

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