

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION
MINUTES OF THE JUNE 24, 2015, REGULAR MEETING

A. CALL TO ORDER

The annual meeting of the Rancho Cucamonga Community & Arts Foundation was held on Wednesday, June 24, 2015, in the Tri-Communities Room, at the Rancho Cucamonga Civic Center, located at 10500 Civic Center Drive, Rancho Cucamonga, California. The meeting was called to order at 5:12 p.m. by Chair Snyder. The Pledge of Allegiance followed.

Present were: Board Members: Arguello, Baker, Barag, Bryan, Chen, Harrington, LeMond, Pachon, Rivera and Snyder. Absent: Alexander, Brown, Galindo and Haddon. Staff: Nettie Nielsen, Community Services Director; Susan Sluka-Kelly, Cultural Arts Manager; Melissa Morales, Senior Administrative Secretary and Jennifer Palacios, Administrative Intern.

B. ANNOUNCEMENTS/PRESENTATIONS

1. On behalf of the Community & Arts Foundation, Chair Snyder presented a Student Scholarship Award check to Christina Perez. Miss Perez expressed her appreciation to the Board.
2. Manager Sluka-Kelly was called upon to provide a presentation of the Lewis Family Playhouse's 10th Season. She distributed the season brochure to Members and indicated the season video was not yet available. The brochure was reviewed including the various Foundation sponsored shows. She was asked what the trend has been for purchasing of tickets, and she indicated that it really depends on the show, but purchasing tickets approximately one month ahead of the event seems to be popular. She noted that the 2014/15 season at the Playhouse is officially over, and that the summer programs are underway including the upcoming production of "*Peter Pan – The Musical*." She was asked if the summer events are included in the season brochure and she indicated they were not to avoid confusion that has occurred in the past. She concluded her presentation and promised to send the Members a copy of the video once it's ready.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the Public.

Chair Snyder recessed the meeting at 5:30 p.m. for a light dinner prior to preceding with the remainder of the meeting. The Meeting reconvened at 5:45 p.m. with all Members present except Alexander, Brown, Galindo and Haddon.

D. CONSENT CALENDAR

1. To approve the Minutes of the Regular and Special Community & Arts Foundation Meetings held April 22, 2015.
2. To receive and file Treasurer's Reconciliation Summary Reports for the LAIF and PAL Accounts through May 2015.

MOTION: Moved by Member Chen, seconded by Member Barag, to approve the Consent Calendar, as submitted. Motion carried: 10-0-4. (Absent: Alexander, Brown, Galindo and Haddon).

E. FOUNDATION BUSINESS

1. Review of proposed Foundation policies was opened for discussion. Chair Snyder referenced the three policies contained in the agenda packet for the Board's consideration – *Whistleblower Protection, Conflict of Interest* and *Gift Policy Disclosure*. Members were asked if they had any questions or concerns. An inquiry was made whether staff need to also sign a Conflict of Interest form and clarification on the meaning of "services provided". Director Nielsen replied that she would check into the requirements for staff to sign the forms. Member Chen explained the intention of "services provided" and she was thanked for assisting in review of the documents. Member LeMond mentioned that the policies had been reviewed and discussed by the Executive Committee who were recommending approval. Members were also requested to sign and submit their forms tonight. The following motion was made:

MOTION: Moved by Member LeMond, seconded by Member Chen, to approve the following policies for the Foundation – *Whistleblower Protection, Conflict of Interest* and *Gift Disclosures*. Motion carried: 10-0-4 (Absent: Alexander, Brown, Galindo and Haddon)

2. Manager Sluka-Kelly was called upon for staff's report on Foundation and Grant Sponsored Programs and Events held in 2014/15. She provided Members with a comprehensive report entitled "*Report on Allocation of Arts Giving and Grant Funds for 2014/2015 Season.*" The report detailed the benefits of how monies raised have positively impacted the community. Programs and events affected include the MainStreet Theatre Company productions; R.C. Community Theatre; Broadway at the Gardens Series; Guest Artists Series; World Music Series and Play Partners Program. The report included statistics on individuals impacted and funds contributed by the Foundation and through grants received. The comment was made that over 30,000 lives have been affected and Director Nielsen stressed that this is the type of message the Foundation should be including in their annual reports and to the donors.

Brief discussion ensued by the Board. Staff was asked how schools apply for subsidies for their students to attend the school shows and Manager Sluka-Kelly explained that applications packets are sent to the schools who need to be "Title 1" school or 50% of the students on the lunch program. The Board expressed their sincere appreciation and thanks to staff for all of their efforts.

3. The Election of Officers for the Rancho Cucamonga Community & Arts Foundation Board of Directors – Chair, Vice Chair and Secretary/Treasurer for Fiscal Year 2015/16 was opened. For the seat of Chair, Vice Chair Bryan nominated Chair Bryan to serve another year, seconded by Member Barag. For Vice Chair, Vice Chair Bryan nominated Treasurer Pachon, seconded by Member Barag. For Treasurer/Secretary, Member Chen was nominated by Member Barag, which was seconded by Treasurer Pachon. Being no further nominations, nominations were closed and the following action was taken:

MOTION: Moved by Vice Chair Bryan, seconded by Member Chen, to appoint Bryan Snyder, as Chair of the Community & Arts Foundation Board of Directors. Motion carried: 10-0-4 (Absent: Alexander, Brown, Galindo and Haddon)

MOTION: Moved by Vice Chair Bryan, seconded by Member Barag, to appoint Paula Pachon, as Vice Chair of the Community & Arts Foundation Board of Directors. Motion carried: 10-0-4 (Absent: Alexander, Brown, Galindo and Haddon)

MOTION: Moved by Vice Chair Bryan, seconded by Member LeMond, to appoint Tina Chen, as Treasurer/Secretary of the Community & Arts Foundation Board of Directors. Motion carried: 10-0-4 (Absent: Alexander, Brown, Galindo and Haddon)

4. Chair Snyder called upon Director Nielsen concerning review and the recommendation for approval of the Foundation's 2015/16 Fiscal Year Budget. She spoke of the efforts of Analyst Silhanek, Intern Palacios and Chair Snyder in working on the proposed budget. The operating budget proposal contained in the agenda packet was referenced. Staff was asked if the budget had been updated based on the discussion held at the last Executive Committee and they confirmed that it had been. Analyst Silhanek commented that the 2014/15 Year to Date information was current as of May 31st.

Vice Chair Bryan left the meeting at 6:20 p.m. and returned at 6:25 p.m.

As a reminder to the Board of their fundraising goals for the coming fiscal year, Director Nielsen distributed a finalized chart of these goals set-out and approved at the Board's April 22nd meeting. Total fundraising goal is \$74,800 including events such as the golf tournament, party train events, Tour de Fork, Major Gift Campaign and other events. The Board's discussion regarding the matter included suggestions and comments. Suggested changes to the budget in the area of revenues included changing the Golf Tournament to \$65,000, Monte Carlo budget to \$28,000 and

separating the Party Train events. Another suggestion was to consolidate the various fundraising events to show their expenses and revenues on one page. Director Nielsen thanked the Investment Committee for their hard work which may net approximately \$34,000 the first year of investing. In the area of expenditures Tour de Fork was changed to \$2,000 and Monte Carlo Night to \$12,500. She also informed that staff is in the process of getting quotes for a firm to perform the financial audit. She asked for the Governance Committee's assistance in working with Finance and staff on the audit process. A request was also made to present an update on the Foundation's financial procedures at a future Board meeting. In the area of grants a question was asked regarding who is applying for the grants and Manager Sluka-Kelly indicated her staff research potential grants to apply for. A suggestion was also made to show what programs the grants support and to change the Ralph Lewis Properties grant support to \$40,000. Following the comments, questions and discussion, the Board took the following action:

MOTION: Moved by Member LeMond, seconded by Member Chen, to approve the Foundation's 2015/16 Fiscal Year Budget, as amended. Motion carried: 10-0-4 (Absent: Alexander, Brown, Galindo and Haddon)

5. Review of the Foundation's Board Meeting Schedule for Fiscal Year 2015/16 began by Director Nielsen distributing a proposed meeting schedule for the coming year. She noted challenges with getting 100% Board attendance at the annual extended meeting. A suggestion was made to make the workshop more meaningful and less traditional. Then Members concurred with keeping the extended meeting on the schedule with a 2:00 p.m. starting time. Director Nielsen then asked Members their thoughts about continuing to conduct four Board meetings per year. Again, a consensus was reached that the meeting schedule remain the same. A brief discussion took place concerning Brown Act regulations and potential concerns by the City Clerk. Director Nielsen responded that she was hopeful City Clerk Troyan would attend a future Board meeting for a quick Brown Act primer and to address the matter of "Standing Committees." She distributed the "*Rancho Cucamonga Community & Arts Foundation Committee Assignments for 2015-16*" and asked Members to let Secretary Morales know if there were any changes to the assignments that need to be made. No other discussion or action was taken on the matter.

F. COMMITTEE UPDATES

1. *Golf Tournament* – Committee Chair Rivera handed out a "sponsorship assignment" report and golf tournament "sponsorship opportunities" piece. He reminded the Board that the event was only four months away and, although not a lot has changed from last year's event, the Committee continues to work out the details with Red Hill Country Club. He reported that one change is elimination of the live auction and reinstatement of a silent auction component. He requested the assistance of the entire Board in securing silent auction items and in any other areas they wish to help with. He asked for them to review the materials distributed and call him if they have any questions.

2. *Spring Events/Party Train* – Committee Chair Bryan spoke of the most recent fundraising successes – Cinco de Bunco and Monte Carlo Night. She expressed her intention to host a fundraiser potluck and encouraged those Members that haven't already done so to consider hosting a party train event. Member Harrington reminded the Board of the upcoming Quakes night fundraiser.
3. *Executive/Finance* – Already discussed.
4. *Arts Giving* – No meeting held recently. The next meeting will include revamping of the scholarship program.
5. *Major Gift* – Committee Chair Harrington said that the Committee is ready to get jump started and he acknowledged the great expertise that Member Alexander will bring to the Committee. He indicated a Major Gift “Road Map” should be presented to the full Board at their next meeting.
6. *Marketing and Outreach* – Committee Chair Pachon informed the Board that their next meeting is scheduled for July to include discussion of Board values which will then be brought to them at their September meeting.
7. *Investment Committee* – Committee Chair LeMond commented that the Committee should be meeting soon.

G. FOUNDATION BUSINESS

1. Update on Foundation Sponsored Activities was held during Item E.2.

H. IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS

1. Discussion of donor recognition, Brown Act regulations, Major Gift Committee “Road Map” and Board values.

I. ADJOURNMENT

The Annual Rancho Cucamonga Community & Arts Foundation Meeting was adjourned at 7:40 p.m. Motion carried: 9-0-5 (Absent: Arguello, Alexander, Brown, Galindo and Haddon.) Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Melissa Morales
Senior Administrative Secretary

**Approved by the Rancho Cucamonga Community & Arts Foundation: September 23, 2015
Motion carried: 11-0-3 (Absent: Baker, Galindo and Haddon)**