

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION  
MINUTES OF THE JUNE 25, 2014, REGULAR MEETING

**A. CALL TO ORDER**

The regular meeting of the Rancho Cucamonga Community & Arts Foundation was held on Wednesday, June 25, 2014, 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 5:00 p.m. by Vice Chair Bryan followed by the Pledge of Allegiance.

Present were: Board Members: Barag, Bryan, Chen, Kahn, LeMond (arrived at 5:20 p.m.), Pachon, Rivera and Snyder. Absent: Arguello, Brown, Galindo and Harrington (who conference called into the meeting). Staff: Nettie Nielsen, Community Services Director; Francie Palmer, Community Services Marketing Manager; Susan Sluka-Kelly, Cultural Arts Manager; Daniel Schneider, Community Services Supervisor; Karen Silhanek, Management Analyst I; Heidi Gautschi, Office Specialist I and Melissa Morales, Senior Administrative Secretary.

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. On behalf of the Foundation, Treasurer Snyder presented student scholarship awards to Megan Hill (Rancho Cucamonga High School) and Erin Joy Moore (Los Osos High School).
2. Manager Sluka-Kelly provided a presentation of the 2014/15 Lewis Family Playhouse Season video. Manager Sluka-Kelly was asked where the video is shown and she responded that the City Council and Park and Recreation Commission are also provided with video presentations. In addition, the video is streaming at the Cultural Center. Suggestions included showing the video at Kiwanis and Chamber of Commerce meetings and to add snippets of C&AF information on the Cultural Center's web-site. Member LeMond arrived during this time.

The meeting recessed at 5:30 p.m. and reconvened at 5:45 p.m. with all Members present except Arguello, Brown, Galindo and Harrington.

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the Public.

**D. CONSENT CALENDAR**

1. To approve the Minutes of the Special and Regular Community & Arts Foundation Meetings held April 23, 2014 (as amended).

2. To receive and file Treasurer's Reconciliation Summary Reports for the LAIF and PAL Accounts through May 2014.

Director Nielsen distributed proposed changes to the minutes and recommended their approval. Amendment to the April 24<sup>th</sup> Special Meeting minutes was on Page 2, Paragraph 4, from "*Director Nielsen asked if Member Pachon could*" to "*Director Nielsen was asked to*". Also Page 4 of the Regular Minutes, Paragraph 1, concerning Monte Carlo Night Fundraiser adding "*She estimated the event will raise approximately \$7,000*" and concerning the Cinco de Bunco fundraiser from "*it is anticipated to raise \$7,000*" to "*it is anticipated to raise \$1,600.*"

**MOTION:** Moved by Member LeMond, seconded by Member Kahn, to approve the Consent Calendar, as amended. Motion carried: 8-0-4 (Absent: Arguello, Brown, Galindo and Harrington).

### **E. FOUNDATION BUSINESS**

1. Election of Chair, Vice Chair and Secretary/Treasurer for the Community & Arts Foundation was introduced by Director Nielsen who indicated that the annual election of the three seats was now due. The floor was opened for nominations for the seat of Chair. Vice Chair Bryan nominated Treasurer Snyder which was seconded by Member Barag. Being no other nominations, the nominations were closed and a vote called for. The motion went as follows:

**MOTION:** Moved by Member Barag, seconded by Member Chen, to elect Bryan Snyder as Chair of the Community & Arts Foundation for Fiscal Year 2014/15. Motion carried: 8-0-4 (Absent: Arguello, Brown, Galindo and Harrington).

Nominations were then opened for the seat of Vice Chair. Member Kahn nominated Member Pachon and Member Pachon nominated current Vice Chair Bryan. Being no further nominations, nominations were closed. The following motion was then made:

**MOTION:** Moved by Member Pachon, seconded by Member Rivera, to elect Linda Bryan as Vice Chair of the Community & Arts Foundation for Fiscal Year 2014/15. Motion carried: 7-1-0-4 (No: Kahn; Absent: Arguello, Brown, Galindo and Harrington).

Nominations were then opened for the seat of Secretary/Treasurer. Vice Chair Bryan nominated Member Pachon which was seconded by Chair Snyder. Member Barag nominated Member Chen. Being no further nominations, nominations were closed. The following motion was then made:

**MOTION:** Moved by Member Rivera, seconded by Vice Chair Bryan, to elect Paula Pachon as Secretary/Treasurer of the Community & Arts Foundation for Fiscal Year 2014/15. Motion carried: 7-1-0-4 (No: Barag; Absent: Arguello, Brown, Galindo and Harrington).

2. Director Nielsen was called upon to open the discussion concerning appointments of Foundation Members to the various Foundation Committees and review of Committee and Board Meeting Schedules. She distributed the chart of the committees and their membership and asked the Board to discuss any changes to be made. Member Chen asked to be removed from next year's Golf Tournament Committee. The Board then discussed whether to expire the Ad Hoc Investment Committee and the consensus was to change to a regular standing committee. Member LeMond expressed his interest in staying on the Committee and agreed to be the chair. A motion followed:

**MOTION:** Moved by Vice Chair Bryan, seconded by Secretary/Treasurer Pachon, to approve the creation of a regular standing Investment Committee. Motion carried: 8-0-4 (Absent: Arguello, Brown, Galindo and Harrington).

3. Discussion and approval of a new Foundation Investment Policy was presented by Investment Committee Chair Harrington. He referenced staff's report dated June 25<sup>th</sup> that contained a proposed Statement of Investment Policy, which is in line with the City's Policy, and various investment scenarios to consider. He spoke of the numerous meetings held by the Committee and process undertaken in determining the best course of action. He did clarify that the affiliate and operating funds will remain liquid. He recommended, on behalf of the Committee, approval of the Policy and Investment Scenario "C." Questions were asked concerning the amount to be left in the operating budget and affiliate accounts after the investments, who would make the decision on how to invest, what the deficit is and whether there would be monies available if the fundraisers aren't as successful this year as projected. Members of the Committee as well as Director Nielsen responded to the questions asked. An estimated \$125,000 to \$130,000 would remain in the operating budget with \$205,000 in affiliate funds after the monies were invested which would not be done at one time. Deficits were estimated at \$35,000. It was also noted that the proposed scenarios (on Page 30 of the staff report) dictated the types and amount of investments. Concern was expressed that more may need to be saved for liquidity, but it was noted the reserves could be tapped into if necessary. The future possibility of the Animal Center's Affiliate status was also pointed out as they are considering forming their own non-profit organization and would take any monies in their fund with them. Lastly it was noted that the Investment Committee would continue to update the Board regularly on the investment performance and the need to wordsmith the document was also suggested. The Board took the following action:

**MOTION:** Moved by Vice Chair Bryan, seconded by Member Rivera, to accept the recommendation of the Investment Committee to approve the Statement of Investment Policy and Investment Scenario "C", as contained in staff's report. Motion carried: Arguello, Brown, Galindo and Harrington).

4. Review of the Foundation's Proposed 2014/15 Fiscal Year Budget was led by Analyst Silhanek. The draft budget and Party Train Profit and Loss Sheet were distributed. Revenues and expenditures line items were then reviewed. A question was asked whether the recent sponsorship of the Art Association included their acknowledgment of the Foundation as the title sponsor. Director Nielsen confirmed that staff had spoken to the Association who agreed that the Foundation could have presenting sponsor recognition. She added that the Association's full budget has been requested. Discussion also took place concerning the student scholarship amounts. Support was expressed by a number of members to increase the amount and Director Nielsen suggested that based on the results of the Golf Tournament, the item could be re-visited. A suggestion was given that staff provide a quarterly budget report where the Board could review and possibly amend the budget that time. A comment was also made that the budget is presented in a "cash-in" "cash-out" basis which can be confusing. Staff was asked to consider a mid-year review to "right size it" and better reflect the current status of the revenues and expenditures. A question was asked regarding how long the Quakes would continue to support the Foundation through the "strikeouts" fundraiser to which Supervisor Schneider replied that their support is part of a ten-year contract between the City and the Quakes. He added that a check for this year's donation will be presented to the Foundation possibly at Member Harrington's Quakes fundraiser. The Golf Tournament projected expenditures were changed from \$40,000 to \$28,560 and revenues estimated at \$68,950. Actuals were also provided for Monte Carlo Fundraiser at \$16,505. Director Nielsen explained that, based on discussion that evening, changes, additions and corrections would be incorporated and the Executive Committee should review the budget again at their August Committee meeting with an up-to-date budget to be provided to the Board at their September meeting. A motion was made as follows:

**MOTION:** Moved by Member LeMond, seconded by Member Chen, to adopt the Fiscal Year 2014/15 Budget, as presented by staff and discussed and amended by the Board of Directors. Motion carried: 7-0-5 (Absent: Arguello, Brown, Galindo, Harrington and Kahn).

Chair Snyder left the meeting at 6:40 p.m. returning at 6:45 p.m. Treasurer Pachon left at 6:45 p.m. returning at 6:50 p.m. Member Kahn left at 7:07 p.m. did not return.

5. Discussion of the Foundation's Mission Statement began by Marketing Committee Chair Pachon distributing a copy of an email on behalf of the Committee which contained their recommendation for an amended statement and listing the key concepts to support it and acknowledging the assistance of Consultant Ron Wolff. The proposed new statement is *"Enriching Lives Through Support of the Arts at the Victoria Gardens Cultural Center."* She noted that an alternate statement was also discussed and asked for the Board's consensus and support on the proposed statement being recommended by the Committee.

Brief discussion ensued. A question was asked whether the proposed statement aligns with the Foundation's purpose. Member Barag, who is also on the Marketing Committee, responded that the vision statement could have other areas added as the City applies for grants. Director Nielsen noted that the City uses the Foundation's 501(3)c for many of its grant applications and funding requests and that the matter will need to be brought back should a problem occur for affiliates including the Freedom Courtyard Project. A motion followed their discussion as follows:

**MOTION:** Moved by Member Barag, seconded by Member LeMond, to approve amending the Foundation's Mission Statement to "*Enriching Lives Through Support of the Arts at the Victoria Gardens Cultural Center.*" Motion carried: 7-0-5 (Absent: Arguello, Brown, Galindo, Kahn and Harrington).

Chair Snyder left the meeting at 7:30 p.m. and did not return.

### **F. COMMITTEE UPDATES**

1. *Golf Tournament* – Committee Chair Rivera distributed an up-to-date budget and said that sponsorships are going well with just six sponsors away from meeting the projected budget. He stressed the importance of every member of the Board securing one sponsorship and he commended those on his Committee who have done an excellent job of obtaining sponsorships and raffle items of which a list was also provided. Vice Chair Bryan added that there is a need to secure local restaurant donations and/or gift cards to make a "909" package. A brief discussion was held on the event's expenses, including the cost for the dinner. The Committee, under the leadership of Chair Rivera, were commended for their efforts.
2. *Spring Events/Party Train* – Vice Chair Bryan praised Members Barag and Chen on their successful Monte Carlo Night. A short video of the event was then played.
3. *Executive/Finance* – No update given.
4. *Board Development* – No update given.
5. *Arts Giving* – No update given.
6. *Major Gift* – No update given.
7. *Marketing and Outreach* – Already discussed in Item E.5.

### **G. FOUNDATION BUSINESS**

1. Manager Sluka-Kelly addressed the Board regarding an update on the Foundation Awards and Donor Recognition Event and Bill Medley Concert "*An Intimate Evening with Righteous Brothers' Bill Medley*" scheduled for July 26<sup>th</sup>. She reported that the tickets for the concert are selling well and if the event sells out more than \$7,000 will

be raised after expenses. She explained that invites for the recognition event are in the process of being sent out and there will be no charge to attend the reception which will include light appetizers and drinks. She encouraged the Board to assist with the event if they are interested. A question was asked concerning this year's donors to be recognized and Manager Sluka-Kelly responded that RC Quakes, Fritz Coleman and Four Points by Sheraton were being recognized as the Outstanding Business, Individual and Lewis Family Playhouse Distinguished Benefactor, respectively. She added that Nick Baker, who has been the contact for Mr. Medley, has expressed an interest in possibly joining the Board and is expected to make a donation and attend the event. No other discussion was held.

2. The update on Foundation Sponsored Activities was provided by Manager Sluka-Kelly who informed the Board that a Foundation table will be set up at the World Music Concert series and Bill Medley shows to allow for an opportunity to increase public awareness and to help promote the upcoming Willy Wonka production in July.

#### **H. IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS**

1. Discussion regarding the funding level for student scholarships was requested by Vice Chair Bryan.
2. Director Nielsen informed the Board of the need for a volunteer to assist with check-in at the Tour de Fork fundraiser. Member Chen offered to help.
3. Director Nielsen reminded Members that if they are sending requests to Specialist Gautschi they need to also copy the appropriate staff liaison as well. For instance, if it is an inquiry concerning the financials, then Analyst Silhanek should be copied or a golf tournament related request should include Supervisor Schneider.

#### **I. ADJOURNMENT**

**MOTION:** The Regular Community & Arts Foundation Meeting adjourned at 7:55 p.m. with all Members present except Arguello, Brown, Galindo, Harrington, Kahn and Snyder.

Respectfully submitted,

Melissa Morales  
Senior Administrative Secretary

**Approved by the Community & Arts Foundation: September 24, 2014**  
**Motion carried: 8-0-3 (Absent: Arguello, Chen and Harrington)**