

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, December 7, 2021
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: 891 6490 7875 followed by pound (#) and the following meeting passcode: 359482 followed by pound (#). When an item you wish to comment on is discussed, press *9 on your phone 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: 891 6490 7875
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 359482
- 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

2. ROLL CALL

Carol Moore, Chair
Ryna Rothberg, Vice Chair
Steve Carpenter

Ed Tao
James Tung

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS – This is the time and place for members of the public to address the Board of Directors on items *not* appearing on this agenda. Pursuant to state law, the Board of Directors is unable to take action on such items, but may briefly respond, provide references for factual information, request follow-up by 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 meetings on March 2, 2021 and April 6, 2021.

6. CHIEF FINANCIAL OFFICER’S REPORT

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

7. 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) resident of Laguna Woods; and
- 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.

8. 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.

9. BOARD OF DIRECTORS MEETING SCHEDULE

Recommendation: Cancel the regular meeting of the Board of Directors that is scheduled for 3:00 p.m. on January 4, 2022.

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 January 4, 2022 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

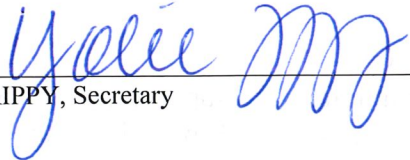
Public Comments: Persons wishing to address the Board of Directors are requested to complete and submit a speaker card to staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the Board of Directors on an item appearing on this agenda will be called 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” 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



Date

**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
March 2, 2021
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 3:01 p.m.

2. ROLL CALL

BOARD OF DIRECTORS: PRESENT: Moore, Rothberg, Carpenter, Tao
ABSENT: Williams

All members of the Board of Directors participated via teleconference as permitted by Governor Newsom’s Executive Order N-29-20 (dated March 17, 2020).

STAFF: PRESENT: Macon, Trippy

CEO Macon and Secretary Trippy participated in-person at the meeting location.

3. PLEDGE OF ALLEGIANCE

CEO Macon led the pledge of allegiance.

4. PUBLIC COMMENTS – None

5. BOARD OF DIRECTORS MEETING MINUTES

Moved by Director Rothberg, seconded by Director Carpenter, and carried unanimously on a 4-0 vote with Director Williams absent, to approve the Board of Directors meeting minutes for the meeting on January 12, 2021. This vote was conducted by roll call.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

CEO Macon noted that the Chief Financial Officer’s Report was included in the agenda packet.

7. MEMBERS OF THE BOARD OF DIRECTORS

CEO Macon introduced the item.

Directors discussed the item and staff answered related questions.

Moved by Director Tao, seconded by Vice Chair Rothberg, and carried unanimously on a 4-0 vote with Director Williams absent, to recommend that the City Council appoint James Tung to the Board of Directors for the Laguna Woods Civic Support Fund as a resident member.

8. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

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

- Possible fundraising related to the 100th Anniversary of OC Public Libraries
- The status of the City Hall/Public Library Project and possible fundraising opportunities related to the project’s groundbreaking
- COVID-19 implications for fundraising events

9. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Tao stated that the meeting was very productive.

Vice Chair Rothberg stated that she is anxious about the next step in constructing the library.

10. ADJOURNMENT

The meeting was adjourned at 3:42 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, April 6, 2021 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: December 7, 2021

CAROL MOORE, Chair

**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
April 6, 2021
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 3:00 p.m.

2. ROLL CALL

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

All members of the Board of Directors participated via teleconference as permitted by Governor Newsom’s Executive Order N-29-20 (dated March 17, 2020).

STAFF: PRESENT: Macon, Trippy

CEO Macon and Secretary Trippy participated in-person at the meeting location.

3. PLEDGE OF ALLEGIANCE

Chair Moore led the pledge of allegiance.

4. PUBLIC COMMENTS – None

5. ADMINISTRATIVE AND FINANCIAL REPORTS

Director Tung arrived at 3:02 p.m.

CEO Macon noted that the Chief Financial Officer’s Report was included in the agenda packet.

CEO Macon responded to questions regarding the status of fundraising for “A Place for Paws” Dog Park and the Dog Park Advisory Group’s role in fundraising.

Director Williams suggested that the City consider charging for use of the dog park.

6. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

CEO Macon noted that a memo was included in the agenda packet regarding a potential bookmark fundraiser or giveaway.

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

- Potential fundraising events
- Bookmarks as a fundraiser or fundraising incentive
- Friends of the Laguna Woods OC Public Library donation envelopes
- The frequency of use of the Laguna Woods OC Public Library
- Possible translations of fundraising materials
- The role of newspapers in promoting fundraising efforts

7. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS – None

8. ADJOURNMENT

The meeting was adjourned at 4:08 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, May 4, 2021 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: December 7, 2021

CAROL MOORE, Chair



CHIEF FINANCIAL OFFICER'S REPORT
October 2021

Balance Sheet
as of October 31, 2021

Assets:

Checking - US Bank	\$ 5,438.61	
Total Assets	\$ 5,438.61	\$ 5,438.61

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ -	
Total Liabilities	-	-

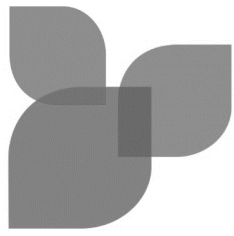
Fund Balance:

Restricted - Dog Park	(41.25)	
Restricted - Library	2,599.72	
Assigned - Administrative Support	2,880.14	
Total Fund Balance	5,438.61	

Total Liabilities and Fund Balance		\$ 5,438.61
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**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**
for the period July 1, 2021 through June 30, 2022
(33% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ -	0.0%
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	0.11	0.7%
Total Revenues	<u>20,015.00</u>	<u>0.11</u>	0.0%
Expenditures:			
E1 Contract Services	575.00	-	0.0%
E2 Corporate Fees	200.00	-	0.0%
E3 Information Technology	500.00	-	0.0%
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>-</u>	0.0%
Net Change in Fund Balance	(4,393.00)	0.11	0.0%
Beginning Fund Balance	<u>5,438.50</u>	<u>5,438.50</u>	
Ending Fund Balance	<u>\$ 1,045.50</u>	<u>\$ 5,438.61</u>	520.2%



Laguna Woods CIVIC SUPPORT FUND

MEMORANDUM FOR ITEM 8

1. FOUNDERS WALL PROGRAM

The **Laguna Woods OC Public Library Founders Wall Program** launched on November 29, 2021, ahead of the start of construction for the City Hall/Public Library Project on December 1, 2021. Flyers are now available at City Hall (including at the public library counter) and on the City's website. A graphic advertisement is being prepared for the City's television channel. Information on the Founders Wall Program will be included in a press release announcing the start of construction that will be disseminated the week of December 6, 2021.

At today's meeting, staff recommends that the Board of Directors focus on answering the following questions:

1. Who will take the lead on outreach to businesses?
2. Who will take the lead on outreach to clubs?

Remember that the Civic Support Fund's Bylaws prohibit Chair Moore, Director Tao, and City staff (including CEO Macon and Secretary Trippy) from making direct fundraising appeals of or to third-parties, with the exception of fundraising appeals made as a part of a special event, meeting, or public speaking engagement. If the Board of Directors wishes to directly approach businesses and clubs to solicit contributions for the Founders Wall, only Vice Chair Rothberg, Director Carpenter, and Director Tung are able to do so.

City staff are available to provide clerical assistance, including making copies of flyers and drafting letters for signature by those who are able to directly approach businesses and clubs (again, only Vice Chair Rothberg, Director Carpenter, and Director Tung).

Attachment: Founders Wall Flyer

2. GROUNDBREAKING CEREMONIES

On December 1, 2021, the City held a small, invitation-only ceremony to commemorate the beginning of site work. Attendees included the City Council and Assemblymember Petrie-Norris. A press release with photos of the ceremony will be disseminated the week of December 6, 2021. The press release will include information on the Founders Wall Program.

The City expects to hold a similar invitation-only ceremony, followed by a press release with photos, to commemorate the beginning of work on the library building (tentatively February 2022). The press release will include information on the Founders Wall Program and bookmark fundraiser/fundraising incentive.

3. RECEPTION

A reception to celebrate progress toward constructing the City Hall/Public Library Project is being planned for January 2022. The reception will be held in the Council Chambers and include the following:

- Appetizers served in the manner required by the OC Health Care Agency
- Remarks from the City, County, and Assemblymember Petrie-Norris
- Large display boards with renderings of the City Hall/Public Library Project
- Large display board promoting the Founders Wall Program (contributions will be accepted)
- Slideshow of construction photos (including photos of the beginning of site work ceremony on December 1, 2021)

The reception will be free and open to the public, and publicized accordingly. Invitations will also be sent to various dignitaries and community groups.

4. GRAND OPENING EVENT/RIBBON CUTTING

TBD – Tentatively August 2022

5. BOOKMARK FUNDRAISER/FUNDRAISING INCENTIVE

Staff will work with Vice Chair Rothberg and Director Carpenter to purchase bookmarks, based on their previous offers to underwrite the bookmark fundraiser/fundraising incentive. Once purchased, the Board of Directors will have another opportunity to discuss use of the bookmarks.



LAGUNA WOODS OC PUBLIC LIBRARY

FOUNDERS WALL



Please add my name to the Laguna Woods OC Public Library Founders Wall!

The Laguna Woods OC Public Library is on the move! Be a part of history and help to commemorate the expansion of our public library into a brand new building. Individuals, clubs, and businesses who add their name to the founders wall by **May 31, 2022** will be recognized on a plaque outside the library entrance. This is a great opportunity to leave a lasting legacy and support the construction of a key community resource.

Please make checks payable to **Laguna Woods Civic Support Fund**.

Contributions are tax-deductible to the extent provided by law.

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone Number: _____

Email Address: _____

INDIVIDUAL/HOUSEHOLD

- Bronze (\$50)
- Silver (\$100)
- Gold (\$150)
- Platinum (\$300)
- Diamond (\$500)
- Legacy (\$1,000)

CLUB CONTRIBUTION

- Gold (\$150)
- Platinum (\$300)
- Diamond (\$500)
- Legacy (\$1,000)

BUSINESS CONTRIBUTION

- Platinum (\$300)
- Diamond (\$500)
- Legacy (\$1,000)



Laguna Woods City Hall,
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Information: (949) 639-0524 or contact@lwcivicsupportfund.com