

1 event at City Hall.

2
3 Mr. Erjavek reported that there was some vandalism over the weekend with a study room window broken
4 and two employee's car windows were smashed. The security measures taken at this time, is for the
5 security guard to make more rounds in the parking lots.

6
7 **Approval of Minutes**

8
9 Ms. Wallen made a motion to approve the March 28, 2016 Board of Directors' amended minutes as
10 presented. **M/S/C (Wallen/Pierson) unanimously**

11
12 **President's Report**

13
14 Mr. Peters reported that he made contact with Ms. Fields and she was able to attend tonight's meeting. Mrs.
15 Potter mentioned that the Foundation office did not have the correct contact information for Ms. Fields
16 when she was accepted on the Board and was not receiving any email messages.

17
18 Ms. Wallen advised the Board that effective April 25th, the Foundation's Security Bank of California
19 accounts will become Pacific Premier Bank accounts. The Foundation will be receiving a new routing
20 number and account numbers soon. Ms. Wallen will work with Mrs. Potter in processing payroll and any
21 electronic transfer funds to make sure that transactions are successful. The Foundation may continue to use
22 their current supply of checks for at least one year. There are no monthly service fees for the Foundation as
23 it is a non-profit organization.

24
25 **Financial Report**

26
27 The financial report for the period ending March 2016 was accepted by the Board and instructed to be filed
28 (See attachments I).

29
30 Ms. Gulino-Vogt expressed her "thanks" for all who participated in the approval of the Hartman XX REIT
31 and getting the documents processed in a timely manner.

32
33 Ms. Gulino-Vogt mentioned that there are concerns about no quorum at the Investment meetings. The
34 Board brought up the recommendations as follows: (1) Combine the Investment quarterly meeting with the
35 Board meeting or (2) All Committee Members have a conference call at 9:00 am on the first Thursday of
36 the month as long as all investment materials are provided to committee members in advance.

37
38 Ms. Gulino-Vogt reported that the Foundation received the John Hancock check of \$12,000 from Anderson
39 Finance Management Group and was deposited into the Operating Account this month.

40
41 Ms. Gulino-Vogt reported that the Foundation's investments did not have any realized gains or losses for
42 the fiscal year ending June 30, 2015 which was probably due to the technology project and the current
43 market. Ms. Gulino-Vogt advised that the taxes are due on May 15th and she recommends that we rely on
44 the CPA's expertise that the Foundation's assets have been properly reported. Ms. Gulino-Vogt will follow
45 up with Smith Marion & Co. to get the taxes signed and filed.

46
47 Ms. Gulino-Vogt advised the Board that the draft budget displays that we will need funds from our
48 investments if we approve the proposed projects for the next fiscal year. Ms. Wallen reiterated that the
49 following funds may be needed: \$65,011 Projects, \$9,678 CPA & Advisory Fees, \$5,048 Operating
50 Expenses, \$2,347 Insurance, and \$23,381 Salary & Taxes, totaling approximately \$91,200. Tabled Budget
51 approval for May Board meeting.

1 **Committee Reports**

2
3 **Executive Directors' Committee**

4
5 Mr. Peters reported that there was no Executive Directors' meeting this month.

6
7 **Investment & Finance Committee**

8
9 Ms. Gulino-Vogt advised that there is no need to amend the Resolution Letter dated July 26, 2011 at this
10 time. She recommends that if the Investment Committee does not have a quorum and a decision must be
11 made, then it will be brought to the Board of Directors for approval.

12
13 Ms. Gulino-Vogt discussed the commitment of the committee members in regards to their attendance, duty
14 to be active in decisions, and terms of service. She suggested that the Foundation may consider drafting a
15 policy for the issues at hand (See the First Amendment to the Foundation's Bylaws as a reference). Dr.
16 Pierson volunteered to make contact with committee member to confirm continued participation on the
17 Investment Committee.

18
19 **Ad Hoc Fundraiser Committee**

20
21 After some discussion, the Board considered to include the Lighthouse Auction during the Foundation's
22 Annual Members' Meeting in June. The Foundation may have to pay for the "used sales tax" on the auction
23 items. The Foundation currently has a raffle registration license that will expire in August.

24
25 Ms. Wallen reported that Ms. Blechinger from the Mexico Café is confirming the fundraiser event on May
26 23rd, May 24th, or early June. Ms. Wallen presented the Mexico Café's budget for this year. Ms. Lee made
27 a motion to approve the Mexico Café's budget of \$100 as presented. **M/S/C (Lee/Gulino-Vogt)**
28 **unanimously**

29
30 **Ad Hoc Liaison Committee**

31
32 Ms. Payne was unable to attend the meeting. Ms. Lee reported that the Library Board of Trustees approved
33 the Foundation's extended hours for the Annual Members' Meeting and the Foundation would need to
34 notify the Library Board of Trustees of the actual date of this meeting.

35
36 **Ad Hoc Annual Members' Meeting Committee**

37
38 Ms. Lee is in the process of confirming June 22nd or June 29 with guest speakers. Ms. Lee suggested that
39 guests may arrive at 4:30 pm and the meeting will start at 5:30 pm. Ms. Lee will recruit a young person to
40 give their perspective of the libraries and welcomes other suggestions. Ms. Lee suggested that perhaps a
41 library tour could be conducted by the Library Director or present a slide show of the libraries.

42
43 Ms. Wallen will contact the caterer for the possibility of booking him for the Annual Members' Meeting
44 event. Ms. Wallen advised that each director may need to donate \$45-\$50 and she will inquire if Pacific
45 Premier Bank with sponsor our meeting this year.

46
47 **Unfinished Business:**

48
49 Ms. Lee advised the Board that Corina Borsuk is interested in joining the Board. Ms. Lee will obtain her
50 resume and have Mrs. Potter forward to all Directors. Ms. Lee will invite Ms. Borsuk to attend next
51 month's meeting.

1 Ms. Wallen made a motion to have 9-13 Directors for 2016 Slate. **M/S/C (Wallen/Lee)**

2
3 Ms. Lee made a motion to invite Corina Borsuk and Robert Rego at next Board meeting and as possible
4 nominees at the Annual Members' Meeting. **M/S/C (Lee/Pierson)**

5
6 After some discussion with the Sick Leave Policy, Ms. Gulino-Vogt suggested to change the "written" to
7 "reasonable" request and accept the first draft. Ms. Wallen made a motion to accept the Third Amendment
8 to the Statement of Written Policies and Procedures - J. Sick Leave Policy as amended. **M/S/C**
9 **(Wallen/Pierson)**

10
11 **New Business:**

12
13 Already discussed.

14
15 **Announcements**

16
17 Mr. Peters announced the next board meeting will be Monday, May 16, 2016 at 5:30 pm in the fourth floor
18 conference room at the Law Office of Clifton L. Peters III located at 255 North D Street, Suite 401-L, San
19 Bernardino, CA.

20
21 **Adjournment**

22
23 There being no further business, Mr. Peters declared the meeting adjourned at 7:28 pm without objection.

24
25 *Please note that attachments are on file in the Foundation Office with the minutes. They are distributed as*
26 *handouts during the meeting, but are not always available as online documents. It is not possible, at this*
27 *time, to include those that are email attachments.*

28
29 Respectfully Submitted,

30
31
32
33 Kelley A. Wallen
34 Secretary

May 16, 2016
Date of Approval