



17855 Santiago Boulevard
Villa Park, California 92861
(714) 998-1500

MINUTES

Regular Meeting on May 12, 2008

ORDER OF BUSINESS

CALL TO ORDER – Chair Karen Holthe

The meeting was called to order by Chair Holthe at 4:40 PM

ROLL CALL

Karen Holthe, Chair	Present
Rondi Walsh, Vice-Chair	Present
Nicolaas Versteeg, Treasurer	Present
Bob Fauteux, Vice-Treasurer	Present
Carol Duensing, Secretary	Present
Carol Stone, Director of Development	Present
Keith Martin, Director of Special Events	Present
Steve Marquez, Director of Community Services	Absent
Bob Hunter, Director of Membership	Present
Roy Berelowitz, Director of Communications	Present
Ken Domer, City Manager	Absent
Brad Reese, Mayor, Villa Park	Present
Rich Ulmer, Past Mayor, Villa Park	Absent

CONSENT AGENDA

Consideration of April 14, 2008 Retreat Minutes

Copies of the retreat minutes were presented to Board members and the Chair Holthe asked the Secretary to read the minutes.

Motion by Carol Stone to waive reading the Minutes, seconded by Rondi Walsh. Carried.

Roy had correction to the Minutes, first page, fifth paragraph that read: *...It was moved by Bob Hunter and seconded by Nic Versteeg to accept the loan offered by Rich Ulmer... to read: ... to consider self-funding and only accept the loan offered by Rich Ulmer or from City Council if necessary...*



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On the second page, first paragraph, recommended that the 6th sentence be removed in its entirety:

Catherine Van Emon agreed with many of Rondi's comments on the editing and they agreed to review the concerns and fix the problems addressed.

Motion to accept the distributed and amended April 14, 2008 minutes by Nic, seconded by Rondi. Carried.

Motion to approve March 10, 2008 minutes as delivered by e-mail by Rondi, seconded by Roy. Carried.

PUBLIC COMMENT (Unrelated to history book)

None

Old Business – Villa Park History Book

Chair Holthe distributed copies of emails from Jan Van Emon to the Chair along with the Chair's responses to the questions, regarding the History Book and Jan Van Emon's concerns. (Copies attached)

Included with the emails was a letter from Jan Van Emon addressed to the Foundation outlining her concerns for future issues with the book. (Copy attached)

A contract was submitted to the Foundation for approval from Jan Van Emon's attorney. The City Attorney approved everything and added:

I agree that I am solely responsible for the content of the book and agree to indemnify, defend, and hold harmless the VPCSF from any and all claims, actions, or damages pertaining to the content of the book, including but not limited to claims based on the sources of information used for the book, the ideas, thoughts and information contained within the book, copyright infringement, mistaken or omitted facts, the use of confidential information, or any other claim or action based on the content of the book...

Chair Holthe signed the contract.

Jan Van Emon asked for copies of Board Minutes from previous meetings. (No timeframe requested.)

Jan Van Emon submitted copy of agreement from March meeting – unsigned. Jan asked for written statement that the Board does not want copyright. It was pointed out that the May 10, 2007 minutes state ...*Jan Van Emon retains copyright.*

Presale is over, book price is \$75.00, except at an event such as a book-signing, special event, etc., at which time books may be sold @ \$50 for the special promotional price provided Board agrees.



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The October 8, 2007 minutes address pre-sale.

March 10, 2008 minutes read to stop pre-sale price. Full price would be charged unless during a sale or promotion – which will be decided at future date.

Discussion followed regarding history of ordering book. The second email from Jan Van Emon regarding procedure for numbering books, etc., was discussed. This procedure will be decided after books arrive.

Future discussion regarding these issues was tabled.

The Board made a point of requesting a proof of the book before the order is placed in the amount of \$2200.00.

Carol Stone asked if anyone else will be selling the book at the same time the Foundation is selling the book. The first paragraph of the contract was read to the Board which stated:
...*Villa Park Community Service Foundation has exclusive on book...* Discussion followed from the Board regarding competitive pricing at perhaps a lower price elsewhere. Previous minutes address the pre-sales price and deadline, current price, as well as pricing for special events, such as book signing, etc.

Rondi commented that since last meeting she has met with Catherine Van Emon who she stated is sharp, organized, and who has sent a thorough analysis of every edit also that 80% of the edits have been completed. By beginning of next week, around the 19th, the book should go to printer.

BOARD DIRECTOR REPORTS

CHAIR – VICE-CHAIR – Karen Holthe – Rondi Walsh

Rondi as Vice-Chair reported that checks are coming in for picnic. Thank you letters will be sent shortly.

TREASURER – VICE-TREASURER – Nicolaas Versteeg – Bob Fauteux

Copies were distributed to Board. (See attached)

Prior Months Balance Sheet

Prior Months Income Statement

Year – to – Date Income Statement

The treasurer reported there have been no refunds on books to date.

Bob Hunter posed the question on dues, suggested a procedure on the money (checks) when received. Currently checks are deposited in proper category with donor's name, but when sending thank you letters there is no reference to addresses. It was suggested to make photo-copies of checks to show return addresses.



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Chair Holthe brought to the table the fact that all Board members need submit their membership fees.

Motion by Bob Hunter, seconded by Keith Martin that all Board members submit membership fees. Carried.

Nic questioned who has authority to authorize work from cities and asked if there is a process or procedure for authorizing money for various expenses.

Chair Holthe advised the Board that the detailed positions on the Board will be in place to clarify duties.

SECRETARY – Carol Duensing

It was suggested to use a Foundation address stamp, with Board approval, for use on Foundation envelopes when enclosing a return self-addressed envelope. As with previous mailings, labels have been printed and affixed to return envelopes. A stamp would be faster. After motion, second, carried, with permission to order stamp, Bob Hunter volunteered to supply pre-addressed labels. Motion was rescinded.

DIRECTOR OF DEVELOPMENT - Carol Stone

It was suggested to have book on display at picnic.

Chair Holthe reported that the packet for software from Mission Research has been received. Carol Stone asked who was going to be manager of the software, then volunteered.

Bob Hunter stated that the database for software be built to organize addresses lists, etc., and goal to get intern to set up. Rondi may know of intern for data entry.

Strategic update: Carol Stone submitted copies of draft #2 of Villa Park Community Service Foundation Strategic Plan 2008-2011, including Mission, Vision, Goals, Objectives and Activities.

Carol asked for a committee to continue with project. Rich Ulmer was suggested due to his past involvement with project. Carol and Rich will be the committee.

DIRECTOR OF SPECIAL EVENTS - Keith Martin

Report on picnic from Rondi: To date \$4000 has been received in donations; there are fewer this year which may be due to politicking. She reported there will be DJ available. Time Warner offered air time on local broadcast in lieu of money, with a \$16,000 value, CNN Headline News. The question arose about auctioning the offer.

Rondi mentioned the Halloween Fest and has asked the Women's League for a donation. She was informed an application is now needed. In the past the Women's League donated \$1000 towards picnic – their cap is \$2000. There will be a district meeting next week and the application will be presented.



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The 5/25/08 picnic will need volunteers. There will be three tables:

- 1) Selling History Book
- 2) Membership
- 3) Survey

Volunteers to help at picnic: Bob Fauteux, Karen Holthe, Bob Hunter and Nic Versteeg.

Bob Fauteux reported that he will be attending the water district monthly meeting and asked if Rondi had been in communication with them. She reported that she has.

There was a question regarding insurance coverage at the special events. The Board was advised that Ken Domer orders a risk management insurance policy for every event..

DIRECTOR OF COMMUNITY SERVICES – Steve Marquez (absent)

DIRECTOR OF MEMBERSHIP – Bob Hunter

As stated above, Bob recommended procedures be in place when accepting checks of any kind payable to the Foundation.

The thank you letters will include the information of *no goods, etc.* clause, for donations.

DIRECTOR OF COMMUNICATIONS – Roy Berelowitz

Roy advised the Board that Rockwell chose Bret Young as Citizen of the Year with a \$1000 check. Bret donated the check to the Foundation.

The survey is complete – copies were distributed. (copies attached) The survey will be available at the picnic to be completed and dropped into survey box. The survey will also be distributed via email. The amount of \$20.00 is due Survey Monkey for preparing the survey.

Motion by Roy to approve the \$20.00 fee to Survey Monkey, seconded by Vic. Carried.

Roy asked that the Board get comments/recommendations to him by Friday the 23rd regarding the survey.

City Council Meetings – VPCSF representation Schedule

May meeting will have Rondi as Foundation representative. Suggested to have copy of survey for each council member to complete.

ADJOURNMENT

Chairwoman Holthe adjourned meeting at 6:30 PM.

The next VPCSF meeting will be June 9, 2008, 4:30 p.m., Villa Park Town Hall.