

**AGENDA FOR MEETING OF THE  
BOARD OF DIRECTORS  
OF THE  
LAGUNA WOODS CIVIC SUPPORT FUND,  
a California Nonprofit Public Benefit Corporation**

Tuesday, December 6, 2016  
10:30 a.m.

Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENTS – This is the time and place for members of the public to address the Board of Directors on items *not* appearing on this agenda. Pursuant to State law, the Board of Directors is unable to take action on such items, but may engage in brief discussion, provide direction to staff, or schedule items for consideration at future meetings.
5. BOARD OF DIRECTORS MEETING MINUTES  
*Recommendation:* Approve the Board of Directors meeting minutes for the meeting on November 15, 2016.
6. EXEMPTIONS FROM FEDERAL AND STATE TAXES  
*Recommendation:* Receive and file an update regarding the status of applications for exemptions from taxes with the appropriate federal and state tax authorities.
7. RECRUITMENT OF MEMBERS OF THE BOARD OF DIRECTORS  
*Recommendation:* Provide input to staff on the development of application and informational materials for prospective members of the Board of Directors.
8. CORPORATE LOGO  
*Recommendation:* Provide direction to staff on the design of a logo for the Corporation.
9. BOARD OF DIRECTORS MEETING SCHEDULE  
*Recommendation:* Schedule upcoming meetings of the Board of Directors.
10. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS
11. ADJOURNMENT

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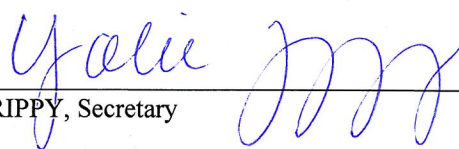
Public Comments: Persons wishing to address the Board of Directors are requested to complete and submit a speaker card to staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the Board of Directors on an item appearing on this agenda will be called upon at the appropriate time during the item's consideration. Persons wishing to address the Board of Directors on an item *not* appearing on the agenda will be called upon during the "Public Comments" item. Persons who do not wish to submit a Speaker Card, or who wish to remain anonymous, may indicate their desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

Americans with Disabilities Act (ADA): It is the intention of the Laguna Woods Civic Support Fund to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City of Laguna Woods' City Clerk's Office at (949) 639-0500/TTY (949) 639-0535 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The Laguna Woods Civic Support Fund requests at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA     )  
COUNTY OF ORANGE     ) ss.  
CITY OF LAGUNA WOODS   )

I, Yolie Trippy, Secretary, Laguna Woods Civic Support Fund, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City of Laguna Woods' website ([www.cityoflagunawoods.org](http://www.cityoflagunawoods.org)); and, at other locations designated by Resolution No. 02-33, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.

  
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YOLIE TRIPPY, Secretary

11-28-16  
\_\_\_\_\_  
Date

**LAGUNA WOODS CIVIC SUPPORT FUND  
BOARD OF DIRECTORS MINUTES  
MEETING  
November 15, 2016  
10:30 A.M.  
Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637**

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**1. CALL TO ORDER**

The meeting of the Laguna Woods Civic Support Fund was called to order at 10:31 a.m.

**2. ROLL CALL**

BOARD OF DIRECTORS: PRESENT: Hatch, Moore  
ABSENT: -

STAFF: PRESENT: Macon, Cady

**3. PLEDGE OF ALLEGIANCE**

Vice Chair Hatch led the pledge of allegiance.

**4. PUBLIC COMMENTS – None**

**5. BOARD OF DIRECTORS MEETING MINUTES**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to approve the Board of Directors meeting minutes for the meeting on August 2, 2016.

**6. RATIFICATION OF ACTS OF INCORPORATOR**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to ratify acts of Incorporator as acts of this Corporation by the incorporator, Christopher Macon, including the filing of the Articles of Incorporation.

**7. RATIFICATION OF APPOINTMENT OF ORIGINAL BOARD OF DIRECTORS**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to ratify the appointment of the original directors of the Corporation as Noel Hatch and Carol Moore.

**8. RATIFICATION OF ADOPTION OF BYLAWS**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to ratify the adoption of the bylaws of the Corporation.

#### **9. APPOINTMENT OF OFFICERS**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to appoint initial officers of the Corporation, as follows: Chief Executive Officer: Christopher Macon; Chief Financial Officer: Margaret Cady; Secretary: Yolie Trippy.

#### **10. FISCAL YEAR**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to adopt the fiscal year of the Corporation as commencing on July 1 and concluding on the immediately following June 30.

#### **11. PRINCIPAL OFFICE LOCATION**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to adopt the principal office for the transaction of the business of the Corporation as 24264 El Toro Road, Laguna Woods, California 92637.

#### **12. AGENT FOR SERVICE OF PROCESS**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to name Christopher Macon as initial agent for service of process for the Corporation.

#### **13. EXEMPTIONS FROM FEDERAL AND STATE TAXES**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to authorize and direct the Chief Executive Officer or his or her designee to execute and file all necessary applications for exemptions for the Corporation from such taxes with the appropriate state and federal tax authorities, and to pay the necessary filing fees.

#### **14. FILINGS WITH STATE ATTORNEY GENERAL**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to authorize and direct the Chief Executive Officer or his or her designee to make periodic filings as required by the California Attorney General describing the financial activity of the Corporation and the distribution of the assets held for charitable purposes, and to pay the necessary fees.

#### **15. OTHER FILINGS**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to authorize and direct the Chief Executive Officer or his or her designee to make such filings and applications, and to execute and delivery such documents and instruments and to do such acts and things as he or she deems necessary in order to obtain such licenses, authorizations, and

permits as are necessary or desirable in furtherance of the Corporation's purpose, to fulfill such legal requirements as are applicable to the Corporation, or to complete the organization of the Corporation.

**16. CONFLICT OF INTEREST CODE**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to adopt a Conflict of Interest Code, in the form in Resolution No. 1, entitled:

A RESOLUTION OF THE LAGUNA WOODS CIVIC  
SUPPORT FUND BOARD OF DIRECTORS ADOPTING  
THE LAGUNA WOODS CIVIC SUPPORT FUND'S  
CONFLICT OF INTEREST CODE AND LIST OF  
DESIGNATED FILERS

**17. BOARD OF DIRECTORS MEETING SCHEDULE**

Moved by Vice Chair Hatch, seconded by Chair Moore, and carried unanimously on a 2-0 vote to schedule the next meeting of the Board of Directors for Tuesday, December 6, 2016 at 10:30 a.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

**18. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS**

Members of the Board of Directors briefly commented on the need for a memorandum of understanding with the City regarding services provided, and a description of responsibilities for prospective members of the Board of Directors.

**19. ADJOURNMENT**

The meeting was adjourned at 10:49 a.m. The next regular meeting will be at 10:30 a.m. on Tuesday, December 6, 2016 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, Secretary

Adopted: December 6, 2016

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CAROL MOORE, Chair of the Board