

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

MONDAY, AUGUST 8, 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 July 11, 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 Garden

The Beer Garden has been operating at the City's Summer Concert Series in collaboration with Roadrunner Spirits as a fundraising opportunity for the Los Alamitos Community Foundation.

Recommendation: Discuss the operation and status of fundraising.

B. Los Alamitos Community Foundation Merchandise

Receive an update from City staff on K9 animal plush toys, secured by Director Tamra Smalewitz and available for a suggested donation.

Recommendation: Receive and file.

C. Bank Account at Southland Credit Union

Bank accounts have been opened at Southland Credit Union to deposit funds for various programs. Receipts for reimbursement should be submitted to the Treasurer for pre-approved purchases.

Recommendation: Treasurer Hasselbrink will provide an update on accounts opened at Southland Credit Union.

D. Los Alamitos Community Foundation Website Update

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

Recommendation: Discuss recommendations for additions to the website.

E. Week of Los Al Beer Garden Volunteer/Fundraising Opportunity

The My City My Los Al Street Fair Beer Garden on Friday, September 23 and Saturday, September 24 offers volunteering and fundraising opportunities for local non-profits. By volunteering for shifts, the organization represented receives a portion of the proceeds.

Recommendation: Discuss the opportunity and obtain volunteer sign ups if there is interest in participating in this fundraising opportunity.

F. 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 4th day of August 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 – July 11, 2022

1. CALL TO ORDER

The Los Alamitos Community Foundation, Inc. met in a Regular Session at 6:00 p.m., Monday, July 11, 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: Trisha Murphy

Business Representative (Epson America): Malena Madrid
Business Representative (Southland Credit Union): Tamra Smalewitz

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

Absent: Treasurer Shelley Hasselbrink, City Council Representative
District 3 Representative: Corey Lakin
District 4 Representative: Debbie Kent

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: Secretary Chirco /Director Gallagher

Abstain: Director Madrid, Director Murphy

Unanimously Carried: The Los Alamitos Community Foundation, Inc. approve the 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 administered the Oath of Office to newly appointed Directors Madrid and Murphy and appointed Directors signed an Oath of Office.

7. 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.

Development Services Manager Irving Montenegro provided an update. Application was submitted for condition license which will allow for a beer and wine garden next Thursday, July 21 at Little Cottonwood Park. Roadrunner Spirits will sponsor the Foundation in some manner with products and details are to be determined. Application was submitted under President Delavigne's name.

President Delavigne and Director Gallagher have yet to complete training. According to Manager Montenegro, Treasurer Hasselbrink has completed her training for RBS.

For Thursday, July 21st, Treasurer Hasselbrink will bartend, Secretary Chirco will serve as security, Director Murphy will purchase ice, Director Madrid will also volunteer. Director Gallagher will also volunteer.

July 28th at Orville Lewis Park. President Delavigne, Secretary Chirco, Director Gallagher will volunteer.

August 4th at Little Cottonwood. Volunteers: Director Murphy, Director Smalewitz, Director Gallagher will volunteer.

August 11th at Orville Lewis Park. President Delavigne, Secretary Chirco, Director Madrid will volunteer.

RBS training available at: www.statefoodsafety.com/alcohol-server/california-alcohol-certification

Motion to reimburse Director Murphy for ice costs and staff/city for security vests for events.

Motion/Second: Treasurer Chirco/Director Smalewitz.

Unanimously Carried.

B. LOS ALAMITOS COMMUNITY FOUNDATION MERCHANDISE

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

Update: Director Smalewitz provided images of the proposed merchandise.

Motion to purchase 50 K9 Hero stuffed animals at \$12.50 for resale at \$25 or more. Cost to be fronted by City with sales to reimburse City and additional amounts going to the foundation.

Motion/Second: Treasurer Chirco/Director Murphy.

Unanimously Carried.

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: Discussed the recommendation to establish the Los Alamitos Community Foundation at Southland Credit Union and designate authorized signers. The Los Alamitos Community Foundation will establish a Los Alamitos Community Foundation checking and savings account along with a Los Alamitos Police Checking Account and Los Alamitos Recreation Checking Account.

Motion to add President Delavigne and Treasurer Hasselbrink to the account and as authorized signers.

Motion/Second: Director Gallagher / President Delavigne.

Unanimously Carried: The Board of Directors approved the bank account(s) to be opened at Southland Credit Union with the following authorized signers:

1. President John Delavigne
2. Treasurer Shelley Hasselbrink

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.

The Los Alamitos Community Foundation discussed the details of Casino Night and assigned the following volunteers to assist with tasks for the fundraising event.

Director Noda indicated the City of Los Alamitos can assist with marketing and set up.

Secretary Hasselbrink to research Casino Night vendors with target attendance of 100-150. President Delavigne will reach out to planner from Lee Elementary casino night for ideas and comparisons.

9. BOARD OF DIRECTORS REPORTS

No board of director reports.

10. ADJOURNMENT

There being no further business to come before the meeting, the meeting was adjourned at 7:21 p.m.

Mark Chirco, Los Alamitos Community Foundation Secretary

Date: