or type)



Name of Company/Organization Eastvale Community Foundation

Full Name of Person to Contact Sharyn Link Title \_\_\_\_\_

Address 12363 Limonite #910 City Eastvale Zip 91752

Day ☑ (800) 421-6144 x5207 Evening ☑ (951) 263-0345

Cell ☑ (562) 682-7149 Email EastvaleFoundation@gmail.com

\*In case of rain, the event will be cancelled. For event information please call, 951.727.3524

**TYPE OF PARTICIPATION** (Please check all that apply)

Game/Activity Station Type of activity \_\_\_\_\_ Please provide bio below.

(Craft, game, etc.)

Information Booth Information to be provided: Foundation information

\*Tax ID # 80-0725863

Retail Vendor Booth Products to be sold or ordered: Eastvale merchandise

All Vendors need to provide a brief description of game/activity and/or informational items and/or items to be sold during the event.

We will be providing information regarding the Foundation's purpose, etc. We will also be selling items such as the Eastvale book + general merchandise, i.e. caps, glasses, etc.

# SPACE RENTAL TERMS

Please read and initial

Initial by each	<b>Vendor Rules</b>
SH	<b>Insurance:</b> You must provide a certificate of general liability and product liability insurance to JCSD as evidence of insurance in force. The certificate must name the following as additionally insured: <b>Jurupa Community Services District (JCSD)</b> . Your limits of liability must be at least \$2,000,000.00. <b>You will not be allowed to set up if you have not first provided this certificate to JCSD.</b> The insurance is at your own cost. If this certificate is not provided, JCSD reserves the right to withdraw you from the event at the cost of all prepaid fees.
SH	Vendors will supply their own EZ-up/canopy, tables, and chairs.
SH	All deliveries of items and service must be completed no later than 6:00a.m.
SH	Vendor will not at any time sub-rent any part of their booth or space to another party during the event. Doing so may result in immediate termination of contract with NO invitation to return.
SH	Vendor agrees to operate throughout the duration of the event for the hours and dates as posted. <i>Your booth must be set-up 30 minutes prior to event starting.</i> Every vendor booth must be staffed and operational during the entire open hours of the event.
SH	Vendor may not sell items, which were not listed on their application.
SH	Vendor displays must not be dismantled or packed in preparation for removal prior to the official closing time of the event. Unless approved by JCSD. All fixtures and equipment must be removed and final cleanup of your assigned area must be completed within 1 hour of the close of the Event. For safety reasons, no vehicles will be permitted in the event area until it is free of guests.
SH	Vendor agrees to abide by all rules and regulations of the JCSD Parks and Recreation Department. All necessary licenses or permits are your responsibility.
SH	Vendor agrees that they will not bring ANY of the following items onto the Event Grounds: Silly String, Alcohol, Stink Bombs, Laser Lights of any type, pornography in any form, incendiary devices except for candles and incense. No guns or any other projectile devices. Please contact us if you are in doubt.
SH	Vendor agrees to the following: ANY items having any reference to JCSD or Healthy Eastvale Fair/5K10K MUST be presented to JCSD at least 2 weeks prior to the Event for approval.
SH	Vendor agrees not to discriminate against any person because of race, religion, or national group.
SH	I agree that JCSD can take photographs and/or film me, and my child/children/guardians, while participating in a JCSD activity and/or at a JCSD facility to be used for promotional purposes; and, further that these will be the sole property of JCSD.
SH	I understand that rates, fees, dates, times established by JCSD may change at any time without notice.
SH	<b>Hold Harmless Agreement:</b> Vendors agree to indemnify and hold harmless <b>Jurupa Community Services District</b> , and <b>CNUSD</b> , their officers, agents and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of, or in any way connected with the exercise by the vendor of the privileges herein granted. You agree to release JCSD from responsibility and/or claim for loss, damage, or injury to your person or those representing your concession. JCSD is not responsible for damage caused by acts of God or human nature. Professional conduct is mandatory; complaints and comments must be addressed with JCSD management and not openly discussed with other vendors or patrons.

# SPACE RENTAL TERMS

Please read and initial

Initial by each	<h2>Food Vendor Rules</h2>
SL	<p><b>Health Department:</b> You must follow and abide by the Riverside County division of Environmental Health guidelines. You must complete an application, submit to the health department and have a copy of the Health permit on site. The Health Department prefers that all workers have Food Server cards.</p>
SL	<p><b>Fire &amp; Safety:</b> You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety. Food booths must provide an approved fire extinguisher at your booth for the duration of the event. County fire inspectors may periodically inspect all food booths for fire extinguishers and safety compliance.</p>
SL	<p>Vendors may bring their own generator if electricity is needed but must notify JCSD when application is submitted (a limited number of generator spaces are available). Generators must be placed a minimum of 50 feet back from the main event area. NO HALOGEN lights will be allowed. Electrical fixtures and industrial grade extension cords must be in safe working condition. Extension cords must be UL approved, round, 12GA, 3-wire or better. NO 12GA flat "zip" type cords or household extension cords will be permitted. All electrical connections, surge protectors, power strips, extension cords, etc. MUST be UL approved. If a generator is needed you must supply a fire extinguisher.</p>
SL	<p><b>Waste and Clean Up:</b> Wastewater and grease are the responsibility of the vendor (Pack it in, and pack it out). All garbage must be put into a closed bag and dropped in the provided dumpsters. Wooden palettes have to be hauled away by the vendor and not left at the dumpsters. After you have broken down your booth; before you leave, JCSD staff must check you out. You must provide a minimum 30-gallon trash container for customer use at your location.</p>

**Thank you!**

# Eastvale COMMUNITY FOUNDATION



## EVENT BUDGET

Date of event 10-19-13

Name of event Healthy Eastvale Fair/5K-10K

Date submitted for approval \_\_\_\_\_

Events Committee

1.  
Chair
2.  
Co-Chair
- 3.

Board Approved	Yes	No
President Signature		
Financial Officer Signature		

	Description	\$
<b>Revenues</b>		
	(work with fundraising committee)	
	<b>Total Revenue</b>	
<b>Expenditures</b>		
	Sponsorship includes booth	500.00
	<b>Total Expenditures</b>	
	<b>Net Surplus/(Deficit)</b>	

**Healthy Eastvale Fair/5K-10K**  
**Saturday, Oct. 19<sup>th</sup>**  
**Event Hours 6:30 am to 11:00 am**

2 People - Booth Set-up 5:30 am – 6:30 am	_____	_____
2 People Man booth 6:30 am – 8:00 am	_____	_____
2 People Man booth 8:00 am – 9:30 am	_____	_____
2 People Man booth 9:30 am – 11:00 am	_____	_____
2 People – Tear Down booth 11:00 am	_____	_____





# Eastvale Community Foundation

Meeting Agenda

Staff Report

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**MEETING DATE: SEPTEMBER 16, 2013**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: BOARD MEMBER RILEY**

**SUBJECT: BOARD MEMBER APPOINTMENT RECOMMENDATIONS**

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**RECOMMENDATION: APPOINT RANIA HAMDY, ALICIA JENSEN, ANU SAINI**

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**BACKGROUND:**

The ECF Board has nine members and would like to add additional members.

**DISCUSSION:**

Rania Hamdy has a Masters in Marketing and has eight years professional experience including at the Palm Springs Convention Center. Alicia Jensen is Senior Management Analyst for the Community Serv. Dept. of the City of Walnut. Anu Saini has extensive fundraising experience.

Further we would like to recommend non-Board roles to Rich Duran and Edward Turner for the Events Committee; Beverly Powell and Darrin Acevedo for the Volunteer Committee; and Cheryl Linnborn and Eric Renfro for committee consideration.

**FISCAL IMPACT:**

No cost.



*Eastvale*  
COMMUNITY  
FOUNDATION

# Eastvale Community Foundation

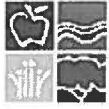
Meeting Agenda  
Staff Report

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**MEETING DATE: September 16, 2013**

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## **8. BOARD MEMBER COMMUNICATIONS**



*Eastvale*  
COMMUNITY  
FOUNDATION

# Eastvale Community Foundation

Meeting Agenda  
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**MEETING DATE:** September 16, 2013

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## **9. *ADJOURNMENT***