

# MINUTES

Meeting of the Westminster Community Foundation  
Wednesday, November 15, 2023 | 6:00 p.m.  
A/B Room, Community Services Building  
8200 Westminster Blvd. Westminster, CA

## BOARD OF DIRECTORS:

Frank Barry	Chau Lam Nguyen
Julie Diep	Dao Tran
John Gentile	Thomas Tran
Duy Hong	Topaz Tran
Dominic Le	K.C. Wolbert
	Jackie Bong Wright

1. **CALL TO ORDER:** Meeting was called to order at 6:10 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: K.C. Wolbert

**Absent:** John Gentile, Dao Tran, Thomas Tran, Topaz Tran, Jackie B. Wright

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

## 3. Approval of Last Meeting Minutes

Julie made a motion to approve the minutes from the meeting of 10/18. It was seconded by Duy.

1. Frank - Yes
2. Julie - Yes
3. Duy - Yes
4. Dominic - Yes
5. Chau - Yes
6. K. C. – abstain.

**Approved.**

#### **4. REPORTS**

##### 4.1 President Le's Report-

A. Welcomed the new board members nominated by the City Council: K.C. Wolbert, Topaz Tran, and John Gentile.

B. The gala is scheduled for Saturday January 6, 2024 at the Golden Sea Restaurant. Our cost is \$320 a table. The venue has been booked with no deposit required. The sound system is at no cost. There was a discussion about various bands and types of music that would appeal to the audience. It should be a variety taking into account Vietnamese/American attendees. Dominic noted an MC that was well known in the community. Chau Lam also has connections to performers. It was decided that the performers needed to be confirmed immediately for the flier due to the little time available for PR. A Vietnamese cultural group was also suggested.

4.2 Vice-President Report: Julie noted that the Trunk or Treat was a success with the Jurassic Park theme and the parade of the dinosaurs. She felt we made an impact. We need someone to develop the website. K.C. mentioned that he has print and website design connections. Duy was asked to take over managing their Instagram page. It is important that we spend some of the money allocated by the City Council for the gala such as PR and performers.

4.3 Treasurer Chau Lam Nguyen's Report: Donation: Dr. Tien Vo \$500 bringing our current balance to \$25,934.28.

4.4 Secretary's Report. The Form 1023 has been submitted with a request to expedite by the IRS.

4.5 Board Members' Report: Nothing to report.

#### **5. BUSINESS OPERATIONS:**

5.1 Website and Mailbox: [www.visitwcf.com](http://www.visitwcf.com), P.O. Box 2246 Westminster 92683.  
Updated phone #: 714-900-2745.

5.2 Form 1023 submitted with request to expedite.

5.3 The filing of the Statement of Information (SOI) with the California Secretary of State was discussed. It needs to be filed when there is a change or addition of board members. It is to be filed every two years but the board decided to file it yearly, since the Foundation appointments are staggered. The cost to file is \$20. Christian mentioned that the address of the Agent on the form cannot be a PO Box address.

## **6. NEW Business:**

6.1 A big fundraising gala is set for January 6, 2024. There was a discussion on tickets whether hard copy or electronic. It was decided that both methods of purchase are necessary. The room capacity is 500-50 tables of 10. Promotion of the event: Frank will ask the Chamber to allow us to speak at the December luncheon. Teri Bui of Bolsa Tickets has a radio program. Frank will check about the cost of Bolsa Tickets selling our tickets. There has to be a program outline completed including the opening ceremony. Julie suggested the use of her dragon with donors being able to do the dragon walk with the foundation members.

6.2 Tickets are \$75. A table will cost \$650 and a VIP \$1,000 and SUPERVIP \$2,000. There needs to be a spreadsheet developed to list the performers. Every Foundation member will be responsible for selling tickets. Vanessa mentioned that city department heads would possibly purchase tickets. A letter seeking items for the auction was completed and once the logo is attached and signed by President Dominic, it will be sent to all the members to send out to businesses.

6.3 Design and printing fliers: Chau Lam displayed a sample flier which needs to be designed by next week and out by Dec. 1. Vanessa suggested that each member approach the council member who appointed them to ask for assistance with promoting the event. Vanessa recommended that President Dominic send out an email with a recap of the meeting to inform the other board members what they each need to do to help with the Gala. Duy Hong was asked to set up a Venmo, Zelle, and Paypal for the Foundation. Vanessa invited the Foundation to have a table at the upcoming Tree Lighting event on December 4<sup>th</sup>.

6.4 Band and MCs: discussed 4.1 B.

**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 Tuesday, November 21, 2023 at 6:00 p.m. via Zoom. Meeting was adjourned at 8:32 p.m.

Respectfully submitted,

Frank Barry, Secretary