



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 4, 2019
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 April 8, 2019.
6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS
Recommendation: Receive and file reports from the Chief Executive Officer and the Chief Financial Officer.
7. BUDGET
Recommendation: Adopt a budget for the 2019-20 fiscal year.
8. BOARD OF DIRECTORS MEETING SCHEDULE
Recommendation: Cancel or reschedule the regular Board of Directors meeting on July 2, 2019 at 3 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

9. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Recommendation: Provide direction to staff on fundraising to support the Laguna Woods branch of the County of Orange’s public library system.

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 July 2, 2019 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

5-31-19

Date

**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
SPECIAL MEETING
April 8, 2019
9:30 A.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 9:32 a.m.

2. ROLL CALL

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

STAFF: PRESENT: Macon, Trippy

3. PLEDGE OF ALLEGIANCE

Director Chong led the pledge of allegiance.

4. PUBLIC COMMENTS – None

5. BOARD OF DIRECTORS MEETING MINUTES

Moved by Director Williams, seconded by Vice Chair Hatch, and carried unanimously on a 5-0 vote with Director Carpenter absent, to approve the Board of Directors meeting minutes for the meeting on February 5, 2019.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

CEO Macon discussed the following:

- Elizabeth Torres has replaced Margaret Cady on an interim basis and is serving as the Laguna Woods Civic Support Fund's Interim Chief Financial Officer.

CEO Macon reviewed the Chief Financial Officer's report, which was included in the agenda packet, and responded to related questions.

CEO Macon discussed the following:

- The agreement with California Consulting for grant-related services is expected to be effective beginning on May 1, 2019.

Chair Moore suggested that staff explore library-related grant opportunities through the Bill & Melinda Gates Foundation.

7. “A PLACE FOR PAWS” DOG PARK FOUNDERS WALL

CEO Macon provided a report and responded to related questions.

Moved by Director Rothberg, seconded by Vice Chair Hatch, and carried unanimously on a 5-0 vote with Director Carpenter absent, to:

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.

At Vice Chair Hatch’s request, CEO Macon provided a brief update on the status of the “A Place for Paws” Dog Park construction.

Chair Moore suggested that staff look into a new type of pavement that was recently discussed at a Southern California Association of Governments meeting.

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

CEO Macon provided a report and responded to related questions.

Moved by Director Williams, seconded by Director Rothberg, and carried unanimously on a 5-0 vote with Director Carpenter absent, to 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.

Vice Chair Hatch thanked staff for their efforts in developing the tile program.

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

CEO Macon provided a report and responded to related questions.

The members of the Board of Directors present reached consensus to ask staff to return with recommendations for 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 after first reviewing similar programs in other areas and “market” pricing, and then soliciting feedback on the same from the Dog Park Advisory Group.

Director Rothberg suggested that the City consider adding a sculpture of a dog to “A Place for Paws” Dog Park.

10. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Chair Moore commented on her “Taste of Nature” fundraising event and view of a future library as an “experience” with a focus on technology and learning.

Chair Moore suggested that the Board of Directors consider forming a group like the City’s Dog Park Advisory Group to support the Laguna Woods OC Public Library.

Director Rothberg commented on fundraising for the Laguna Woods OC Public Library being hindered by a lack of specificity regarding future space and conditions.

CEO Macon noted that decisions regarding any future construction of a permanent home for the Laguna Woods OC Public Library are within the purview of the City Council.

11. ADJOURNMENT

The meeting was adjourned at 10:37 a.m. The next regular meeting will be at 3:00 p.m. on Tuesday, May 7, 2019 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

Approved: June 4, 2019

YOLIE TRIPPY, Secretary

NOEL HATCH, Vice Chair of the Board

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**LAGUNA WOODS CIVIC SUPPORT FUND
FISCAL YEAR 2019-20 BUDGET**

<u>Beginning Fund Balance</u>	June 30, 2019 - Projected Beginning Fund Balance	\$ 15,171
<u>Revenues - Estimated*</u>	<u>General Description</u>	
R1 Donations - Restricted	Friends of the Library - Contributions from individuals and businesses	\$ 1,500
R2 Donations - Restricted	Friends of the Dog Park - Contributions from individuals and businesses	\$ 10,000
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	\$ 15
	TOTAL	\$ 11,515
<u>Expenditures - Projected**</u>	<u>General Description</u>	ADOPTED
		TBD
E1 Contract Services	Accounting, graphic design, legal, and other professional services (excluding information technology)	\$ 575
E2 Corporate Fees	Monies paid to maintain corporate and charitable status (e.g., IRS, CA Attorney General)	\$ 200
E3 Information Technology	Domain name registration, email service, website hosting/design, and related professional services	\$ 500
E4 Supplies and Printing	Letterhead, envelopes, flyers, and other purchases or reproductions (excluding equipment)	\$ 250
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.	\$ 10,000
E7 Miscellaneous	All other expenditures, including bank fees	\$ 500
	TOTAL	\$ 12,025
	REVENUES OVER / (UNDER EXPENDITURES)	\$ (510)
<u>Unappropriated Fund Balance</u>	June 30, 2020 - Projected Ending Fund Balance	<u>\$ 14,661</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.

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