

MINUTES

Meeting via Zoom of the Westminster Community Foundation
Wednesday, October 18, 2023 | 6:00 p.m.

BOARD OF DIRECTORS:

Frank Barry	Chau Lam Nguyen
Annie Choy	Theresa Nguyen
Julie Diep	Dao Tran
Duy Hong	Thomas Tran
Dominic Le	Jackie B. Wright

1. **CALL TO ORDER:** Meeting was called to order at 6:01 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, Thomas Tran, Jackie B. Wright

Absent: Theresa Nguyen, Annie Choy

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 10/4. It was seconded by Julie.

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

Approved.

4. REPORTS

4.1 President Le's Report-

A. The Big Gala date is set for 1/06/24 at 6:00 p.m. at the Golden Sea, same price \$320 per table. Pending deposit. The W-9 needs to be completed so we can be issued checks.

B. Pending initial fund to deposit for WCF website and other promotional materials. \$25,00 is the initial funding and \$5,000 for website and promotion.

4.2 Vice-President Diep's Report: Need to expedite the application for our 501 c-3 Attorney Bettenhausen suggested getting some initial donors (the bigger amounts the better) with the caveat that the non-profit status is pending and will be retroactive to the filing so donors can get the tax exemption. Julie noted two proposed donations: Nouselogic Healthcare (\$5,000) and Shopoff Realty Investments (\$2,500). Several possible donors were suggested such as Bank of America, Pechanga Casino. Everyone should be out there soliciting donations. One suggestion was to partner with another non-profit so that tax exempt status can be granted immediately.

4.3 Treasurer Chau Lam Nguyen's Report: Chau has a contact that can provide entertainment for the gala. She will contact them and report at next meeting.

4.4 Secretary's Report. Frank clarified that he will complete the W-9 and deliver it to the office.

4.5 Board Members' Report: Nothing to report.

5. BUSINESS OPERATIONS:

5.1 Logo design and approval. Julie displayed different logos with various colors. The one the members liked the most was the two hands in a handshake. Duy made a motion to approve #5 with a second Dao.

1. Frank - Yes
2. Julie - Yes
3. Duy - Yes
4. Dominic - Yes
5. Chau - Yes
6. Dao - Yes
7. Thoms-Yes
8. Jackie-Yes

Approved.

The design for the banner would include the handshake on the left with the WCF written out next to it on a black background. Julie will work on the banner and business cards.

The logo can be used on the sponsorship letter.

It was stressed that we need to go out to businesses to get donations. Jackie said she was willing to go out into the community and asked others to accompany her. Julie stated she was available in the mornings.

5.2 Status of the final completed 1023 application. Already discussed.

6. NEW Business

6.1 A big fundraising gala-proposed date 1/06/24. What is needed to prepare and promote event (VBS TV talk shows on Thursdays at 12:30 p.m.) More details at the Nov. 15th meeting.

6.2 Trunk or Treat Event-who can help Julie? Dominic and Chau will purchase items to be given out to the kids. Vanessa permitted us to store them in her office. Julie's RV will be the vehicle. Members will help decorate the RV. Julie has the dinosaur costume and asked that we all take a picture with it.

7. **Board of Directors Comments.** Nothing to report.

8. **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. Meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Frank Barry, Secretary