

# AGENDA

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

## BOARD OF DIRECTORS:

- President: Dominic Le
  - Vice President: Julie Diep
  - Treasurer: Chau Lam Nguyen
  - Assistant to Treasurer: Duy Hong
  - Secretary: Vacant
  - Board Member - Frank Barry, Annie Choy, Theresa Nguyen, Dao Tran, Thomas Tran
- Vacant  
Vacant

## 1. CALL TO ORDER

## 2. ROLL CALL

## 3. APPROVAL OF LAST MEETING MINUTES

- 3.1 Minutes from July 19, 2023 Meeting
- 3.2 Minutes from August 29, 2023 Meeting

## 4. REPORTS

- 4.1 President Report
- 4.2 Vice President report
- 4.3 Treasurer Report
- 4.4 Secretary Report
- 4.5 Board Members' report (if any)

## 5. BUSINESS OPERATIONS

- 5.1 Approval/Vote to fill Secretary position
- 5.2 Setting up Board Policies

- a. Meeting Quorum by Majority (greater than 50 % of Directors)
- b. Accounts Payable Authorization, Signature(s) required and check limits
- c. Walk-in Item(s) to be discussed after all agenda items done or with majority Board Members approval.
- d. Regular Meetings and Special Meetings
- e. Create group email / group text among all Board Members, and to create business cards for all Board Members and also website and mailing address to a PO Box

## **6. REVIEW, DISCUSS AND APPROVE THE FINAL WCF BYLAWS**

### **7. NEW BUSINESS**

7.1 Update Progress WCF to City Council for next City Council meeting on Wednesday September 13, 2023

7.2 Request City Council to approve our initial funding to WCF for starting fund raising event(s)

7.3 Fund raising event (date/time/location)

### **8. BOARD OF DIRECTORS COMMENTS**

### **9. CONFIRM NEXT MEETING DATE AND ADJOURN**

# MINUTES

Meeting of the Westminster Community Foundation  
Wednesday, July 19, 2023 | 6:00 p.m.  
A/B Room, Community Services Building  
8200 Westminster Blvd. Westminster, CA

## BOARD OF DIRECTORS:

Frank Barry	Chau Lam Nguyen
Annie Choy	Theresa Nguyen
Julie Diep	Jared Sichel
Duy Hong	Dao Tran
David Johnson	Thomas Tran
Dominic Le	

1. **CALL TO ORDER:** Meeting was called to order at 6:08 p.m.

## 2. ROLL CALL

**Present:** Frank Barry, Annie Choy, Julie Diep, Duy Hong, David Johnson, Dominic Le, Chau Lam Nguyen, Jared Sichel, Dao Tran, Thomas Tran

**Absent:** Theresa Nguyen

**Also present:** Christian Bettenhausen, City Attorney; Vanessa Johnson, Community Services Director; and Tammy Huynh, Senior Administrative Assistant.

3. **WELCOME AND INTRODUCTIONS:** Board members and staff all introduced themselves.

## 4. NEW BUSINESS:

a. **Review of Draft Bylaws:** Christian Bettenhausen reported that the Articles of Incorporation of the Westminster Community Foundation (Foundation) were filed in the office of the California Secretary of State on May 18, 2023. A copy of the articles was distributed to the board, and the draft of the Bylaws were reviewed. Christian resigned as Incorporator and the board accepted his resignation as Incorporator with a motion being made by Julie Diep, all were in favor and the motion passed, 10-0.

b. **Appointment of Officers:** Board members discussed the different positions outlined in the bylaws and made the following appointments:

**Chairperson:** Motion was made to nominate David Johnson to be Chairman of the Board. All were in favor and the motion passed, 10-0.

**President:** Motion was made to nominate Dominic Le to be President. All were in favor and the motion passed, 10-0.

**Secretary:** Motion was made to nominate Jared Sichel to be Secretary. All were in favor and the motion passed, 10-0.

**Treasurer:** Motion was made to nominate Chau Lam Nguyen to be Chief Financial Officer. All were in favor and the motion passed, 10-0.

**Assistant to Treasurer:** Motion was made to nominate Duy Hong to be Assistant Treasurer. All were in favor and the motion passed, 10-0.

**Vice President:** Motion was made to nominate Julie Diep to be Vice President. All were in favor and the motion passed, 10-0.

**c. Next Steps and Action Plan:** Board members discussed their next steps and action plan such as looking into creating a Foundation website and creating a written policy for the Foundation. Board members discussed what they would like to include in the policy, such as the Foundation being non-bias and non-political, not using the Brown Act, not promoting communism, best ways to communicate, serving a diverse community and being accessible and inclusive.

**5. SET NEXT MEETING DATE AND ADJOURN:** Board members set the next meeting date to be Wednesday, August 9, 2023 at 5:30 p.m. and discussed having meetings twice a month initially and then eventually meeting once a month. Meeting was adjourned at 8:41 p.m.

Respectfully submitted,

Jared Sichel, Secretary

# MINUTES

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	Chau Lam Nguyen
Annie Choy	Theresa Nguyen
Julie Diep	Jared Sichel
Duy Hong	Dao Tran
David Johnson	Thomas Tran
Dominic Le	

1. **CALL TO ORDER:** Meeting was called to order at 6:09 p.m.

## 2. ROLL CALL

**Present:** Frank Barry, Julie Diep, Duy Hong, David Johnson (resigned), Dominic Le, Chau Lam Nguyen, Jared Sichel, Dao Tran, Thomas Tran

**Absent:** Theresa Nguyen, Annie Choy

**Also present:** Christian Bettenhausen, City Attorney; Vanessa Johnson, Community Services Director; and Tammy Huynh, Senior Administrative Assistant.

## 3. ROLES

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

a. **Resignation of Chairperson David Johnson:** David Johnson voluntarily submitted his resignation from the board and left the meeting at 6:29 p.m.

b. **Vote on Removing the Position of Chairperson and assigning the President the additional role of Chairman and the Vice President the additional role of Vice Chairman:**

- a. Passed 5-2-1

1. Frank - Yes
2. Julie - No
3. Duy - Yes
4. Dominic - Abstain
5. Chau - Yes
6. Jared - No
7. Dao - Yes
8. Thomas - Yes

**c. Votes on Bylaws:**

- a. Vote on not including the Brown Act in Bylaws

- i. Passed 7-1

1. Frank - Yes
    2. Julie - No
    3. Duy - Yes
    4. Dominic - Yes
    5. Chau - Yes
    6. Jared - Yes
    7. Dao - Yes
    8. Thomas - Yes

- b. Vote on adopting statements of ‘non-bias, non-political’ and ‘no compensation for first year’ in the bylaws.

- i. Passed 7-1

1. Frank - Yes
    2. Julie - Yes
    3. Duy - No
    4. Dominic - Yes
    5. Chau - Yes
    6. Jared - Yes
    7. Dao - Yes
    8. Thomas - Yes

- c. Vote on adopting the bylaws and assigning the first Wednesday of each month as the board’s monthly meeting, and the first Wednesday of each June as the board’s annual meeting, and adopting July 1st to June 30th as the organization’s fiscal year.

- i. Passed 8-0.

**d. Treasurer Report**

- a. The Treasurer shall apply for the Foundation’s EIN through the IRS website.
- b. The treasurer shall have a copy of the Articles of Incorporation in case those are needed to open a bank account.

- c. Vote on adopting *California International Bank* as the Foundation’s bank

- i. Passed 7-0-1

1. Frank - Yes
2. Julie - Yes
3. Duy - Yes
4. Dominic - Yes
5. Chau - Yes
6. Jared - Abstain
7. Dao - Yes
8. Thomas - Yes

**e. Marketing Report**

- a. The Foundation needs a marketing and brand package to make the community and donors aware of WCF:
  - i. The Board shall build a request for initial funding from the City Council, and be prepared to present this plan to the Council at the Council's September 27th meeting.

**4. ADDITIONAL NOTES:**

- The Foundation can accept donations but cannot promise those donations will be tax-deductible until the IRS officially recognizes WCF's 501(c)3 status.
- Dominic and Julie will help Christian complete IRS form 1023.

- 5. SET NEXT MEETING DATE AND ADJOURN:** Board members set the next meeting date to be Wednesday, September 6, 2023 at 6:00 p.m. Meeting was adjourned at 8:26 p.m.

Respectfully submitted,

Jared Sichel, Secretary