

APRIL 26, 2017

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION
BOARD OF DIRECTORS MEETING MINUTES

A. 5:00 P.M. – CALL TO ORDER

- A1. The regular meeting of the Rancho Cucamonga Community & Arts Foundation was held on Wednesday, April 26, 2017, in the Tri-Communities Room at City Hall, located at 10500 Civic Center Drive, Rancho Cucamonga, California. The meeting was called to order at 5:13 p.m. by Chair Pachon.

The Pledge of Allegiance was led by Member Arguello.

- A2. Present were Board Members: Chair Paula Pachon, Vice Chair Tina Chen, Al Arguello Nick Baker, Linda Bryan, Fatima Corbett, Jim Harrington, and Mark Rivera. Absent: Rosemarie Brown; Bryan Snyder (leave of absence).

Also present were: Karen Silhanek, Management Analyst II; Christen Mitchell, Management Analyst II; Susan Sluka-Kelly, Cultural Arts Manager; Patrick Hediger, Community Services Coordinator; Catherine Allen, Account Technician; and Hayley Kashouh, Office Specialist II.

B. ANNOUNCEMENTS/PRESENTATIONS

- B1. Certificate of Appreciation for Taro Barag.

Chair Pachon recognized Taro Barag for the many years of service that she provided to the Community & Arts Foundation as a Board Member. She mentioned that Taro began and led the successful events of Cinco de Bunco and Monte Carlo Night, she then presented Taro with a certificate of appreciation on behalf of the Community & Arts Foundation. Taro expressed her thanks to the Board Members. No further discussion was held.

- B2. The Associated Artists of the Inland Empire – September Show Announcement.

Chair Pachon introduced Sandra Grimly, Chairperson for the 53rd annual Associated Artists of the Inland Empire Art show. Sandra introduced several of the artists that were present and showcased examples of their work. She provided a brief background on the Associated Artists of the Inland Empire (AAIE) stating that it was founded in 1964 and comprised of men and women varied in abilities and medias. She announced that a Committee was being formed to award an aspiring art student with a scholarship and mentioned that monthly demonstrations and classes were taught through the group. Lastly, she distributed a financial proposal for their Spring Show to the Board Members. Chair Pachon thanked the AAIE for their support and stated that the Members were proud of their accomplishments. No further discussion was held.

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B3. Introduction of Christen Mitchell – Management Analyst II

Analyst Silhanek introduced Christen Mitchell, who would be taking her place with the Community & Arts Foundation, and provided a brief description of her work history. Christen began working with the Rancho Cucamonga Fire Department before transferring over to the City's Engineering department and finally settling in with Community Services overseeing Capital Projects. The Committee welcomed Christen and requested that they be provided with a new organizational chart of staff and phone extensions. No further discussion was held.

B4. Additional Presentation.

Chair Pachon presented Karen Silhanek with a gift on behalf of the Board Members and expressed their gratitude. Analyst Silhanek stated that she was happy to have met everyone and thanked them for the kind words. No further discussion was held.

C. CONSENT CALENDAR

- C1. Approval of the Minutes of the Regular Community & Arts Foundation Meeting held January 25, 2017.
- C2. Receive and file Treasurer's Reconciliation Summary Reports for the LAIF and PAL Accounts for Fiscal Year-End 16/17 and January - March 2017.

Member Harrington pulled item C2 for further discussion. He informed the Board Members that once a year he presents the investments made by the Foundation, stating that the investments have made over \$57,000 in the last two years. Lastly, he mentioned that he needed another Board Member to be involved, Member Corbett and Member Rivera volunteered. No further discussion was held.

MOTION: Moved by Board Member Bryan, seconded by Board Member Baker, to approve the Consent Calendar, as presented. Motion carried: 8-0-2 (Absent Brown and Snyder).

D. FOUNDATION BUSINESS

D1. Update from State of the City.

Manager Sluka-Kelly requested feedback from the Board Members regarding the State of the City event. The Committee was in agreement that the event had a great presentation of information and networking, however it lacked organization. Manager Sluka-Kelly agreed and stated that staff will be working with the Chamber of Commerce to rectify the situation. Manager Sluka-Kelly suggested that Board Members could hand out 20% off tickets to the Lewis Family Playhouse to those that they encountered. No further discussion was held.

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D2. Update on Kenny Cetera's Chicago Experience.

Board Member Baker reported that all who attended enjoyed Kenny Cetera's Chicago Experience; 220 tickets were sold which was enough to cover the cost of the event. He stated that for future concerts he is hoping to raise 5k -10k. Chair Pachon requested future events be displayed in the Grapevine and on RCTV. Board Member Baker suggested that an information card could be placed inside a playbill or to place an advertisement on the radio. No further discussion was held.

D3. Update of March 10th Donor Recognition.

Manager Sluka-Kelly informed the Board Members that the Recognition Event was successful and suggested a more cost effective avenue for the awards next year. Chair Pachon reminded the Committee that the award recipients for next year's Recognition Event would need to be discussed soon. No further discussion was held.

D4. End of Event Report for October 2016 Golf Tournament.

Board Member Rivera asked how the 2016 tournament fared in comparison to the 2015 tournament, Analyst Silhanek responded that the 2015 tournament netted just under \$40k. Member Rivera stated that the 2016 tournament had an increase since the prior year netting \$44k. He also informed the Members that the plan for the 2017 Golf Tournament will begin soon. No further discussion was held.

D5. Event Report for Cinco de Bunco.

Chair Pachon promoted the Cinco de Bunco event, stating that it will be held on May 5th with Mexican food, raffles, cupcakes, and RSVP's were needed May 1st. She stated that thirty-two people were currently signed up and is hoping to hit 40 people on the day of the event. No further discussion was held.

D6. Event Report for Monte Carlo Night

Vice Chair Chen informed the Board Members that the Monte Carlo event was off to a rough start with no presenting sponsor. She provided a brief overview of the event stating that Spaggi's is catering the event, auction prizes were being pulled together and tables were selling. She also mentioned that tickets needed to be sold, invites went out and the event was posted on the Foundation's Facebook page. No further discussion was held.

D7. Tour de Fork update – June 29th, 2017.

Manger Sluka-Kelly informed the Board Members that there was no update on the tickets for Tour de Fork and was hoping to receive them the following week. Analyst Silhanek brought up that past events sold out quickly and City Staff/City Council were unable to purchase tickets. She asked if City Staff should have preference over the public to purchase tickets. Member Harrington expressed his opinion to set aside fifty tickets for City Staff and sell any remaining tickets after two weeks. The Board agreed with this decision and discussed options

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to expand the event. Manager Sluka-Kelly reminded the Board Members that this event was run by Victoria Gardens and expansion was up to them. No further discussion was held.

Member Arguello left the meeting at 6:45 p.m.; returned at 6:48 p.m.

- D8. Recommendation to approve Request for Funding Support and Sponsorship of Productions and Programs for the Lewis Family Playhouse 2017/18 Season.

Manager Sluka-Kelly informed the Board that a report was provided to the Executive Committee and they are recommending to approve the requested increase in funding. She explained that the increase in funding was for the Foundation's Family Saturday and Family Flex Pack programs. She informed the Board that these programs are popular and there are not enough funds to cover for the 17/18 Season. The request is to increase funding supports from \$15k to \$20k, the Committee was asked to make a motion.

Board Member Bryan left the room at 6:50 p.m.; returned at 6:54 p.m.
Board Member Chen left the meeting at 6:53 p.m.

MOTION: Moved by Board Member Baker, seconded by Board Member Bryan, to approve the increase in funding for the Lewis Family Playhouse 17/18 Season. Motion carried: 8-0-2 (Absent: Brown, Snyder).

- D9. Discussion of FY 17/18 Budget.

Chair Pachon described and reviewed each item of the upcoming 2017/18 Fiscal Year budget to the Board. The Board Members gave their recommended changes and tabled the adoption for the June meeting. They also discussed the proposal to consider an increase of \$500 to the Artist Association of the Inland Empire. No further discussion was held, their action followed:

MOTION: Moved by Board Member Arguello, seconded by Board Member Baker, to approve the increase in funding for the Artist Association of the Inland Empire's 17/18 Season. Motion carried: 7-0-3 (Absent: Brown, Chen, Snyder).

- D10. Review Engagement Update and Appoint Action Plan Committee.

Chair Pachon tabled the discussion for this item for the June Regular Community & Arts Foundation Meeting.

- D11. Discussion of Board Work Plan and Appointment of Committees.

Chair Pachon informed the Committee that Director Keith, Manager Sluka-Kelly, and she met with a consultant to put together a work plan for the board to develop sustainable donors. It will assist in developing a speaker's bureau, directory of arts resources, and community tools. Manager Sluka-Kelly input that the sustainable donor program will allow for ongoing income instead of a quick chunk of money, allowing long term support for the Foundation. Chair

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Pachon suggested that the item be brought back for further discussion at the June meeting. No further discussion was held.

E. IDENTIFICATION OF ITEMS FOR THE NEXT MEETING

E1. Election of Officers, Budget Adoption, Sustainable Plan.

Member Corbett left the meeting at 7:38 p.m.

F. ADJOURNMENT

MOTION: Moved by Board Member Arguello, seconded by Board Member Rivera, to adjourn the Regular Community & Arts Foundation Meeting. Motion carried: 6-0-4 (Absent: Brown, Chen, Corbett, Snyder).

The meeting adjourned at 7:39 p.m.

Respectfully submitted,

Hayley Kashouh
Office Specialist II
City of Rancho Cucamonga

Approved: June 28, 2017