

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, November 5, 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 June 4, 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 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 the City of Laguna Woods’ “A Place for Paws” Dog Park.

8. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Recommendation: Provide direction to staff on fundraising to support the City of Laguna Woods' City Hall/Public Library Project and the Laguna Woods branch of the County of Orange's public library system.

9. BOARD OF DIRECTORS MEETING SCHEDULE

Recommendation: Cancel or reschedule the regular Board of Directors meeting on December 3, 2019 at 3 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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 December 3, 2019 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

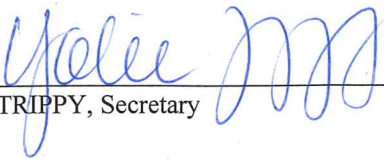
Public Comments: Persons wishing to address the Board of Directors are requested to complete and submit a speaker card to staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the Board of Directors on an item appearing on this agenda will be called 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

10-31-19

Date

**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
June 4, 2019
3:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

1. CALL TO ORDER

Vice Chair Hatch called the meeting of the Laguna Woods Civic Support Fund Board of Directors to order at 3:45 p.m.

2. ROLL CALL

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

STAFF: PRESENT: Macon, Trippy

3. PLEDGE OF ALLEGIANCE

Vice Chair Hatch 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 Chair Moore and Director Williams absent, to approve the Board of Directors meeting minutes for the meeting on April 8, 2019.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

CEO Macon discussed the following:

- The agreement with California Consulting for grant-related services has been executed and became effective on May 1, 2019. Staff has participated in a kick-off call with California Consulting and received an initial list of prospects to review.
- Management of the Laguna Woods Civic Support Fund's banking services has been moved from the local U.S. Bank branch to U.S. Bank's local government services unit.
- Recruitment for the City's Administrative Services Director/City Treasurer is ongoing. The Administrative Services Director/City Treasurer will also serve as the Laguna Woods Civic Support Fund's Chief Financial Officer.
- The "A Place for Paws" Dog Park Founders Wall plaque has been ordered.

- The private “A Taste of Nature” event that was hosted to benefit the Laguna Woods Civic Support Fund’s library-related activities raised \$1,210.
- Staff has received control of the Laguna Woods Civic Support Fund’s website and is now able to independently modify content prior to the public launch.

7. BUDGET

CEO Macon reviewed the proposed budget and noted that “Unappropriated Fund Balance” has been corrected to read “Cumulative Fund Balance.”

Moved by Director Rothberg, seconded by Director Carpenter, and carried unanimously on a 4-0 vote with Chair Moore and Director Williams absent, to adopt a budget for the 2019-20 fiscal year.

8. BOARD OF DIRECTORS MEETING SCHEDULE

Moved by Director Carpenter, seconded by Director Chong, and carried unanimously on a 4-0 vote with Chair Moore and Director Williams absent, to cancel 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

The Board of Directors discussed potential fundraising activities to support the Laguna Woods branch of the County of Orange’s public library system, including fundraising to support events and programming. Staff responded to related questions. No action was taken.

10. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Chong announced an upcoming Korean Club event.

11. ADJOURNMENT

The meeting was adjourned at 4:19 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, August 6, 2019 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: November 5, 2019

CAROL MOORE, Chair



Laguna Woods
CIVIC SUPPORT FUND

CHIEF FINANCIAL OFFICER'S REPORT
September 2019

Balance Sheet
as of September 30, 2019

Assets:

Checking - US Bank	\$	14,817.13	
Accounts Receivable		-	
Total Assets			<u>\$ 14,817.13</u>

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$	-	
Due to Other Funds		-	
Total Liabilities		-	

Fund Balance:

Restricted - Dog Park	10,047.81	
Restricted - Library	2,382.47	
Assigned - Administrative Support	2,386.85	
Total Fund Balance	14,817.13	

Total Liabilities and Fund Balance	\$	<u>14,817.13</u>
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**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**

for the period July 1, 2019 through September 30, 2019
(25.0% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 1,500.00	\$ -	0.0%
R2 Donations Restricted - Friends of the Dog Park	10,000.00	100.00	1.0%
R3 Donations Unrestricted	-	-	0.0%
R4 Fundraising	-	-	0.0%
R5 Grant Funding	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	1.40	9.3%
Total Revenues	<u>11,515.00</u>	<u>101.40</u>	0.9%
Expenditures:			
E1 Contract Services	575.00	-	0.0%
E2 Corporate Fees	200.00	-	0.0%
E3 Information Technology	500.00	-	0.0%
E4 Supplies and Printing	250.00	-	0.0%
E5 Supportive Contributions - Library	-	-	0.0%
E6 Supportive Contributions - Friends of the Dog Park	10,000.00	1,888.30	18.9%
E7 Miscellaneous	500.00	-	0.0%
Total Expenditures	<u>12,025.00</u>	<u>1,888.30</u>	15.7%
Net Change in Fund Balance	(510.00)	(1,786.90)	350.4%
Beginning Fund Balance	<u>16,604.03</u>	<u>16,604.03</u>	
Ending Fund Balance	<u>\$ 16,094.03</u>	<u>\$ 14,817.13</u>	92.1%