

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, August 4, 2020
3:00 p.m.

Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637

NOVEL CORONAVIRUS (COVID-19) NOTICE

Please consider participating in this meeting remotely. Written public comments may be submitted via email (contact@lwcivicsupportfund.com) or by mail (Laguna Woods Civic Support Fund, 24264 El Toro Road, Laguna Woods, CA 92637), provided that they are received by the City prior to 3 p.m. on the day of the meeting. Written public comments may be read or summarized to the Laguna Woods Civic Support Fund Board of Directors at the meeting, and parties submitting comments should be aware that their email addresses and any information submitted may be disclosed or become a matter of public record. No party should expect privacy of such information.

Please exercise caution when attending this meeting. If you do attend this meeting, please maintain a distance of six feet or more between yourself and others, wash your hands with soap and water before and after the meeting, and refrain from handshaking and other physical contact.

ABOUT THE LAGUNA WOODS CIVIC SUPPORT FUND

The specific and primary purpose of the Laguna Woods Civic Support Fund is to raise and distribute funds to support programs, projects, and services of the City of Laguna Woods, as well as to function as a “friends of the library” group in support of the Laguna Woods branch of the County of Orange’s public library system.

1. CALL TO ORDER

2. ROLL CALL

Carol Moore, Chair
Noel Hatch, Vice Chair
Steve Carpenter

Ryna Rothberg
Fran Williams

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 briefly respond, provide references for factual information, request follow-up by 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 July 7, 2020.

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 CONTRIBUTIONS

Recommendation: Authorize a payment to the City of Laguna Woods in the amount of \$564.34 to offset costs for maintenance of “A Place for Paws” Dog Park incurred for the month of May 2020, with the payment drawn from funds raised by contributions restricted for use to support “A Place for Paws” Dog Park.

8. MEMBERS OF THE BOARD OF DIRECTORS

Recommendation: Make recommendations to the City Council regarding the recruitment and appointment of members of the Board of Directors.

Current Vacancies

- One (1) resident of Laguna Woods; and
- One (1) person representing a business or organization with a physical location in Laguna Woods or that provides regular and ongoing services to residents of Laguna Woods.

9. 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.

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 September 1, 2020 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
JULY 7, 2020
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 Board of Directors to order at 3:07 p.m.

2. ROLL CALL

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

All members of the Board of Directors participated via telephone as permitted by Governor Newsom's Executive Order N-29-20 (dated March 17, 2020).

STAFF: PRESENT: Macon, Trippy

CEO Macon and Secretary Trippy participated in-person at the meeting location.

3. PLEDGE OF ALLEGIANCE

Chair Moore led the pledge of allegiance.

4. PUBLIC COMMENTS – None

5. BOARD OF DIRECTORS MEETING MINUTES

Moved by Vice Chair Hatch, seconded by Director Rothberg, and carried unanimously on a 4-0 vote with Director Carpenter absent, to approve the Board of Directors meeting minutes for the meeting on June 2, 2020.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

CEO Macon announced that Peter Chong resigned from the Laguna Woods Civic Support Fund Board of Directors earlier in the day, prior to this meeting.

CEO Macon reviewed the Chief Financial Officer's Report and the fundraising memorandum that were included in the agenda packet. CEO Macon responded to related questions.

Director Rothberg stated that, based on the information provided, a pin sale fundraiser is not viable.

CEO Macon stated that he is gathering additional information on “A Place for Paws” Dog Park fundraising and plans to present the same at an upcoming meeting.

7. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Discussion included:

- Potential event-based fundraisers, including meet the author events. CEO Macon stated that due to the impacts of COVID-19, in-person fundraisers are unlikely to be able to occur until after the first of the 2021 calendar year or later, as circumstances dictate.
- Promotional ideas for the Founders Wall fundraising program: TV6, clubs, book clubs, discussion groups, Laguna Woods Village board meetings, Laguna Woods Village club presidents meetings, the Laguna Woods Village *Breeze*, and the *Laguna Woods Globe*. CEO Macon stated that a flyer and talking points will be developed once updated exterior renderings of the library are available.
- The status of, and anticipated timing for, construction of the library. CEO Macon stated that the design process is continuing and updated exterior renderings will be available after construction plans have been submitted for building plan review.
- The potential for a fundraising logo and/or slogan for the library. Director Rothberg stated that she will gather information on slogans used by the American Library Association.
- The importance of filling the vacancy caused by former director Chong’s resignation. Vice Chair Hatch stated that he would do related outreach.

8. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Williams commented on her daughter’s professional literacy-related accomplishments. She also noted that she has a number of event ideas for library fundraising.

Members of the Board of Directors and CEO Macon commented on this meeting and exchanged well wishes.

CEO Macon noted that the next meeting of the Board of Directors is scheduled for August 4, 2020 at 2 p.m.

Director Williams commented on a cookbook that she is compiling.

9. ADJOURNMENT

The meeting was adjourned at 3:53 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, August 4, 2020 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: August 4, 2020

CAROL MOORE, Chair

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CHIEF FINANCIAL OFFICER'S REPORT
June 2020

Balance Sheet
as of June 30, 2020

Assets:

Checking - US Bank	\$	8,373.74	
Accounts Receivable		-	
		-	
Total Assets			\$ 8,373.74

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$	564.34	
Due to Other Funds		-	
		-	
Total Liabilities		564.34	

Fund Balance:

Restricted - Dog Park		3,419.39	
Restricted - Library		2,382.47	
Assigned - Administrative Support		2,007.54	
		2,007.54	
Total Fund Balance		7,809.40	

			\$ 8,373.74
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**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**

for the period July 1, 2019 through June 30, 2020
(100% 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	200.00	2.0%
R3 Donations Unrestricted	-	-	0.0%
R4 Fundraising	-	-	0.0%
R5 Grant Funding	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	7.34	48.9%
Total Revenues	<u>11,515.00</u>	<u>207.34</u>	1.8%
Expenditures:			
E1 Contract Services	575.00	-	0.0%
E2 Corporate Fees	200.00	20.00	10.0%
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	8,616.72	86.2%
E7 Miscellaneous	500.00	365.25	73.1%
Total Expenditures	<u>12,025.00</u>	<u>9,001.97</u>	74.9%
Net Change in Fund Balance	(510.00)	(8,794.63)	1724.4%
Beginning Fund Balance	<u>16,604.03</u>	<u>16,604.03</u>	
Ending Fund Balance	<u>\$ 16,094.03</u>	<u>\$ 7,809.40</u>	48.5%

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**INVOICE**

City of Laguna Woods
24264 El Toro Rd
Laguna Woods CA 92637

Customer #: 19226683
Invoice #: 6820227
Invoice Date: 5/1/2020
Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For May	11,883.54
431100022	Laguna Woods City Hall Dog Parks - 90886 For May	564.34
431100022	Laguna Woods City Hall City Hall - 4478 For May	725.81
431100022	Laguna Woods City Hall City Centre Park Woods For May	1,505.88
	Total Invoice amount	14,679.57
	Tax amount	
	Balance due	14,679.57

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 714-546-7843