

JANUARY 25, 2017

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION
BOARD OF DIRECTORS MEETING MINUTES

A. 3:00 P.M. – CALL TO ORDER

- A1. The regular meeting of the Rancho Cucamonga Community & Arts Foundation was held on Wednesday, January 25, 2017, in the Victoria Gardens Cultural Center, located at 12505 Cultural Center Drive, Rancho Cucamonga, California. The meeting was called to order at 3:00 p.m. by Chair Pachon.

The Pledge of Allegiance was led by Chair Pachon.

- A2. Present were Board Members: Al Arguello, Rosemarie Brown (arrived at 4:02 p.m.), Chair Paula Pachon, Vice Chair Tina Chen, Nick Baker, Linda Bryan, Fatima Corbett, Jim Harrington, and Mark Rivera (arrived at 4:20 p.m.) Absent: Bryan Snyder.

Also present were: Michelle Keith, Community Services Director; Karen Silhanek, Management Analyst II; Susan Sluka-Kelly, Cultural Arts Manager; Catherine Allen, Account Technician; Murray Hepner, Community Services Coordinator; Valerie Guzman, Administrative Secretary; Jasmin Oriel, Office Specialist II, and Ray Patchett, Consultant.

B. ANNOUNCEMENTS/PRESENTATIONS

- B1. Introduction of Account Technician Catherine Allen and Administrative Secretary Valerie Guzman.

Analyst Silhanek introduced Catherine Allen and provided a brief background on Catherine's experience in bookkeeping and is certified as a QuickBooks user. Chair Pachon and Board Member Bryan provided positive feedback and inquired what Catherine's schedule will be. Analyst Silhanek responded that there is no set schedule but will let the Board know.

Director Keith introduced Valerie Guzman as the Department's new Administrative Secretary. She informed the Board of her background assisting cities in applying for grants, as well as working with the City of Pomona Community Services Department. Chair Pachon welcomed Catherine and Valerie to the team. No further discussion was held.

- B2. Kenny Cetera's Chicago Experience – March 26, 2017 at 2:00 p.m.

Board Member Nick Baker provided additional information regarding the concert and the cost of tickets. The Board inquired if the concert is a fundraiser and how it differs from other events such as The Nutcracker. Board Member Baker responded that part of the proceeds from the concert will be donated to the Foundation. Cultural Arts Manager Sluka-Kelly responded that The Nutcracker is a rental that pays for all of their expenses and takes all of the revenue. The information for Kenny Cetera's Chicago Experience will be distributed in the newsletter and a PDF of the flyer will be distributed to the Board Members.

JANUARY 25, 2017

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION
BOARD OF DIRECTORS MEETING MINUTES

Chair Pachon took a moment to introduce Director Michelle Keith as it was her first Community & Arts Foundation meeting. She also announced that Jasmin Oriel will be leaving Community Services since she has accepted an opportunity to work in the City Clerk's office. Chair Pachon also introduced Murray Hepner who is a MainStreet Theater Producer and creates World Music Concerts in the Summer. No further discussion was held.

C. COMMUNICATIONS FROM THE PUBLIC

- C1. None.

D. CONSENT CALENDAR

- D1. Approval of the Minutes of the Regular Community & Arts Foundation Meeting held September 28, 2016.
- D2. Receive and file Treasurer's Reconciliation Summary Reports for the LAIF and PAL Accounts for Fiscal Year-End 16/17 and September-December 2016.

MOTION: Moved by Vice Chair Chen, seconded by Board Member Bryan, to approve the Consent Calendar, as presented. Motion carried: 7-0-3 (Absent Brown, Rivera, and Snyder).

E. FOUNDATION BUSINESS

- E1. Interim Appointment of Community & Arts Foundation Treasurer/Secretary.

Director Keith informed the Board that Treasurer Snyder requested a leave of absence from the Board. She urged the Board to immediately elect an Interim Treasurer/Secretary for tax purposes. Chair Pachon called for a volunteer to serve as Interim Treasurer/Secretary. Board Member Harrington volunteered to serve.

MOTION: Moved by Board Member Baker, seconded by Board Member Arguello, to approve Jim Harrington to fill the position of Treasurer/Secretary. Motion carried: 7-0-3 (Absent Brown, Rivera, and Snyder).

- E2. 2016 Taxes.

Analyst Silhanek indicated that she will send the 1099 form to Interim Treasurer/Secretary Harrington for his review. He requested that the documents also be sent to Board Member Brown to review as well. Chair Pachon noted that not many extensions will be made. Director Keith indicated it is critical to file on time as a delay would impact applying for grants. No further discussion was held.

- E3. State of the City of Rancho Cucamonga – February 23, 2017 5:00 p.m. – 8:30 p.m.

JANUARY 25, 2017

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION

BOARD OF DIRECTORS MEETING MINUTES

Director Keith informed the Board that the City of Rancho Cucamonga partnered with the Chamber of Commerce for the State of the City. She explained that the event will include a networking opportunity and a presentation by the Mayor and the Chamber. She informed the Board to RSVP prior to the event. Chair Pachon encouraged the board members to attend to learn about the current status of the City and meet other community members. Chair Pachon indicated she will be attending. Vice Chair Chen expressed her desire to attend as well as Treasurer/Secretary Harrington and Board Members Bryan, Corbett, and Arguello. Director Keith provided clarification that the cost of the ticket is a Foundation expense for the Board Members, but spouses are individual cost of \$65.00. No further discussion was held.

E4. Donor Recognition Event – March 10th Committee.

Chair Pachon stated that the Donor Recognition Event was scheduled for March 10th and was tied to the *Into the Woods* performance. She requested three Board Members to work with staff in coordinating the event. Vice Chair Chen, Board Member Corbett, and Chair Pachon will work with the caterer, develop invitation list, and coordinate the event. She indicated that anyone that has tickets to the performance can change the date with Christina Gorka. Cultural Arts Manager Sluka-Kelly notified the Board that a block of tickets have been held for the members for that night. No further discussion was held.

E5. Meeting Schedule and Committee Assignments for 2017.

The Board Members reviewed the meeting schedule and the committee assignments. Chair Pachon indicated that with Board Member Snyder being on a leave of absence another board member may need to step in to assist on a committee. The Board Members decided to keep the committee assignments as they stand. No further discussion was held.

E6. Board Development Workshop.

Consultant Ray Patchett provided his experience working with cities and Boards. He asked that each Board Member express their reason for being a member. The Board Members provided various reasons including an appreciation for the arts and the impact on people. He discussed the responses the Board Members provided in the survey he emailed prior to the workshop. Mr. Patchett and the Board reviewed and discussed the Foundation's mission, values, and bylaws. Mr. Patchett identified the need for a strategic plan. Foundation members expressed their observations of how the Board functioned in the past and how it needs to move forward to continue providing services to the community. Discussion ensued to establish committees whose focus will be to develop a plan that the members can use to reach out to community members. Chair Pachon, Vice Chair Chen, and Board Member Corbett volunteered to assist in developing a plan. The Executive/Finance Committee will also work to develop goals and strategies. The Board Members concluded by identifying Board Development and Fund Development plans as essential in accomplishing the mission statement and Foundation values.

JANUARY 25, 2017

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION
BOARD OF DIRECTORS MEETING MINUTES

F. ADJOURNMENT

MOTION: Moved by Board Member Corbett, seconded by Board Member Brown, to adjourn the Regular Community & Arts Foundation Meeting. Motion carried: 9-0-1 (Absent: Snyder).

The meeting adjourned at 7:06 p.m.

Respectfully submitted,

Valerie Guzman
Park and Recreation Commission Secretary
City of Rancho Cucamonga