

RANCHO CUCAMONGA COMMUNITY & ARTS FOUNDATION
MINUTES OF THE APRIL 22, 2015, REGULAR MEETING

A. CALL TO ORDER

The regular meeting of the Rancho Cucamonga Community & Arts Foundation was held on Wednesday, April 22, 2015, at the Victoria Gardens Cultural Center, 12505 Cultural Center Drive, Rancho Cucamonga, California. The meeting was called to order at 4:25 p.m. by Chair Snyder.

Present were: Board Members: Arguello, Barag, Brown (arrived at 4:50 p.m.), Galindo, Harrington, Haddon, LeMond, Pachon and Snyder. Absent: Alexander, Baker, Bryan, Chen and Rivera. Staff: Nettie Nielsen, Community Services Director; Susan Sluka-Kelly, Cultural Arts Manager; Karen Silhanek, Management Analyst I; Patrick Hediger, Community Services Coordinator; Mireya Hepner, Community Services Coordinator; Jennifer Palacios, Administrative Intern and Melissa Morales, Senior Administrative Secretary.

B. ANNOUNCEMENTS/PRESENTATIONS

None

C. COMMUNICATIONS FROM THE PUBLIC

None

D. CONSENT CALENDAR

1. To approve the Minutes of the Regular Community & Arts Foundation Meeting held January 21, 2015.
2. To receive and file Treasurer's Reconciliation Summary Reports for the LAIF and PAL Accounts through March 2015.

MOTION: Moved by Member Harrington, seconded by Member LeMond, to approve the Consent Calendar, as submitted. Motion carried: 8-0-6 (Absent: Alexander, Baker, Brown, Bryan, Chen and Rivera.)

E. FOUNDATION BUSINESS

1. The update on the Development of Required Policies was provided by Director Nielsen. She referenced staff's report listing the various policies reviewed and discussed at the Board's January 28th Meeting. The three draft policies cover the areas of conflict of interest, whistleblower and records retention. The Board was informed that the Foundation currently falls under the City's guidelines for its retention

and destruction of records. Member Brown added her comments and stressed the importance of showing the governance present in a non-profit organization including the existence of policies which provide some assurance that matters will not be mishandled. She went on to explain the purpose of the Conflict of Interest Policy including the need to circulate a questionnaire to the Members aimed at having them firmly state their personal transactions are not in conflict with the Foundation. Member Brown was asked when the best time of year to turn in this document is and if there is a standardized form. She responded that at the end of the fiscal year is recommended and the IRS has a form. She offered to help with the questionnaire, if reminded. Member Barag also offered to supply the form used by her foundation. Member Brown suggested that a gift acceptance policy should also be drafted and Chair Bryan offered to provide one. Other discussion included the idea to contact the Claremont Foundation regarding their policies. In response to Director Nielsen's informing the Board of a recent records request for one of their affiliates, a suggestion was made that the Board reconsider its approved "affiliates" and possibly terminate some the affiliations which Member Brown concurred with. It was also suggested to consider using a name other than "affiliates" for those groups that will remain under the Foundation's umbrella. In conclusion, Director Nielsen indicated the draft documents would be presented to the Executive Committee at their next meeting for further refinement before bringing back to the full Board.

2. Chair Snyder called on staff regarding discussion of a Donor Recognition Awards Event in 2015. Manager Sluka-Kelly referred to the April 22nd staff report which included a brief history of past awards events. She added that the Playhouse's season opener is scheduled for September 19th and no event has yet been attached to this date. She opened the discussion of hosting an event again this year. Brief discussion was held on potential businesses and individuals to be recognized and Spaggi's, Impressions and former Board Members Harry and Judy Gibson were suggestion. At the conclusion of the discussion, the Board concurred with bringing the matter back at a later date.

F. COMMITTEE UPDATES

1. *Golf Tournament* – In Chair Rivera's absence, Manager Sluka-Kelly briefed the Board on the status of the tournament scheduled to be held October 26th. She reported that this year's event includes the elimination of the live auction component, inclusion of a silent auction and, in an effort to attract more golfers, a \$1,250 sponsorship for a foursome is being offered.
2. *Spring Events/Party Train* – Update given earlier.
3. *Executive/Finance* – Chair Snyder deferred to Director Nielsen who indicated many of the items discussed at the last Committee meeting have already been addressed tonight including the Tour de Fork sponsorship and review of sample policies.

4. *Arts Giving* – Chair Snyder reported that only one application was received for the student scholarship from a student at Alta Loma High School. He suggested that ideas be discussed in the future on how to broaden the application base to encourage more participants in the program.
5. *Major Gift* – Update given earlier.
6. *Marketing and Outreach* – Update given earlier.
7. *Investment* – Committee Chair LeMond informed the Board that it is anticipated funds will begin to be invested starting May 1st. Analyst Silhanek added that Finance Analyst Ramirez asked that the Board be reminded that rates change daily.

G. FOUNDATION BUSINESS

1. Chair Snyder called on staff regarding the regular update on Foundation Sponsored Activities. Coordinator Hepner addressed the Commission concerning the recent successful MainStreet Theatre Company's production of *Mark Twain's The Prince and the Pauper*. She explained how the popular Foundation Family Flex Packs are subsidized by the Foundation and the number of middle and elementary school students that attended the performances. Manager Sluka-Kelly extended an invitation to all of the Board Members to attend any of the "meet and greets", dress rehearsals and school shows. Coordinator Hediger spoke of the Rancho Cucamonga Community Theatre production of *William Shakespeare's The Taming of the Shrew* currently running through April 26th and their summer production of *Peter Pan – The Musical* which has a July 18th through 26th run date. The return of the World Music Concert Series, presented by the Foundation was also announced with the groups *Trio Ellas*, *Taiko Center of Los Angeles* and *The Goin' South Band* scheduled to perform. Manager Sluka-Kelly noted that staff will be researching the feasibility of adding some type of shade element in the courtyard since the concerts that take place in July starting at 5:30 p.m. Other than the request for staff to provide the Commission with a sampling of the letters received from students attending the theater, no other discussion was held or action taken.
2. Review of Committee and Board Meeting Schedules and Assignments for the remainder of the fiscal year was opened for discussion. Brief discussion ensued regarding the possibility of having "conference call" committee meetings to help solve some of the scheduling challenges with Members and staff indicated they would look into the matter though the Brown Act may determine the feasibility. Discussion ensued concerning the various Committees and the possible consolidation of committees to help in being able to have a quorum present at the meetings. The concept of morphing the Investment Committee into a new "Governance Committee" was addressed. The new Committee would responsibilities in the area of investments, policies, budget and financial matters. Following their discussion, the Board took the following action:

MOTION: Moved by Member LeMond, seconded by Member Arguello, to approve the formation of a “Governance/Finance/Investment Committee” to have oversight in matters including governance, policies, investments, finances and budget. Motion carried: 9-0-5 (Absent: Alexander, Baker, Bryan, Chen and Rivera).

H. IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS

1. Discussion regarding affiliates and Donor Recognition Event.

I. ADJOURNMENT

MOTION: Moved by Member Arguello, seconded by Member Galindo, to adjourn the Regular Rancho Cucamonga Community & Arts Foundation Meeting. Motion carried: 9-0-5 (Absent: Alexander, Baker, Bryan, Chen and Rivera). Meeting adjourned at 6:10 p.m.

Respectfully submitted,

Melissa Morales
Senior Administrative Secretary

Approved by the Rancho Cucamonga Community & Arts Foundation: June 24, 2015
Motion carried: 10-0-4 (Absent: Alexander, Brown, Galindo and Haddon)