

APRIL 25, 2018

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION  
BOARD OF DIRECTORS MEETING MINUTES

**A. 5:17 P.M. – CALL TO ORDER**

The regular meeting of the Rancho Cucamonga Community & Arts Foundation was held on Wednesday, April 25, 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 5:17 p.m. by Chair Pachon.

The Pledge of Allegiance was led by Member Bryan.

Present were Board Members: Chair Paula Pachon, Vice Chair Tina Chen (arrived at 5:23 p.m.), Al Arguello, Rosemarie Brown, Linda Bryan, Jim Harrington, Mark Rivera (left at 5:20 p.m.) and Bryan Snyder. Absent: Nick Baker and Fatima Corbett

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 Account Technician Catherine Allen and Administrative Secretary Valerie Smith with a gift to express appreciation for Administrative Professionals Day. 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 February 28, 2018.
- D2. Treasurer's Reconciliation Summary Reports for the LAIF and PAL Accounts for November and December 2017 and January 2018.

Chair Pachon requested that the minutes be amended to state that the Foundation requested preparation of a one sheet instead of a Program Report.

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

APRIL 25, 2018

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION  
BOARD OF DIRECTORS MEETING MINUTES

**STAFF REPORTS**

E1. Financial Update.

Management Analyst Mitchell provided an update on the transfer of funds to the Animal Center. She requested approval from the Board to transfer \$50 of funds for the Animal Center from PetSmart Charities. She shared that no additional fees were charged to the Foundation for the transfer of funds. She noted that staff is working with the Animal Center to ensure that future donations from PetSmart Charities are provided directly to the Rancho Cucamonga Animal Care Foundation. Member Harrington provided an update on the investments in preparation for the proposed budget for the new fiscal year. No further discussion was held.

**MOTION:** Moved by Member Arguello, seconded by Member Brown, to approve the transfer the \$50 from PetSmart Charities for the Animal Center. Motion carried: 7-0-3 (Absent: Baker, Corbett, and Rivera).

**FOUNDATION BUSINESS**

F1. Review of 2017 Taxes and Collection of Completed Conflict of Interest Forms.

Member Brown provided a detailed review of the Foundation taxes for 2017. She emphasized the need that the entire Board review and approve of the taxes. She also noted that the Foundation does not have employees and that the Board Members should be counted as volunteers. She also recommended that a 1099 be provided to anyone that provides a service over \$600 and that only charitable amounts be tracked. No further discussion was held.

**MOTION:** Moved by Vice Chair Chen, seconded by Member Snyder, to approve the 2017 taxes. Motion carried: 7-0-3 (Absent: Baker, Corbett, and Rivera).

F2. Consideration to Reschedule the June 27<sup>th</sup> Full Foundation Board Meeting to June 13, 2018.

The members discussed the item and agreed to reschedule the meeting. No further discussion was held.

F3. Review of One Sheet with Foundation Information.

The members praised the one sheet that was developed by Manager Sluka-Kelly. It was requested that the names of the Foundation members be added in the future. No further discussion was held.

F4. Discussion and Update on Employment Process for Executive Director Position.

Chair Pachon initiated the discussion on the professional agreement that was drafted for the Executive Director position. The members provided input on responsibilities listed and the work priorities. The agreement would be executed after Manager Sluka-Kelly retires. Member

APRIL 25, 2018

## RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION

### BOARD OF DIRECTORS MEETING MINUTES

Arguello inquired about adding provisions that the contract can be terminated by either party with 30-day notice. Board Hosted events will take the place of Party Train Events. Language will also be added to indicate that the list of responsibilities is including but not limited to the duties described. No further discussion was held.

**MOTION:** Moved by Member Arguello, seconded by Member Bryan, to approve the agreement in concept, subject to the Executive Finance Committee approval. Motion carried: 7-0-3 (Absent: Baker, Corbett, and Rivera).

F5. Verbal Update of 2017/18 Foundation Sponsored Programs.

Manager Sluka-Kelly thanked the Foundation for their support of In the Heights. She shared that it was the most successful Broadway at the Gardens show. She also shared that many schools are attending the MainStreet performances during the week but the weekend shows are not well attended. New people are being invited to attend the theater thanks to a grant provided by Bank of America. Vouchers will be provided to anyone that has not attended a theater performance. No further discussion was held.

### COMMITTEE REPORTS

G1. Executive Finance Committee

Chair Pachon shared that the committee discussed the professional agreement as well as the payroll company and taxes. No further discussion was held.

G2. Fundraising Committees.

No update was provided on the golf tournament, but the planning will begin soon. Chair Pachon stated that Quince de Bunco was a success. Vice Chair Chen provided an update on Monte Carlo Night and encouraged the Board to buy tickets to the event. No further discussion was held.

G3. High School Program/Scholarship Committee

Vice Chair Chen provided an update. She indicated that 15 applications were received and all the applications were competitive. Individuals that applied have contributed to the community and excelled in their academics. No further discussion was held.

G4. Foundation Program Report

No report.

G5. Art in Public Places

No report.

APRIL 25, 2018

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION  
BOARD OF DIRECTORS MEETING MINUTES

**IDENTIFICATION OF ITEMS FOR NEXT MEETING**

The following items were identified for the next regular meeting: Election of officers, budget adoption, presentation for scholarship recipients and recognition of Manager Sluka-Kelly.

**ADJOURNMENT**

The meeting adjourned at 7:48 p.m.

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

Motion carried: 7-0-3 (Absent: Baker, Corbett, and Rivera).

Respectfully submitted,

/s/ Valerie Smith

Valerie Smith  
Community & Arts Foundation Secretary  
City of Rancho Cucamonga

***Approved: June 27, 2018***