



# 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

Special Meeting  
Monday, April 8, 2019  
9:30 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 February 5, 2019.
6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS  
**Recommendation:** Receive and file reports from the Chief Executive Officer and the Chief Financial Officer.
7. “A PLACE FOR PAWS” DOG PARK FOUNDERS WALL  
**Recommendation:**
  1. Approve the purchase of the “A Place for Paws” Dog Park Founders Wall plaque in an amount not to exceed \$2,100.

AND

2. Approve the donation of the “A Place for Paws” Dog Park Founders Wall plaque to the City of Laguna Woods for display in the dog park that is being constructed as part of the City of Laguna Woods’ “Dog Park Relocation Project: Phase 1.”

AND

3. Authorize the Chief Executive Officer to execute related contracts and instruments.

8. “A PLACE FOR PAWS” DOG PARK COMMEMORATIVE TILE PROGRAM

**Recommendation:** Approve a commemorative tile fundraising program to support the operation and maintenance of “A Place for Paws” Dog Park generally consisting of the following:

- **Options:** [1] 3”x3” tile (text only) for a contribution of \$30; [2] 6”x6” tile (option of text and/or one photograph) for a contribution of \$50; and, [3] 12”x12” tile (option of text and/or two photographs) for a contribution of \$100.
- **Design:** All tiles to be dark brown plastic with white text/white photographs.
- **Installation:** Tiles to be installed in the dog park on a quarterly basis.
- **Term:** Contributions are for a five-year term of display; contributors have the option to renew for an additional term of display thereafter at then-current prices.

9. “A PLACE FOR PAWS” DOG PARK AMENITY SPONSORSHIP PROGRAM

**Recommendation:** Approve contribution levels, benefits, schedules, costs, and other logistics regarding an amenity sponsorship fundraising program to support the operation and maintenance of “A Place for Paws” Dog Park.

10. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

11. ADJOURNMENT

The next regular meeting of the Laguna Woods Civic Support Fund Board of Directors will be at 3:00 p.m. on May 7, 2019 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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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. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.

Yolie Trippy  
YOLIE TRIPPY, Secretary

4-5-19  
Date

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**LAGUNA WOODS CIVIC SUPPORT FUND  
BOARD OF DIRECTORS MINUTES  
REGULAR MEETING  
February 5, 2019  
3:00 P.M.  
Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637**

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**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, Chong, Hatch, Moore, Rothberg  
ABSENT: Williams

STAFF: PRESENT: Macon

**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 5-0 vote with Director Williams absent, to approve the Board of Directors meeting minutes for the meeting on October 2, 2018.

**6. CHIEF EXECUTIVE OFFICER’S REPORT**

CEO Macon reported that:

- The Civic Support Fund’s website remains in development. An agreement with Cliq and Woodforest National Bank was executed on February 5, 2019 to enable merchant services for the Friends of the Laguna Woods OC Library.

Director Williams arrived.

CEO Macon reported that:

- OC Public Libraries staff has indicated that they will be requesting funding to offset crafting program costs currently covered by OC Public Libraries staff. If such a request is made, it would be included on a future agenda for consideration by the Board of

Directors. There is no obligation for the Board of Directors to approve funding requests.

- The City’s Dog Park Advisory Group continues to discuss potential fundraising programs to support the operation and maintenance of “A Place for Paws” Dog Park. Staff has received input regarding a potential commemorative tile fundraising program and is finalizing information for future consideration by the Board of Directors.

Director Carpenter suggested that staff consider applying a limited term to the period of display for commemorative tiles with an opportunity for contributors to renew for future periods.

CEO Macon reported that:

- Staff is drafting an agreement with California Consulting for grant-related services.

## **7. CHIEF FINANCIAL OFFICER’S REPORT**

CEO Macon, on behalf of CFO Cady, reported the following:

- Friends of the Laguna Woods OC Library:
  - Net Income Fiscal Year 2018-19 thru 1/31/19: \$984
  - Net Income Inception thru 1/31/19: \$1,134
- “A Place for Paws” Dog Park:
  - Net Income Inception thru 1/31/19: \$9,286
- Operational Contribution from City of Laguna Woods:
  - Remaining as of 1/31/19: \$2,639

## **8. “A PLACE FOR PAWS” DOG PARK FOUNDERS WALL**

CEO Macon reported that:

- Contributions were accepted through January 31, 2019.
- The plaque is being designed; an initial proof was shown to the Dog Park Advisory Group on December 11, 2018.
- The plaque will be ordered and installed prior to the relocated dog park’s grand opening.
- Once the plaque is paid for, the Board of Directors will be able to contribute the remaining funds raised to the City to support operation and maintenance of the dog park.

Director Carpenter encouraged staff to carefully proof the plaque prior to placing an order and asked about the number of contributors and order of names on the plaque.

CEO Macon confirmed that staff would carefully proof the plaque prior to placing an order and noted that there are approximately 50 contributors who are identified in alphabetical order by contribution level on the plaque; business contributors precede individual contributors.

## **9. GARDEN TOUR FUNDRAISER**

The Board of Directors discussed plans for a garden tour fundraiser, including garden locations, date, time, number of tickets, staging area, transportation, tour group sizes, volunteer docents, refreshments, participant identification, participant gifts, restroom access, publicity, and liability. No action was taken except as specified below.

Moved by Director Williams, seconded by Vice Chair Hatch, and carried unanimously on a 6-0 vote, to set ticket prices at \$25 if purchased in advance of a deadline to be established and \$30 if purchased thereafter.

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

Chair Moore noted that the City will be hosting a screening of “Harlem Rides the Range” at City Hall on February 20, 2019, in celebration of Black History Month.

**11. ADJOURNMENT**

The meeting was adjourned at 4:51 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, March 5, 2019 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

Approved: April 8, 2019

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YOLIE TRIPPY, Secretary

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CAROL MOORE, Chair of the Board

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## CHIEF FINANCIAL OFFICER'S REPORT

### Trial Balance Account Summary

Date Range: 07/01/2018 - 03/31/2019

Account	Name	Ending Balance	
		Debits	Credits
<b>Fund: 430 - Civic Support Fund</b>			
<b>Asset</b>			
<a href="#">430-0003-0000</a>	Checking NP - US Bank	15,499.78	
<b>Liability</b>			
<a href="#">430-2159-0000</a>	Due to Other Funds		
<b>Equity</b>			
<a href="#">430-2920-0130</a>	Fund Balance - Restricted Library		150.00
<a href="#">430-2930-0000</a>	Fund Balance - Assigned		2,623.23
<b>Revenue</b>			
<a href="#">430-0000-3080-0000</a>	Interest		2.85
<a href="#">430-1800-3760-0002</a>	Donations - Dog Park		11,836.11
<a href="#">430-1800-3760-0003</a>	Donations - Library		989.48
<b>Expense</b>			
<a href="#">430-1800-6165-0000</a>	Office Supplies & Activities	101.89	
	<b>Fund 430 Total:</b>	<b>15,601.67</b>	<b>15,601.67</b>
	<b>Report Total:</b>	<b>15,601.67</b>	<b>15,601.67</b>

**Note:** This statement represents activity for the period of July 1, 2018 through March 31, 2019. Due to timing of the closing of the March 2019 general ledger, this statement does not include certain transactions including March 2019 bank interest not yet reported and miscellaneous reconciling items.

**Laguna Woods Civic Support Fund  
Donations  
July 1, 2018 thru March 31, 2019**

**A Place for Paws Donations**

Bronze, \$50	23	\$1,150
Silver, \$100	15	\$1,500
Gold, \$150	12	\$1,650
Platinum, \$250	9	\$2,000
Diamond, \$500	12	\$5,500
Other, Donor Directed	1	\$36
<b>Total</b>	<b>72</b>	<b>\$11,836</b>

(Diamond donations include four corporate donors)

**Friends of the Library Donations**

Individual, \$25	4	\$100
Family \$50	2	\$100
Patron, \$100	0	\$0
Sustaining, \$250	2	\$750
Other, Donor Directed	3	\$37.47
<b>Total</b>	<b>11</b>	<b>\$987.47</b>