

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 1, 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) 444-9171. When prompted enter the following meeting ID: 817 9441 5545 followed by pound (#) and the following meeting passcode: 967883 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: 817 9441 5545
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 967883
- 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 regular meeting on October 4, 2022.

5.2 Chief Financial Officer’s Report

Recommendation: Receive and file the Chief Financial Officer’s report for the month of September 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 and provide direction on 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, but not limited to, the following matter agendized by Chair Moore:

- (a) “Friends of the Laguna Woods OC Public Library” bookmarks and use thereof

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 December 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.

/s/ Yolie Trippy
YOLIE TRIPPY, Secretary

10/27/22
Date

**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
October 4, 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 3:05 p.m.

2. ROLL CALL

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

STAFF: PRESENT: CEO Macon, Secretary 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 Director Tung, seconded by Director Carpenter, and carried on a 6-0 vote with Director Rothberg 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 September 6, 2022.

5.2 Chief Financial Officer's Report

Received and filed the Chief Financial Officer's report for the month of August 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 and Founders Wall fundraising program.

Vice Chair Rothberg joined the meeting in-person.

Directors discussed the Founders Wall plaque and staff answered related questions.

Moved by Vice Chair Rothberg, seconded by Director Tung, and carried unanimously on a 7-0 vote, to authorize the Chief Executive Officer to incur costs not to exceed \$6,750 related to the design, fabrication, delivery, and installation of a 30” x 38” Founders Wall cast bronze plaque recognizing contributors. This vote was conducted by roll call.

Directors discussed the potential purchase of “Friends of the Laguna Woods OC Public Library” bookmarks and use of the same.

Moved by Vice Chair Rothberg, seconded by Director Carpenter, and carried unanimously on a 7-0 vote, to authorize the Chief Executive Officer to incur costs not to exceed \$500 related to the purchase of 120 “Friends of the Laguna Woods OC Public Library” bookmarks (purple background with gold text and a gold image of stacked books) with the use of such bookmarks to be giveaways for Founders Wall contributors at the Legacy level and future fundraising. This vote was conducted by roll call.

Directors discussed Chair Moore’s idea for a City Interfaith Breakfast and Chair Moore answered related questions. The Board of Directors took no action.

7. BOARD OF DIRECTORS MEETING SCHEDULE

CEO Macon introduced the item.

The Board of Directors declined to cancel the regular meeting scheduled for November 1, 2022 at 3 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637 due to a conflict with City Hall’s use as a vote center for the November 8, 2022 General Election.

Vice Chair Rothberg offered The Towers at Laguna Woods Village as a possible alternate meeting location.

CEO Macon stated that a meeting location would be identified on the next agenda.

Director Tao left the meeting.

8. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Lee commented on the value of making Korean-language newspapers available in the

library and asked about the library's collection and book donations.

CEO Macon noted that the library's collection is not within the Board of Director's purview. OC Public Libraries is responsible for collection-related decisions.

Chair Moore made comments related to the library's collection and book donations.

Vice Chair Rothberg noted that book donations can be made to the Laguna Woods Village Library.

Director Tung commented on the value of religious collaboration in the aftermath of tragedies.

Chair Moore briefly responded to Director Tung's comments.

Vice Chair Rothberg commented on the focus of the Laguna Woods Civic Support Fund.

Director Lee briefly responded to Vice Chair Rothberg's comments.

Director Cuenca provided a handout with Sodexo's boxed breakfast options for potential future events. That handout is attached to these minutes as Exhibit A.

Director Carpenter briefly responded to Director Cuenca.

Chair Moore noted that the next meeting will be held at 3:00 p.m. on November 1, 2022 at a meeting location to be determined.

9. ADJOURNMENT

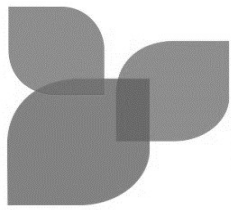
The meeting was adjourned at 4:40 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, November 1, 2022 at a meeting location to be determined.

YOLIE TRIPPY, Secretary

Approved: November 1, 2022

CAROL MOORE, Chair

CATERING EVENT		Invoice Number 0000000000001	
Name of Organization:		Day/Time:	Event Time:
Purpose of Function: Private Catering		Number of Guests 25	Clean-Up Time:
Name of Representation:		Pay to: Mutual No Fifty	
Billing Address:		Phone:	
Location of Event:			
Deposit none			
Type of Service: Boxed Breakfast			
Service Notes: Boxed Service: Scramble Eggs Muffin Yogurt Fruit Coffee		Please Pay Invoice @ Day of Event! Thanks, You! Cash or Credit Card w/ a 3% charge	
		Event Price	
		Number of Persons: 25	Price Per Person \$10.00
		Total:	
EXTRAS – PLEASE HIGHLIGHT		Price of Extras LABOR	\$
Candles	Bread baskets	Linen Charge	\$
Flowers	Salt & Pepper Shakers	Sub Total	\$
Platform	Water Pitchers	Tax	0
Napkins	Glasses	Less Decline Balance	\$
Linen	Towels	Please Pay This Amount	\$ 250
Skirting	Place Cards		
Coffee Cups	Sugar, Sugar Sub		
Chaffing dish	Butter/Margarine		
Serving utensils	Creamers & Mocha Mix		
Stir sticks	Coffee/Decaf		
Special Notes		Important Seven days notice must be given for EXPECTED number of people attending. Forty-Eight hours notices must be given for GUARANTEED numbers and cancellations for events without 48 hour notice may be subject to charge.	
		Customer – Acknowledgment of Services	



Laguna Woods CIVIC SUPPORT FUND

CHIEF FINANCIAL OFFICER'S REPORT September 2022

Balance Sheet as of September 30, 2022

Assets:

Checking - US Bank	\$ 53,158.24	
Total Assets	<u>53,158.24</u>	<u>\$ 53,158.24</u>

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ -	
Total Liabilities	<u>-</u>	

Fund Balance:

Restricted - Dog Park	(41.25)	
Restricted - Library	51,509.72	
Assigned - Administrative Support	<u>1,689.77</u>	
Total Fund Balance	53,158.24	

Total Liabilities and Fund Balance	<u>\$ 53,158.24</u>
------------------------------------	---------------------

**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**
for the period July 1, 2022 through June 30, 2023
(25% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ 200.00	2.0%
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	0.65	4.3%
Total Revenues	<u>20,015.00</u>	<u>200.65</u>	1.0%
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	-	0.0%
E7 Miscellaneous	500.00	23.00	4.6%
Total Expenditures	<u>24,408.00</u>	<u>23.00</u>	0.1%
Net Change in Fund Balance	(4,393.00)	177.65	-4.0%
Beginning Fund Balance	<u>52,397.00</u>	<u>52,980.59</u>	
Ending Fund Balance	<u>\$ 48,004.00</u>	<u>\$ 53,158.24</u>	110.7%

Library Founders Wall Contributions
July 1, 2022 thru June 30, 2023

Individual/Household		
Silver, \$100	2	\$200
Total	2	\$200