

**AGENDA FOR THE SPECIAL MEETING OF THE
LA MIRADA COMMUNITY FOUNDATION
NOVEMBER 16, 2016
6:30 P.M. - CITY HALL- CONFERENCE ROOM 1
13700 LA MIRADA BOULEVARD,
LA MIRADA, CALIFORNIA 90638**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's Office at (562) 943-0131. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Citizens are invited to speak on any item listed on the agenda following the staff report on the matter and prior to Community Foundation vote. Comments on matters not on the agenda will be heard during the Public Comment period. The policy of the Community Foundation is that individual presentations not exceed five minutes.

CALL TO ORDER

The meeting will be called to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members: Dr. Richard Bee
John Grotz
Hal Malkin
Lesley Watkins
Dr. Ray Yutani
Dr. Stephen Smith – Vice President
Michael Lord – President

PUBLIC COMMENT *(The speaker is requested, but is not required, to orally state or register his or her name and/or address on the sheet located at the podium, for purposes of recording the information accurately in the minutes. Any information or materials provided are recorded in the minutes and are subject to public disclosure under the Public Records Act. No action will be taken on matters not listed on the agenda. Please observe a five minute limit to communications.)*

APPROVAL OF MINUTES

1. **MINUTES OF THE REGULAR MEETING OF OCTOBER 26, 2016** - It is recommended the Foundation approve the minutes of the regular meeting of October 26, 2016.

UNFINISHED BUSINESS

2. **REVIEW OF FINANCIAL/INVESTMENT REPORT** – It is recommended the Foundation approve the Foundation's financial/investment report for the month of October 2016.

- 3. DISCUSSION REGARDING THE MAYOR'S PRAYER BREAKFAST** – It is recommended the Foundation consider funding for the Mayor's Prayer Breakfast event.

NEW BUSINESS

- 4. DISCUSSION REGARDING THE FIREWORKS COMMITTEE UPDATE** – It is recommended the Community Foundation discuss the Fireworks Committee update.
- 5. DISCUSSION REGARDING THE 2014 ACTION PLAN** – It is recommended the Foundation review and discuss the Foundation's Action Plan.

FOUNDATION MEMBERS ANNOUNCEMENTS

STAFF ANNOUNCEMENTS

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Dated this 11th day of November 2016.



Leticia Revilla, Deputy City Clerk

**MINUTES OF THE REGULAR MEETING OF
THE LA MIRADA COMMUNITY FOUNDATION
OF THE CITY OF LA MIRADA**

OCTOBER 26, 2016

CALL TO ORDER

The regular meeting of the La Mirada Community Foundation was called to order at 6:30 p.m. by President Lord in Conference Room 1 at City Hall, 13700 La Mirada Boulevard, La Mirada, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present:

Member Dr. Richard Bee
Member John Grotz
Member Hal Malkin
Member Dr. Ray Yutani
Vice President Dr. Stephen Smith
President Michael Lord

Absent:

Member Lesley Watkins

Staff:

Anne Haraksin, Foundation Secretary
Judy Quiñonez, Chief Financial Officer
Leticia Revilla, Deputy City Clerk

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

1. MINUTES OF THE REGULAR MEETING OF SEPTEMBER 28, 2016

Vice President Smith moved and Member Bee seconded to approve the minutes of the September 28, 2016 Community Foundation meeting.

Motion carried 6-0.

UNFINISHED BUSINESS

2. REVIEW OF FINANCIAL/INVESTMENT REPORTS

Chief Financial Officer Quiñonez discussed the Financial/Investment Report for the month of September 2016.

Member Bee moved and Vice President Smith seconded to approve the financial report for the month of September 2016.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Members Bee, Grotz, Hall, Yutani, Vice President Smith, President Lord
NOES: None
ABSENT: Member Watkins
ABSTAIN: None

Member Malkin inquired about the deficit balance for the "4 La Mirada Kids" Golf Tournament. CFO Quiñonez said she would research the deficit balance and provide a follow up at future Foundation meeting.

Member Yutani requested payment to Biola's Wheelchair Tennis Program in the amount of \$1,000 and \$300 to the La Mirada High School Tennis Booster, pending their non-profit status. Member Yutani said he would contact the group to inquire on the non-profit status.

Member Yutani moved and Member Bee seconded to approve a payment to Biola's Wheelchair Tennis Program for its participation in the La Mirada Charity Tennis Tournament in an amount of \$1,000 and \$300 to the La Mirada High School Tennis Booster pending their non-profit status.

AYES: Members Bee, Grotz, Hall, Yutani, Vice President Smith, President Lord
NOES: None
ABSENT: Member Watkins
ABSTAIN: None

Chris Pflanzner provided information for next year's "4 La Mirada Kids" Community Carnival. He requested reimbursement in the amount of \$467.99 for the cost of a generator. He said he donated the generator to the La Mirada High School Welding Class as volunteer payment for the 2017 "4 La Mirada Kids" Community Carnival.

Vice President Smith moved and Member Malkin seconded to approve the reimbursement to Chris Pflanzner in the amount of \$467.99 for the cost of a generator.

AYES: Members Bee, Grotz, Hall, Yutani, Vice President Smith, President Lord
NOES: None
ABSENT: Member Watkins
ABSTAIN: None

3. TRANSFER OF FUNDS

Chief Financial Officer Quiñonez discussed the transfer of funds to various programs.

Member Yutani moved and Vice President Smith seconded to approve the transfer of funds from Community Events to City Events in the amount of \$1,508.06.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Members Bee, Grotz, Watkins, Yutani, Vice President Smith, President Lord
NOES: None
ABSENT: Member Malkin
ABSTAIN: None

4. DISCUSSION REGARDING THE MAYOR'S PRAYER BREAKFAST

Rabbi Mark Goldfarb provided an update on the Mayor's Prayer Breakfast. He distributed a preliminary financial report for the Foundation to review. He said the budget has not been finalized due to pending quotes from food vendors. Additionally, the payment from the County of Los Angeles is still pending. Rabbi Goldfarb said he would provide a finalized financial report at a future meeting.

5. DISCUSSION REGARDING THE 2016 GALA EVENT

Foundation Members debriefed on the 2016 Gala event. President Lord distributed a financial report on the revenue and expenditures for the event. He reported that 246 tickets were sold, and 31 of the sold tickets were not used. Some 253 tickets were complimentary and distributed to fill seats. He said an estimated 468 were in attendance. Additionally, the following revenue was generated: net ticket sales - \$11,289; corporate sponsorship - \$5,100; silent auction - \$2,053; and raffle - \$1,344. He said the total revenue generated was approximately \$19,785. He said expenditures were the following: rental of the venue - \$4,350; activities in the lobby (auction, photo booth, raffle) - \$905; entertainment - \$24,500; food and beverages - \$5,883; professional coordination of the event - \$12,500; and marketing - \$7,655. He said expenditures totaled approximately \$55,792. Overall, expenditures exceeded revenue by \$36,007.

Foundation Members also discussed items that went well and areas for improvement. They also discussed the purpose of the Foundation and whether or not it should host large events. Foundation Members said at this time there are no current plans for another Gala event.

Event Coordinator Adam Christing provided suggestions for the possibility of hosting a Gala event in the near future. He recommended the following: build on the momentum and dress less expensive with more focus on the cause; reduce the ticket price and remove the word "Gala" and not include a particular dress code; consider using "Comedy for a Cause" as part of the title; add a matinee show with ticket prices starting

at \$20; consider selling pre-sale blocks of tickets; expand on the marketing resources to include the local newspaper; he said on behalf of Clean Comedians he would like to offer a credit in the amount of \$5,000 if the Foundation coordinates another Gala event; provide thank you notes to all the sponsors; and include a La Mirada local talent as part of the entertainment.

FOUNDATION MEMBER ANNOUNCEMENTS

There were no Foundation Member reports.

STAFF ANNOUNCEMENTS

There were no staff announcements.

ADJOURNMENT

There being no further business to come before the Foundation, the Community Foundation adjourned the meeting at 8:13 p.m.

Submitted:

Attest:

Leticia Revilla, Deputy City Clerk

Michael Lord, President

UNFINISHED BUSINESS

**Community Foundation
November 16, 2016**

TO: Foundation Board of Directors
FROM: Judy Quiñonez, Chief Financial Officer
SUBJECT: **FINANCIAL/INVESTMENT REPORTS**

BACKGROUND

The Community Foundation receives funds from a variety of private and public sources and conducts various fundraising activities. The Board of Directors subsequently distributes funds to a variety of non-profit community organizations.

FINDINGS

A financial accounting is provided to the Board so that it may monitor Foundation funds. This report is prepared for the Board to review.

Attached is the financial report for the month ending in October 2016. Staff is available to discuss the current financial/investment reports and other related items.

RECOMMENDED ACTION

It is recommended the Community Foundation approve the Financial/Investment Reports for the month of October 2016.

LA MIRADA COMMUNITY FOUNDATION

MONTHLY FINANCIAL REPORTS

FISCAL YEAR 2016-2017

For Month October 31, 2016

LA MIRADA COMMUNITY FOUNDATION
Summary Statement of Revenues and Expenditures
For the fourth month ended October 31, 2016
Fiscal Year 2016 - 2017

	<u>BEGINNING BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>BANK ACCOUNT BALANCE</u>	<u>INVESTMENT BALANCE</u>	<u>ENDING BALANCE</u>
Aquatics Assistance	500.00	-	500.00	-	-	-
Aquatics Center	-	-	-	-	-	-
Bob Jenkins Scholarship Fund	-	-	-	-	-	-
Capital Improvement Projects	2,550.00	-	-	-	2,550.00	2,550.00
Carnival	18,720.81	-	900.00	-	18,820.81	18,820.81
Community Events	7,000.00	3,947.32	9,381.00	-	1,566.32	1,566.32
Community Programs	240.00	200.00	-	-	440.00	440.00
Gala Event	33,874.00	15,859.61	30,911.78	15,365.65	3,456.18	18,821.83
Golf Tournament	7,304.76	425.00	9,430.00	(1,700.24)	-	(1,700.24)
Historical Preservation	4,950.02	-	-	-	4,950.02	4,950.02
La Mirada Athletic Council	793.11	-	-	-	793.11	793.11
La Mirada Community Foundation 5K Run/Walk	2,443.64	-	-	-	2,443.64	2,443.64
La Mirada High School Scoreboard	1,917.00	-	-	-	1,917.00	1,917.00
La Mirada Tennis Tournament	1,993.89	1,028.40	292.87	-	2,729.42	2,729.42
Mayor's Breakfast	(1,331.72)	-	-	(1,331.72)	-	(1,331.72)
Olive Fest	527.00	-	-	-	527.00	527.00
Ray Haugh Vocational Scholarship Fund	280.00	-	-	-	280.00	280.00
Rotary Scholarship Fund	-	-	-	-	-	-
Senior Programs	6,861.66	-	-	-	6,861.66	6,861.66
Senior Nat Learning Center	3,692.25	-	-	-	3,692.25	3,692.25
Special Olympics	-	-	-	-	-	-
Undesignated/Other	52,369.94	2,286.93	20,211.21	-	34,445.66	34,445.66
TOTAL	<u>\$ 145,886.36</u>	<u>\$ 23,747.26</u>	<u>\$ 71,628.86</u>	<u>\$ 12,333.69</u>	<u>\$ 85,473.07</u>	<u>\$ 97,806.76</u>

**CITY OF LA MIRADA
COMMUNITY FOUNDATION**

DATE	DESCRIPTION	PROGRAM	CHECK #	REVENUES	EXPENSES	BALANCE
BEGINNING BALANCE AT JULY 1, 2016						145,686.36
7/6/2016	Google Services Fees	Other - Undesignated			4.16	145,682.20
7/7/2016	Clean Comedians - marketing	Gala Event	1051	5,650.00		140,032.20
7/7/2016	Clean Comedians - consulting	Gala Event	1052		3,125.00	136,907.20
7/11/2016	Registration	La Mirada Tennis Tournament		68.07		136,975.27
7/27/2016	Registration	La Mirada Tennis Tournament		804.00		137,779.27
7/27/2016	Donations	Community Events		2,120.00		139,899.27
7/27/2016	Sponsor	Gala Event		250.00		140,149.27
7/29/2016	Donations	Community Events		261.00		140,410.27
7/29/2016	Green Fees	Golf Tournament		425.00		140,835.27
7/29/2016	Isehara	Other - Undesignated		1,650.00		142,485.27
7/29/2016	Giving Donation - City Payroll	Other - Undesignated		5.00		142,490.27
8/1/2016	LMHS Boys Soccer Boosters	Golf Tournament	1053		180.00	142,310.27
8/1/2016	LMHS Boys Basketball Boosters	Golf Tournament	1054		720.00	141,590.27
8/1/2016	LMHS Girls Soccer Boosters	Golf Tournament	1055		2,430.00	139,160.27
8/1/2016	Southern California Seahorses	Golf Tournament	1056		2,400.00	136,760.27
8/1/2016	National Junior Basketball	Golf Tournament	1057		240.00	136,520.27
8/1/2016	Kiwanis Club	Golf Tournament	1058		1,320.00	135,200.27
8/1/2016	Phantom Projects	Golf Tournament	1059		60.00	135,140.27
8/1/2016	Rotary Club	Carnival - Volunteer Hours	1060		400.00	134,740.27
8/1/2016	Kiwanis Club	Carnival - Volunteer Hours	1061		500.00	134,240.27
8/1/2016	LMHS Baseball Boosters	Golf Tournament	1062		2,080.00	132,160.27
8/5/2016	Pete Dames - Isehara reimbursement	Other - Undesignated	1063		1,774.38	130,385.89
8/5/2016	Denise Lucero - Isehara reimbursement	Other - Undesignated	1066		864.60	129,521.29
8/9/2016	Yary Sports - Isehara photo	Other - Undesignated	1067		627.84	128,893.45
8/11/2016	City of La Mirada - Relay for Life	Other - Undesignated	1068		2,082.25	126,811.20
8/11/2016	Foremost Insurance - precision policy	Other - Undesignated	1069		1,050.00	125,761.20
8/11/2016	Donation	La Mirada Tennis Tournament		156.33		125,917.53
8/11/2016	Donation - Isehara	Other - Undesignated		500.00		126,417.53
8/11/2016	Advertisement - quarter page	Gala Event		250.00		126,667.53
8/11/2016	Donations	Community Events		49.26		126,716.79
8/18/2016	La Mirada Symphony's Gala Fundraiser	Other - Undesignated	1070		6,000.00	120,716.79
8/25/2016	Advertisement - quarter page	Gala Event		750.00		121,466.79
8/25/2016	Donations	Community Programs		200.00		121,666.79
8/25/2016	Donations	Community Events		9.00		121,675.79
8/31/2016	Investment Interest	Other - Undesignated		116.13		121,791.92
8/31/2016	City of La Mirada	Aquatics Assistance	1071		500.00	121,291.92
8/31/2016	City of La Mirada	Community Events	1071		9,381.00	111,910.92
8/31/2016	Ray Yulani - reimbursement	La Mirada Tennis Tournament	1072		292.87	111,618.05
9/6/2016	Simply Irresistible Cakes and Catering	Gala Event	1074		2,500.00	109,118.05
9/12/2016	Urban Screen Printing - polo shirts	Other - Undesignated	1075		447.98	108,670.07
9/14/2016	Google - test deposit	Other - Undesignated		0.80		108,670.87
9/16/2016	Giving Donation - City Payroll	Other - Undesignated		5.00		108,675.87
9/16/2016	Donations	Community Events		8.06		108,683.93
9/16/2016	Donation	Community Events		1,500.00		110,183.93
9/16/2016	Advertisement - quarter page	Gala Event		250.00		110,433.93
9/22/2016	Banners In Vinyl Inc.	Gala Event	1076		629.28	109,804.65
9/30/2016	Transfer out to Gala Event	Other - Undesignated			7,360.00	102,444.65
9/30/2016	Transfer in from Other - Undesignated	Gala Event		7,360.00		109,804.65
10/6/2016	Advertisement - quarter page	Gala Event		250.00		110,054.65
10/6/2016	Sponsor	Gala Event		150.00		110,204.65
10/6/2016	Ticket sale	Gala Event		300.00		110,504.65
10/6/2016	Clean Comedians - entertainment	Gala Event	1077		12,250.00	98,254.65
10/11/2016	Clean Comedians - consulting	Gala Event	1078		3,125.00	95,129.65
10/11/2016	Sponsor	Gala Event		10.97		95,140.62
10/12/2016	Square reader test deposit	Gala Event		0.97		95,141.59
10/13/2016	Simply Irresistible Cakes and Catering	Gala Event	1080		3,382.50	91,759.09
10/17/2016	Square reader test deposit	Gala Event		0.97		91,760.06
10/17/2016	Silent Auction & Raffle	Gala Event		2,096.70		93,856.76
10/17/2016	Ticket sale	Gala Event		485.00		94,341.76
10/17/2016	Advertisement - quarter page	Gala Event		800.00		95,141.76
10/17/2016	Sponsor	Gala Event		900.00		96,041.76
10/17/2016	Giving Donation - City Payroll	Other - Undesignated		5.00		96,046.76
10/18/2016	Ticket sale	Gala Event		455.00		96,501.76
10/18/2016	Sponsor	Gala Event		250.00		96,751.76
10/21/2016	Silent Auction	Gala Event		1,300.00		98,051.76
10/21/2016	Giving Donation - City Payroll	Other - Undesignated		5.00		98,056.76
10/25/2016	Clean Comedians - silent auction	Gala Event	1081		250.00	97,806.76

2014 ACTION PLAN UPDATE

LA MIRADA COMMUNITY FOUNDATION

2014 ACTION PLAN

Action	Responsible Member	Expected Completion
1. Update the Foundation Bylaws	Members Lord, Grotz, and President Bee	Completed
2. Review and Finalize the Mission Statement, Vision Statement, and Values	Foundation Members	Completed
3. Create a New Logo	President Lord	Completed
4. Print Business Cards with the new Mission Statement		
5. Create a Foundation Website	President Lord	Completed
6. Place Frequent Articles in the <i>La Mirada Living</i>	Member Watkins	On-going
7. Be Visible at Community Events		On-going
8. Make Use of Social Media Such as Facebook and Instagram	President Lord	Completed
9. Create an Email Newsletter		
10. Create a Tri-fold Brochure		
11. Purchase an Ad and Include an Article in the Lamplighter for the Launch		
12. Place Information in the <i>La Mirada Living</i> Regarding the Foundation Launch	Member Watkins	Completed
13. Each Member to Recruit at Lease One New Foundation Member		
14. Order Foundation Shirts with the New Logo	Foundation Members	Completed
15. Place Foundation Banners on Streets	President Lord - Gala Event	Completed
16. Place a Message on the City Marquees	President Lord	On-going
17. Achieve 100% Personal Giving on Foundation		
18. Do Brief Presentations at Every Event Foundation has a Role in Funding		
19. Speak with Groups Regarding Carnival (PTAs and Athletic Council Meeting)		
20. Give Presentations at Service Clubs		
21. Create "Friends of the Foundation"	Foundation Members - Gala Event	On-going
22. Print "Ways to Give" Brochure		
23. Place Foundation Brochures at Every City Facility		
24. Create "Legacy" Brochure		
25. Make Short Presentations/Pass the Bucket at Concerts in the Park	Foundation Members - Summer Concerts	Completed