

*For further information on an agenda item, please contact the City at 12363 Limonite Ave.
Suite 910, Eastvale, CA 91752*

**AGENDA
REGULAR MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD**

Monday, May 19, 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 – April 21, 2014 Regular Meeting.

Recommendation: Approve the minutes from the April 21, 2014 Regular Meeting.

5.2 Minutes – May 5, 2014 Special Meeting.

Recommendation: Approve the minutes from the May 5, 2014 Special Meeting.

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.

6.2 Events Committee Update.

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

6.3 Volunteer Committee Update.

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

6.4 Communications Committee and Foundation Website Update.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

6.5 Fundraising Committee Update.

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

6.6 Tax Information on Foundation Website.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

6.7 Review of Strategic Plan.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

6.8 Foundation Budget.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

6.9 JCSD Partnership For Beer Garden At Community Events.

Recommendation: Receive verbal update from Executive Director Link.

7. OLD BUSINESS ITEMS:

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 Clerk, or my designee, hereby certify that a true and correct, accurate copy of the foregoing agenda was posted on May 15, 2014, twenty-four (24) 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: MAY 19, 2014

1. CALL TO ORDER



Eastvale Community Foundation

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2. *ROLL CALL*



Eastvale Community Foundation

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3. *PRESENTATIONS/ANNOUNCEMENTS*

There are no presentations.



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: MAY 19, 2014

4. *PUBLIC COMMENT/CITIZEN PARTICIPATION*

MINUTES
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: 6:05 p.m.

2. ROLL CALL:

Board Members present: Board Members Reyes, Riley, Saini, Shardlow, Assistant Executive Director Howell and Executive Director Sharyn Link.

Board Members absent: Board Members Hamdy, Ontiveros, Rodriguez, Rowe and Welch.

Board Member Ontiveros arrived at 6:17 p.m.

Board Member Rowe arrived at 6:19 p.m.

Staff Members present: City Manager Jacobs 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 – March 17, 2014 Regular Meeting.

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

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

Motion carried 6-0-5 with Hamdy, Ontiveros, Rodriguez, Rowe and Welch 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 Reyes provided a draft of the Sponsorship Flyer for review.

Board Member Reyes noted that Waste Management lunch bags would be used as the “goody bags” for the event. Board Member Reyes suggested that businesses be solicited with the opportunity to donate items to fill the goody bags. Assistant Executive Director Howell noted that she would solicit for goody bag donations on the Facebook page.

Executive Director Link noted that one platinum sponsor has already been obtained. Board Member Reyes noted that there is no limit to the amount of sponsors.

Executive Director Link noted that Board Member Hamdy is working on the Press Release.

6.2 Golf Tournament Budget.

Recommendation: Receive report and approve preliminary budget.

Executive Director Link noted that the preliminary budget was based on last year’s \$20,000 profit and the same amount is expected for this year.

Motion: Moved by Howell, seconded by Riley to approve the preliminary Golf Tournament Budget.

Motion carried 6-0-5 with Hamdy, Ontiveros, Rodriguez, Rowe and Welch absent.

6.3 Events Committee Update.

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

Executive Director Link noted that she sent another email to the JCSD regarding a possible farmers market and had not received a reply.

Board Member Riley gave an update regarding an e-waste event on May 17, 2014. There was discussion regarding a press release for the City and advertising on the Facebook page. Board Member Reyes noted that she would email a flyer for the event to Assistant Executive Director Howell.

6.4 Volunteer Committee Update.

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

There was discussion regarding the time frames that Golf Tournament volunteers could work. Executive Director Link noted that she would provide the time frames to Board Member Saini to upload to Volunteer Spot. Assistant Executive Director Howell noted that she would solicit for volunteers via the Facebook page and a Press Release to the City and school principals. Additionally, the event description will note that credit for volunteer hours will be given.

Board Member Ontiveros arrived at 6:17 p.m.

The order of the agenda was changed and Items 6.5 and 6.7 were addressed at this time.

6.5 Communications Committee Update.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

Executive Director Link thanked Assistant Executive Director Howell for updating the Facebook page.

6.7 Update on Foundation Website.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

Assistant Executive Director Howell noted that the website had been updated with information for the Golf Tournament. She requested that Board Members review the Eventbrite portion and do a “run through” of the sponsorship and golfer sign up sections to check for any glitches. It was agreed that Assistant Executive Director Howell would do a “run through” of a Golf Package sign up.

Board Member Rowe arrived at 6:19 p.m.

At this time the Board returned to address Item 6.6.

6.6 Fundraising Committee Update.

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

Board Member Reyes noted that the amount of income from the upcoming e-waste event on May 17 would vary depending on the amount and types of items that are recycled. She noted that the event would be held from 9:00 a.m. to 1:00 p.m. The range of income expected is from \$300 to \$600. A banner advertising the event would be hung at Roosevelt High School on Monday of the week of the event.

6.8 **Quickbooks Proposal.**

Recommendation: Purchase Quickbooks “Online Plus” product.

Board Member Rowe noted the differences in Quickbook products available for purchase and recommended the “Online Plus” product as the best option for the Foundation’s needs. The cost of the product is \$345 up front and \$430 annually thereafter.

Motion: Moved by Reyes, seconded by Howell to approve purchase of Quickbooks “Online Plus” product.

Motion carried 8-0-3 with Hamdy, Rodriguez, and Welch absent.

7. ***OLD BUSINESS ITEMS:***

7.1 **CDBG Grant.**

Recommendation: Review and approve grant applications.

There was discussion regarding several applications.

It was decided that Application #36 would remain pending for more information.

Motion: Moved by Ontiveros, seconded by Howell to approve applications #35, #37, and #38 for a total amount of \$1,450.00.

Motion carried 8-0-3 with Hamdy, Rodriguez, and Welch absent.

There was discussion about the approaching deadline to allocate remaining funds available. It was suggested that another Press Release and a post to the Facebook page would help advertise the available grants.

There was discussion about applications that remain pending because the applicant is unable to provide the financial documentation requested and how to proceed with those.

Executive Director Link noted that the incomplete applications from Roosevelt High School Band members had been returned. Assistant Executive Director Howell noted that she would contact Bill Newberry to check on the status of those applications.

It was decided that Board Member Ontiveros would send an email to Board Member Rowe with a list of checks ready to be issued.

8. BOARD MEMBER COMMUNICATIONS:

Board Member Rowe noted that he would start working with Quickbooks to enter all appropriate information. He noted that he would consult with Executive Director Link and Board Member Reyes regarding any specific questions.

Assistant Executive Director Howell requested the following items be added to the next meeting agenda:

- 1) Putting Tax Information on Website
- 2) Review of Strategic Plan
- 3) Budget

Board Member Ontiveros would like to get word out for the available grants prior to the deadline for spending funds available.

Assistant Executive Director Howell noted that she would issue a new Press Release for grants available with a deadline of May 15.

Executive Director Link noted that the author of “The History of Eastvale” would be donating any royalties to the Foundation. A royalty statement was received from History Press; however, the royalty amount was \$74.78 and their minimum limit to write a check is \$75.

Executive Director Link noted that 10 books and 8 decals were sold at the State of the City event for a total of \$240 in merchandise sales.

Executive Director Link noted that a letter of penalty in the amount of \$1435.05 was received from the IRS for not filing taxes. She noted that all taxes have now been filed and that Terry Shea, Eastvale Director of Finance, would write a letter to try to get the amount reduced. The deadline to pay is end of May and Executive Director Link recommends paying the fine to prevent the 501(c)(3) from being delayed.

It was suggested that the IRS Notice be added to the next meeting agenda to determine how to proceed.

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:51 p.m.

Motion: Moved by Link, seconded by Howell to adjourn the meeting at 6:51 p.m.

Motion carried 8-0-3 with Hamdy, Rodriguez, and Welch absent.

MINUTES
SPECIAL MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD

Monday, May 5, 2014

6:00 P.M.

City Hall, 12363 Limonite Ave. Suite 910, Eastvale CA 91752

1. CALL TO ORDER: 6:20 p.m.

2. ROLL CALL:

Board Members present: Board Members Howell, Riley, Rowe, Saini, Shardlow, and Executive Director Sharyn Link.

Board Members absent: Board Members Hamdy, Ontiveros, Reyes, Rodriguez, and Welch.

Staff Members present: City Manager Jacobs and Recording Secretary Wuence.

3. PRESENTATIONS/ANNOUNCEMENTS:

There were no presentations or announcements.

4. PUBLIC COMMENT/CITIZEN PARTICIPATION:

There were no public comments.

5. SPECIAL ORDERS FOR THE MEETING:

5.1 CDBG Grant.

Recommendation: Review and approve grant applications.

Several applications were discussed.

It was decided that applications #41 and #42 need more information.

Motion: Moved by Link, seconded by Shardlow to approve applications #39, #40, #43, #44, #45, #46, #47, #48, #49, #50, #51, and #52 for a total amount of \$6,150.00.

Motion carried 6-0-5 with Hamdy, Ontiveros, Reyes, Rodriguez, and Welch absent.

Application #5 was discussed and formally approved.

Motion: Moved by Riley, seconded by Howell to approve application #5 in the amount of \$480.

Motion carried 6-0-5 with Hamdy, Ontiveros, Reyes, Rodriguez, and Welch absent.

6. BOARD MEMBER COMMUNICATIONS:

Executive Director Link noted that Eastvale Elite Cheer had disbanded; however, it was not an issue for the Foundation as no payments had been made to the organization for this year.

It was noted that future application forms would have a space to note the season that funds are requested for, as some organizations run year round. Other considerations would be made for amendments to future application forms.

Board Member Rowe noted that a "Payment Request Form" has been created and would be used to keep track of payments made. He also noted that the Quickbooks software allows for unlimited users to run statistical reports.

Executive Director Link noted that approximately \$1,800.00 from Board Member Howell's closed campaign fund had been received. Additionally, \$2,500.00 was received from Lewis Group for Golf Tournament Sponsorship.

7. ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:42 p.m.

*Submitted by Margo Wuence, Recording Secretary
Reviewed and edited by Carol Jacobs, City Manager/City Clerk*



Eastvale Community Foundation

Meeting Agenda

Staff Report

MEETING DATE: MAY 19, 2014

8. *BOARD MEMBER COMMUNICATIONS*



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: MAY 19, 2014

9. *ADJOURNMENT*