

MINUTES

Meeting via Zoom of the Westminster Community Foundation Wednesday, November 30, 2023 | 6:00 p.m.

BOARD OF DIRECTORS:

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

1. **CALL TO ORDER:** Meeting was called to order at 6:07 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 Members: Thomas Tran, Jackie B. Wright,
and Topaz Tran.

Absent: Dao Tran, K.C. Wolbert, and John Gentile

Also present: Volunteer Charlie Nguyen

3. Approval of Last Meeting Minutes

Dominic made a motion to approve the minutes from the meeting of 11/21. It was seconded by Chau Lam

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

Approved.

4. REPORTS

4.1 President Le's Report-

A. There was a call for final review of the flier. It will be sent to the printer along with the letterhead and envelopes. Tickets will be available this weekend. A suggestion was made as to where to pick them up: possibly at Community Services. We will check with Vanessa.

B. There will be a spreadsheet sent to all members that will show which tables have been sold. Once a table is sold, there will be no overlapping.

4.2 Vice President Julie's report: The email system was discussed including security issues. When Dominic attempted to access the email account, it asked for an authentication which Julie has. Due to her work schedule, she can't reply immediately. It was suggested that the officers have access with Julie authenticating them on their devices. She would have to do that in person and can be done at next in person meeting. Julie pointed out that the authentication is required by Google and is not under her control.

She also showed folders she set up for 2023-2024 which will be available to all board members. They include records, gala and other event information.

Julie pointed out that this Sunday at Freedom Park at 12 noon is a memorial for Lt. Col. Craig Mandeville who was instrumental in planning and completing the Vietnam Memorial. Julie suggested that the WCF be present and give a certificate (the board authorized Dominic and Julie to sign any documents on behalf of the WCF) or donate water or pastries. Jackie volunteered \$50 and Julie will donate also. Board members are invited to attend and donate. Frank will be attending on behalf of the Vietnam Veterans of America.

There was a discussion about the letterhead and whether all board member names should be at the top. Just the logo and the name will be at the top. It was suggested that the printing be done professionally.

4.3 Treasurer Chau Lam Nguyen's Report: The Zelle payment system has been set up with the bank as well as the QR Code. There was a \$100 donation made.

.4.4 Secretary's Report. Frank will meet next week with a city technician to develop an on-line record keeping system which will organize all board communications and records.

4.5 Board Members' Report: Volunteer Charlie Nguyen noted that the Sunday event was being attended by himself and the City Council. He suggested that the WCF focus on the gala.

5.

BUSINESS OPERATIONS:

5.1 Facebook, Twitter, and Instagram account maintenance. All currently in process.

5.2. Continued appearances on VBS TV weekly to promote WCF gala. The show is taped on Saturday at Charlies office on the second floor -Bolsa and Brookhurst Streets. It is aired Thursday mornings 3 times. Frank suggested he appear to urge participation by veterans and other organizations. He will follow up.

6. **NEW Business**

6.1 A big fundraising gala-date 1/06/24. Discussed above.

6.2 Raffle, ticket sale, and auction donation items. Julie will send letter to everyone.

6.3 Tree lighting Ceremony city event on December 4, 2023. We will have a table and 2 chairs. Set up time is 4:30 and the event runs from 5:30-7:30 p.m. Board members are encouraged to attend to promote the gala. Dress warm.

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

8. **CONFIRM NEXT MEETING DATE AND ADJOURN:** Board members set the next regular in person meeting date to be Wednesday, December 6, 2023 at 6:00 p.m. Meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Frank Barry, Secretary