

AGENDA
REGULAR MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD
Monday, April 21, 2014
6:00 P.M.
Rosa Parks Elementary School, 13830 Whispering Hills Drive

1. **CALL TO ORDER:** 6:00 p.m.

2. **ROLL CALL/PLEDGE OF ALLEGIANCE:**

Board Members: Rania Hamdy, Kelly Howell, Sharyn Link, Yvonne Ontiveros, Julie Reyes, Chris Riley, Jenniffer Rodriguez, Scott Rowe, Anu Saini, Jonathan Shardlow, and Ric Welch.

3. **PRESENTATIONS/ANNOUNCEMENTS:**

There are no Presentations/Announcements.

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 – March 17, 2014 Regular Meeting.**

Recommendation: Approve the minutes from the March 17, 2014 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.

6.1 **Golf Tournament Ad Hoc Committee Update.**

Recommendation: Receive verbal update from Board Members Hamdy, Reyes and Executive Director Link.

6.2 **Golf Tournament Budget.**

Recommendation: Receive report and approve preliminary budget.

6.3 **Events Committee Update.**

Recommendation: Receive verbal update from Board Members Riley, Hamdy and Link.

6.4 **Volunteer Committee Update.**

Recommendation: Receive verbal update from Board Members Riley and Saini.

6.5 **Communications Committee Update.**

Recommendation: Receive verbal update from Board Member Howell.

6.6 **Fundraising Committee Update.**

Recommendation: Receive verbal update from Board Members Reyes and Riley.

6.7 **Update on Foundation Website.**

Recommendation: Receive verbal update from Board Member Howell.

6.8 **Quickbooks Proposal.**

Recommendation: Purchase Quickbooks “Online Plus” product.

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 **CDBG Grant.**

Recommendation: Review and approve grant applications.

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, Carol Jacobs, City Manager/City Clerk or my designee, hereby certify that a true and correct, accurate copy of the foregoing agenda was posted on April 16, 2014, 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

MINUTES
REGULAR MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD

Monday, March 17, 2014

6:00 P.M.

Rosa Parks Elementary School, 13830 Whispering Hills Drive

1. CALL TO ORDER: 6:10 p.m.

2. ROLL CALL:

Board Members present: Board Members Hamdy, Ontiveros, Riley, Rowe, Shardlow, and Executive Director Sharyn Link.

Board Members absent: Board Members Howell, Jensen, Reyes and Saini.

Board Member Howell arrived at 6:14 p.m.

Board Member Reyes arrived at 6:21 p.m.

Staff Members present: City Manager Jacobs, Assistant City Clerk Hall, and Recording Secretary Wuence.

3. PRESENTATIONS/ANNOUNCEMENTS:

There were no presentations or announcements.

4. PUBLIC COMMENT/CITIZEN PARTICIPATION:

There were no public comments.

5. CONSENT CALENDAR:

5.1 Minutes – February 10, 2014 Regular Meeting.

Recommendation: Approve the minutes from the February 10, 2014 Regular Meeting.

5.2 Minutes – March 3, 2014 Special Meeting.

Recommendation: Approve the minutes from the March 3, 2014 Special Meeting.

Motion: Moved by Shardlow, seconded by Riley to approve the Consent Calendar as presented.

Motion carried 6-0-4 with Jensen, Reyes, Saini and Howell absent.

6. NEW BUSINESS ITEMS:

6.1 Golf Tournament Ad Hoc Committee Update.

Recommendation: Receive verbal update from Board Members Hamdy, Reyes and Executive Director Link.

Board Member Hamdy gave an update regarding the registration launch and provided a final draft of the brochure for the event. The brochures would be ready for distribution before the State of the City address on March 27. She stated that the contract was changed to reflect the set prices at Los Serranos and the committee would continue to work on logistics for the event.

Board Member Howell arrived at 6:14 p.m.

6.2 Events Committee Update.

Recommendation: Receive verbal update from Board Members Riley, Hamdy and Link.

Board Member Riley gave an update regarding a meeting with Jeremy Goins, Roosevelt High School Principal and getting possible dates for e-waste type events.

6.3 Volunteer Committee Update.

Recommendation: Receive verbal update from Board Members Riley and Saini.

Board Member Riley suggested creating a spreadsheet for all volunteers and discussed the possibility of a high school volunteer creating the spreadsheet.

6.4 Communications Committee Update.

Recommendation: Receive verbal update from Board Members Jensen and Howell.

Board Member Howell updated everyone on the progress of updating the website. She stated that she would be doing most of the updates in the upcoming week due to her having extra time while off work.

6.5 Fundraising Committee Update.

Recommendation: Receive verbal update from Board Members Reyes and Riley.

No update was provided.

6.6 Major Annual Events.

Recommendation: Discuss Major and/or Annual event ideas.

Board Member Howell stated that in addition to the annual Golf Tournament, another major annual signature event could be a Founder's Day/Street Fair similar to the International Street Fair in Orange. The event would have food vendors, music, bands, and a beer garden. A weekend in October was suggested as a possible date.

Executive Director Link noted concern about this event being held too close to the annual Golf Tournament in August and the Fall Festival in October.

Board Member Howell suggested creating an ad hoc committee, which she would Chair.

Board Member Hamdy suggested the event be held in 2015 to coincide with the 5th anniversary of Incorporation.

There was discussion about possibly moving the Golf Tournament to a different month earlier in the year and the concerns about conflicting with the Picnic in the Park in June and possible rainy weather in earlier months.

Board Member Reyes arrived at 6:21 p.m.

Motion: Moved by Howell, seconded by Hamdy to establish an ad hoc committee.

Motion carried 8-0-2 with Jensen, and Saini absent.

6.7 Event Attendance Calendar.

Recommendation: Receive verbal update and event calendar print out from Executive Director Link.

Executive Director Link passed out the new calendars.

6.8 Board Appointments.

Recommendation: 1) Determine if a representative from State Assemblyman Eric Linder's Office should be recommended to the City Council for appointment to the Board and 2) Determine if Ric Welch should be recommended to the City Council for appointment to the Board as a representative of the City Council.

Executive Director Link noted that Jenniffer Rodriguez, District Director, would be the appointee to the Board from Assemblyman Linder's Office. There was

discussion regarding the term of any person assigned from Assemblyman Linder's Office.

Motion: Moved by Shardlow, seconded by Howell to recommend the representative from State Assemblyman Eric Linder's office to the City Council for appointment to the Board.

Motion carried 8-0-2 with Jensen and Saini absent.

There was discussion regarding the appointment of Councilman Ric Welch to the Board and it was noted that his background in parks and event planning would make him a good fit.

The appointment of the two new Board Members would bring the Board to twelve Members.

Motion: Moved by Howell, seconded by Riley to recommend Ric Welch to the City Council for appointment to the Board as a representative of the City Council.

Motion carried 8-0-2 with Jensen and Saini absent.

Staff would move the recommendations to City Council.

6.9 Eastvale Decal Stickers.

Recommendation: Approve Reimbursement of \$100.00 for the original purchase of the decal stickers and determine the selling price.

Executive Director Link passed out the Eastvale decal stickers for review and there was discussion about setting a requested donation amount for the stickers. The suggested donation amount was agreed to be \$5.00.

Motion: Moved by Howell, seconded by Ontiveros to set the donation amount to \$5.00.

Motion carried 8-0-2 with Jensen and Saini absent.

Motion: Moved by Reyes, seconded by Howell to approve reimbursement of \$100.00 for the original purchase of the decal stickers to Executive Director Link.

Motion carried 8-0-2 with Jensen and Saini absent.

7. OLD BUSINESS ITEMS:

7.1 CDBG Grant.

Recommendation: Review and approve grant applications.

There was discussion regarding the grant amount being requested by Pop Warner applications. It was decided that the amount approved for Pop Warner applicants should be limited to \$250, which is the actual registration amount.

There was discussion regarding several applications.

It was decided that Application #5 would be held to request a Form 1040 from the applicant.

Motion: Moved by Howell, seconded by Reyes to approve applications #10, #11, #12, #13, #15, #17, #18, #22, #23, and #25 for a total amount of \$4,245.00.

Motion carried 8-0-2 with Jensen and Saini absent.

It was decided that application #8 did not qualify based on income requirements and would be denied. A formal letter will be mailed to the applicant.

Motion: Moved by Rowe, seconded by Shardlow to deny application #8.

Motion carried 8-0-2 with Jensen and Saini absent.

7.2 **Jurupa Community Services District Farmer's Market.**

Recommendation: Receive verbal update from Executive Director Link and discuss.

Executive Director Link stated that the meeting with JCSD went well but she has not heard back from them. A survey was to be taken by the JCSD at the Eastvale Community Park grand opening but that did not happen.

7.3 **Eastvale Mugs.**

Recommendation: Discuss and determine course of action for Eastvale Community Foundation mug purchase.

Executive Director Link stated that the minimum order with American Printing was final and therefore not a reasonable option for the mugs. She would look for another quote.

Board Member Reyes suggested looking at a different style mug since the "Starbucks" mug was too expensive and the minimum order was too high.

8. **BOARD MEMBER COMMUNICATIONS:**

There was discussion regarding the individual committee meeting schedules.

Board Member Howell announced that her City Council campaign account needed to be closed out. A donation of approximately \$1800.00 would be made to the Foundation from the remaining funds in the account.

Board Member Ontiveros noted that she would try to streamline the grant application process.

Executive Director Link requested that copies of any new recreational scholarship grant applications received be emailed by City Staff to Board Members once a week for review prior to Board meetings.

Executive Director Link noted that Board Member Rowe would be on the CDBG committee and it would be formalized at the next Board meeting.

There was a discussion regarding Quickbooks or other software for Board Member Rowe to use in his function as the Board's Chief Financial Officer.

Board Member Hamdy noted that the golf tournament ad hoc committee would meet on April 1. Other meetings would be scheduled and sent out to the ad hoc committee members.

Executive Director Link noted that the Community Foundation was invited to the State of the City on March 27 and would share a table with the City of Eastvale. Decals would be available for donations at the table. She requested a volunteer to work at the table from 6:30 p.m. to 8:30 p.m.

It was noted that the "Every 15 Minutes" event was coming up soon at Roosevelt High School.

8.1 Photo for State of the City Address.

A photo of the Board was taken for the State of the City Address.

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:46 p.m.

*Submitted by Margo Wuence, Recording Secretary
Reviewed and edited by Ariel M. Hall, CMC, Assistant City Clerk*



Eastvale Community Foundation

Meeting Agenda Report

MEETING DATE: APRIL 21, 2014

TO: FOUNDATION BOARD MEMBERS

FROM: RANIA HAMDY

SUBJECT: GOLF TOURNAMENT BUDGET

RECOMMENDATION: RECEIVE REPORT AND APPROVE PRELIMINARY BUDGET

BACKGROUND:

Requesting Preliminary Budget approval.

DISCUSSION:

Receive report

FISCAL IMPACT:

Major fund raiser anticipated profit \$20,000.00

Prepared by: Sharyn Link

Eastvale COMMUNITY FOUNDATION



EVENT BUDGET

Date of event Aug. 15, 2014

Name of event Golf Tournament

Date submitted for approval 3/25/14

Events Committee

1. Rania Hamdy
Chair
2. Sharyn Link
Co-Chair
3. Julie Reyes

Board Approved	Yes	No
President Signature		
Financial Officer Signature		

	Description	\$
Revenues		
(work with fundraising committee)	Golfers Registration	2000.
	Dinners Add'l. guests	600.
	Golf Games Add'l. games sold	1100.
	Raffle Tickets/silent	3400.
	Sponsorships Rcvd. from various	15000.
	Total Revenue	29,100
Expenditures		
	Los Serranos Golf	4400.
	Los Serranos Dinner	2100.
	Trophies & Cash Prizes	900
	Printing	800
	Decorations	500
	Misc.	500
	Total Expenditures	9100.
	Net Surplus/(Deficit)	Profit \$20,000.00



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: APRIL 21, 2014
TO: BOARD MEMBERS
FROM: SCOTT ROWE
SUBJECT: QUICKBOOKS PROPOSAL

RECOMMENDATION: PURCHASE QUICKBOOKS “ONLINE PLUS” PRODUCT

BACKGROUND:

The ECF currently does not have an accounting software system to track/record transactions and has tasked CFO to make a recommendation to the board as to which system to purchase/implement.

DISCUSSION:

Highlights of various products offerings available by Intuit Quickbooks:

Quickbooks Online Plus: COST: \$39.95/month (with current discounts--\$345 if paid today for annual purchase); Demo free for 30 days

Online access anytime, anywhere

Class tracking—ability to produce P&L report by specific event (*Priority*)

Creates budgets

Only program that has 1099's online

Auto 5 users

Read-only access for board members

Manages all income/expenses

Can set class/donors (departments of the foundation)

Tech support included

Most non-profit clientele are using Quickbooks Online products

Online mobile apps available for iPhone, iPad and Android phones and tablets (not all features available on mobile devices)

Quickbooks Online Essentials: COST: \$26.95/month (with current discounts~\$247 if paid today for annual purchase)

Differences from Plus—

No class tracking

No budgets

No 1099's

No read-only access for board members

Other Products:

Quickbooks Pro: \$250 renewed every 3 years

Quickbooks Premier: \$399.95/yr per user (Premier Plus \$420/yr with support)

Single user, software loaded on one computer

No support included in pricing above

990 financial statement report within the program

No read only access for board members—not online

Discounts:

Annual discount of 10% if you pay annually instead of monthly

Online Plus: 40% off first six months

Essentials: 30% off first six months

FISCAL IMPACT:

License fee would be \$39.95 monthly or \$345 for first year (\$430 annually in subsequent years)

ATTACHMENTS:

1. Quickbooks Online product comparison

Prepared by: Scott Rowe

Reviewed by: Department Head Name Here

City Manager

City Attorney

QuickBooks Online

	Simple Start	Essentials	Plus
	\$12.95 /month	\$26.95 /month	\$39.95 /month
	Try It Free >	Try It Free >	Try It Free >
Track your income and expenses	✓	✓	✓
Send unlimited estimates and invoices	✓	✓	✓
Download transactions from your bank and credit card accounts ¹	✓	✓	✓
Print checks and record transactions	✓	✓	✓
Import data from Excel ² or QuickBooks desktop ²	✓	✓	✓
Back up your data online automatically ³	✓	✓	✓
Same security and encryption as banks ³	✓	✓	✓
Access your data from a tablet or smartphone ³	✓	✓	✓
Invite up to two accountants to access your data ³	✓	✓	✓
Integrate with available applications ³	✓	✓	✓
Set up invoices to automatically bill on a recurring schedule		✓	✓
Manage and pay bills from vendors		✓	✓
Enter bills and schedule payments for later		✓	✓
Compare your sales and profitability with industry trends		✓	✓
Control what your users can access		✓	✓
Create and send purchase orders			✓
Track inventory			✓
Prepare and print 1099s			✓
Give employees and subcontractors limited access to enter time worked			✓
Track billable hours by customer			✓
Create budgets to estimate future income and expenses			✓
Categorize your income and expenses using class tracking			✓
Track sales and profitability for each of your locations			✓
Number of people who can access QuickBooks Online	1	3	5
Number of built-in business reports	20+	40+	65+