

AGENDA

Meeting of the Westminster Community Foundation
Tuesday, August 29, 2023 | 6:00 p.m.
A/B Room, Community Services Building
8200 Westminster Blvd. Westminster, CA

BOARD OF DIRECTORS:

Frank Barry
Annie Choy
Julie Diep
Duy Hong

Dominic Le
Chau Lam Nguyen
Theresa Nguyen
Jared Sichel

Dao Tran
Thomas Tran
vacant

1. CALL TO ORDER

2. ROLL CALL

3. ROLES

3.1 Discussion / Action Item to review the roles that were passed at the first WCF meeting including:

- President: Dominic Le
- Vice President: Julie Diep
- Chairperson:
- Treasurer: Chau Lam Nguyen
- Assistant to Treasurer: Duy Hong
- Secretary: Jared Sichel

- Describe and discuss the structure that was passed on July 19, 2023. Vote if a new structure shall be created.

4. POSITION REPORTS ON PROGRESS SINCE PREVIOUS MEETING

4.1 Treasurer Report

- Details regarding the new bank account set-up

4.2 Marketing Report

- Proposal for marketing media development such as calendar, website, chat, cloud storage

4.3 Chairperson Report

- 1023 Application development and 501c3 development with Attorney Christian Bettenhausen

4.4 Secretary Report

- Presentation of Minutes from previous meeting.
- Discussion / Action Item to accept Minutes.

5. BUSINESS OPERATIONS

5.1 Review of Draft Bylaws new policies. Each of the following individuals were to create a written policy for the Board to review to include in the Draft Bylaws:

- David Johnson: 1. WCF is non-bias, non-political. 2. WCF will not use Brown Act. 3. WCF Board Members will not be compensated for the initial 12-month period. Thereafter, it will be reviewed for discussion / action item.
- Dominic Le: 4. WCF shall take no action that would endorse communism
- Jared Sichel: 5. WCF shall use one communication tool. (WhatsApp, Email, etc.)
- Frank Barry: 6. WCF will serve the diverse community and not just a segment.

5.2 Meeting dates were to be 1st and 3rd Wednesday of the month at 5:30 pm. Discussion / Action Item to determine if these meeting dates shall be changed.

5.3. What services does WCF need to be minimally viable (bank account, web domain, etc.), what those will cost, and when does WCF request the city extends some initial funds?

6. EVENTS, FUNDRAISING, PROJECTS and ASSIGNMENTS

6.1 Assign each Board Member to research and interview the city foundations of one other city and prepare a report for the next meeting.

7. BOARD OF DIRECTORS COMMENTS

8. CONFIRM NEXT MEETING DATE AND ADJOURN