

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, March 2, 2021
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 Laguna Woods Civic Support Fund 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
Ryna Rothberg, Vice Chair
Steve Carpenter

Ed Tao
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 January 12, 2021.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

Recommendation: Receive and file reports from the Chief Executive Officer and the Chief Financial Officer.

7. 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.

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 COMMENTS AND ANNOUNCEMENTS

10. ADJOURNMENT

The next regular meeting of the Laguna Woods Civic Support Fund Board of Directors will be at 3:00 p.m. on April 6, 2021 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

2-25-21

Date

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**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
ADJOURNED REGULAR MEETING
JANUARY 12, 2021
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 3:04 p.m.

2. ROLL CALL

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

All members of the Board of Directors participated via teleconference 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

Secretary Trippy led the pledge of allegiance.

4. PUBLIC COMMENTS – None

5. BOARD OF DIRECTORS MEETING MINUTES

Moved by Director Tao, seconded by Director Williams, and carried unanimously on a 4-0 vote with Director Carpenter absent, to approve the Board of Directors meeting minutes for the meeting on December 1, 2020. This vote was conducted by roll call.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

CEO Macon noted that the Chief Financial Officer's Report was included in the agenda packet.

7. APPOINTMENT OF A VICE CHAIR OF THE BOARD OF DIRECTORS

CEO Macon introduced the item.

Chair Moore asked for interest in serving as Vice Chair.

Director Rothberg expressed interest in serving as Vice Chair.

Moved by Director Tao, seconded by Director Williams, and carried unanimously on a 4-0 vote with Director Carpenter absent, to appoint Director Rothberg to serve as Vice Chair. This vote was conducted by roll call.

8. MEMBERS OF THE BOARD OF DIRECTORS

CEO Macon introduced the item.

Discussion included potential candidates to fill the resident member vacancy.

Director Williams suggested that this item be considered at the next regular meeting to allow time for additional candidate recommendations.

CEO Macon stated that this item will be agendized again at the next regular meeting.

9. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

CEO Macon reviewed the status of the City of Laguna Woods' City Hall/Public Library Project and responded to related questions.

Discussion included potential fundraising events.

Directors Tao and Williams agreed to meet to discuss potential fundraising events and report back to the Board of Directors at the next regular meeting.

10. "A PLACE FOR PAWS" DOG PARK CONTRIBUTIONS

CEO Macon introduced the item.

Discussion included the need for increased dog park fundraising.

Moved by Director Williams, seconded by Vice Chair Rothberg, and carried unanimously on a 4-0 vote with Director Carpenter absent, to authorize a payment to the City of Laguna Woods in the amount of \$3,294.50 to offset costs for maintenance of "A Place for Paws" Dog Park incurred for the months of July through November 2020, with the payment drawn from funds raised by contributions restricted for use to support "A Place for Paws" Dog Park. This vote was conducted by roll call.

11. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Vice Chair Rothberg commented that the groundbreaking of the City Hall/Public Library Project will provide fundraising opportunities.

Director Tao wished everyone a happy New Year.

Chair Moore briefly responded to Vice Chair Rothberg's comments.

At Chair Moore's request, Secretary Trippy commented on an increase in the number of library patrons due to construction closures at the Rancho Santa Margarita and Lake Forest branches.

Director Tao asked about donating books to the library.

CEO Macon briefly responded to Director Tao's question.

12. ADJOURNMENT

The meeting was adjourned at 4:26 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, February 2, 2021 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: March 2, 2021

CAROL MOORE, Chair

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CHIEF FINANCIAL OFFICER'S REPORT
January 2021

Balance Sheet
 as of January 31, 2021

Assets:

Checking - US Bank	\$	7,951.55	
		7,951.55	
Total Assets	\$		7,951.55

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$	3,289.07	
		3,289.07	
Total Liabilities		3,289.07	

Fund Balance:

Restricted - Dog Park		-	
Restricted - Library		2,654.47	
Assigned - Administrative Support		2,008.01	
		4,662.48	
Total Fund Balance		4,662.48	

	\$	7,951.55
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**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**

for the period July 1, 2020 through January 31, 2021
(58% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ 272.00	2.7%
R2 Donations Restricted - Friends of the Dog Park	10,000.00	500.00	5.0%
R3 Donations Unrestricted	-	-	0.0%
R4 Fundraising	-	-	0.0%
R5 Grant Funding	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	0.47	3.1%
Total Revenues	<u>20,015.00</u>	<u>772.47</u>	3.9%
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	12,383.00	-	0.0%
E6 Supportive Contributions - Friends of the Dog Park	10,000.00	3,355.05	33.6%
E7 Miscellaneous	500.00	-	0.0%
Total Expenditures	<u>24,408.00</u>	<u>3,355.05</u>	13.7%
Net Change in Fund Balance	(4,393.00)	(2,582.58)	58.8%
Beginning Fund Balance	<u>7,245.06</u>	<u>7,245.06</u>	
Ending Fund Balance	<u>\$ 2,852.06</u>	<u>\$ 4,662.48</u>	163.5%