

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, July 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, 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. **ADDITIONS/DELETIONS TO AGENDA**

6. **CONSENT CALENDAR:**

6.1 **Minutes – June 16, 2014 Regular Meeting.**

Recommendation: Approve the minutes from the June 16, 2014 Regular Meeting.

7. **NEW BUSINESS ITEMS:**

7.1 **Board Vacancies.**

Recommendation: Receive verbal update from Board Member Riley.

7.2 Golf Tournament Ad Hoc Committee Update.

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

7.3 Events and Fundraising Committees Update.

Recommendation: Receive verbal update from Board Members Reyes, Riley, Hamdy, and Executive Director Link on the following items:

- Beer Garden at Picnic In The Park
- 88iMPACT Festival
- JCSD Joint Events
- Other

7.4 Volunteer Committee Update.

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

7.5 Communications Committee and Foundation Website Update.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

7.6 Military Banner Program.

Recommendation: Receive verbal update from Executive Director Link.

7.7 Checking Account Signer Updates.

Recommendation: Receive verbal update from Executive Director Link.

8. OLD BUSINESS ITEMS:

There are no Old Business items.

9. 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.

10. ADJOURNMENT:

The next regular meeting of the Eastvale Community Foundation Board will be held on August 18, 2014 at 6:30 p.m. at Rosa Parks Elementary School.

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 July 17, 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

Eastvale Community Foundation

Meeting Agenda

Staff Report

MEETING DATE: JULY 21, 2014

1. CALL TO ORDER



Eastvale Community Foundation
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2. *ROLL CALL/PLEDGE OF ALLEGIANCE*



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3. *PRESENTATIONS/ANNOUNCEMENTS*

There are no presentations.



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4. *PUBLIC COMMENT/CITIZEN PARTICIPATION*



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5. *ADDITIONS/DELETIONS TO AGENDA*



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MEETING DATE: JULY 21, 2014

6. *CONSENT CALENDAR*

MINUTES
REGULAR MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD
Monday, June 16, 2014
6:00 P.M.

Rosa Parks Elementary School, 13830 Whispering Hills Drive

1. CALL TO ORDER: 6:07 p.m.

2. ROLL CALL:

Board Members present: Board Members Hamdy, Howell, Rodriguez, Rowe, Shardlow, and Executive Director Sharyn Link.

Board Members absent: Board Members Ontiveros, Riley, Saini, and Welch.

Board Member Riley arrived at 6:53 p.m.

Staff Members present: City Manager Jacobs, Management Analyst Rowe and Recording Secretary Wuence.

3. PRESENTATIONS/ANNOUNCEMENTS:

There were no presentations or announcements.

4. PUBLIC COMMENT/CITIZEN PARTICIPATION:

There were no public comments.

5. ADDITIONS/DELETIONS TO AGENDA:

There were no additions or deletions to the agenda.

6. CONSENT CALENDAR:

6.1 Minutes – May 19, 2014 Regular Meeting.

Recommendation: Approve the minutes from the May 19, 2014 Regular Meeting.

Motion: Moved by Howell, seconded by Shardlow to approve the Minutes from the May 19, 2014 Regular Meeting.

Motion carried 6-0-4 with Ontiveros, Riley, Saini, and Welch absent.

6.2 Minutes – June 2, 2014 Special Meeting.

Recommendation: Approve the minutes from the June 2, 2014 Special Meeting.

Motion: Moved by Shardlow, seconded by Hamdy to approve the Minutes from the June 2, 2014 Special Meeting.

Motion carried 5-0-5 with Ontiveros, Riley, Saini, and Welch absent and Howell abstaining.

7. NEW BUSINESS ITEMS:

7.1 2013/2014 CDBG Grant De-Brief.

Recommendation: Review and Discuss FY2013-2014 CDBG Application Process.

City Manager Jacobs provided the staff report for this item. She noted changes and concerns that would make the program run more smoothly next year.

She requested feedback on the mid-year change of having original documents kept by Staff and electronic copies provided to the Board.

Some concerns noted were regarding possible insufficient documentation for the ERHS football recipients, a check that was re-issued for an amount different than that of the original check, and receipt of cancelled checks for auditing purposes.

There was discussion about some of the re-issued checks and other adjustments made totaling \$95.00. Board Member Rowe would contact Finance Director Shea to explain those adjustments and provide cancelled checks.

It was decided that the item would be tabled for discussion at the next meeting when Board Member Ontiveros is present.

7.2 Beer Garden at Picnic In the Park Update.

Recommendation: Receive verbal update.

Executive Director Link passed out a preliminary budget for the event.

There was discussion about costs involved, ABC license requirements, private security guards, product donations, and other supplies needed to run the event.

Assistant Executive Director Howell noted that Z Rentals was donating tables for the event.

There was discussion about whether having a Deputy Sheriff patrol the Beer Garden would be at a cost to the Foundation or included in the Sheriff's overall operations plan for the event. It was decided that the Foundation would check with JCSD to clarify the issue.

There was discussion about the amount to include in the budget as padding.

Motion: Moved by Howell, seconded by Rowe to approve the Budget of \$3,000.00 for the Beer Garden at Picnic in the Park.

Motion carried 6-0-4 with Ontiveros, Riley, Saini, and Welch absent.

There was discussion about the number of ounces to serve, price point, and cup size. It was decided that a 16 ounce cup filled with 14 ounces of beer would be sold for \$5.00 per cup.

There was discussion about possibly renting a machine to sell pretzels at the Beer Garden. It was decided to sell small bags of pretzels for \$1.00 instead of renting a machine.

Executive Director Link noted that some volunteers have already signed up on VolunteerSpot. Assistant Executive Director Howell would post a volunteer request on the Facebook page.

There was discussion about how to advertise the types of beer that are being sold at a given time.

The order of the agenda was changed and Item 7.4 was addressed at this time.

7.4 Golf Tournament Ad Hoc Committee Update.

Recommendation: Receive verbal update from Board Member Hamdy and Executive Director Link.

Board Member Hamdy noted that a second round of advertising should be done via the Press Enterprise and press releases appearing on the City's website and Assemblymember Linder's Newsletter.

Executive Director Link noted that Lisa Charlson was handling all local donations.

Executive Director Link noted that a meeting regarding golf rules would be held on June 17.

A resident in the audience noted that the phone number listed for the Foundation in the Eastvale Edition Golf Tournament article was incorrect. Executive Director Link noted that two different numbers appeared in the Eastvale Edition and that the number in the advertisement was correct.

7.5 Events and Fundraising Committees Update.

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

There were no updates from the Events and Fundraising Committees.

The order of the agenda was changed and Item 7.7 was addressed at this time.

7.7 Communications Committee and Foundation Website Update.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

Assistant Executive Director Howell noted that the Foundation website was updated with pictures of the Eastvale entrance monuments to notify residents that the Foundation raises money to help fund the purchase of the monuments. She noted that a request for beer garden volunteers would also be posted to the page.

Executive Director Link noted that the City Council approved the Foundation to take over the Military Banner Program from the City. Assistant Executive Director Howell noted that she would contact Public Information Officer Nissen to get pending banner applications prior to posting about the program on the website.

7.8 Discussion of 2014/2015 Budget.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

Assistant Executive Director Howell noted that the budget was still in piecemeal format and handed out copies for review. She noted that the communications budget is zero, as the website and Facebook are both free. However, she recommended adding to the communications budget the costs for Facebook advertisements for upcoming big events, beginning with the Golf Tournament.

Board Member Riley arrived at 6:53 p.m.

There was discussion about when to run the Facebook advertisements and the duration of the ads. Board Member Hamdy recommended marketing via an announcement of the Foundation page on the City's Facebook page and the Eastvale Talk Facebook page. Assistant Executive Director Howell noted that she will contact the City's Public Information Officer and will join the Eastvale Talk page.

Board Member Hamdy also recommended an article about the Foundation and Executive Director Link be submitted to Eastvale News and the Press Enterprise.

It was decided that \$300 would be added to the communications budget for Facebook and general advertising.

Motion: Moved by Riley, seconded by Howell to approve \$300 for general advertising in the communications budget.

Motion carried 7-0-3 with Ontiveros, Saini, and Welch absent.

At this time the Board returned to address Items 7.3, and 7.6

7.3 Board Vacancies.

Recommendation: Receive verbal update from Board Members Riley.

This item was tabled for discussion at the next Foundation Meeting.

7.6 Volunteer Committee Update.

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

Board Member Riley noted that he sent an email blast to everyone as well as a link to Assistant Executive Director Howell. He noted that he would also like to create a new activity to try to get sponsorships for water, snacks, and other items.

8. OLD BUSINESS ITEMS:

There were no Old Business items.

9. BOARD MEMBER COMMUNICATIONS:

Board Member Hamdy recommended that the Foundation revisit the idea of creating postcards with the Foundation mission statement and contact information to hand out at events.

Board Member Rowe noted that the penalty for filing late tax returns was abated by the IRS. He noted that the paperwork to resolve the Tax Assessment from the California Franchise Tax Board has been submitted and was pending.

Executive Director Link noted that the letter granting the 501(c)(3) status was received.

Board Member Shardlow noted that he would remain in regular contact with JCSD to clarify who is responsible for payment on certain expenses for the Beer Garden.

10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:08 p.m.

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



Eastvale Community Foundation

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7. *NEW BUSINESS ITEMS*



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8. *OLD BUSINESS ITEMS*



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9. *BOARD MEMBER COMMUNICATIONS*



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10. ADJOURNMENT