



A G E N D A
REGULAR MEETING
May 18, 2017 – 5:30 pm
Meeting Location
17967 Bushard St
Fountain Valley CA 92708

CALL TO ORDER – 5:30 pm

ROLL CALL

APPROVAL OF MINUTES

1. April Meeting Minutes

PRESENTATIONS

- Nora Webb (scheduled for 6:40pm) – Senior Event

PUBLIC COMMENTS ON SCHEDULED ITEMS ONLY

INFORMATION / ACTION ITEMS

2. April Financial Report – Grandis
3. Paysafe/Listed Owner - Iovine
4. FY 17.18 Calendar of Events & Budget Meeting - Taylor
5. 60th Anniversary – Montz
6. Graphic Design Proposal - Taylor
7. Storage Container – Taylor
8. Board Duties - Taylor
9. Summerfest - Taylor
10. ABC – Frizzelle
11. Grant/Sponsorship Requests
12. Sub-Committee Reports – Nonprofit, Activities, Fundraising
13. Director Reports

VERBAL / WRITTEN CORRESPONDENCE

GENERAL / PUBLIC COMMENTS

ADJOURNMENT

Next Regular Meeting Scheduled – June 15, 2017 at the Center at Founders Village



**FOUNTAIN VALLEY COMMUNITY FOUNDATION
REGULAR MEETING
FOUNTAIN VALLEY SENIOR & COMMUNITY CENTER
April 27, 2017
Minutes**

Call to Order

Fountain Valley Community Foundation President Balani called the regular meeting of the Fountain Valley Community Foundation to order at 5:30 pm on April 27, 2017.

Directors Present: Frizzelle, Taylor, Cameron, Montz, Rodecker, Ross, Heistermann, Poirel, Balani: **Guests:** Jo Anne Collins, Kerry Wakely, Janine Johnson, Parker Johnson, Dave Wong, Craig Sonato

Approval of Minutes:

1. **March 2017 Minutes** – Motion to approve brought 1st by Director Frizzelle, 2nd by Director Ross. Motion carried 7-1 abstention.

Presentations:

2. **Parker Johnson Eagle Scout Project** - Fighting the New Drug educating youth that porn hurts. Requesting \$1,000 of the total \$5,000 event cost. Agreed to market for them. Already raised \$2,500 on line. Director Frizzelle moves to support the project that will benefit the City for \$250, Director Taylor 2nd. Motion carried 7-0. Director Rodecker had to leave prior to vote.
3. **611-Buy Local First** – A Mobile App for promotion of events and business'. 611 is partnering with City of FV. All licensed business' and non-profits get a free listing. They're asking us for support in promoting the use of the app, and to complete a community survey and ask our affiliates to respond also. App is called shop dine and play and will be in service 6/1/2017. Director Balani moves that the Foundation support the Cities partnership with the App, Director Frizzelle 2nds. Motion carried 7-0.

Information/Action Items:

4. **March Financial Report** Attached financial statements were discussed including the net income for Spring Poker of \$6,670. Motion to approve by Director Poirel, 2nd by Director Heistermann. Motion carried 7-0.
5. **60th Anniversary – Frizzelle** Director Frizzelle proposed FVCF donate \$500 to include our name as a sponsor. FVCF is going to be on a fire truck in the parade. Director Montz agreed to be chairman of FVCF's parade entry. Director Frizzelle moves Director Poirel 2nds, Motion carried 7-0.
6. **FVPD 50th - Frizzelle**. FVPD is asking for support for a family fun area in their parking lot the week after Summerfest, Director Heistermann will chair with a maximum budget of \$500. Director Frizzelle proposed, Director Balani 2nds. Motion carried 7-0. In addition FVPD would like to purchase a plaque commemorating the 50th Anniversary and has asked FVCF to pay for ½ of the

\$2,000 cost, after discussion Director Frizzelle proposed that FVCF pay \$500 toward the plaque, Director Montz 2nd. Motion carried 7-0.

7. **JMG Golf Tournament – Balani** \$700 to participate four players will pay ½ the cost. Director Balani proposed FVCF participate in the event, Director Cameron 2nds. Motion carried 7-0.
8. **Board Responsibilities – Balani** Director Balani asked for discussion of the boards responsibilities, his feeling is directors are responsible to attend Meetings and events of the foundation as they can. Director Poirel feels the activities committee is being ignored and the Board is taking over. It was discussed that the reason to put a Board member as manager of events is because the Activities Committee President had expressed concern that the management of events had become too difficult for team lead volunteers subsequent to the change in staff position to a bookkeeping role. The goal is to provide leadership, management, and organization to volunteers in the breadth of tasks and interaction required to support events. Director Poirel is concerned that historical event responsibility lists are not available to volunteers as needed, Director Frizzelle offered to provide task lists as requested. The Board will continue to discuss these growth issues going forward.
9. **ABC – Frizzelle** We're looking to sell alcohol at Market in the Park. Liability could be handled through hiring safe serve trained workers, or getting volunteers certified. If volunteers are willing, FVCF will pay their course fee. President of the Volunteer Committee will determine if volunteers are willing.
10. **Designated Check Signers – Frizzelle** New Check signature card will be available next meeting.
11. **New Event Discussion - Montz**– A Sock Hop will be held August 12 from 7-11pm for \$25 per person. Food options were discussed.
12. **Sub-Committee Reports**
 - a. Activities – President of the Committee asks that Board members keep track of their hours spent volunteering for the FVCF and report them to her monthly.
 - b. Activities – Kerry Wakely provided a Graphic Design Proposal to be considered for next years budget. Janet Slinkard has done some great flyers for us which can be altered. Director Montz asked if a Fountain Valley resident might be able to provide modern marketing options.
13. **Directors Reports**
 - a. Director Montz spoke to the Kiwanis about the mission of FVCF.
 - b. Director Taylor was honored by the California Parks and Recreation for Volunteerism in our city.
 - c. Director Balani apologized for the length of the meeting and discussed his plan to limit guest speakers to 15 minutes total including questions going forward.

Adjournment: Meeting was adjourned at 8:15 PM.



Rob Frizzelle, Secretary

Next regular meeting is May 18, 2017 – 5:30 pm at the Center at Founders Village.



Fountain Valley Community Foundation

STATEMENT OF FINANCIAL POSITION

As of April 30, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
FVCF - Checking	81,294.63
FVCF - Money Market	107,403.31
Petty Cash	200.00
Total Bank Accounts	\$188,897.94
Accounts Receivable	
Accounts Receivable	27,315.00
Total Accounts Receivable	\$27,315.00
Total Current Assets	\$216,212.94
TOTAL ASSETS	\$216,212.94
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	65,620.00
Total Accounts Payable	\$65,620.00
Total Current Liabilities	\$65,620.00
Long-Term Liabilities	
Honored Heros Banner Program	3,476.47
Relay for Life - FV	198.26
Senior Nutrition Liability	3,842.64
Senior Services-Senior Center	17,474.38
Total Long-Term Liabilities	\$24,991.75
Total Liabilities	\$90,611.75
Equity	
Unrestricted Net Assets	123,038.33
Net Revenue	2,562.86
Total Equity	\$125,601.19
TOTAL LIABILITIES AND EQUITY	\$216,212.94

Fountain Valley Community Foundation

Reconciliation Report

FVCF - Checking, Period Ending 04/30/2017

Reconciled on: 05/04/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Glenn Grandis

Summary

Statement Beginning Balance	80,590.42
Checks and Payments cleared	-11,611.11
Deposits and Other Credits cleared	+23,619.79
Statement Ending Balance	92,599.10
Uncleared transactions as of 04/30/2017	-11,304.47
Register Balance as of 04/30/2017	81,294.63
Uncleared transactions after 04/30/2017	-6,607.64
Register Balance as of 05/04/2017	74,686.99

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/24/2017	Bill Payment	2474	Fountain Valley RACES	-30.00
02/24/2017	Bill Payment	2479	FVHS - Theatre	-660.00
02/24/2017	Bill Payment	2484	FVHS Girls Basketball Boosters	-30.00
02/24/2017	Bill Payment	2485	FVHS Girls Soccer Boosters Club	-1,470.00
02/24/2017	Bill Payment	2487	FVHS Wrestling	-195.00
03/13/2017	Bill Payment	2500	Sandi Licata	-31.00
04/03/2017	Bill Payment	2504	Jan Heisterman	-145.48
04/03/2017	Bill Payment	2505	Lytle Screenprinting, Inc.	-217.66
04/03/2017	Bill Payment	2506	Barbara Montz	-126.63
04/03/2017	Expenditure		Square Up	-25.00
04/03/2017	Expenditure		Meritus Payment Solutions	-8.87
04/05/2017	Bill Payment	2507	Jane Iovine	-6.45
04/05/2017	Bill Payment	2508	Barbara Montz	-889.60
04/05/2017	Bill Payment	2509	Glenn Grandis	-50.00
04/06/2017	Expenditure		Square Up	-3.65
04/10/2017	Bill Payment	2510	Cash	-1,620.00
04/10/2017	Bill Payment	2511	Fountain Valley Rotary Charitable Association	-400.00
04/10/2017	Bill Payment	2512	City Fountain Valley	-850.00
04/10/2017	Bill Payment	2513	Janet Slinkard	-120.00
04/10/2017	Bill Payment	2514	City Fountain Valley	-2,625.73
04/18/2017	Bill Payment	2516	Lytle Screenprinting, Inc.	-1,260.68
04/18/2017	Bill Payment	2517	Copy4Less	-10.34
04/21/2017	Bill Payment	2520	Surf City Print	-425.12
04/21/2017	Bill Payment	2524	Boys & Girls Club of Huntington Valley	-60.00
04/21/2017	Bill Payment	2525	Bunny's Kids	-180.00
04/28/2017	Expenditure		Square Up	-169.90
Total				-11,611.11

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/03/2017	Deposit			70.00
04/03/2017	Deposit			70.00
04/03/2017	Deposit			25.00
04/03/2017	Deposit			280.00
04/03/2017	Deposit			750.00
04/03/2017	Payment	2191	Susan Saurastri Realtor	250.00
04/04/2017	Deposit			48.60
04/06/2017	Payment		Huntington Beach Modern Dentistry	100.00
04/06/2017	Deposit			105.00
04/06/2017	Deposit			210.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/06/2017	Deposit			1,250.00
04/10/2017	Payment		Orange Coast Memorial Medical Center	3,350.00
04/10/2017	Deposit			860.00
04/10/2017	Deposit			140.00
04/10/2017	Deposit			260.25
04/13/2017	Deposit			35.00
04/13/2017	Deposit			70.00
04/13/2017	Deposit			112.50
04/14/2017	Deposit			1,020.00
04/14/2017	Deposit			210.00
04/14/2017	Deposit			70.00
04/17/2017	Deposit			1,388.00
04/17/2017	Deposit			73.05
04/18/2017	Deposit			660.94
04/18/2017	Deposit			105.00
04/18/2017	Deposit			300.00
04/25/2017	Deposit			48.60
04/26/2017	Deposit			200.00
04/26/2017	Deposit			70.00
04/26/2017	Deposit			295.00
04/26/2017	Deposit			750.00
04/28/2017	Deposit			192.85
04/28/2017	Payment		Rainbow Environmental Svcs., a Republic Svcs. Co.	4,850.00
04/28/2017	Deposit			5,125.00
04/28/2017	Payment		Rod's Custom Stuff	100.00
04/28/2017	Deposit			175.00
Total				23,619.79

Additional Information

Uncleared Checks and Payments as of 04/30/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
06/29/2016	Bill Payment	2272	Holy Spirit Youth Ministry	-50.00
12/14/2016	Bill Payment	2434	Matt Taylor	-200.00
02/24/2017	Bill Payment	2471	Elwyn	-60.00
02/24/2017	Bill Payment	2477	Fountain Valley Wolfpack Soccer Club	-270.00
02/24/2017	Bill Payment	2480	FVHS Boys Soccer	-795.00
04/10/2017	Bill Payment	2503	FVHS Wrestling	-60.00
04/18/2017	Bill Payment	2518	Matt Taylor	-760.75
04/18/2017	Bill Payment	2515	FVHS Virtual Enterprise	-750.00
04/21/2017	Bill Payment	2519	Glenn Grandis	-2,078.72
04/21/2017	Bill Payment	2521	TERI Inc.	-1,690.00
04/21/2017	Bill Payment	2522	Baron Academic Foundation	-30.00
04/21/2017	Bill Payment	2523	Beachpoint Church Camps	-150.00
04/21/2017	Bill Payment	2526	Fountain Valley High School Football	-2,864.00
04/21/2017	Bill Payment	2527	Fountain Valley Kiwanis Club	-180.00
04/21/2017	Bill Payment	2528	Fountain Valley Rotary Charitable Association	-30.00
04/21/2017	Bill Payment	2529	Fountain Valley Schools Foundation -v	-20.00
04/21/2017	Bill Payment	2530	FVHS Boys Soccer	-30.00
04/21/2017	Bill Payment	2531	FVHS Dance Team	-266.00
04/21/2017	Bill Payment	2532	FVHS Girls Basketball Boosters	-30.00
04/21/2017	Bill Payment	2533	FVHS Girls Soccer Boosters Club	-180.00
04/21/2017	Bill Payment	2534	FVHS Girls Volleyball	-30.00
04/21/2017	Bill Payment	2535	FVHS Grad Night Boosters	-120.00
04/21/2017	Bill Payment	2536	FVHS Royal Regiment	-60.00
04/21/2017	Bill Payment	2537	FVHS Vocal Music	-330.00
04/21/2017	Bill Payment	2538	Hilltop Preschool	-90.00
04/21/2017	Bill Payment	2539	Huntington Beach Kiwanis Club	-90.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/21/2017	Bill Payment	2540	Plavan PTO	-30.00
04/21/2017	Bill Payment	2541	Roch Courreges PTA	-30.00
04/21/2017	Bill Payment	2542	Soroptimists of HB & FV	-30.00
Total				-11,304.47

Uncleared Checks and Payments after 04/30/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/01/2017	Bill Payment	2543	Miss Fountain Valley	-120.00
05/01/2017	Bill Payment	2544	Surf City Print	-127.82
05/01/2017	Bill Payment	2545	Tracy Cameron	-209.82
05/01/2017	Bill Payment	2546	City Fountain Valley	-8,050.00
05/01/2017	Bill Payment	2547	Parker Johnson	-250.00
05/01/2017	Bill Payment	2548	JMG Benefit Golf Tournament	-700.00
Total				-9,457.64

Uncleared Deposits and Other Credits after 04/30/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/01/2017	Deposit			2,850.00
Total				2,850.00

Fountain Valley Community Foundation

BUDGET VS. ACTUALS: JULY 1, 2016 - JUNE 30, 2017 - FY17 P&L

July 2016 - April 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
REVENUE				
Individ, Business Contributions				
Corporate Contributions	196.46	400.00	-203.54	49.12 %
Disney Grants		500.00	-500.00	
Friends of the Foundation	4,400.00	3,500.00	900.00	125.71 %
Mayor's Breakfast	684.80	430.00	254.80	159.26 %
Miscellaneous Contributions	1,470.49		1,470.49	
Total Individ, Business Contributions	6,751.75	4,830.00	1,921.75	139.79 %
Miscellaneous Income				
Interest Income	146.87	400.00	-253.13	36.72 %
Total Miscellaneous Income	146.87	400.00	-253.13	36.72 %
Pass Through Revenue				
60th Anniversary	20,300.00		20,300.00	
Concerts in the Park Sponsors	11,300.00		11,300.00	
Disabled Dances	200.00		200.00	
Easter Egg Hunt Sponsors	7,750.00		7,750.00	
Movies in the Park Sponsors	2,085.00		2,085.00	
Other City Programs	850.00		850.00	
Senior Expo Sponsors	3,825.00		3,825.00	
Sportspark-Softball Sponsors	3,300.00		3,300.00	
Summerfest Sponsors	11,250.00		11,250.00	
Tree Lighting Ceremony Sponsors	11,750.00		11,750.00	
Total Pass Through Revenue	72,610.00		72,610.00	
Special Events Income				
5K Fun Run				
Registrations	16,256.00	19,000.00	-2,744.00	85.56 %
Sponsors	5,200.00	7,500.00	-2,300.00	69.33 %
Total 5K Fun Run	21,456.00	26,500.00	-5,044.00	80.97 %
Classic Car Show				
Breakfast - Old Man Club	860.00	900.00	-40.00	95.56 %
Registrations	1,990.00	2,035.00	-45.00	97.79 %
Sponsors/Vendors	9,250.00	9,700.00	-450.00	95.36 %
Total Classic Car Show	12,100.00	12,635.00	-535.00	95.77 %
Other Special Events Income				
Concerts in the Park Bar Income	6,599.80	8,000.00	-1,400.20	82.50 %
Egg Hunt	988.00	800.00	188.00	123.50 %
Great FV Campout	3,665.00	4,000.00	-335.00	91.63 %
Total Other Special Events Income	11,252.80	12,800.00	-1,547.20	87.91 %
Poker Tournament - Fall				
Bar Sales	1,757.00	2,000.00	-243.00	87.85 %
Raffle/Auction	1,775.00	1,500.00	275.00	118.33 %
Rebuy	9,199.00	8,000.00	1,199.00	114.99 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Registrations	4,415.00	5,000.00	-585.00	88.30 %
Sponsors	1,650.00	2,000.00	-350.00	82.50 %
Total Poker Tournament - Fall	18,796.00	18,500.00	296.00	101.60 %
Poker Tournament - Spring				
Bar Sales	2,229.00	2,000.00	229.00	111.45 %
Raffle/Auction	2,705.00	1,500.00	1,205.00	180.33 %
Rebuys	7,740.00	8,000.00	-260.00	96.75 %
Registration - Spring	4,145.00	5,000.00	-855.00	82.90 %
Sponsors - Spring	1,150.00	2,000.00	-850.00	57.50 %
Total Poker Tournament - Spring	17,969.00	18,500.00	-531.00	97.13 %
Total Special Events Income	81,573.80	88,935.00	-7,361.20	91.72 %
Total Revenue	\$161,082.42	\$94,165.00	\$66,917.42	171.06 %
GROSS PROFIT	\$161,082.42	\$94,165.00	\$66,917.42	171.06 %
EXPENDITURES				
Awards and Grants Expense				
Community Outreach				
Various Grants	6,530.00	7,250.00	-720.00	90.07 %
Total Community Outreach	6,530.00	7,250.00	-720.00	90.07 %
Event Sponsorship Expense				
Concert in the Park Sponsor	2,500.00	2,500.00	0.00	100.00 %
Disabled Dance Grant	500.00	500.00	0.00	100.00 %
Easter Egg Hunt Sponsor	1,800.00	1,800.00	0.00	100.00 %
Movies in the Park	300.00	500.00	-200.00	60.00 %
Senior Nutrition Program		100.00	-100.00	
Summerfest Sponsor	2,500.00	1,500.00	1,000.00	166.67 %
Tree Lighting Ceremony Sponsor	1,500.00	3,000.00	-1,500.00	50.00 %
Total Event Sponsorship Expense	9,100.00	9,900.00	-800.00	91.92 %
Total Awards and Grants Expense	15,630.00	17,150.00	-1,520.00	91.14 %
Operations Expense				
Credit Card Fees	1,338.25	500.00	838.25	267.65 %
Filings	555.00	600.00	-45.00	92.50 %
Foundation Development	99.68	0.00	99.68	
Insurance - Liability, D and O	663.00	700.00	-37.00	94.71 %
Marketing	1,105.92	1,750.00	-644.08	63.20 %
Membership Fees	315.00	400.00	-85.00	78.75 %
Other Costs	4,539.11	1,250.00	3,289.11	363.13 %
Payroll Expenses	8,452.34	11,800.00	-3,347.66	71.63 %
Postage, Mailing Service	79.95	200.00	-120.05	39.98 %
Printing and Copying	231.72	390.00	-158.28	59.42 %
Software/Computer Equipment	814.42	1,480.00	-665.58	55.03 %
Supplies	329.14	606.00	-276.86	54.31 %
Volunteer Support	1,525.20	2,100.00	-574.80	72.63 %
Total Operations Expense	20,048.73	21,776.00	-1,727.27	92.07 %
Pass Through Expenses				
60th Anniversary	20,300.00		20,300.00	
Concerts in the Park Sponsors	11,300.00		11,300.00	
Disabled Dance Sponsor Expense	200.00		200.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Easter Egg Hunt Sponsors	7,750.00		7,750.00	
Movies in the Park Sponsors	2,085.00		2,085.00	
Other City Programs	850.00		850.00	
Senior Expo Sponsors	3,825.00		3,825.00	
Sportspark-Softball Sponsors	3,300.00		3,300.00	
Summerfest Sponsors	11,250.00		11,250.00	
Tree Lighting Sponsors	11,750.00		11,750.00	
Total Pass Through Expenses	72,610.00		72,610.00	
Special Events Expenses				
5K Fun Run Expenses				
5K Expenses	5,910.50	6,500.00	-589.50	90.93 %
5K Fun Run Benefiting Organizations	12,845.00	17,500.00	-4,655.00	73.40 %
Total 5K Fun Run Expenses	18,755.50	24,000.00	-5,244.50	78.15 %
Classic Car Show Exp				
Car Show Expenses	195.36	195.00	0.36	100.18 %
Total Classic Car Show Exp	195.36	195.00	0.36	100.18 %
Other Special Events Expenses				
60th Anniversary Expenses - Net to City	-38.82		-38.82	
Concerts Bar Expense	5,245.34	5,000.00	245.34	104.91 %
Easter Egg Hunt		100.00	-100.00	
Great FV Campout	3,609.71	3,750.00	-140.29	96.26 %
Miscellaneous Events Expense	413.73		413.73	
Tree Lighting	555.70	300.00	255.70	185.23 %
Total Other Special Events Expenses	9,785.66	9,150.00	635.66	106.95 %
Poker Tournament - Fall				
Benefiting Organizations - Fall	4,580.00	4,500.00	80.00	101.78 %
Expenses - Fall	5,072.98	5,000.00	72.98	101.46 %
Total Poker Tournament - Fall	9,652.98	9,500.00	152.98	101.61 %
Poker Tournament - Spring				
Benefiting Org. - Spring	6,580.00	4,500.00	2,080.00	146.22 %
Expenses - Spring	4,719.33	5,000.00	-280.67	94.39 %
Total Poker Tournament - Spring	11,299.33	9,500.00	1,799.33	118.94 %
Summerfest Expenses				
Summerfest Transfer Net to City	292.00	0.00	292.00	
Total Summerfest Expenses	292.00	0.00	292.00	
Total Special Events Expenses	49,980.83	52,345.00	-2,364.17	95.48 %
Uncollectable Pledges	250.00		250.00	
Total Expenditures	\$158,519.56	\$91,271.00	\$67,248.56	173.68 %
NET OPERATING REVENUE	\$2,562.86	\$2,894.00	\$ -331.14	88.56 %
NET REVENUE	\$2,562.86	\$2,894.00	\$ -331.14	88.56 %