

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION
MINUTES OF THE SEPTEMBER 28, 2016, REGULAR MEETING

A. CALL TO ORDER

The regular meeting of the Rancho Cucamonga Community & Arts Foundation was held on Wednesday, September 28, 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 5:15 p.m. by Chair Pachon. The Pledge of Allegiance was led by Member Corbett.

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

B. ANNOUNCEMENTS/PRESENTATIONS

1. Chair Pachon led the recognition of Bryan Snyder, Past Chair. On behalf of the Board she recognized and thanked him for his time, effort and leadership as Chair. He was then presented with a gift on behalf of the Board.
2. Chair Pachon led the introduction of new Board Member, Fatima Corbett. She shared that Member Corbett is currently employed with US Bank and called upon Member Corbett to share more about herself. Member Corbett thanked the Board for the opportunity of selecting her as a Board Member of the Community and Arts Foundation. She added that she looks forward to being a contributing Member of the Foundation. She shared that she has been in the banking industry for twelve years, is a Rancho Cucamonga Resident and mother of twins. The Board welcomed her aboard and noted that they look forward to working with Member Corbett.
3. Chair Pachon introduced Doug Morris to invite the Board to the Love of Wine Event. Doug Morris then presented the Board with a flyer of the Love of Wine Event and encouraged Members to attend the event. He noted that proceeds from the event would benefit the Main Street Theatre Company, which provides high quality theatre productions for children and families. He mentioned that 118 people attended last year and that he would love to see that number reach 150 attendees this year. Chair Pachon shared her appreciation for Doug Morris on behalf of the arts. Manager Sluka-Kelly commended Doug Morris for always being a great supporter of the Lewis Family Playhouse. Doug Morris then presented a generous donation to the Community and Arts Foundation.

4. Chair Pachon led the recap of the September 21, 2016 presentation to City Council. She shared that she and Manager Sluka-Kelly presented a PowerPoint presentation to City Council showcasing what the Community and Arts Foundation contributes to the community. The PowerPoint presentation included pictures, numbers and stories of the Foundation's positive impact on the community. Lastly, she mentioned that City Council was very content with the number of lives that the Community and Arts Foundation has helped enrich. No further discussion was held.

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 Meeting held June 22, 2016.
2. To receive and file Treasurer's Reconciliation Summary Reports for the LAIF and PAL Accounts through August 2016.

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

Member Snyder left the meeting at 5:35 p.m. and returned at 5:51 p.m.

E. FOUNDATION BUSINESS

1. Chair Pachon called upon Member Rivera to lead the update on the 2016 Golf Tournament. Member Rivera thanked Board Members that have helped him with the Golf Tournament this year and disclosed that he was now at roughly \$61,000 and has exceeded the Golf Tournament goal of \$60,000. He noted that the Golf Tournament is only three and a half weeks away and that he is in need of additional raffle items. Various Board Members disclosed the items that they plan on contributing to be used as raffle items. Member Rivera expressed his gratitude for all of the collective efforts and encouraged all Members to attend. Member questions included: How much the dinner was and if each Member is paying for their dinner. Member Rivera replied that the dinner is \$65.00 per person and that each Member is responsible for covering their dinner costs. Chair Pachon thanked Member Rivera and Manager Sluka-Kelly's staff for their hard work and effort in always making the Golf Tournament a beautiful and swift flowing event. No further discussion followed.
2. Chair Pachon called upon Analyst Silhanek to address the Board regarding the consideration of use of Amazon Smile as a fundraising tool. Analyst Silhanek began by explaining what Amazon Smile is and described it as a simple way to support the

Foundation every time you shop on Amazon at no cost. She shared dispersed an informative sheet of frequently asked questions and answers that explained the program in detail. She summarized and stated that patrons shopping could donate at no extra cost by simply selecting to donate to their charity of choice which Amazon then donates a portion of the purchase price to the selected organization. She noted that the amount donated by Amazon is 0.5% of the purchase price. She added that the Community and Arts Foundation has been enrolled as a charity on Amazon Smile but that not many are aware of it and that the Foundation currently has \$75.00 YTD contributions through Amazon Smile. Analyst Silhanek suggested that the Marketing Committee look into ways of marketing Amazon Smile where it is applicable to raise awareness of its existence but that the Marketing Committee would need to read the marketing limitations and rules set by Amazon Smile. Member Bryan requested that Staff sends out an email to the Board with the information piece she put together showing a step by step flowchart about using Amazon Smile. Staff noted the request and no further discussion was held.

3. Chair Pachon led the update on Board workshop for organizational development. She referenced a Staff Report in the Agenda packet and noted that an allotment of \$6,500 was placed in the budget pending a final proposal and cost estimate from Consultant Patchett. She updated that the cost proposal came in under \$6,000 and that there would be no additional funding needed. She then shared the preliminary scope of services and work provided by Consultant Patchett and described that he divided the workshop into three separate activities which include: roles and responsibilities activity, transition management training activity and Foundation goal setting activity. She mentioned that although the services were to be provided at a special workshop on November 9, 2016, scheduling conflicts with Consultant Patchett have resulted in the workshop being rescheduled to January 25, 2017 and would replace the regular board meeting. She then stated that the regular Board Meeting would take place on November 9, 2016 and that they may work on pre-work in the next meeting without Consultant Patchett's presence to prepare for the workshop scheduled in January. Lastly, Chair Pachon requested that all Board Members be present at the Workshop meeting scheduled on January 25, 2017. No further discussion was held.

F. STAFF REPORTS

1. Chair Pachon opened the discussion of the Victoria Gardens Cultural Center Courtyard Renovation Project. Manager Sluka-Kelly shared that she will be meeting with Victoria Gardens on revitalizing parts of Victoria Gardens and the Courtyard. She shared that Starbucks will be relocating to the South Side of Main Street and that the playground may be moving closer to the Lewis Family Play House. She stated that the City along with Victoria Gardens will continue meeting to share different ideas and review preliminary designs and renderings presented by Urban Arena Architects. She mentioned that the City is absorbing the remodeling costs but that the Foundation is welcomed to have capital campaigns to raise money for an addition to the Courtyard

such as raising money to build a permanent stage. Chair Pachon mentioned that the current brick walkway bricks will be removed and placed elsewhere in the Courtyard but it will not be an unlimited walkway as we have now. Chair Pachon mentioned that it is a great time to market donor brick sales as a "last chance sale" as brick space will be limited in the new Courtyard. Vice Chair Chen suggested possibly forming a Committee to focus on fundraising for the Bank of America Imagination Courtyard. Manager Sluka-Kelly suggested waiting to form the Committee until there is more knowledge of the scope and costs of the renovation project. The Board agreed to wait until the next update to possibly form a Committee and is eager to see the exciting new changes coming to the Courtyard in 2018.

2. Chair Pachon called upon Manager Sluka-Kelly to lead the update on recruitments in the Community Services Department. Manager Sluka-Kelly announced that Director Nielsen is retiring at the end of 2016 with her last day in office being November 17, 2016. Analyst Silhanek updated the Board with news that the Part-time Account Technician recruitment will open on the first day of October and would be flown for two consecutive weeks. Manager Sluka-Kelly stated that the Administrative Secretary position should be filled soon as recruitment closes tomorrow, September 29, 2016. Chair Pachon asked if there would be a retirement party to honor Director Nielsen's career with the City of Rancho Cucamonga. Manager Sluka-Kelly replied that there would be a Cocktail Party on stage at the Lewis Family Playhouse on her last day. She added that it will be a ticketed event and would be a casual social event in Director Nielsen's honor. No further updates were discussed.

Member Arguello left the meeting at 6:21 p.m. and returned at 6:23 p.m.

3. Chair Pachon opened the discussion of Donor Recognition Award Recipients and Recognition Event. Manager Sluka-Kelly dispersed a spreadsheet that showcased all business and individual contributions that exceeded \$5,000. She noted that some of the Golf Donations may not have been reflected in the spreadsheet. Chair Pachon asked the Board to review the donor list provided and identify one individual and one business to recognize. She also asked the Board and Staff for any recommendations on the best date to have the Donor Recognition Event. Staff suggested having the event in March 2017 on the opening weekend of "Into the Woods." Chair Pachon commented that having the event in March would allow time to choose award recipients and to allot time to plan and coordinate the Recognition Event. The Board unanimously agreed that the opening weekend of "Into the Woods" would be ideal and that they would all prefer to host the event on a Saturday. The Board then brainstormed on selecting an individual and business to recognize, suggestions included different restaurant owners, caterers and printing companies. After considering many generous donors, the Board agreed that they would like to recognize EMCOR for the Outstanding Business Award and Henry Gonzales for the Outstanding Individual Award. Following their discussion, the Board took action as follows:

MOTION: Moved by Member Bryan, seconded by Member Baker, to recognize EMCOR for the Outstanding Business Award and Henry Gonzales for the Outstanding Individual Award and to hold the Recognition event on the opening weekend of “Into the Woods”. Motion carried: 8-0-3 (Absent: Barag, Brown and Snyder)

4. Director Nielsen opened the discussion of the consideration of expenditure for financial review. She updated the Board with news that a quote from LSL Accountants was received in the amount of \$6,932.00 for the completion of a financial review. She noted that the Finance Department is requesting that both the Community & Arts Foundation and the Library Foundation complete their financial reviews by the end of the year. She added that the Finance has suggested that the review be completed every 4-5 years. She noted that the Animal Center has committed \$1,000 towards the cost of the review out of the funds in the Foundation’s account. Members asked if the review was mandatory. Director Nielsen replied that it was not mandatory but highly recommended to complete every 4-5 years. Chair Pachon added that completing a financial report will be helpful when asking for grants. Director Nielsen suggested that the Foundation plan future audits into their future budgets. Vice Chair Chen questioned why alternate quotes were not presented to the Board. Director Nielsen replied that Staff can request quotes from different accounting firms but that they are limited on time to complete the financial review on time. Chair Pachon asked why the Foundation was limited on time. Director Nielsen replied that Finance would like the review completed soon as it has been a pending item for over a year and a half. Chair Pachon recommended that Staff acquires three separate bids as originally requested by the Executive Committee. Director Nielsen agreed to obtain three separate quotes to present to the Board. No further discussion or action was taken.
5. The update on 2016/17 Foundation Sponsored Programs was led by Manager Sluka-Kelly. She began by stating that they just had the Summer World Music Concerts in the Courtyard and that they were very well received. She commented that the Summer Family Musical: Music Man was a fun show. She then updated that Chair Pachon and Member Corbett attended and judged art pieces at the Associated Artist of the Inland Empire Annual Art Show. She announced that Artist Jasmine Wang was presented with an award for her extraordinary water color piece called “Blossoms”. She thanked Board Members for attending the Seasons opening show “Stuart Little.” She shared her excitement for the upcoming shows and noted that many shows sold out early this year. No further updates were given.

Member Baker left the meeting at 7:05 p.m. and returned at 7:06 p.m.

G. COMMITTEE UPDATES

1. *Executive Committee*– Chair Pachon updated on behalf of Member Snyder. She updated that Member Arguello presented the Foundation with a \$10,000 check on stage on behalf of Bank of America. The Board thanked Member Arguello and Bank of America for their tremendous support.

2. *Fundraising Events* – Analyst Silhanek Dispersed reports of actuals of each event.
 - a. *2016 Golf Tournament*– Chair Rivera asked Board Members to bring in their donations. He mentioned that he is four golfers away from 72 golfers which would fully fill all 18 holes.
 - b. *2016 Cinco de Bunco*– Chair Pachon updated that the room has been secured for the event to take place on Friday, May 5th 2016 at 6:00 p.m.
 - c. *2016 Monte Carlo*– Vice Chair Chen updated that the date of April 29th 2017 has been secured. The doors will open at 6:30 p.m. and Dinner begins at 7:00 p.m. Vice Chair Chen announced that new Member Corbett will be joining the Committee and that the Committee will be discussing and exploring the idea of possibly raising the price for the event.
 - d. *2016 Quakes Night*– Chair Harrington updated that Quakes night was a success as ticket prices were raised and sold out. He added that a check was presented by the Quakes. He noted that they are aiming to hold the event during the last weekend in September 2017.
3. *2016/17 Scholarship and Sponsorship Committee*– Chair Harrington and Manager Sluka-Kelly mentioned that the list of Donors has been reduced as Library Donors have been removed so that the list is solely made up of Art Supporters. Chair Paula then encouraged the Board to become Members of the Playhouse to visibly show their support at a low cost of \$100 for the membership that not only supports the Playhouse but also includes member perks. Lastly, she thanked Manager Sluka-Kelly for including the blurb with Board Member names on it.
4. *2016/17 Scholarship and Sponsorship Committee* – presented earlier
5. *2016/17 Annual Report*– Chair Pachon updated that it will be available in January 2017
6. *2016/17 Donor Tracking*– Chair Chen updated that the Committee was temporary and has been dissolved.

H. IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS

1. Update on the Bank of America Imagination Courtyard Project and discussion of forming a Committee to work with the City on the Courtyard Project.
2. Golf Tournament Update
3. Update on three bids for the Financial Review
4. Donor Recognition Update

I. ADJOURNMENT

MOTION: Moved by Member Arguello, seconded by Member Rivera, to adjourn the Regular Rancho Cucamonga Community & Arts Foundation Meeting. Motion carried: 8-0-3 (Absent: Barag, Brown and Snyder). Meeting adjourned at 7:23 p.m.

Respectfully submitted,

Jasmin Oriel
Office Specialist II

Approved: January 25, 2017

Motion carried: 8-0-2 (Absent: Brown and Snyder)