

# 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, December 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: 847 5317 1249 followed by pound (#) and the following meeting passcode: 717384 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: 847 5317 1249
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 717384
- 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 Chief Financial Officer's Report

**Recommendation:** Receive and file the Chief Financial Officer's report for the month of October 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. Approve, in concept, the design of the 30" x 38" Founders Wall cast bronze plaque recognizing contributors, and authorize the Chief Executive Officer to proceed with purchasing the plaque. *[Note: The Board of Directors previously authorized the Chief Executive Officer to incur costs not to exceed \$6,750 related to the design, fabrication, delivery, and installation of the plaque.]*

AND

3. Discuss and take action on matters 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) Tea for Tier One Supporters

## 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 January 3, 2023 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.**

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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.

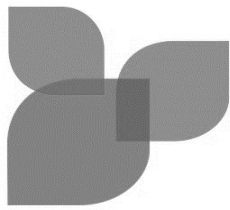
AFFIDAVIT OF POSTING

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](http://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

12/2/22  
Date



# Laguna Woods CIVIC SUPPORT FUND

## CHIEF FINANCIAL OFFICER'S REPORT October 2022

### Balance Sheet as of October 31, 2022

#### Assets:

Checking - US Bank	\$ 51,158.46	
Total Assets	<u>51,158.46</u>	<u>\$ 51,158.46</u>

#### Liabilities and Fund Balance:

#### Liabilities:

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

#### Fund Balance:

Restricted - Dog Park	458.75	
Restricted - Library	49,009.72	
Assigned - Administrative Support	<u>1,689.99</u>	
Total Fund Balance	51,158.46	

Total Liabilities and Fund Balance	<u>\$ 51,158.46</u>
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**Revenues, Expenditures and Changes in Fund Balance -  
Budget vs Actual**  
for the period July 1, 2022 through June 30, 2023  
(33% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
<b>Revenues:</b>			
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	500.00	5.0%
R3 Donations Unrestricted	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	0.87	5.8%
Total Revenues	<u>20,015.00</u>	<u>700.87</u>	3.5%
<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	2,500.00	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>2,523.00</u>	10.3%
Net Change in Fund Balance	(4,393.00)	(1,822.13)	41.5%
Beginning Fund Balance	<u>52,397.00</u>	<u>52,980.59</u>	
Ending Fund Balance	<u>\$ 48,004.00</u>	<u>\$ 51,158.46</u>	106.6%

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

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

## Conceptual Rendering of Founders Wall Plaque

- Colors shown are approximate; content is still being modified for accuracy, formatting, and design
- Actual plaque would be larger --30" x 38" x (5/8" est. side view depth)

