

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 2, 2022
3:00 p.m.

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

NOVEL CORONAVIRUS (COVID-19) NOTICE

Please exercise caution when attending this meeting. If you attend this meeting, please abide by all applicable state and local public health orders.

OPTIONS FOR PUBLIC COMMENTS

1. Attend the meeting in-person.

2. Submit public comments in writing. 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 3:00 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.

3. Make public comments by telephone. Dial (669) 900-6833. When prompted enter the following meeting ID: 880 1779 8616 followed by pound (#) and the following meeting passcode: 893115 followed by pound (#). When an item you wish to comment on is discussed, press *9 on your telephone to raise your hand. When it is your turn, you will be unmuted and able to speak. Please note that your telephone number will be visible to the Laguna Woods Civic Support Fund. No party should expect privacy of such information.

4. Make public comments online.

- Visit www.zoom.us
- Click on “Join a Meeting” toward the top right of the webpage
- Enter the following meeting ID: 880 1779 8616
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 893115
- Enter a name and email address as required by Zoom

When an item you wish to comment on is discussed, click on “Raise Hand.” When it is your turn, you will be unmuted and able to speak. Please note that information you enter into Zoom will be visible to the Laguna Woods Civic Support Fund. No party should expect privacy of such information.

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

Introductory Note: Members of the public wishing to address the Board of Directors on items appearing on this agenda are advised to indicate their interest in doing so at the time an item is considered by notifying staff if present in-person, pressing *9 on their telephone if participating by telephone, or clicking on “Raise Hand” if participating by computer via Zoom. Members of the public wishing to address the Board of Directors on items *not* appearing on this agenda may do so during Item 4.

2. ROLL CALL

Carol Moore, Chair (City Council appointee)	Young Lee (resident member)
Ryna Rothberg, Vice Chair (resident member)	Ed Tao (City Council appointee)
Steve Carpenter (business member)	James Tung (resident member)
German Cuenca (business member)	

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS

About Public Comments on Non-Agenda Items: This is the time and place for members of the public to address the Board of Directors on items *not* appearing on this agenda. To indicate interest, please notify staff if present in-person, press *9 on your telephone if participating by telephone, or click on “Raise Hand” if participating by

computer via Zoom. 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. CONSENT CALENDAR

About the Consent Calendar: All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board of Directors, staff, or member of the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

5.1 Board of Directors Meeting Minutes

Recommendation: Approve the Board of Directors meeting minutes for the meeting on July 5, 2022.

5.2 Chief Financial Officer's Report

Recommendation: Receive and file the Chief Financial Officer's report for the month of June 2022.

6. CITY HALL/PUBLIC LIBRARY PROJECT & FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Recommendation:

1. Receive and file an update from the Chief Executive Officer regarding the City Hall/Public Library Project and library-related fundraising programs.

AND

2. Discuss items related to 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, including the following matters agendized by Chair Moore:
 - (a) Astronomy Club
 - (b) Garden Club
 - (c) Top Tier Experiences

AND

3. Provide direction 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.

7. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

8. ADJOURNMENT

The next regular meeting of the Laguna Woods Civic Support Fund Board of Directors will be at 3:00 p.m. on September 6, 2022 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 on Non-Agenda Items" 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.

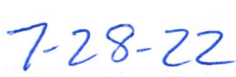
AFFIDAVIT OF POSTING

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

**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
July 5, 2022
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 3:01 p.m.

2. ROLL CALL

BOARD OF DIRECTORS: PRESENT: Moore, Rothberg, Carpenter, Tao, Tung
ABSENT: Cuenca, Lee

STAFF: PRESENT: Macon, Trippy

Director Tao participated via teleconference.

All other directors and staff participated in-person at the meeting location.

3. PLEDGE OF ALLEGIANCE

Chair Moore led the pledge of allegiance.

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None

5. CONSENT CALENDAR

Moved by Vice Chair Rothberg, seconded by Director Tung, and carried unanimously on a 5-0 vote with Directors Cuenca and Lee absent, to approve Consent Calendar items 5.1 – 5.3. This vote was conducted by roll call.

5.1 Board of Directors Meeting Minutes

Approved the Board of Directors meeting minutes for the meeting on June 7, 2022.

5.2 Chief Financial Officer's Report

Received and filed the Chief Financial Officer's report for the month of May 2022.

5.3 Bylaws

Received and filed the Laguna Woods Civic Support Fund's Bylaws as adopted by the

Board of Directors on March 6, 2018 and ratified by the Laguna Woods City Council on March 21, 2018.

6. CITY HALL/PUBLIC LIBRARY PROJECT & FRIENDS OF THE LAGUNA WOODS OC LIBRARY

CEO Macon introduced the item and provided an update on the City Hall/Public Library Project and various fundraising items summarized in the memorandum included in the agenda packet.

Director Tung requested a list of the names of contributors to the Founders Wall, including the amounts contributed by each.

CEO Macon responded that such a list would be provided.

Directors discussed the item and staff answered related questions. Topics included:

- City Hall/Public Library Project
- Founders Wall fundraising program
- Potential event rental policies
- Potential fundraising events, including matters such as catering and ticket prices
- Potential annual friends of the library function
- Friends of the library program
- Potential for Willie Phillips to write a poem for the library's grand opening
- Potential book sales
- Potential incentives for friends of the library contributions, such as speaking engagements, a lecture by the Astronomy Club, priority registration for events, and event rental discounts

CEO Macon advised that neither City Hall nor the public library building have sufficient space to accommodate a book sale operation.

In response to a request from Director Carpenter, CEO Macon stated that he would be provided with copies of the Founders Wall fundraising letters sent to CR&R and Care Ambulance.

CEO Macon stated that a list of the names of contributors to the Founders Wall, including the amounts contributed by each, would be provided to all directors.

CEO Macon advised that the possibility of renting any portion of City Hall or the public library building falls within the City's purview, not the Laguna Woods Civic Support Fund's.

7. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Vice Chair Rothberg commented on the progress of the City Hall/Public Library Project.

CEO Macon noted that the next Board of Directors meeting will be on August 2, 2022 at 3 p.m. and that regular meetings are the first Tuesday of each month at 3 p.m.

Secretary Trippy distributed a calendar of upcoming Board of Directors meetings.

8. ADJOURNMENT

The meeting was adjourned at 4:04 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, August 2, 2022 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: August 2, 2022

CAROL MOORE, Chair

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CHIEF FINANCIAL OFFICER'S REPORT
June 2022

Balance Sheet
 as of June 30, 2022

Assets:

Checking - US Bank	\$ 52,980.59	
Total Assets		<u>\$ 52,980.59</u>

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ -	
Total Liabilities		-

Fund Balance:

Restricted - Dog Park	(41.25)	
Restricted - Library	50,309.72	
Assigned - Administrative Support	2,712.12	
Total Fund Balance		<u>52,980.59</u>

Total Liabilities and Fund Balance		<u>\$ 52,980.59</u>
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**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**
for the period July 1, 2021 through June 30, 2022
(100% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ 47,875.00	478.8%
R2 Donations Restricted - Friends of the Dog Park	10,000.00	-	0.0%
R3 Donations Unrestricted	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	0.62	4.1%
Total Revenues	20,015.00	47,875.62	239.2%
Expenditures:			
E1 Contract Services	575.00	165.00	28.7%
E2 Corporate Fees	200.00	20.00	10.0%
E3 Information Technology	500.00	71.88	14.4%
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	-	0.0%
E7 Miscellaneous	500.00	76.65	15.3%
Total Expenditures	24,408.00	333.53	1.4%
Net Change in Fund Balance	(4,393.00)	47,542.09	-1082.2%
Beginning Fund Balance	5,438.50	5,438.50	
Ending Fund Balance	\$ 1,045.50	\$ 52,980.59	5067.5%

Library Founders Wall Contributions
July 1, 2021 thru June 30, 2022

Individual/Household		
Bronze, \$50	41	\$2,060
Silver, \$100	47	\$4,700
Gold, \$150	26	\$4,150
Platinum, \$300	10	\$3,000
Diamond, \$500	13	\$6,500
Legacy, \$1,000	20	\$20,000
Club Contribution		
Gold, \$150	7	\$1,165
Platinum, \$300	9	\$2,700
Diamond, \$500	1	\$500
Legacy, \$1,000	1	\$1,000
Business Contribution		
Platinum, \$300	2	\$600
Legacy, \$1,000	1	\$1,000
Total	178	\$47,375