

# Laguna Woods CIVIC SUPPORT FUND

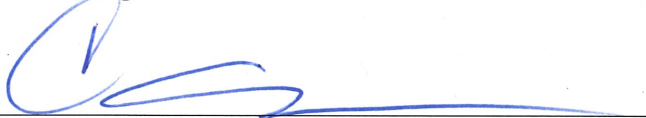
## NOTICE OF SPECIAL LAGUNA WOODS CIVIC SUPPORT FUND BOARD OF DIRECTORS MEETING

**JANUARY 17, 2023**

Please be advised that a special meeting of the Laguna Woods Civic Support Fund Board of Directors will be held on January 17, 2023 at 3:00 p.m. The meeting will be held at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637.

The agenda for this meeting is attached.

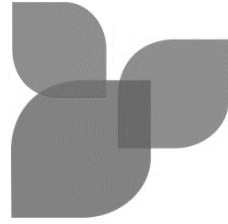
For additional information, please contact Yolie Trippy, Secretary, at (949) 639-0500/TTY (949) 639-0535, [contact@lwcivicsupportfund.org](mailto:contact@lwcivicsupportfund.org), or 24264 El Toro Road, Laguna Woods, California 92637.



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CAROL MOORE, Chair

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# 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

Special Meeting  
Tuesday, January 17, 2023  
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](mailto: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) 444-9171. When prompted enter the following meeting ID: 856 4325 1740 followed by pound (#) and the following meeting passcode: 986181 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](http://www.zoom.us)
- Click on “Join a Meeting” toward the top right of the webpage
- Enter the following meeting ID: 856 4325 1740
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 986181
- 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 (City Council appointee)	Young Lee (resident member)
Ryna Rothberg, Vice Chair (resident member)	James Tung (resident member)
Steve Carpenter (business member)	
German Cuenca (business member)	

#### 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. CONSENT CALENDAR

About the Consent Calendar: All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board of Directors, staff, or member of the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

### 5.1 Board of Directors Meeting Minutes

**Recommendation:** Approve the Board of Directors meeting minutes for the regular meetings on November 1, 2022 and December 6, 2022.

### 5.2 Chief Financial Officer's Report

**Recommendation:** Receive and file the Chief Financial Officer's report for the month of November 2022.

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

**Recommendation:**

1. Receive and file an update from the Chief Executive Officer regarding the City Hall/Public Library Project and library-related fundraising programs.

AND

2. Approve the design of the 30" x 38" Founders Wall cast bronze plaque recognizing contributors, and authorize the Chief Executive Officer to proceed with purchasing the plaque. *[Note: The Board of Directors previously authorized the Chief Executive Officer to incur costs not to exceed \$6,750 related to the design, fabrication, delivery, and installation of the plaque.]*

AND

3. Discuss, authorize expenditures, and take action on matters related to 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 including, but not limited to, the following matters:
  - (a) Valentine's Day tea event to recognize Founders Wall contributors
  - (b) Presentations by the Friends of the Laguna Woods OC Library (e.g., speakers) (agendized by Chair Moore)

## 7. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

## 8. ADJOURNMENT

**The next regular meeting of the Laguna Woods Civic Support Fund Board of Directors will be at 3:00 p.m. on February 7, 2023 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.**

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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](http://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.

/s/ Yolie Trippy  
YOLIE TRIPPY, SECRETARY

1/13/23  
Date

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

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**1. CALL TO ORDER**

Chair Moore called the meeting of the Laguna Woods Civic Support Fund Board of Directors to order at 3:09 p.m.

**2. ROLL CALL**

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

STAFF: PRESENT: CEO Macon, Secretary Trippy

Director Tao participated via teleconference.

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

Director Lee joined the meeting in-person.

**3. PLEDGE OF ALLEGIANCE**

Chair Moore led the pledge of allegiance.

**4. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None**

**5. CONSENT CALENDAR**

Moved by Vice Chair Rothberg, seconded by Director Tung, and carried on a 7-0 vote, to approve Consent Calendar items 5.1 – 5.2. This vote was conducted by roll call.

**5.1 Board of Directors Meeting Minutes**

Approved the Board of Directors meeting minutes for the regular meeting on October 4, 2022.

**5.2 Chief Financial Officer's Report**

Received and filed the Chief Financial Officer’s report for the month of September 2022.

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

CEO Macon introduced the item and provided updates on the City Hall/Public Library Project, Founders Wall plaque, and “Friends of the Laguna Woods OC Public Library” bookmarks.

Directors discussed potential uses for the bookmarks, including giving them to Founders Wall contributors, using them as incentives for future fundraising, and selling them.

Directors discussed hosting future donor recognition events, which might include author events, poetry readings, and other events with coffee, tea, and cookies.

Chair Moore asked that the next Board of Directors agenda include consideration of a hosting a donor recognition event for Founders Wall contributors.

In response to a question from Chair Moore, CEO Macon advised that the Board of Directors would be asked to contribute the Founders Wall fundraising proceeds to the City once plaque purchase and installation costs are finalized. Those costs will be deducted from the proceeds available for contribution to the City.

**7. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS**

Director Tao commented that having a variety of food at events is important.

Vice Chair Rothberg briefly responded to Director Tao’s comments.

**8. ADJOURNMENT**

The meeting was adjourned at 3:38 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, December 6, 2022 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, Secretary

Approved: January 3, 2023

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CAROL MOORE, Chair



**LAGUNA WOODS CIVIC SUPPORT FUND  
BOARD OF DIRECTORS MINUTES  
REGULAR MEETING  
December 6, 2022  
3:00 P.M.  
Laguna Woods City Hall  
24264 El Toro Road  
Laguna Woods, California 92637**

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**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: Lee, Moore, Rothberg, Tung  
ABSENT: Carpenter, Cuenca

STAFF: PRESENT: CEO Macon, Secretary Trippy

Ed Tao is no longer a member of the Board of Directors due to Mr. Tao no longer being a member of the Laguna Woods City Council.

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

**3. PLEDGE OF ALLEGIANCE**

Vice Chair Rothberg led the pledge of allegiance.

**4. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None**

**5. CONSENT CALENDAR**

Moved by Vice Chair Rothberg, seconded by Director Lee, and carried on a 4-0 vote with directors Carpenter and Cuenca absent, to approve Consent Calendar Item 5.1.

**5.1 Chief Financial Officer's Report**

Received and filed the Chief Financial Officer's report for the month of October 2022.

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

CEO Macon introduced the item and provided updates on the City Hall/Public Library Project,

Founders Wall plaque, and “Friends of the Laguna Woods OC Public Library” bookmarks. The bookmarks have arrived, and a sample bookmark was shared.

Director Carpenter joined the meeting in-person.

Directors discussed the conceptual design of the Founders Wall plaque and staff answered related questions, including questions regarding the appearance of contributions from The Towers Board of Directors and The Hatch Family, as well as the use of only English language characters.

Directors reached consensus to add “Dedicated 2023” to the plaque.

Director Lee asked that the conceptual rendering of the plaque be emailed to him for subsequent distribution to members of the Korean American Club to check the spelling of names.

Directors discussed potential, future, library-related fundraising activities.

In response to a question from Chair Moore, CEO Macon confirmed that the Board of Directors is permitted to continue fundraising to support construction of the library, even after the library has opened, and that fundraising to support library events and activities is also permitted.

Directors discussed hosting a tea to recognize Founders Wall contributors.

Moved by Vice Chair Rothberg, seconded by Director Tung, and carried on a 5-0 vote with Director Cuenca absent, to extend invitations to the Valentine’s Day tea to the top two tiers of contributors (Legacy \$1,000 and Diamond \$500).

- Tea to be held on February 14, 2023 from 2-3:30 p.m. in City Hall’s Council Chambers
- Tea to have a Valentine’s Day theme
- Food and refreshments to include sandwiches, scones, and hot tea (or similar)
  - Sodexo to be asked to provide a proposal
- Music to be provided
  - Chair Moore suggested a piano
  - Director Lee to check with a Korean American group
- City staff to provide a time-lapse construction video and, potentially, poster displays
- Library speaker to make brief comments about the expanded library (8-10 minutes)
  - CEO Macon to invite County Librarian or representative
- Seating to include a mix of rented cocktail tables and chairs
  - CEO Macon/Secretary Trippy to obtain a quote
- Invitations to be extended to Legacy (\$1,000) and Diamond (\$500) contributors
  - Director Rothberg to check with a friend who makes invitations
  - Invitation to generally read as follows: “The Laguna Woods Civic Support Fund cordially invites you to a Valentine’s Day tea in recognition of your donation...”
  - Email invitations to be sent on January 10, 2023 using the email addresses provided by contributors with their contributions
    - CEO Macon to provide Chair Moore with the names of contributors who did not provide an email address. Chair Moore to seek missing email addresses.

- Printed invitations to be mailed on January 30, 2023
- Follow-up email invitations to be sent on February 7, 2023
- Flowers to potentially be obtained from Aldi

**7. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS – None**

**8. ADJOURNMENT**

The meeting was adjourned at 4:06 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, January 3, 2023 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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YOLIE TRIPPY, Secretary

Approved: January 3, 2023

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CAROL MOORE, Chair

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**CHIEF FINANCIAL OFFICER'S REPORT**  
**November 2022**

**Balance Sheet**  
as of November 30, 2022

Assets:

Checking - US Bank	\$ 50,633.66	
Total Assets	\$ 50,633.66	\$ 50,633.66

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ -	
Total Liabilities	-	-

Fund Balance:

Restricted - Dog Park	458.75	
Restricted - Library	48,509.72	
Assigned - Administrative Support	1,665.19	
Total Fund Balance	50,633.66	

Total Liabilities and Fund Balance		\$ 50,633.66
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**Revenues, Expenditures and Changes in Fund Balance -  
Budget vs Actual**  
for the period July 1, 2022 through June 30, 2023  
(41% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
<b>Revenues:</b>			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ 200.00	2.0%
R2 Donations Restricted - Friends of the Dog Park	10,000.00	500.00	5.0%
R3 Donations Unrestricted	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	1.07	7.1%
Total Revenues	<u>20,015.00</u>	<u>701.07</u>	3.5%
<b>Expenditures:</b>			
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	3,000.00	0.0%
E6 Supportive Contributions - Friends of the Dog Park	10,000.00	-	0.0%
E7 Miscellaneous	500.00	48.00	9.6%
Total Expenditures	<u>24,408.00</u>	<u>3,048.00</u>	12.5%
Net Change in Fund Balance	(4,393.00)	(2,346.93)	53.4%
Beginning Fund Balance	<u>52,397.00</u>	<u>52,980.59</u>	
Ending Fund Balance	<u>\$ 48,004.00</u>	<u>\$ 50,633.66</u>	105.5%

**Library Founders Wall Contributions**  
July 1, 2022 thru June 30, 2023

Individual/Household		
Silver, \$100	2	\$200
<b>Total</b>	<u>2</u>	<u>\$200</u>

<b>CATERING EVENT</b>		Invoice Number
		0000000000001
		<b>Set Up Time:</b>
<b>Name of Organization: Civic Support Fund</b>	<b>Day/Time: 2/14/2023</b>	<b>Event Time:</b>
<b>Purpose of Function: Valentines Tea Party</b>	<b>Number of Guests: 60</b>	<b>Clean-Up Time:</b>
<b>Name of Representation:</b> <b>Title:</b>	<b>Pay to: Mutual No# Fifty</b>	
<b>Billing Address:</b>	<b>Phone:</b>	
<b>Location of Event:</b>		
<b>Deposit none</b>		
<b>Type of Service:</b>		
<b>Service Notes:</b>	<b>Please Pay Invoice @ Day of Event! Thanks, You! Cash or Check</b>	
<b>Sandwich:</b>		
<b>Mini Herb Cream Cheese Tea Sandwich</b>		
<b>Cucumber mini- Tea Sandwich</b>		
<b>Lox Tea Sandwich</b>		
<b>Event Price</b>		
	<b>Number of Persons:</b> <b>60</b>	<b>Price Per Person</b> <b>\$10.00</b>
		<b>Total:</b>
<b>EXTRAS – PLEASE HIGHLIGHT</b>	<b>Price of Extras LABOR</b>	<b>\$ 0.00</b>
Candles	Bread baskets	
Flowers	Salt & Pepper Shakers	<b>Linen Charge</b>
Platform	Water Pitchers	<b>\$00.00</b>
Napkins	Glasses	<b>Sub Total</b>
Linen	Towels	<b>\$ 0.00</b>
Skirting	Place Cards	Tax
Coffee Cups	Sugar, Sugar Sub	<b>Less Decline Balance</b>
Chaffing dish	Butter/Margarine	\$0.00
Serving utensils	Creamers & Mocha Mix	<b>Please Pay This Amount</b>
Stir sticks	Coffee/Decaf	<b>\$600.00</b>
<b>Special Notes</b>	Important	
	Seven days notice must be given for EXPECTED number of people attending. Forty-Eight hours notices must be given for GUARANTEED numbers and cancellations for events without 48 hour notice may be subject to charge.	
	Customer – Acknowledgment of Services	

1151 Baker Street  
 Costa Mesa, CA 92626  
 www.bakerpartyrentals.com



ITEM 6  
 714-545-4667

**QUOTE ONLY**

Customer:	Delivery Location:	Ticket#
Laguna Woods Civic Support Fun 24264 El Toro Road  Laguna Woods CA 92637  H (909) 560-1539	24264 El Toro Road Laguna Woods CA 92637	Bid# 624997  Loc 100 

<b>Ordered by:</b> April Baumgarten	<b>Event:</b> 02/14/23 17:00	<b>Salesperson:</b> Nancy
<b>PO #:</b>	<b>Out Date:</b> 02/13/23 Mon	<b>DEL Window:</b>
	<b>Return Date:</b> 02/15/23 Wed	<b>P/U Window:</b>

Qty	Item Description	Day Rate	Total
*** This Price Quote/Bid is NOT a Reservation and can be rescinded at any time. ***			
5	B114 36" Round Pedestal Table	11.60	58.00
5	B702 40" Pole With Base		0.00
5	C160 120" Bubblegum Pink Cloth, Round	19.45	97.25
1	92637 Laguna Hills Delivery Fee	90.00	90.00
Shake out all decor and crumbs from tablecloths. Do Not store in plastic bags or mildew may occur.			
----- Payments ----- No Payment Made			

**PLEASE READ BEFORE SIGNING**

All merchandise except linen **MUST BE RETURNED CLEAN AND DRY.**  
 Linens **MUST BE RETURNED DRY** and free of food and debris.  
 Goods must be returned packed in original container. You will be charged for lost or damaged cartons.  
 Additional service charge will be made for repeat deliveries and pickups if no one is there to accept delivery or pickup, unless prior arrangements have been made.  
 Additional charges will be assessed for difficult access deliveries, up stairs and long distances.  
 You are responsible for any breakage or replacement costs.  
 Items are charged for while out on rental whether used or not.  
**ALL ITEMS MUST BE TOGETHER AND READY** on pickup or a charge will be made.

Rentals	155.25
Sales	0.00
Delivery/Other	90.00
Sales Tax	19.01
<b>Total</b>	<b>264.26</b>

**EQUIPMENT RECEIVED IS SUBJECT TO CONDITIONS AND TERMS ON THE FRONT AND REVERSE SIDE OF THIS CONTRACT.**

Total Paid 0.00

**Est Amount Due 264.26**

X \_\_\_\_\_  
 SIGNATURE PRINT NAME  
 If other than Lessee, Signer represents he is agent of and authorized to sign for Lessee.

01/04/23 09:02:16 Page 1  
 CUSTOMER WILL BE RESPONSIBLE FOR ALL EQUIPMENT DAMAGED DUE TO RAIN, SPRINKLERS OR OTHER CIRCUMSTANCES.



**Amazing Tents & Events**  
 28341 Paseo Establo  
 San Juan Capistrano, CA 92675  
 (949)366-1607  
 info@amazingtents.com



## Quote

### ADDRESS

Laguna Woods Civic Support  
 Fund

### SHIP TO

City Hall  
 24264 El Toro Rd  
 Laguna Woods

QUOTE # 2369

DATE 01/06/2023

### SHIP DATE

02/04/2023

### DELIVERY TIME

10 A.M.

ACTIVITY	QTY	RATE	AMOUNT
<b>Tables:Cocktail - Round</b> 30" Round Cocktail Table - Standard High Top	5	8.00	40.00
<b>Linens:Round - 120 in</b> 120" Round Linen - Color:Pink	5	17.00	85.00

Quote from Amazing Tents & Events

SUBTOTAL	125.00
SHIPPING	150.00
<b>TOTAL</b>	<b>\$275.00</b>

\*\*We guarantee our pricing... Find a better price and we will beat it!\*\*

Accepted By

Accepted Date