

AGENDA
REGULAR MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD
Monday, November 18, 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: Rania Hamdy, Kelly Howell, Alicia Jensen, Sharyn Link, Yvonne Ontiveros, Julie Reyes, Chris Riley, Anu Saini, Jonathan Shardlow, and Chidi Ugwueze.

3. PRESENTATIONS/ANNOUNCEMENTS:

3.1 Presentation by Corona-Norco Unified School District Board Member Bill Newberry.

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 – October 21, 2013 Regular Meeting.**

Recommendation: Approve the minutes from the October 21, 2013 Regular 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.

There are no New Business Items.

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 Approval of Art/Design for Mugs.

Recommendation: Approve Sample of Eastvale Mugs.

7.2 Spark of Love Toy Drive.

Recommendation: Finalize Spark of Love Drive Arrangements.

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 November 14, 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



Eastvale Community Foundation

Meeting Agenda

Staff Report

MEETING DATE: November 18, 2013

1. CALL TO ORDER



Eastvale Community Foundation
Meeting Agenda
Staff Report

MEETING DATE: November 18, 2013

2. *ROLL CALL*



Eastvale Community Foundation

Meeting Agenda

Staff Report

MEETING DATE: NOVEMBER 18, 2013

TO: BOARD MEMBERS

FROM: SHARYN LINK

SUBJECT: ROOSEVELT HIGH SCHOOL BAND ASSISTANCE

RECOMMENDATION: PRESENTATION FROM BILL NEWBERRY

BACKGROUND:

Mr. Newberry has mentioned that there is a severe shortage of funds and large increase in band members at Roosevelt High School. He would like to see if the Foundation can be any assistance to the band.

DISCUSSION:

Mr. Newberry will be making a presentation of information.

FISCAL IMPACT:

The financial impact is dependent upon what the Board decides.

ATTACHMENTS:

None



Eastvale Community Foundation
Meeting Agenda
Staff Report

MEETING DATE: November 18, 2013

4. PUBLIC COMMENT/CITIZEN PARTICIPATION

MINUTES
REGULAR MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD

Monday, October 21, 2013

6:30 P.M.

Rosa Parks Elementary School, 13830 Whispering Hills Drive

1. CALL TO ORDER: 6:32 p.m.

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

Board Members present: Board Members Hamdy, Jensen, Ontiveros, Shardlow, Assistant Executive Director Howell, and Executive Director Sharyn Link.

Board Members absent: Board Members Reyes, Riley, Saini, and Ugwueze.

Staff Members present: City Manager Jacobs, Management Analyst Rowe and Assistant City Clerk Hall.

The Pledge of Allegiance was presented by Assistant Executive Director Howell.

3. PRESENTATIONS/ANNOUNCEMENTS:

3.1 Introduction of New Board Members.

Assistant City Clerk Hall administered the Oaths of Office for the New Board Members.

3.2 Corona Norco Unified School District Board Member Bill Newberry.

This item was skipped, as he was not present.

4. PUBLIC COMMENT/CITIZEN PARTICIPATION:

There were no Public Comments/Citizen Participation.

5. CONSENT CALENDAR:

5.1 Minutes – September 16, 2013 Regular Meeting.

Recommendation: Approve the minutes from the September 16, 2013 Regular Meeting.

Motion: Moved by Howell, seconded by Shardlow to approve the minutes as presented.

Motion carried 6-0-4 with Board Members Reyes, Riley, Saini, and Ugwueze absent.

6. NEW BUSINESS ITEMS:

There were no New Business Items.

7. OLD BUSINESS ITEMS:

7.1 Foundation Store Merchandise.

Recommendation: Discuss options and approve purchases.

This item was skipped and discussed at a later time.

7.2 VolunteerSpot.

Recommendation: Receive Report on Reporting Options.

Executive Director Link provided the staff report for this item.

There was discussion regarding the action that was requested.

It was requested to have this item continued if necessary.

Assistant Executive Director Howell provided information on upgrade options.

There was discussion regarding the reports that were available.

Motion: Moved by Howell, seconded by Shardlow to table this item to the next meeting.

Motion carried 6-0-4 with Board Members Reyes, Riley, Saini, and Ugwueze absent.

7.3 JCSD Proposal.

Recommendation: Discussion Only.

Executive Director Link provided the staff report for this item and reported information that was received at the Jurupa Community Services District (JCSD) Parks Committee meeting. She stated that they were still in the initial stages of deciding which events the Foundation Board would take over.

There was discussion regarding insurance and liability concerns.

Executive Director Link requested that additional Board Members sit in on the meetings with the JCSD. Board Members Shardlow and Jensen volunteered to participate in those meetings.

There was discussion regarding the questions that arose from the previous Board meetings.

7.4 CDBG Policy and Sub-Recipient Agreement.

Recommendation: Review, Correct as Needed, and Approve Policy and Sub-Recipient Agreement.

Assistant Executive Director Howell provided the staff report for this item. She stated that the Board needed to approve three documents: the Policy and Procedures, Sub-Recipient Agreement and the CDBG Applications, as well as a change to the policy to include gathering family ethnicity information, Appendix 1.

Executive Director Link stated that the address needed to be changed in the documents to read the Eastvale City Hall address.

There was discussion regarding the Worker's Compensation reference in the Sub-Recipient Agreement.

There was discussion regarding the line item budgets, expenditures, income and general ledger for CDBG and the accounting requirements.

Motion: Moved by Howell, seconded by Ontiveros to approve the three documents and the changes to Appendix 1 of the policy to add family ethnicity, income and size.

Motion carried 6-0-4 with Board Members Reyes, Riley, Saini, and Ugwueze absent.

7.5 Vantage Point Christmas Gift Mart.

Recommendation: Discuss and Take Action.

Executive Director Link provided the staff report for this item.

There was discussion regarding which events would occur, the logistics of each, and how to combine this event with the Spark of Love event.

There was discussion regarding distributing items freely to benefit Eastvale residents versus selling to the lower income families.

Assistant Executive Director Howell stated that the Board should focus on making one relationship at a time, instead of two, and focus on the Jurupa Community Services District event.

There was discussion regarding the agreement made with Spark of Love to serve Eastvale residents.

There was discussion regarding a Spark of Love Event committee which would consist of Board Members Hamdy, Reyes and Ontiveros.

Motion: Moved by Howell, seconded by Shardlow to contact Vantage Point and respectfully decline to participate in their event.

Motion carried 6-0-4 with Board Members Reyes, Riley, Saini, and Ugwueze absent.

7.6 Seller's Permit.

Recommendation: Receive Verbal Update.

Board Member Shardlow provided an update on how the Seller's Permit process worked and the location of where to post it.

7.7 501(c)3 Non-Profit Status Update.

Recommendation: Receive and file.

Executive Director Link provided the staff report and update for this item.

7.1 Foundation Store Merchandise.

Recommendation: Discuss options and approve purchases.

Executive Director Link provided the staff report for this item. She reported that the EZ-up and table cloth had arrived and came out nicely. She also stated that the volunteer was getting samples to compare quotes on the decals and mugs, and was looking into getting additional Eastvale history books.

There was discussion regarding having the Eastvale store merchandise available at all events, as well as the online store.

There was discussion regarding the design of the decal and the process if they chose to change it.

There was discussion regarding the size and colors of the mugs.

It was the consensus of the Board to table this item to the next meeting when the volunteer would be available with samples of the items.

8. BOARD MEMBER COMMUNICATIONS:

Board Member Ontiveros stated that she was excited for the direction the Foundation was headed in.

Board Member Shardlow suggested that the next Board meeting agenda have an item to appoint Board Members.

Assistant Executive Director Howell suggested that the next agenda include the purchasing of a Foundation laptop and QuickBooks program update, as well as a website update.

Board Member Hamdy stated that she was excited to be part of the group.

Board Member Jensen also stated that she was excited to be on the Board.

Executive Director Link reported that Board Member Jensen would be the Communications Chair and Board Member Hamdy would be handling the events. She also requested that the Ad Hoc Committee go through the previous applications that were submitted and recommend new Board Members.

There was discussion regarding specific requirements to look for on the applications, including two with a financial background and one with an IT/Communications background.

Eren Cello, a volunteer, arrived and they continued the discussion on Item 7.1.

7.1 Foundation Store Merchandise.

Discussion resumed on this item.

Foundation Volunteer Eren Cello recommended the Sticker Giant for stickers and decals.

There was discussion regarding the quotes that were received.

There was discussion regarding the design of the stickers.

Volunteer Cello also recommended that the Foundation purchase the mugs from American Printing.

There was discussion regarding the mug design and pricing.

Motion: Moved by Howell, seconded by Ontiveros to approve having artwork completed by American Printing for mugs and being brought back to Board for approval for ordering, with a \$200.00 artwork charge.

Motion carried 6-0-4 with Board Members Reyes, Riley, Saini, and Ugwueze absent.

There was discussion regarding payment to the vendor prior to the work beginning, through a purchase order.

There was discussion regarding the Board holding a Special Meeting as soon as the artwork for the Eastvale mugs was ready to be approved.

Volunteer Cello stated that she would get a quote for the larger mugs before the Special Meeting.

There was discussion regarding trying to obtain additional Eastvale history books.

Executive Director Link provided an update on the 5K/10K run, including the selling of the Eastvale history books.

After the discussion and approval of Item 7.1, the Board Members continued with Item 8.

8. BOARD MEMBER COMMUNICATIONS:

Executive Director Link introduced City Manager Jacobs, who would discuss the staff reports that are required for the agendas.

There was discussion regarding what information should be included and the formatting required for the staff reports.

There was discussion regarding the policies that have been approved by the Foundation and having the hard copies printed and in the binders provided for Board Members for reference.

It was requested that the staff report template be re-emailed to all of the Board Members.

9. ADJOURNMENT:

Motion: Moved by Jensen, seconded by Shardlow to adjourn the meeting at 8:04 p.m.

Motion carried 6-0-4 with Board Members Reyes, Riley, Saini, and Ugwueze absent.



Eastvale Community Foundation
Meeting Agenda
Staff Report

MEETING DATE: November 18, 2013

6. *NEW BUSINESS ITEMS:*



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: NOVEMBER 18, 2013
TO: BOARD MEMBERS
FROM: EXECUTIVE DIRECTOR LINK
SUBJECT: APPROVAL OF ART/DESIGN FOR MUGS

RECOMMENDATION: APPROVE SAMPLE OF EASTVALE MUGS

BACKGROUND:

The Foundation Board previously approved the purchase of mugs to be sold at Eastvale events. Samples of the mugs will be presented for final Board approval before purchase.

DISCUSSION:

Volunteer Eren Cello has been working with vendors to purchase items for the Eastvale Store (items we will sell at future Eastvale events and offer online). Linda Mellin of American Printing & Promotions has offered the best prices. Linda will have some sketches attached to a mug sample for the Board's review.

FISCAL IMPACT:

Board approved purchase of a total of 800 mugs (200 each of 4 designs). The cost of the mugs will be approximately \$5,400.00.

ATTACHMENTS:

None – Artwork samples will be available at the meeting.



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: NOVEMBER 18, 2013

TO: BOARD MEMBERS

FROM: BOARD MEMBER HAMDY AND EXECUTIVE DIRECTOR LINK

SUBJECT: SPARK OF LOVE TOY DRIVE

RECOMMENDATION: FINALIZE SPARK OF LOVE TOY DRIVE ARRANGEMENTS

BACKGROUND:

The Foundation Board previously approved holding the Spark of Love Toy Drive in conjunction with the Jurupa Community Services District (JCSD) Winter Showcase. Final approval by JCSD was obtained on November 13th, allowing the Foundation to partner the Spark of Love Toy Drive with their Winter Showcase.

DISCUSSION:

We will be given an area (to be determined by JCSD) to set up a table where we can provide Foundation information, sell Foundation merchandise and collect new, unwrapped toys for the Spark of Love Toy Drive. We have requested that the Fire Department disperse the toys we collect in the local Eastvale area. Board Member Hamdy has contacted the Fire Department and is making arrangements for the collection bins. We should have the new order of *A Brief History of Eastvale* books on hand to sell. The status of the Eastvale mugs to sell is undetermined at this point.

FISCAL IMPACT:

A budget of \$100 is being requested, to purchase decorations and other incidental materials for the event. There is a potential to sell merchandise, depending upon what merchandise is available at the time. *A Brief History of Eastvale* books are to be sold for \$20 each.

ATTACHMENTS:

1. Budget request for expenditure



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Meeting Agenda

Staff Report

MEETING DATE: November 18, 2013

8. BOARD MEMBER COMMUNICATIONS



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: November 18, 2013

9. *ADJOURNMENT*