

**AGENDA FOR THE SPECIAL MEETING OF THE
LOS ALAMITOS COMMUNITY FOUNDATION, INC.**

TUESDAY, JUNE 14, 2022 – 6:00 P.M.

**COUNCIL CHAMBER
3191 KATELLA AVENUE
LOS ALAMITOS, CA 90720**

Pursuant to Government Code Section 54953, Subdivision (b), this meeting will include teleconference by Secretary Mark Chirco, City Council Representative, from the Courtyard Marriott, 1 Polito Avenue, Lyndhurst, NJ, Lobby. The agenda is as follows:

NOTICE TO THE PUBLIC – This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at the Recreation & Community Services Department or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted to the Los Alamitos Community Foundation, Inc. after distribution of the agenda packet is available for public inspection at the Recreation & Community Services Department, 10911 Oak St., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the Los Alamitos Community Foundation, Inc. to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the Recreation & Community Services Department at (562) 430-1073, extension 510, 48 hours prior to the meeting so that reasonable arrangements may be made.

Persons wishing to address the Los Alamitos Community Foundation, Inc. on any item on Agenda should complete a yellow "Request to Speak" card and will be called upon at the time the agenda item is called or during the Los Alamitos Community Foundation, Inc. consideration of the item and may address the Los Alamitos Community Foundation, Inc. for up to three minutes.

1. CALL TO ORDER

2. ROLL CALL

President John Delavigne, District 5 Representative
Secretary Mark Chirco, City Council Representative
Treasurer Shelley Hasselbrink, City Council Representative
District 1 Representative: Daniel Gallagher
District 2 Representative: Vacant
District 3 Representative: Corey Lakin
District 4 Representative: Debbie Kent
Business Representative (Epson America): Malena Madrid
Business Representative (Southland Credit Union): Tamra Smalewitz

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the Los Alamitos Community Foundation, Inc. Remarks are to be limited to not more than five minutes per speaker.

5. CONSENT CALENDAR

A. Approval of Minutes

Approve the Los Alamitos Community Foundation Regular Meeting Minutes of May 9, 2022.

ROLL CALL

President John Delavigne, District 5 Representative
Secretary Mark Chirco, City Council Representative
Treasurer Shelley Hasselbrink, City Council Representative
District 1 Representative: Daniel Gallagher
District 2 Representative: Vacant
District 3 Representative: Corey Lakin
District 4 Representative: Debbie Kent
Business Representative (Epson America): Malena Madrid
Business Representative (Southland Credit Union): Tamra Smalewitz

6. INTERVIEWS & APPOINTMENTS

Adding Directors to the Board requires an interview and appointment for District Representatives and Business Representatives to the Los Alamitos Community Foundation, Inc.

Recommendation: Interview and appoint Trisha Murphy as the District 2 Director for a term of 2 years

ROLL CALL

President John Delavigne, District 5 Representative
Secretary Mark Chirco, City Council Representative
Treasurer Shelley Hasselbrink, City Council Representative
District 1 Representative: Daniel Gallagher
District 2 Representative: Vacant
District 3 Representative: Corey Lakin
District 4 Representative: Debbie Kent
Business Representative (Epson America): Malena Madrid
Business Representative (Southland Credit Union): Tamra Smalewitz

7. OATH OF OFFICE

All Board Members are required to take the Oath of Office to serve on the Los Alamitos Community Foundation, Inc.

Staff will administer the Oath of Office to any newly appointed Directors and newly appointed Directors will sign an Oath of Office.

8. DISCUSSION ITEMS

A. Beer and Wine Booth Fundraising Option

Including a beer and wine booth at existing City events can provide a fundraising opportunity for the Foundation.

Recommendation: Discuss and provide feedback for the beer and wine booth for the Los Alamitos Community Foundation.

B. Los Alamitos Community Foundation Website Options

Receive an update from Director Tamra Smalewitz on status of website design.

Recommendation: Review and discuss the developments of the website.

C. Department Wish List Presentations

Review the list from each City Department of items desired to be potentially funded by the Los Alamitos Community Foundation to determine the priority for future funding.

Recommendation: Discuss and prioritize the Wish List items for future consideration for funding.

Attachment A: Compiled Department Wish List

D. Calendar of Events

Establishing a calendar of events for fundraising opportunities can assist in planning for the next year. Staff is requesting the Board provide feedback on which events it would like to participate in while taking into consideration the Community Calendar with major City events and/or local non-profit major events.

Recommendation: Discuss and provide feedback for fundraising opportunities and calendar dates.

E. Assignments for Proposed Events or Projects

Assignments for proposed events or projects can allow further planning to take place.

Recommendation: Discuss fundraising opportunities and the projects/events that can benefit from Directors volunteering to take on specific assignments to research and plan to report back to the Board of Directors.

9. BOARD OF DIRECTORS REPORTS

At this time, Directors may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to report back or to place the item on a future Agenda.

10. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the Los Alamitos City Hall, 3191 Katella Ave. and online at www.cityoflosalamitos.org not less than 72 hours prior to the meeting. **Dated this 9th day of June 2022.**



Mark Chirco, Los Alamitos Community Foundation Secretary

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
LOS ALAMITOS COMMUNITY FOUNDATION, INC.
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION**

REGULAR MEETING – May 9, 2022

1. CALL TO ORDER

The Los Alamitos Community Foundation, Inc. met in a Regular Session at 6:00 p.m., Monday, May 9, 2022, in the Council Chambers, 3191 Katella Ave., President Delavigne presiding.

2. ROLL CALL

The following directors, constituting a quorum of the full board, were present at the meeting:

President John Delavigne, District 5 Representative
Treasurer Shelley Hasselbrink, City Council Representative
District 1 Representative: Daniel Gallagher
District 3 Representative: Corey Lakin
District 4 Representative: Debbie Kent
Business Representative (Epson America): Malena Madrid
Business Representative (Southland Credit Union): Tamra Smalewitz

City Staff: Chief Michael Claborn
Irving Montenegro, Development Services Manager
Emeline Noda, Director of Recreation and Community Services

Absent:

Secretary Mark Chirco, City Council Representative
District 2 Representative: Vince Aza (Resigning)

3. PLEDGE OF ALLEGIANCE

Director Delavigne led the Pledge of Allegiance.

4. PUBLIC COMMENT

President Delavigne opened Oral Communications. There being no one present requesting to speak, President Delavigne closed Oral Communications.

5. APPROVAL OF MINUTES

Motion/Second: Hasselbrink/Kent

Abstain: Lakin
Motion Carried: The Los Alamitos Community Foundation, Inc. approved the Special Meeting Minutes of April 12, 2022.

6. DISCUSSION ITEMS

A. LOS ALAMITOS COMMUNITY FOUNDATION LOGO

The Board of Directors reviewed and provided feedback on logo options for the Los Alamitos Community Foundation for documents and media purposes.

The Directors voted option #3 with block font #1 as the number one choice.

Motion/Second: Delavigne/Hasselbrink

Unanimously Carried: The Board of Directors approved the Los Alamitos Community Foundation logo.

B. LOS ALAMITOS COMMUNITY FOUNDATION WEBSITE OPTIONS

The Board of Directors received an update from Director Tamra Smalewitz on status of website design.

Update: Director Tamra is researching current Word Press options with the thermometer option as an additional feature. Separate the look from the City's website.

Domain purchased: losalfoundation.org

Motion/Second: Delavigne/Kent

Unanimously Carried: The Board of Directors approved recommendations of the Los Alamitos Community Foundation website.

C. LOS ALAMITOS COMMUNITY FOUNDATION SOCIAL MEDIA UPDATE

The Board of Directors received an update from staff on the status of the Los Alamitos Community Foundation social media accounts. The Board discussed topic options for initial posting of content and made the following recommendations:

1. Introduction logo with mission
2. List of priority projects
3. Suggest future projects – what would you like to see, needs, philanthropy, events
4. Introduce board members

Content approvers: Delavigne/Tamra

Motion/Second: Delavigne/Lakin

Unanimously Carried: The Board of Directors approved the Los Alamitos Community Foundation initial posts for social media.

D. DEPARTMENT WISH LIST PRESENTATIONS

The Board of Directors reviewed the list from each City Department of items desired to be potentially funded by the Los Alamitos Community Foundation and determined the following priorities for future funding.

1. Adaptive Recreation
2. Police Canine Program
3. Urban Forest Program

Motion/Second: Delavigne/Kent

Unanimously Carried: The Board of Directors approved the Wish List Items proposed and prioritized the items for future funding to the Los Alamitos Community Foundation, Inc.

E. FUNDRAISING BRAINSTORM

The Board of Directors brainstormed and discussed ideas for future fundraising opportunities to support the Foundation's Mission to:

"The Los Alamitos Community Foundation encourages, supports, and facilitates philanthropy and events to improve and enrich the lives of people in Los Alamitos."

1. Glow Items Sales Booth for 4th of July
2. Beer & Wine Booths at events
3. Carnival & Dunk Tank
4. Casino Night

Motion/Second: Delavigne/Gallagher

Unanimously Carried: The Board of Directors approved the fundraising idea list to support the mission of the Los Alamitos Community Foundation, Inc.

7. BOARD OF DIRECTORS REPORTS

Corey Lakin gave a personal introduction as a new Board Member and his history with the City.

Items to include for upcoming June Agenda: Details on Beer and Wine booth, Calendar events, 4th of July, update on the website, subcommittees.

8. ADJOURNMENT

There being no further business to come before the meeting, the meeting was adjourned at 7:45 p.m.

John Delavigne, Los Alamitos Community Foundation President

Date:

ATTACHMENT A

Compiled Department Wish List

All costs are approximate

(Evolving list)

Development Services Department

- Tree City, USA: Thousand Tree Initiative (Cost contingent on type, maturity, and placement)

Police Department

- Dog - \$15,000 (includes basic course w/handler)
- Cost of Outfitting Dog/start-up equipment - \$4,000
- Recurring costs
 - Training - \$192 month
 - Food - \$120 month
 - Veterinarian - \$1,000 month (2-year contract @ \$24,000)

Recreation & Community Services Department

- Adaptive Recreation Programs - \$10,000 - \$20,000
- Teen Expo \$5,000
- Ballet Bar - \$2,000
- Dance Floor - \$10,000 - \$15,000
- Bounce House \$6,000 - \$7,000