

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

MONDAY, JULY 11, 2022 – 6:00 P.M.

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

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: Trisha Murphy
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 Special Meeting Minutes of June 14, 2022.

6. 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.

7. 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 an update on certifications, supplies, and permits required, and volunteers willing to work events.

B. Los Alamitos Community Foundation Merchandise

Receive an update from Director Tamra Smalewitz on possible merchandise to be made available for a suggested donation.

Recommendation: Review and discuss merchandise ideas.

C. Bank Account Establishment at Southland Credit Union

A bank account should be established to deposit donated funds for the Los Alamitos Community Foundation.

Recommendation: Discuss the recommendation to establish the Los Alamitos Community Foundation at Southland Credit Union and designate authorized signers.

D. Casino Night

Casino Night has been recommended to take place on Saturday, November 12 at the Los Alamitos Community Center to raise funds for the Los Alamitos Community Foundation.

Recommendation: Discuss the details of Casino Night and assign volunteers to assist with tasks for the fundraising event.

8. 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.

9. 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 6th day of July 2022.**



Mark Chirco, Los Alamitos Community Foundation Secretary

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

SPECIAL MEETING – June 14, 2022

1. CALL TO ORDER

The Los Alamitos Community Foundation, Inc. met in a Special Session at 6:00 p.m., Tuesday, June 14, 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
Secretary Mark Chirco, City Council Representative
Treasurer Shelley Hasselbrink, City Council Representative
District 1 Representative: Daniel Gallagher
District 2 Representative: Vacant
District 4 Representative: Debbie Kent
Business Representative (Southland Credit Union): Tamra Smalewitz

City Staff: Chief Michael Claborn
Emeline Noda, Director of Recreation and Community Services
Chelsi Wilson, Administrative Services Manager

Absent:

District 3 Representative: Corey Lakin
Business Representative (Epson America): Malena Madrid

3. PLEDGE OF ALLEGIANCE

President 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. CONSENT CALENDAR

A. APPROVAL OF MINUTES

Motion/Second: Hasselbrink/Kent

Abstain: Secretary Mark Chirco, City Council Representative

Motion Carried: The Los Alamitos Community Foundation, Inc. approve the Regular Meeting Minutes of May 9, 2022.

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. Trisha Murphy was not available.

Recommendation: Appoint Trisha Murphy as the District 2 Director for a term of 2 years

Motion/Second: Hasselbrink/Kent

Unanimously Carried: The Board of Directors approved Trisha Murphy to represent District 2 on the Board.

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 administered the Oath of Office to newly appointed Directors who were present and appointed Directors signed an Oath of Office.

8. DISCUSSION ITEMS

A. BEER AND WINE BOOTH FUNDRAISING OPTION

The Board of Directors discussed and provided feedback for the beer and wine booth at City events for the Los Alamitos Community Foundation.

Receive and file.

Directors Delavigne, Kent, Gallagher and Hasselbrink will be certified. The foundation shall reimburse the cost of certification to Directors.

Motion/Second: Chirco/Gallagher

Unanimously Carried: The Board of Directors approved the future reimbursement of certification.

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 Smalewitz provided images of the proposed website.

Receive and file.

C. 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 (in no particular order) for future funding.

1. Tree City, USA: Thousand Tree Initiative
2. PD Canine Program
3. Adaptive Recreation Program (allowing special needs children to participate in city events and programs)

Motion/Second: Chirco/Hasselbrink

Unanimously Carried: The Board of Directors approved the Wish List Items proposed above for future funding by the Los Alamitos Community Foundation, Inc.

D. CALENDAR OF EVENTS

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. Casino Night tentatively scheduled for November 12, 2022 @ Community Center (backup date of November 19, 2022 if the Community Center is occupied)
2. Beer & Wine Booths at City events starting mid-July upon certification of board members and application
3. Glow Items Sales Booth for 4th of July (planning underway)

Motion/Second: Gallagher/Delavigne

Unanimously Carried: The Board of Directors approved the Calendar of Events for the Los Alamitos Community Foundation, Inc.

E. ASSIGNMENTS FOR PROPOSED EVENTS OR PROJECTS

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 - no assignment necessary
2. Beer & Wine Booths at City events – Treasurer Shelley Hasselbrink
3. Casino Night – President John Delavigne, Director Kent, Treasurer Hasselbrink

Motion/Second: Smalewitz/Hasselbrink

Unanimously Carried: The Board of Directors approved the assignments for upcoming events and projects.

9. BOARD OF DIRECTORS REPORTS

No Director reports.

10. ADJOURNMENT

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

Mark Chirco, Los Alamitos Community Foundation Secretary

Date: