

Laguna Woods CIVIC SUPPORT FUND

AGENDA FOR MEETING OF THE

BOARD OF DIRECTORS OF THE

LAGUNA WOODS CIVIC SUPPORT FUND, a California Nonprofit Public Benefit Corporation

Regular Meeting
Tuesday, June 5, 2018
3:00 p.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 May 1, 2018.
6. MEMBERS OF THE BOARD OF DIRECTORS
Recommendation:
 - 1) Discuss the current vacancies on the Board of Directors (one resident member and one business member) and provide direction to staff; and
 - 2) Make recommendations to the City Council regarding the recruitment and appointment of members of the Board of Directors.

7. WEBSITE AND ONLINE DONATION PROCESSING

Recommendation:

1) Receive and file an update from staff; and

2) Authorize the Chief Executive Officer and Chief Financial Officer to execute merchant payment card applications/agreements with Woodforest National Bank to enable the processing of online credit card donations using the Cliq payment service, and provide direction to staff regarding terms and conditions.

8. “A PLACE FOR PAWS” DOG PARK FUNDRAISING

Recommendation: Receive and file an update from staff.

9. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Recommendation:

1) Receive and file an update from staff; and

2) Make determinations and provide direction to staff regarding the design, development, and administration of fundraising campaigns and events to support programs, projects, and services offered at the Laguna Woods branch of the County of Orange’s public library system, as well as facilities improvement and expansion.

10. ECONOMIC DEVELOPMENT FUNDRAISING

Recommendation:

1) Receive and file an update from staff; and

2) Make determinations and provide direction to staff regarding the design, development, and administration of fundraising campaigns and events to support programs, projects, and services related to attracting, retaining, and promoting Laguna Woods businesses.

11. BUDGET

Recommendation: Adopt a budget for the 2018-19 fiscal year.

12. MEETING SCHEDULE

Recommendation: Reschedule or cancel the regular meeting of the Board of Directors that is currently scheduled for 3:00 p.m. on July 3, 2018 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

13. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

14. ADJOURNMENT

The next regular meeting of the Laguna Woods Civic Support Fund Board of Directors will be at 3:00 p.m. on July 3, 2018 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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.

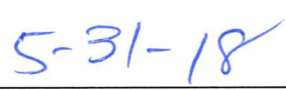
AFFIDAVIT OF POSTING

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); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.



YOLIE TRIPPY, Secretary



Date

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**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
May 1, 2018
3:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

1. CALL TO ORDER

Chair Moore called the meeting of the Laguna Woods Civic Support Fund to order at 3:10 p.m.

2. ROLL CALL

BOARD OF DIRECTORS: PRESENT: Carpenter, Moore, Williams
ABSENT: Hatch (arrived after roll call), Rothberg

STAFF: PRESENT: Macon, Cady, Trippy

3. PLEDGE OF ALLEGIANCE

CFO Cady led the pledge of allegiance.

4. PUBLIC COMMENTS – None

5. BOARD OF DIRECTORS MEETING MINUTES

Moved by Director Williams, seconded by Director Carpenter, and carried unanimously on a 3-0 vote, to approve the Board of Directors meeting minutes for the meeting on March 6, 2018.

6. WEBSITE AND ONLINE DONATION PROCESSING

CEO Macon provided an update on the development of a website and online donation processing capabilities for the Laguna Woods Civic Support Fund.

7. “A PLACE FOR PAWS” DOG PARK FUNDRAISING

CEO Macon provided an update on the Laguna Woods Dog Park Advisory Group’s discussions regarding a potential, annual “friends of” fundraising program to support dog park operations and maintenance, as well as other potential fundraising programs.

Chair Moore called a brief recess at 3:31 p.m.

Chair Moore reconvened the meeting at 3:38 p.m.

Vice Chair Hatch arrived at 3:38 p.m.

8. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

CEO Macon provided an update on the availability of fundraising materials, upcoming speaking opportunities at “Monday Funday” events, and an upcoming genealogy event.

9. ECONOMIC DEVELOPMENT FUNDRAISING

Director Carpenter and CEO Macon discussed the status of the Shop & Dine Passport Event and difficulties encountered in securing participation by the local business community.

The Board of Directors expressed support for a “business breakfast” to introduce the Laguna Woods Civic Support Fund to the local business community and solicit input on ways to assist with attracting, retaining, and promoting Laguna Woods businesses.

10. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Carpenter noted that the City of Laguna Woods will celebrate its 20th anniversary in 2019 and suggested that the Board of Directors consider related opportunities.

Vice Chair Hatch asked that a discussion regarding current vacancies on the Board of Directors be agendized for the next meeting.

11. ADJOURNMENT

The meeting was adjourned at 4:17 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, June 5, 2018 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Adopted: June 5, 2018

CAROL MOORE, Chair of the Board

**LAGUNA WOODS CIVIC SUPPORT FUND
FISCAL YEAR 2018-19 BUDGET**

<u>Beginning Fund Balance</u>	June 30, 2018 - Projected Beginning Fund Balance	\$ 3,692
<u>Revenues - Estimated*</u>	<u>General Description</u>	
R1 Donations - Restricted	Friends of the Library - Contributions from individuals and businesses	\$ 5,000
R2 Donations - Restricted	Friends of the Dog Park - Contributions from individuals and businesses	\$ 5,000
R3 Donations - Unrestricted	Civic Support Fund, No Specific Designation - Contribution from individuals and businesses	\$ -
R4 Fundraising	Funds from special events, may be unrestricted or restricted	\$ -
R5 Grant Funding	Monies applied for and received from government and private giving programs	\$ -
R6 Miscellaneous	All other revenue, including support from City of Laguna Woods and bank interest	\$ 14
	TOTAL	\$ 10,014
<u>Expenditures - Projected**</u>	<u>General Description</u>	
E1 Contract Services	Accounting, graphic design, legal, and other professional services (excluding information technology)	\$ 1,000
E2 Corporate Fees	Monies paid to maintain corporate and charitable status (e.g., IRS, CA Attorney General)	\$ 275
E3 Information Technology	Domain name registration, email service, website hosting/design, and related professional services	\$ 1,000
E4 Supplies and Printing	Letterhead, envelopes, flyers, and other purchases or reproductions (excluding equipment)	\$ 900
E5 Supportive Contributions	Friends of the Library - Expenditures from restricted contributions for programs, projects, etc.	\$ -
E6 Supportive Contributions	Friends of the Dog Park - Expenditures from restricted contributions for programs, projects, etc.	\$ -
E7 Miscellaneous	All other expenditures, including bank fees	\$ 500
	TOTAL	\$ 3,675
	REVENUES OVER / (UNDER EXPENDITURES)	\$ 6,339
 <u>Unappropriated Fund Balance</u>	 June 30, 2019 - Projected Ending Fund Balance	 <u>\$ 10,031</u>

* The Chief Executive Officer may decrease revenue estimates to reflect economic change during the fiscal year and may reduce expenditure appropriations as a method of fiscal control.

** The Chief Executive Officer is authorized to transfer appropriations and make adjustments within and between expenditure accounts, provided that there is no increase in overall appropriations and such transfers are not between restricted and unrestricted funds. Appropriations from unappropriated fund balance must be approved by the Board of Directors.