

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, June 7, 2022
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) 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) 900-6833. When prompted enter the following meeting ID: 814 2306 8748 followed by pound (#) and the following meeting passcode: 223612 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
- Click on “Join a Meeting” toward the top right of the webpage
- Enter the following meeting ID: 814 2306 8748
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 223612
- 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
Ryna Rothberg, Vice Chair
Steve Carpenter

Ed Tao
James Tung
Young Lee

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. BOARD OF DIRECTORS MEETING MINUTES

Recommendation: Approve the Board of Directors meeting minutes for the meeting on March 1, 2022.

6. CHIEF FINANCIAL OFFICER’S REPORT

Recommendation: Receive and file the Chief Financial Officer’s report.

7. CITY HALL/PUBLIC LIBRARY PROJECT & FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Recommendation: Provide direction to staff on 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.

8. FISCAL YEAR 2022-23 BUDGET

Recommendation: Adopt a budget for Fiscal Year 2022-23 commencing July 1, 2022 and ending June 30, 2023.

9. MEMBERS OF THE BOARD OF DIRECTORS

Recommendation: Make recommendations to the City Council regarding the recruitment and appointment of members of the Board of Directors.

Current Vacancies

- One (1) person representing a business or organization with a physical location in Laguna Woods or that provides regular and ongoing services to residents of Laguna Woods

10. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

11. ADJOURNMENT

The next regular meeting of the Laguna Woods Civic Support Fund Board of Directors will be at 3:00 p.m. on July 5, 2022 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

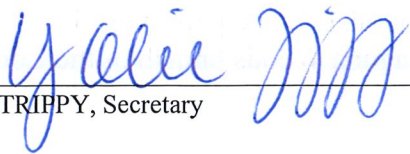
Public Comments: Persons wishing to address the Board of Directors are requested to complete and submit a speaker card to staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the Board of Directors on an item appearing on this agenda will be called 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, Yolie Trippy, Secretary, 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); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.



YOLIE TRIPPY, Secretary

6-3-22

Date

**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
March 1, 2022
3:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

1. CALL TO ORDER

Chair Moore called the meeting of the Laguna Woods Civic Support Fund Board of Directors to order at 3:07 p.m.

2. ROLL CALL

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

STAFF: PRESENT: Macon, Trippy

Vice Chair Rothberg, Director Tao, and Director Tung participated via teleconference.

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

3. PLEDGE OF ALLEGIANCE

Chair Moore led the pledge of allegiance.

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None

5. BOARD OF DIRECTORS MEETING MINUTES

Moved by Director Tao, seconded by Vice Chair Rothberg, and carried unanimously on a 5-0 vote with Director Lee absent, to approve the Board of Directors meeting minutes for the meeting on December 7, 2021. This vote was conducted by roll call.

6. CHIEF FINANCIAL OFFICER'S REPORT

CEO Macon noted that the Chief Financial Officer's Report was included in the agenda packet and summarized the current financial status of the Founders Wall fundraising program.

7. CITY HALL/PUBLIC LIBRARY PROJECT & FRIENDS OF THE LAGUNA WOODS OC LIBRARY

CEO Macon introduced the item and provided a PowerPoint presentation on the City Hall/Public Library Project and other matters pertaining to the Friends of the Laguna Woods OC Library. The PowerPoint presentation was included in the agenda packet.

Director Tao requested that a photograph of the “A Place for Paws” Dog Park Founders Wall plaque be emailed to him.

CEO Macon responded that a photograph would be provided.

Chair Moore asked that a sign be posted at the library counter advising that members of the Board of Directors are available to provide library-related presentations to clubs.

CEO Macon responded that a sign would be posted.

Chair Moore commented on a “books by mail” service and online collection of photographs and videos offered by OC Public Libraries.

Director Carpenter stated that Adapt2It would talk about the City Hall/Public Library Project and Founders Wall fundraising program during an upcoming TV6 appearance.

Directors discussed the item and staff answered related questions. Topics included:

- City Hall/Public Library Project
- Founders Wall fundraising program
- Outreach in newspapers
- Potential support from Sodexo
- Outreach to Laguna Woods Village clubs and organizations
- Business fundraising letters
- Potential breakfasts, car shows, and other events
- Bookmarks as a fundraiser or fundraising incentive
- Possibility of renting out the outdoor activity room

Director Tung requested an electronic copy of the PowerPoint presentation and suggested that additional information on programming, computers, and outdoor capacities be added.

CEO Macon responded that an electronic copy would be provided.

The Board of Directors was advised that outdoor events on City Hall’s patio or in the new outdoor activity room would not be possible until after Labor Day, at the earliest, due to construction.

The Board of Directors was advised that the possibility of renting out the outdoor activity room falls within the City’s purview, not the Laguna Woods Civic Support Fund’s.

8. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Carpenter commented on there being numerous opportunities for fundraising and on the

possibility of fundraising outside Laguna Woods.

Director Tao commented on the City Hall/Public Library Project's progress.

Chair Moore noted that the next Board of Directors meeting will be on April 5, 2022 at 3 p.m. and that regular meetings are the first Tuesday of each month at 3 p.m.

Director Tao commented on the possibility of inviting the media to Board of Directors meetings.

Chair Moore briefly responded to Director Tao's comments.

Director Tao commented on Director Lee's absence due to a vacation.

9. ADJOURNMENT

The meeting was adjourned at 4:08 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, April 5, 2022 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: June 7, 2022

CAROL MOORE, Chair

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CHIEF FINANCIAL OFFICER'S REPORT
April 2022

Balance Sheet
as of April 30, 2022

Assets:

Checking - US Bank	\$ 16,348.81	
Total Assets	\$ 16,348.81	\$ 16,348.81

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ 236.88	
Total Liabilities	236.88	

Fund Balance:

Restricted - Dog Park	(41.25)	
Restricted - Library	13,344.72	
Assigned - Administrative Support	2,808.46	
Total Fund Balance	16,111.93	

Total Liabilities and Fund Balance		\$ 16,348.81
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**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**
for the period July 1, 2021 through June 30, 2022
(83% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ 10,910.00	109.1%
R2 Donations Restricted - Friends of the Dog Park	10,000.00	-	0.0%
R3 Donations Unrestricted	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	0.31	2.1%
Total Revenues	<u>20,015.00</u>	<u>10,910.31</u>	54.5%
Expenditures:			
E1 Contract Services	575.00	165.00	28.7%
E2 Corporate Fees	200.00	-	0.0%
E3 Information Technology	500.00	71.88	14.4%
E4 Supplies and Printing	250.00	-	0.0%
E5 Supportive Contributions - Library	12,383.00	-	0.0%
E6 Supportive Contributions - Friends of the Dog Park	10,000.00	-	0.0%
E7 Miscellaneous	500.00	-	0.0%
Total Expenditures	<u>24,408.00</u>	<u>236.88</u>	1.0%
Net Change in Fund Balance	(4,393.00)	10,673.43	-243.0%
Beginning Fund Balance	<u>5,438.50</u>	<u>5,438.50</u>	
Ending Fund Balance	<u>\$ 1,045.50</u>	<u>\$ 16,111.93</u>	1541.1%

Library Founders Wall Contributions
July 1, 2021 thru April 30, 2022

Individual/Household		
Bronze, \$50	8	\$400
Silver, \$100	7	\$700
Gold, \$150	1	\$150
Platinum, \$300	2	\$600
Diamond, \$500	4	\$2,000
Legacy, \$1,000	5	\$5,000
Club Contribution		
Gold, \$150	3	\$460
Business Contribution		
Platinum, \$300	2	\$600
Legacy, \$1,000	1	\$1,000
Total	<u>33</u>	<u>\$10,910</u>

**LAGUNA WOODS CIVIC SUPPORT FUND
FISCAL YEAR 2022-23 BUDGET**

<u>Beginning Fund Balance</u>	June 30, 2022 - Projected Beginning Fund Balance	\$ 52,397
<u>Revenues - Estimated*</u>	<u>General Description</u>	
R1 Donations - Restricted	Friends of the Library - Contributions from individuals and businesses	\$ 10,000
R2 Donations - Restricted	Friends of the Dog Park - Contributions from individuals and businesses	\$ 10,000
R3 Donations - Unrestricted	Civic Support Fund, No Specific Designation - Contribution from individuals and businesses	\$ -
R4 Fundraising	Funds from special events, may be unrestricted or restricted	\$ -
R5 Grant Funding	Monies applied for and received from government and private giving programs	\$ -
R6 Miscellaneous	All other revenue, including support from City of Laguna Woods and bank interest	\$ 15
	TOTAL	\$ 20,015
<u>Expenditures - Projected**</u>	<u>General Description</u>	PROPOSED
E1 Contract Services	Accounting, graphic design, legal, and other professional services (excluding information technology)	\$ 575
E2 Corporate Fees	Monies paid to maintain corporate and charitable status (e.g., IRS, CA Attorney General)	\$ 200
E3 Information Technology	Domain name registration, email service, website hosting/design, and related professional services	\$ 500
E4 Supplies and Printing	Letterhead, envelopes, flyers, and other purchases or reproductions (excluding equipment)	\$ 250
E5 Supportive Contributions	Friends of the Library - Expenditures from restricted contributions for programs, projects, etc.	\$ 12,383
E6 Supportive Contributions	Friends of the Dog Park - Expenditures from restricted contributions for programs, projects, etc.	\$ 10,000
E7 Miscellaneous	All other expenditures, including bank fees	\$ 500
	TOTAL	\$ 24,408
	REVENUES OVER / (UNDER EXPENDITURES)	\$ (4,393)
 <u>Unappropriated Fund Balance</u>	 June 30, 2023 - Projected Ending Fund Balance	 \$ 48,004

* The Chief Executive Officer may decrease revenue estimates to reflect economic change during the fiscal year and may reduce expenditure appropriations as a method of fiscal control.

** The Chief Executive Officer is authorized to transfer appropriations and make adjustments within and between expenditure accounts, provided that there is no increase in overall appropriations and such transfers are not between restricted and unrestricted funds. Appropriations from unappropriated fund balance must be approved by the Board of Directors.

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