

**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
October 2, 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 3:02 p.m.

2. ROLL CALL

BOARD OF DIRECTORS: PRESENT: Carpenter, Hatch, Moore, Rothberg
ABSENT: Chong, Williams

STAFF: PRESENT: Macon, Cady, Trippy

3. PLEDGE OF ALLEGIANCE

Chair Moore led the pledge of allegiance.

4. PUBLIC COMMENTS – None

5. BOARD OF DIRECTORS MEETING MINUTES

Moved by Director Rothberg, seconded by Vice Chair Hatch, and carried unanimously on a 4-0 vote with directors Chong and Williams absent, to approve the Board of Directors meeting minutes for the meeting on September 4, 2018.

6. CHIEF FINANCIAL OFFICER'S REPORT

CFO Cady reported the following contributions received to-date:

- Friends of the Laguna Woods Library: \$134 in Fiscal Year 2018-19.
- Dog Park Founders Wall: \$3,550 in Fiscal Year 2018-19.

In response to a question from Director Carpenter, CFO Cady noted that acknowledgement letters are sent to contributors on a quarterly basis, sooner for memorials, and upon request.

7. CHIEF EXECUTIVE OFFICER'S REPORT

CEO Macon noted that:

- The City's Dog Park Advisory Group will discuss the status of the "A Place for Paws"

Dog Park Founders Wall fundraising program at an upcoming meeting.

- Staff is drafting an agreement with California Consulting for grant-related services.
- Staff has reached out to the Orange County Health Care Agency to gather information on temporary food facilities requirements for the potential garden tour fundraiser.

Vice Chair Hatch suggested that staff contact the Orange County Cemetery District's General Manager to discuss the Cemetery District's experience with memorial plaques.

In response to a question from Director Carpenter, CEO Macon noted that the deadline for the Founders Wall fundraising program is October 31, 2018 and stated that the size of the plaque will be determined once all contributions are received. CEO Macon also noted that members of the Dog Park Advisory Group are assisting with fundraising.

Chair Moore noted a tentative date of May 5, 2019 from 1-3 p.m. for the garden tour fundraiser.

8. IN-KIND DONATIONS

Director Carpenter discussed his support for the establishment of a policy to handle potential future in-kind donations. Such a policy would address what to accept and not accept, intake, storage, appraisal, and other related issues.

Director Carpenter encouraged staff to send acknowledgement letters to contributors on at least a monthly basis. Chair Moore concurred.

CEO Macon stated that staff will send acknowledgement letters at least monthly.

The Board of Directors discussed the item.

Moved by Director Carpenter, seconded by Director Rothberg, and carried unanimously on a 4-0 vote with directors Chong and Williams absent, to require that in-kind donations of tangible goods be approved by the Board of Directors prior to acceptance

CEO Macon stated that, as time allows, staff will develop a written in-kind donation policy for future consideration by the Board of Directors.

9. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Rothberg asked if the City has identified a future library location.

Chair Moore and CEO Macon briefly responded that the City has not identified a future location and that any such determination would require City Council approval. Staff continues to evaluate potential opportunities.

Vice Chair Hatch noted that the Chase Bank in the Willow Tree Center will be closing.

Chair Moore commented on business vacancies and the I-5/El Toro Road Interchange Project.

Vice Chair Hatch commented on financial challenges facing a potential new library.

Director Carpenter briefly responded to Vice Chair Hatch's comments.

Director Rothberg commented on the reluctance of some Laguna Woods Village residents to donate to activities or programs that are open to the general public.

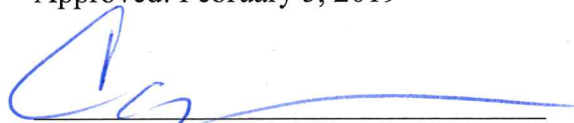
10. ADJOURNMENT

The meeting was adjourned at 4:02 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, December 4, 2018 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

Approved: February 5, 2019



YOLIE TRIPPY, Secretary



CAROL MOORE, Chair of the Board