

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