

FEBRUARY 28, 2018

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION  
BOARD OF DIRECTORS MEETING MINUTES

**A. 5:22 P.M. – CALL TO ORDER**

The regular meeting of the Rancho Cucamonga Community & Arts Foundation was held on Wednesday, February 28, 2018, in the Tri-Communities Room at City Hall, located at 10500 Civic Center Drive, Rancho Cucamonga, California. The meeting was called to order at 5:22 p.m. by Chair Pachon.

The Pledge of Allegiance was led by Member Harrington.

Present were Board Members: Chair Paula Pachon, Vice Chair Tina Chen, Al Arguello Nick Baker, Linda Bryan, Fatima Corbett, Jim Harrington. Absent: Rosemarie Brown (excused), Mark Rivera (excused), and Bryan Snyder (excused).

Also present were: Jennifer Hunt Gracia, Community Services Director; Susan Sluka-Kelly, Cultural Arts Manager; Catherine Allen, Account Technician; Valerie Smith, Administrative Secretary.

**ANNOUNCEMENTS/PRESENTATIONS**

- B1. Chair Pachon presented Member Arguello with a Certificate of Appreciation for his 50<sup>th</sup> Anniversary with Bank of America and his contributions to the Arts. Member Arguello expressed his gratitude for the recognition and looks forward to continuing to support the community. Chair Pachon provided a brief overview of State of the City held on February 22, 2018. No further discussion was held.

**COMMUNICATIONS FROM THE PUBLIC**

None.

**CONSENT CALENDAR**

- D1. Approval of the Minutes of the Regular Community & Arts Foundation Meeting held November 29, 2017.
- D2. Treasurer's Reconciliation Summary Reports for the LAIF and PAL Accounts for November and December 2017 and January 2018.

**MOTION:** Moved by Member Arguello, seconded by Member Baker, to approve the Consent Calendar, as presented. Motion carried: 7-0-3 (Absent: Brown, Rivera and Snyder).

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**FOUNDATION BUSINESS**

- E1. Recap of Donor Recognition Award Recipients and Recognition Event.

The Board Members expressed their appreciation for all of the staff and board members that were involved in the planning and coordinating of the event. The Board Members that attended the event stated they enjoyed the show and the event. No further discussion was held.

- E2. Discussion and Approval of Proposal for Executive Director for the Foundation.

Chair Pachon presented the proposal for Cultural Arts Manager Sluka-Kelly to take on the role of Executive Director after she retires at the end of June. Director Gracia stated she would continue as the staff liaison between the Foundation and the City. She also shared that the City will absorb the cost of Account Technician Catherine Allen, but that she will continue to assist the Foundation. The Board Members expressed concern that the City will supervise Catherine and add duties that are not Foundation related. Director Gracia stated that Catherine would continue to focus on the Foundation. Manager Sluka-Kelly shared her vision for the future of the Foundation and the need for the Foundation to have a dedicated individual to recruit members and fundraise for the Arts. She stated if the proposal is approved she would start in August 2018.

**MOTION:** Moved by Member Arguello, seconded by Member Corbett, to approve the proposal for Susan Sluka-Kelly as Executive Director for the Foundation.  
Motion carried: 7-0-3 (Absent: Brown, Rivera and Snyder).

- E3. Discussion regarding Sponsors for Fundraising Events.

Member Corbett shared with the Board that it would be helpful to have a one sheet with information about the work the Foundation provides to the community. She indicated it would be helpful when approaching sponsors for events and programs. The members stated the one sheet should include stats on scholarships given. It should also include the mission statement. The Program Report Committee will take the lead on reviewing the one sheet and present it to the Foundation for approval. No further discussion was held.

- E4. Update of 2017/18 Foundation Sponsored Programs.

Manager Sluka-Kelly provided an update on the programs sponsored by the Foundation. She shared upcoming shows and encouraged the members to contact the box office for tickets to any of the shows. No further discussion was held.

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**STAFF REPORTS**

E4. Financial Update.

Director Gracia provided an update on the affiliates. She stated that the Animal Center has not transferred the funds from the Foundation to the Animal Foundation due to lack of availability from Animal Center staff to assist in the transferring of funds. It was shared with the Foundation that Tour De Fork will not be held this year. The event was too costly for Victoria Gardens. The Executive Finance Committee will be reviewing the impact to the budget. No further discussion was held.

**COMMITTEE REPORTS**

G1. Executive Finance Committee

Chair Pachon shared the administrative concerns that were discussed during the meeting. She also stated that the committee approved a non-profit attorney to assist the Foundation. She noted that the budget was increased to cover the cost of the attorney to ensure the Foundation continues to comply. She indicated that the Animal Foundation will be removing their funds. She also shared that the committee discussed waiting to develop a strategy for board recruitment until the Executive Director position was in place. No further discussion was held.

G2. Fundraising Committees.

No update was provided on the golf tournament. Chair Pachon distributed invitations to the Quince de Bunco event. Vice Chair Chen provided an update on Monte Carlo Night. No further discussion was held.

G3. High School Program/Scholarship Committee

Vice Chair Chen provided an update. She indicated that six applications will be given \$500 each for high school programs. The scholarship forms will be sent out. No further discussion was held.

G4. Donor Recognition Committee

Discussed earlier in the meeting.

G5. Foundation Program Report

Chair Pachon stated that a meeting will be held after the first of the year.

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**IDENTIFICATION OF ITEMS FOR NEXT MEETING**

The following items were identified for the next regular meeting: Update on taxes; discussion on a campaign to recruit board members; and review of one sheet with Foundation information.

**ADJOURNMENT**

The meeting adjourned at 6:46 p.m.

**MOTION:** Moved by Board Member Bryan, seconded by Vice Chair Chen, to adjourn.

Motion carried: 7-0-3 (Absent: Brown, Rivera, and Snyder).

Respectfully submitted,

/s/ Valerie Smith

Valerie Smith  
Community & Arts Foundation Secretary  
City of Rancho Cucamonga

***Approved: April 25, 2018***