

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION
MINUTES OF THE JUNE 22, 2016, REGULAR MEETING

A. CALL TO ORDER

The annual meeting of the Rancho Cucamonga Community & Arts Foundation was held on Wednesday, June 22, 2016, 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 5:04 p.m. by Chair Snyder. The Pledge of Allegiance followed.

Present were: Board Members: Arguello, Baker, Barag, Chen, Harrington, Pachon, Rivera, Shiner and Snyder. Absent: Brown and Bryan. Staff: Nettie Nielsen, Community Services Director; Susan Sluka-Kelly, Cultural Arts Manager; Karen Silhanek, Management Analyst I and Jasmin Oriel, Office Specialist II.

B. ANNOUNCEMENTS/PRESENTATIONS

1. On behalf of the Community & Arts Foundation, Chair Snyder presented Student Scholarship Award checks to Madelyn Duran, Cheyenne Proctor, Chloe Hopkins, Noah Davis, Miren Cancio, Sarah Martinez, Isaiah Tadros and Mariah Hayes-Brennan. Scholarship Award Recipients expressed their appreciation to the Board and shared short stories highlighting their individual talents and future aspirations.

Chair Snyder recessed the meeting at 5:20 p.m. for a light dinner prior to preceding with the remainder of the meeting. The Meeting reconvened at 5:30 p.m. with all Members present except Brown, Bryan and Chen.

2. Analyst Silhanek was called upon to announce the Tour De Fork Event scheduled on June 23, 2016. Final details of the event were discussed briefly as well as arranging the collection of outstanding balances of sold tickets. No further discussion was held.

Member Chen arrived to the Board Meeting at 5:41 p.m.

3. Manager Sluka-Kelly was called upon for a presentation on 2015/16 Foundation impact to the Arts through Foundation sponsored programs and giving. She provided Members with a comprehensive PowerPoint entitled "*Report on Allocation of Arts Giving and Grant Funds for 2015/2016 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; Play Partners Program and High School Arts Programs and Scholarships. The report included statistics on individuals impacted and funds contributed by the Foundation and through grants received. Manager Sluka-Kelly shared that over 43,182 lives were

enriched as a result in supporting the arts.

Brief discussion ensued by the Board. Staff was asked where schools came from to attend plays. Manager Sluka-Kelly replied that they came from Rancho Cucamonga to as far as the high desert. The Board expressed their sincere appreciation and thanks to staff for all of their efforts.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the Public.

D. CONSENT CALENDAR

1. To approve the Minutes of the Regular Community & Arts Foundation Meetings held April 27, 2016.
2. To receive and file Treasurer's Reconciliation Summary Reports for the LAIF and PAL Accounts through May 2016.

MOTION: Moved by Member Barag, seconded by Member Arguello, to approve the Consent Calendar, as submitted. Motion carried: 9-0-2. (Absent: Brown and Bryan).

E. FOUNDATION BUSINESS

1. The Election of Officers for the Rancho Cucamonga Community & Arts Foundation Board of Directors – Chair, Vice Chair and Secretary/Treasurer for Fiscal Year 2016/17 was opened. For the seat of Chair, Member Barag nominated Vice Chair Pachon, seconded by Member Arguello. For Vice Chair, Member Barag nominated Treasurer Chen, seconded by Vice Chair Pachon. For Treasurer/Secretary, Chair Snyder was nominated by Vice Chair Pachon, which was seconded by Member Arguello. Being no further nominations, nominations were closed and the following action was taken:

MOTION: Moved by Chair Snyder, seconded by Member Barag, to appoint Paula Pachon, as Chair of the Community & Arts Foundation Board of Directors. Motion carried: Motion carried: 9-0-2. (Absent: Brown and Bryan).

MOTION: Moved by Chair Snyder, seconded by Vice Chair Pachon, to appoint Tina Chen, as Vice Chair of the Community & Arts Foundation Board of Directors. Motion carried: Motion carried: 9-0-2. (Absent: Brown and Bryan).

MOTION: Moved by Vice Chair Pachon, seconded by Member Arguello, to appoint Bryan Snyder, as Treasurer/Secretary of the Community & Arts Foundation Board of Directors. Motion carried: Motion carried: 9-0-2. (Absent: Brown and Bryan).

2. Chair Snyder called upon Director Nielsen to lead the discussion of Board Appointments to 2016/17 Committees. She distributed the chart of the committees and their membership and asked the Board to discuss any changes to be made. She also updated the Board that there would no longer be a Governance Committee as its duties expired and that if the need for one arose a Governance Committee would be created as necessary.

Brief discussion ensued. Board Members expressed their interests in the Committee assignments that they would like to be a part of and is as follows; *Executive* – Pachon, Chen, Snyder and Harrington; *Golf Tournament* – Rivera, Pachon, Shiner, Baker and Arguello; *Major Gift* – Harrington, Rivera and Snyder; *Sponsorship and Scholarship* – Arguello, Baker, Barag, Chen and Shiner; *Annual Report* – Bryan, Pachon and Shiner.

3. Review of the Foundation's Board Meeting Schedule for Fiscal Year 2016/17 began by Director Nielsen asking Members their thoughts about determining meeting months, meeting dates and times, if an extended meeting is needed and if so, which month. A consensus was reached that the regular meeting schedule would be on the fourth Wednesday of the following months: January, April, June and September. The Board decided to keep regular meeting time of 5:00 p.m. The Board unanimously agreed on adding a Special Meeting to serve as a retreat for social and professional development to be held on the second Wednesday of November.

Discussion ensued amongst the Board to determine ways to structure or streamline the meetings for maximum effectiveness. Staff suggested integrating basic updates from committees or staff that do not require lengthy discussion or action as a portion of the dinner break. All Board Members agreed that starting updates immediately once Members have served themselves dinner can enhance meeting effectiveness. No further discussion was held.

4. Chair Snyder called upon Director Nielsen concerning review and the recommendation for approval of the Foundation's 2016/17 Fiscal Year Budget. Discussion ensued amongst the Board as they reviewed the proposed 2016/17 Annual Operating Budget. Suggested changes to the budget in the area of revenues included changing the Quakes Night Event to \$800.00, Monte Carlo budget to \$32,000 and Cinco de Bunco to \$2,360. Investment Income for Fundraising and Investments changed to \$28,000. In the area of expenditures the Golf Tournament was changed to \$25,000. In the area of Community Programs High School Performing Arts Support was raised to \$3,000 and the Student Scholarship Program was raised to \$4,601 which will be augmented with the remaining funds in the Curatalo Restricted Funds account bringing the Scholarship allocations to a total of \$5,000.

Questions from the Board included: if staff had purchased an iPad for the Foundation, how to manage the restricted McNay Funds and what does the allocated \$3,500 provide to the September Art Association Art Show. Analyst Silhanek replied that the

IPad had not been purchased yet but that it was included in the budget. Vice Chair Pachon suggested that the McNay Funds be transferred to Planning as they are restricted funds to be used for historic oral reports. She added that using the funds could potentially include liabilities as it is a restricted fund. The Board unanimously agreed to offer the McNay Funds to Planning. Manager Sluka-Kelly stated that the \$3,500 allocated to the September Art Association Art Show provides or pays for reception costs such as food, awards and entertainment at the event. Lastly, the Board agreed that the \$6,500 budgeted for Board Development and Training would be used for the upcoming Foundation Development Day scheduled for November. Following their questions, comments and discussion, the Board took the following action:

MOTION: Moved by Member Chen, seconded by Member Baker, to approve the Foundation's 2016/17 Fiscal Year Budget, as amended. Motion carried: 9-0-2. (Absent: Brown and Bryan).

5. Chair Snyder called upon Member Harrington to lead the update on the Foundation's Investment Portfolio. He reviewed the Foundation's Portfolio and highlighted recent gains and interest trends in the market. He proposed that the Board give the Executive Committee the authority to decide on future investments. Following their discussion, the Board took the following action:

MOTION: Moved by Chair Snyder, seconded by Member Rivera, to approve authorizing Member Harrington to work with the Executive Committee to make decisions on investments impacting the Foundation's Investment Portfolio. Motion carried: 9-0-2. (Absent: Brown and Bryan).

F. STAFF REPORTS

1. Foundation Impact to the Arts through 2015/16 Foundation sponsored programs and giving – Discussed earlier under item B.3.

G. COMMITTEE UPDATES

1. *Executive/Finance* – Chair Snyder updated the Board with news that new oncoming Board Member Fatima Corbett was approved at the last Executive Committee Meeting to join the Community and Arts Foundation. He mentioned that the first step would be for Director Nielsen to meet with the City Council Subcommittee to review her application. Fatima Corbett's appointment would follow at the City Council meeting scheduled on July 20, 2016. It was suggested that staff advise the Board of the official date of Fatima Corbett's appointment to allow Board Members to attend the meeting to show their support. No further updates were given.
2. *Fundraising Events* – Golf Tournament: Committee Chair Rivera updated with news that all is running well and that sponsorship packets would be available and distributed to the Board soon. He commented that he is incorporating minor changes to the event

but that it would be keeping the event consistent to previous Golf Tournaments. Lastly, he requested the assistance of the entire Board in securing sponsors, spreading the word about the event and that help in any other areas they wish to help with is appreciated. Committee Chair Pachon spoke of the successes of her most recent fundraising event – Cinco de Bunco. She added that Cinco de Bunco will be on a Friday next year and is aiming to cater to a larger crowd to grow the event. Committee Chair Chen updated that her subcommittees recent event – Monte Carlo was a sold out event and that many positive compliments were shared about the event. She mentioned that next year's Monte Carlo will be held on Saturday, April 29th. Member Harrington reminded the Board of the upcoming Quakes night fundraiser to be held on Friday, September 3rd.

3. *Major Gift* – No update was provided.
4. *2015/2016 Scholarship and Sponsorship Committee* – Discussed at the beginning of the meeting.
5. *2015/2016 Annual Report*– Committee Chair Pachon distributed copies of the new Annual Report. Director Nielsen commented that City Council and The Park and Recreation Commission are always looking to incorporate presentations in their meetings and that they would love to have the Community and Arts Foundation share their annual report at one of their future meetings. She added that staff could help facilitate a PowerPoint. Vice Chair Pachon volunteered to present at either a future Commission or City Council Meeting utilizing Manager Sluka-Kelly's PowerPoint. Lastly, Vice Chair Pachon thanked Manager Sluka-Kelly and her staff for their tremendous help in putting together the Annual Report.
6. *Donor Tracking* – Committee Chair Chen distributed a new donation tracking sheet created by Analyst Silhanek to be utilized at all future events to track all donations, sponsorships and in-kind donations. As far as increasing their Donor Level Status, she proposed that only gross sponsorships and in-kind donations will count to increase their Donor Level Status. She stated that in-kind donations starting 2014 forward would be tracked. She also mentioned that the Committee decided that people that are doing non board related fundraising events would also be tracked to increase their Donor Level Status. She discussed that Board sponsored events would not be eligible to increase their Donor Level Status for recognition. She then reported that the Donor Tracking Committee and the Marketing Committee were previously tasked to work together to develop survey questions to survey the community as advised by Consultant Ray Patchett at the April meeting. After reviewing the Foundation's bylaws both Committees agreed that a questionnaire would not be helpful and to instead shift their focus to Board Development and Network Development. The Board agreed and Member Shiner volunteered to aid the Board in Network Development by presenting a workshop training segment on how to cultivate new leads and network in the September meeting. The Board thanked Member Shiner for offering her training services to the Board and allotted 30-45 min for the workshop in September. No further discussion was held.

H. IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS

1. Network Development Workshop by Member Shiner to be scheduled in September's meeting (approximately 30-45 min).

I. ADJOURNMENT

The Annual Rancho Cucamonga Community & Arts Foundation Meeting was adjourned at 7:41 p.m. Motion carried: Motion carried: 9-0-2. (Absent: Brown and Bryan).

Respectfully submitted,

Jasmin Oriel
Office Specialist II

**Approved by the Rancho Cucamonga Community & Arts Foundation: September 28, 2016
Motion carried: Motion carried: 9-0-2 (Absent: Barag and Brown)**