

MINUTES

Meeting of the Westminster Community Foundation
Wednesday, October 4, 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 6:12 p.m.

2. ROLL CALL

Present: President Dominic Le
Vice President Julie Diep
Treasurer Chau Lam Nguyen
Assistant to the Treasurer Duy Hong,
Secretary Frank Barry
Board Member 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

Dominic made a motion to approve the minutes from the meeting of 9/6. It was seconded by Julie.

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-

A. The City Council meeting agenda regarding the request for funding is continued to the October 11th meeting along with the item to appoint members to fill the vacancies. Councilman Carlos Manzo has nominated Jackie Bong Wright to fill one of the vacancies. Board members expressed that she was well known in the community and will be an asset to the WCF.

B. Pending initial funding for WCF website and other promotional products costs: There is a need to sign up for a domain name immediately to lock in the one we want. Julie went on line and suggested two: VisitWCF.com and org; WestminsterCommunityFoundation.com and .org. Julie made a motion to approve these domain names for two years costing \$127.88 with a second by Dao.

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

Approved.

4.2 Vice-President Diep's Report: under new business.

4.3 Treasurer Chau Lam Nguyen's Report: The following are the recent expenses:

\$401.20 P.O. Box \$55 OC Newspaper.

4.4 Secretary's Report. Bylaws have been signed.

4.5 Board Members' Report: Nothing to report.

5.

BUSINESS OPERATIONS:

5.1 Review and approve the Conflict of Interest Policy along with estimated budget for 3 Fiscal years. Attorney Bettenhausen noted that there is a lag time from submission to approval which could be months. There will be a filing fee of \$600 which will be paid by the city so no cost to the WCF. He will pursue expediting the form. The policy was reviewed. Dominic made a motion to approve with a second by Duy.

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

Approved.

5.2 Logo design and approval. Ideas for the color and background were discussed with a final design to be presented at the next meeting on Zoom on the 18th.

6. NEW Business

6.1 A big fundraising gala-proposed date November 19, 2023 or delay to December. It was suggested that Dominic and Julie check out the Golden Sea Restaurant on Katella near Brookhurst. They will find out what dates are available and report at the next meeting. Julie suggested each member be responsible for planning the event: Dominic and Dao Tran will be in charge of getting the restaurant and dealing with the costs, deposit, and decorations, and table assignments; Ms. Lam Chau will deal with the band, MC, and programming; Frank will take care of raffle tickets and auctions; Duy Hong will take care of tickets and bookkeeping of sales/tables; Julie Diep will take care of marketing and advertising.

6.2 A small fundraising gala organized by Julie. It was decided that WCF would participate in the Trunk or Treat Night on the 27th at City Hall Plaza. On the 18th we will decide what to give out.

6.3 Veterans Day celebration and fundraiser as our first community outreach event November 11, 2023. To be discussed at a later time.

7. Update from City Staff. The TET Parade Packet application for entrees is going out soon. The parade will be on the cover of the Winter Newsletter and Recreation Guide. If WCF wants to have a quarter or half page ad in the Winter Newsletter and Recreation Guide , staff must receive the ad no later than November 1st.

8. Board of Directors Comments. Nothing to report.

9. CONFIRM NEXT MEETING DATE AND ADJOURN: Board members set the next regular meeting date to be Wednesday, November 15, 2023 at 6:00 p.m. A Zoom meeting will be held on October 18th. Meeting was adjourned at 9:13 p.m.

Respectfully submitted,

Frank Barry, Secretary