

MINUTES

Meeting of the Westminster Community Foundation
Tuesday, September 6, 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	Dao Tran
Duy Hong	Thomas Tran
Dominic Le	

1. **CALL TO ORDER:** Meeting was called to order at 6:20 p.m.

2. ROLL CALL

Present: Frank Barry, Julie Diep, Duy Hong, Dominic Le, Chau Lam Nguyen, Dao Tran

Absent: Theresa Nguyen, Annie Choy, Thomas Tran

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

3. Approval of Last Meeting Minutes

Dao Tran made a motion to approve the minutes from the meetings of 7/19 and 8/29. It was seconded by Duy Hong.

1. Frank - Yes
2. Julie - Yes
3. Duy - Yes
4. Dominic - Yes
5. Chau - Yes
6. Dao – Yes

Approved.

4. REPORTS

4.1 President Le's Report- He reported that since the last meeting, on August 30, Secretary Jared resigned. He has emailed the City Clerk of the two vacancies. The

City Clerk will help fill the vacancies and members will be appointed at a future council meeting.

4.2 Vice-President Diep's Report: She reported that she met with Mayor Charlie Chi Nguyen and asked for his support for an initial budget for the WCF. He suggested approaching the City Council next week. Initial amount that we can suggest is \$20,000 (\$10,000 for website, marketing including business cards and \$10,000 to support our first gala. (Attorney Bettenhausen suggested that it be an action item on the agenda so that the board will address it immediately.)

4.3 Treasurer Chau Lam Nguyen's Report: She reported that the account was opened at Wells Fargo which is a bank big enough to handle WCF's transactions. There have been donations from 9 people. Initial deposit was \$1,000 (\$200 on hand and \$800 to be returned when we have sufficient funds). The EIN # is 93-3163265 (WCF DBA-Doing Business As).

4.4 Secretary's Report. Nothing to report.

4.5 Board Members' Report: Vice-President Julie Diep reported that she has a radio broadcast on Thursdays on Channel 56 KOCE. This Saturday she will be at the Asian Garden Mall from 2-10 p.m. and would like to interview some of the board members. This would help get the word out that we exist. She also has a group that has a red dragon for events.

5. BUSINESS OPERATIONS:

5.1 Approval/Vote to fill secretary position. President Le made a motion to approve Frank Barry as secretary which was seconded by Dao Tran.

1. Frank – abstained.
2. Julie - Yes
3. Duy - Yes
4. Dominic - Yes
5. Chau - Yes
6. Dao – Yes

Approved.

5.2 Setting Up Board Policies:

- a. Meeting Quorum by Majority (greater than 50% of Directors. (3.09 of the By-Laws). 6 out of 11 attending will constitute a majority.
- b. Accounts Payable Authorization, Signature(s). required and check limits. The President, Treasurer and Secretary will be signers. If amount is under \$500, one signature will be required, If over \$500, two signatures will be required.

Motion to approve made by Julie with a second by Dao.

1. Frank - Yes
2. Julie - Yes
3. Duy - Yes
4. Dominic - Yes
5. Chau - Yes
6. Dao – Yes

Approved.

C. Walk-in Item(s) to be discussed after all agenda items done or with a majority of Board Members approval. Motion to approve made by President Le with a second by Frank.

1. Frank - Yes
2. Julie - Yes
3. Duy - Yes
4. Dominic - Yes
5. Chau - Yes
6. Dao – Yes

Approved.

d. Regular Meetings and Special Meetings: Regular meetings will be the first Wednesday of the month. The president will call special meetings when necessary or any two officers may also call for a special meeting.

Motion to approve made by President Le with a second by Duy.

1. Frank - Yes
2. Julie - Yes
3. Duy - Yes
4. Dominic - Yes
5. Chau - Yes
6. Dao – Yes

Approved.

e. Create group email/group text among all Board members, and to create business cards for all Board Members and also a website and mailing address to a P.O. Box. Add a Zoom account to the budget. There should a marketing line item in the budget to include logo design, t-shirts, and telephone possibly Google Voice.

There was a discussion about developing a policy for consecutive absences. In case of an absence, a member should talk to the absentee. If someone is out of town or the country, it is possible to attend electronically via phone or Zoom.

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

They will be sent out to everyone to review.

7. NEW Business

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

The agenda item will include an update on WCF, a request for a contribution for initial funding of the foundation, and details on how we came up with the amount-line items. Three members will attend: Dominic will introduce, Julie will present in English, and Dao Tran will present in Vietnamese. It was suggested that the presentation be scripted.

7.2 Request City Council to approve our initial funding to WCF for starting fundraising events.

A gala dinner as the first event. Members will check out local restaurants
The City is working on the 2024 Tet Parade Sponsorship Package which the WCF can use for our fundraiser. It was suggested that the City write a letter introducing the WCF.

7.3 Fundraising event date, time, and location to be decided.

- 9. CONFIRM NEXT MEETING DATE AND ADJOURN:** Board members set the next regular meeting date to be Wednesday, October 4, 2023 at 6:00 p.m. A Zoom meeting will be held on September 20th . Meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Frank Barry, Secretary