



# 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, January 3, 2023  
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: 879 0577 9891 followed by pound (#) and the following meeting passcode: 061489 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: 879 0577 9891
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 061489
- 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)	James Tung (resident member)
Steve Carpenter (business 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 meetings on November 1, 2022 and December 6, 2022.

### 5.2 Chief Financial Officer's Report

**Recommendation:** Receive and file the Chief Financial Officer's report for the month of November 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 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:

(a) Tea event to recognize Founders Wall contributors

## 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 February 7, 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, Christopher Macon, Chief Executive Officer, 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/ Christopher Macon  
CHRISTOPHER MACON, CHIEF EXECUTIVE OFFICER

12/29/22  
Date

**LAGUNA WOODS CIVIC SUPPORT FUND  
BOARD OF DIRECTORS MINUTES  
REGULAR MEETING  
November 1, 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 3:09 p.m.

**2. ROLL CALL**

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

STAFF: PRESENT: CEO Macon, Secretary Trippy

Director Tao participated via teleconference.

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

Director Lee joined the meeting in-person.

**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 on a 7-0 vote, 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 regular meeting on October 4, 2022.

**5.2 Chief Financial Officer's Report**

Received and filed 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**

CEO Macon introduced the item and provided updates on the City Hall/Public Library Project, Founders Wall plaque, and “Friends of the Laguna Woods OC Public Library” bookmarks.

Directors discussed potential uses for the bookmarks, including giving them to Founders Wall contributors, using them as incentives for future fundraising, and selling them.

Directors discussed hosting future donor recognition events, which might include author events, poetry readings, and other events with coffee, tea, and cookies.

Chair Moore asked that the next Board of Directors agenda include consideration of a hosting a donor recognition event for Founders Wall contributors.

In response to a question from Chair Moore, CEO Macon advised that the Board of Directors would be asked to contribute the Founders Wall fundraising proceeds to the City once plaque purchase and installation costs are finalized. Those costs will be deducted from the proceeds available for contribution to the City.

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

Director Tao commented that having a variety of food at events is important.

Vice Chair Rothberg briefly responded to Director Tao’s comments.

**8. ADJOURNMENT**

The meeting was adjourned at 3:38 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, December 6, 2022 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, Secretary

Approved: January 3, 2023

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CAROL MOORE, Chair

**LAGUNA WOODS CIVIC SUPPORT FUND  
BOARD OF DIRECTORS MINUTES  
REGULAR MEETING  
December 6, 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 3:00 p.m.

**2. ROLL CALL**

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

STAFF: PRESENT: CEO Macon, Secretary Trippy

Ed Tao is no longer a member of the Board of Directors due to Mr. Tao no longer being a member of the Laguna Woods City Council.

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

**3. PLEDGE OF ALLEGIANCE**

Vice Chair Rothberg led the pledge of allegiance.

**4. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None**

**5. CONSENT CALENDAR**

Moved by Vice Chair Rothberg, seconded by Director Lee, and carried on a 4-0 vote with directors Carpenter and Cuenca absent, to approve Consent Calendar Item 5.1.

**5.1 Chief Financial Officer's Report**

Received and filed 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**

CEO Macon introduced the item and provided updates on the City Hall/Public Library Project,

Founders Wall plaque, and “Friends of the Laguna Woods OC Public Library” bookmarks. The bookmarks have arrived, and a sample bookmark was shared.

Director Carpenter joined the meeting in-person.

Directors discussed the conceptual design of the Founders Wall plaque and staff answered related questions, including questions regarding the appearance of contributions from The Towers Board of Directors and The Hatch Family, as well as the use of only English language characters.

Directors reached consensus to add “Dedicated 2023” to the plaque.

Director Lee asked that the conceptual rendering of the plaque be emailed to him for subsequent distribution to members of the Korean American Club to check the spelling of names.

Directors discussed potential, future, library-related fundraising activities.

In response to a question from Chair Moore, CEO Macon confirmed that the Board of Directors is permitted to continue fundraising to support construction of the library, even after the library has opened, and that fundraising to support library events and activities is also permitted.

Directors discussed hosting a tea to recognize Founders Wall contributors.

Moved by Vice Chair Rothberg, seconded by Director Tung, and carried on a 5-0 vote with Director Cuenca absent, to extend invitations to the Valentine’s Day tea to the top two tiers of contributors (Legacy \$1,000 and Diamond \$500).

- Tea to be held on February 14, 2023 from 2-3:30 p.m. in City Hall’s Council Chambers
- Tea to have a Valentine’s Day theme
- Food and refreshments to include sandwiches, scones, and hot tea (or similar)
  - Sodexo to be asked to provide a proposal
- Music to be provided
  - Chair Moore suggested a piano
  - Director Lee to check with a Korean American group
- City staff to provide a time-lapse construction video and, potentially, poster displays
- Library speaker to make brief comments about the expanded library (8-10 minutes)
  - CEO Macon to invite County Librarian or representative
- Seating to include a mix of rented cocktail tables and chairs
  - CEO Macon/Secretary Trippy to obtain a quote
- Invitations to be extended to Legacy (\$1,000) and Diamond (\$500) contributors
  - Director Rothberg to check with a friend who makes invitations
  - Invitation to generally read as follows: “The Laguna Woods Civic Support Fund cordially invites you to a Valentine’s Day tea in recognition of your donation...”
  - Email invitations to be sent on January 10, 2023 using the email addresses provided by contributors with their contributions
    - CEO Macon to provide Chair Moore with the names of contributors who did not provide an email address. Chair Moore to seek missing email addresses.

- Printed invitations to be mailed on January 30, 2023
- Follow-up email invitations to be sent on February 7, 2023
- Flowers to potentially be obtained from Aldi

**7. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS – None**

**8. ADJOURNMENT**

The meeting was adjourned at 4:06 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, January 3, 2023 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, Secretary

Approved: January 3, 2023

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CAROL MOORE, Chair

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

**Balance Sheet**  
as of November 30, 2022

Assets:

Checking - US Bank	\$ 50,633.66	
Total Assets	\$ 50,633.66	\$ 50,633.66

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ -	
Total Liabilities	-	-

Fund Balance:

Restricted - Dog Park	458.75	
Restricted - Library	48,509.72	
Assigned - Administrative Support	1,665.19	
Total Fund Balance	50,633.66	

Total Liabilities and Fund Balance		\$ 50,633.66
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**Revenues, Expenditures and Changes in Fund Balance -  
Budget vs Actual**  
for the period July 1, 2022 through June 30, 2023  
(41% 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	1.07	7.1%
Total Revenues	<u>20,015.00</u>	<u>701.07</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	3,000.00	0.0%
E6 Supportive Contributions - Friends of the Dog Park	10,000.00	-	0.0%
E7 Miscellaneous	500.00	48.00	9.6%
Total Expenditures	<u>24,408.00</u>	<u>3,048.00</u>	12.5%
Net Change in Fund Balance	(4,393.00)	(2,346.93)	53.4%
Beginning Fund Balance	<u>52,397.00</u>	<u>52,980.59</u>	
Ending Fund Balance	<u>\$ 48,004.00</u>	<u>\$ 50,633.66</u>	105.5%

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

Individual/Household		
Silver, \$100	2	\$200
<b>Total</b>	<b>2</b>	<b>\$200</b>

**FINAL DRAFT RENDERING OF FOUNDERS WALL PLAQUE**

Actual plaque would be larger --30" x 38" x (5/8" est. side view depth) // Colors shown are approximate



# Laguna Woods OC Public Library Founders Wall



## LEGACY

EWHA WOMANS UNIVERSITY ALUMNI ASSOCIATION    MARLENE B. BRIDGES, REALTOR®  
 BARBARA ANN CHASE FAMILY    IRENE YEH CHENG    CHINESE CALLIGRAPHY CLUB    PATRICIA M. ENGLISH  
 KATHRYN FRESHLEY    MARK & ARIANE GATLIN    WENDY HAMES    BEN & GINNY HOLTMAN    CHENGREN HU  
 CHANGHO & MYUNGSOON KIM    CHIH-KUO & ELLEN KO    KOREAN AMERICAN ASSOCIATION  
 HENRY & SHIRLEY LEE    IM SOOK LEE    KI EUL LEE    MAY & CHUNG-LI LING    CAROL A. MOORE  
 JAMES & HYUN NAHM    SCOTT & PATTY    LUCILLE & STANLEY SCHLEIDER  
 ROBERT & JULIE SHIN    JOAN C. WATERWORTH

## DIAMOND

YAOMING CHENG & CHUCHU CHEN    CHINESE AMERICAN CLUB OF LAGUNA WOODS VILLAGE    KUAN-CHEN FU  
 ALICE AEKWON HAHN & DANIEL CHUL HAHN    NANCY HENSEL    JIUN G. & LILIAN KENG    KIM, JAEJONG & HYE IM KIM  
 DR. DALE L. KNAPP    KO, YOUNG JU    DR. & MRS. KANG MIN LEE    DR. YOUNG & PEARL LEE    KYUNG WAN MIN  
 RYNA H. ROTHBERG    EDWARD H. & WEI-MING TAO    KAB & HAE YUN

## PLATINUM

MR. & MRS. WILLIAM CHOI    RAYMOND DAPP    THE HATCH FAMILY    FARMACY SANTA ANA    INCHEOL & ROSA KIM  
 WILLIAM & SARAH KIM    ROSE, STEPHEN & MICHAEL LEONG    CHE SONG PARK    WOO-YUNG PARK  
 HOWARD ROGERS & RUTH CARTER    SODEXO SENIOR LIVING    JOHN & DEBBIE TANG

## GOLD

DONG HO IM    JAE CHUN KIM    MR. CHUL W. & MRS. YANG SOON LEE    LEE, WON JEA    YONG CHIN PAK  
 TOWERS BOOK CLUB    CHO, JAE SUNG HEESEON    CHO, YOUNG IK    YOUNG CHOICE    KWANG JO CHUNG    NAMI CHUNG  
 SHARI & HAL HORNE    SUNG C. & JUNG S. HWANG    EUGENE & UEMYOUNG KIM    PETER INBAE & HELEN YEUNHO KIM  
 LADIES LITERARY SOCIETY OF LAGUNA WOODS    LAGUNA WOODS DEMOCRATIC CLUB    LEE, NAM SOO    FAN-LANG LIOU  
 THE AFRICAN AMERICAN HERITAGE CLUB    LAGUNA WOODS CHOSEN SISTERS    KYEE OK PARK    WILLIE & SHARON PHILLIPS  
 SE K. SIN    JUANITA SKILLMAN    MYUNG JA SUNG    THE VILLAGE LIBRARY    THIRSTY THURSDAYS SISTERHOOD  
 DALLAS & YOLIE TRIPPY    JAMES PING-YA TUNG    DR. FRAN MARABOU WILLIAMS  
 IN HONOR OF DR. FRANCES WILLIAMS    LISA N. YEN

## SILVER

ANNE C. AFSHAR    SANG MIN AHN    JIN S. BOK    RALPH & MARY BUSHNELL    TANYA CAO    EUN S. CHA & BAK K. SHON  
 SOPHIA S. CHEN    DANN CHIN    YOUNG CHIN    CHOON S. CHOI    DAE JOON J. CHOI    CYNTHIA CONNERS & JAMES JUHAN  
 CAROL DAVID & ARTIE ROSENSTEIN    HOLLY DOWNS    JULIANA J. HAHN    DOROTHY J. & RICHARD L. HAWKINS    RONALD D. HONG  
 SUEANN HONG    IN MEMORY OF ALFRED & FLORENCE JONES    BOBBY & JOYCE KIM    KIM, HONG SHIK    IN-KUN KIM  
 JANETTE KYUNG-JA KIM    JUNG KIM    KATHERINE KIM    KIM, SUK JA    YANG & KYONG KIM    YOON SEONG & LYNN KIM  
 JAE WON KWON    KWUN, SUN-TAI    KYU JO LEE    MANJOO JEONG & MYEONGSIN LEE    MYUNG HA LEE    YOUNG MI LEE  
 EVA LYDICK    SUNG JIN & JANE MOON    RICHARD PAK    ROSEMARY PANICHELLA    PARK, CHUNG UK    PARK, OKSOON  
 HILLEL PITLIK    JUNG SOON RIM    KUN SHIK RIM    YOUNG J. SHIN    YIN & LYDIA SOONG    PIN FEI (MIKE) YANG  
 DO SUK YEAM    NORA YEH & MICHAEL E. REED    DAVID & HAESOOK YOON    HOWON YOON    MIKE & CONNIE YOON

## BRONZE

SARETT BERLIN    KENNETH & LISA BROOKS    HOWON CHAE    KILHWAN CHAE    JEONG D. CHOE    GRACE K. CHONG    PETER H. CHONG    CHAWIN CHU  
 JIN HO CHUNG    ANN M. FOWLER    BILL & SUSAN HEMBERGER    JONG KIM    KIM, KUI YANG    SAE NA KIM    KIM, YOUNG DAI    KROPA FAMILY  
 ICK SAM LEE    JONG MIN LEE REV. & MRS. SAE EON LEE    JOSEPH W. LEE    KYU H. & JOUNG H. LEE    YOUNG OK LEE  
 LW MUTUAL No. FIFTY (THE TOWERS) 2022 BOARD    ROSAURA & ORVILLE MILLER    PARK, SOUNG WON    JUDY PINSKER & ELLYN MAYBE  
 BARBARA & GORDON RICHIUSA    GLENDA ROSEN    SANDRA ROSENCRANS    ERIN SHINN    LISA WINSLOW    ZHAN ZHANG & LINDA YANG  
 PETER YIN    JONG S. YOON    KYUNGSOON A. YOON    CHOO JA YUN    SANG BO YUN    IN HONOR OF SUELLEN ZIMA

Dedicated 2023



