



# 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, September 6, 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](mailto: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) 444-9171. When prompted enter the following meeting ID: 813 5087 6109 followed by pound (#) and the following meeting passcode: 847144 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](http://www.zoom.us)
- Click on “Join a Meeting” toward the top right of the webpage
- Enter the following meeting ID: 813 5087 6109
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 847144
- 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 August 2, 2022.

### 5.2 Chief Financial Officer's Report

**Recommendation:** Receive and file the Chief Financial Officer's report for the month of July 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 matter agendaized by Chair Moore:

(a) Discussion and possible Action regarding City Interfaith Breakfast

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 October 4, 2022 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.**



**LAGUNA WOODS CIVIC SUPPORT FUND  
BOARD OF DIRECTORS MINUTES  
REGULAR MEETING  
August 2, 2022  
3:00 P.M.  
Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637**

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**1. CALL TO ORDER**

Chair Moore called the meeting of the Laguna Woods Civic Support Fund Board of Directors to order at 3:10 p.m.

**2. ROLL CALL**

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

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**

Chair Moore shared photographs of the City Hall/Public Library Project.

City Manager Macon noted that the photographs were emailed to Director Tao, as well.

**5. CONSENT CALENDAR**

Moved by Vice Chair Rothberg, seconded by Director Lee, and carried unanimously on a 6-0 vote with Directors Carpenter and Tung absent, to approve Consent Calendar items 5.1 – 5.2. 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 July 5, 2022.

5.2 Chief Financial Officer's Report

Received and filed 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**

CEO Macon introduced the item and provided updates on the City Hall/Public Library Project, Founders Wall fundraising program, and potential purchase of bookmarks.

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

- City Hall/Public Library Project
- Founders Wall fundraising program
- Potential purchase of bookmarks and subsequent use
- Information regarding OC Public Libraries, its history, and programs/services
- Benefits of libraries and library programs/services
- Potential fundraiser with the Laguna Woods Village Astronomy Club
- Potential establishment of a target number of events per year and fundraising goals
- Potential cultural event ideas
- Cultural relations

Director Tao left the meeting at 3:50 p.m.

Director Tao rejoined the meeting at 3:56 p.m.

Topics also included:

- Potential donations from clubs for events (e.g., telescopes)
- Fundraising while also building community
- Potential rock concert with Asian food
- Potential recognition or benefits for "top tier" Founders Wall contributors

CEO Macon advised the Board of Directors to focus on fundraising.

Topics also included:

- Friends of the Library program

**7. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS**

Vice Chair Rothberg shared her interest in library-related events that are not fundraisers.

CEO Macon noted that the role of the Laguna Woods Civic Support Fund is to fundraise to support the City and Laguna Woods OC Public Library.

Director Tao commented on cultural events and collaboration with clubs.

Director Cuenca commented on his excitement for becoming a member of the Board of Directors and shared information regarding his employer, Sodexo Senior Living.

Chair Moore stated that the next Board of Directors meeting will be held on September 6, 2022.

**8. ADJOURNMENT**

The meeting was adjourned at 4:11 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, September 6, 2022 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, Secretary

Approved: September 6, 2022

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CAROL MOORE, Chair

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**CHIEF FINANCIAL OFFICER'S REPORT**  
**July 2022**

**Balance Sheet**  
as of July 31, 2022

Assets:

Checking - US Bank	\$ 52,980.81	
Total Assets	\$ 52,980.81	\$ 52,980.81

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ -	
Total Liabilities	-	-

Fund Balance:

Restricted - Dog Park	(41.25)	
Restricted - Library	50,309.72	
Assigned - Administrative Support	2,712.34	
Total Fund Balance	52,980.81	

Total Liabilities and Fund Balance		\$ 52,980.81
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**Revenues, Expenditures and Changes in Fund Balance -  
Budget vs Actual**  
for the period July 1, 2022 through June 30, 2023  
(8% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
<b>Revenues:</b>			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ -	0.0%
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	0.22	1.5%
Total Revenues	<u>20,015.00</u>	<u>0.22</u>	0.0%
<b>Expenditures:</b>			
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	-	0.0%
E7 Miscellaneous	500.00	-	0.0%
Total Expenditures	<u>24,408.00</u>	<u>-</u>	0.0%
Net Change in Fund Balance	(4,393.00)	0.22	0.0%
Beginning Fund Balance	<u>52,397.00</u>	<u>52,980.59</u>	
Ending Fund Balance	<u>\$ 48,004.00</u>	<u>\$ 52,980.81</u>	110.4%