

MINUTES

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

BOARD OF DIRECTORS:

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

- **CALL TO ORDER:** Meeting was called to order at 6:22 p.m.

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

Absent: Topaz Tran, K.C. Wolbert

Also present: Christian Bettenhausen, City Attorney and Vanessa Johnson, Community Services Director. Mayor Chi Charlie Nguyen.

- **Approval of Last Meeting Minutes**

Dominic made a motion to approve the minutes from the meeting of 11/30. It was seconded by John.

- Frank - Yes
- Julie - Yes
- Duy - Yes
- Dominic - Yes
- Lam Chau - Yes
- Dao-Yes
- Jackie-Yes

- Thomas
 - John
- Approved.**

- **REPORTS**

- 4.1 President Le's Report-

- A. 200 fliers were printed and distributed at the Tree Lighting Monday night. There were great marketing efforts by the members. Julie brought ornaments that guests signed and people signed up for the drawing of toys.

- B. 1,000 more have been printed and will be distributed tonight to all board members as well as tickets. Distribute them all over town. Supermarkets are good public places to display the flier. The board asked the city to include the flier on its website and be sent out with the Tet materials. Vanessa will take care of that.

- 4.2 Vice-President Report: Julie gave a report on the memorial for Lt. Col Craig Mandeville which was well attended by board members. A certificate was presented to his nephew who flew in from Oklahoma. Julie read the inscription on the certificate and then board members presented it. Water, juices, and pastries were handed out. Donations were made by members which Julie gave to the treasure., She will be reimbursed.

- 4.3 Treasurer Chau Lam Nguyen's Report: Donation: \$7,500 pending a Tet packet. Julie reported that she is meeting with a sponsor Friday for possibly \$10,000. There was a discussion about keeping the gala and Tet sponsorships separate. It was decided to take the cost of the table out of the proceeds before the check is given to the city. John noted that the public perception is important and that it is better to say the \$25,000 given by the city of WCF start up was a loan that will be returned to the city.

- 4.4 Secretary's Report. Frank will request both the Vietnam Veterans and Kiwanis buy a table. He will personally buy a table so that some of the Westminster High School Key Club members can attend.

- 4.5 Board Members' Report: Nothing to report.

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BUSINESS OPERATIONS:

5.1 Status of the website: need someone with experience to set it up. Members will be promoting the gala on Facebook, Twitter, and Instagram.

5.2 Continuing appearance(s) on VBS TV weekly to promote the gala. Frank has spoken to Mayor Charlie about making an appearance on the show. He will arrange it in two weeks. Members will be promoting the gala at the next City Council Meeting on December 13 at 6:00 p.m.

Here are 3 ways for marketing and public recognition (sent to all members by Julie): 1. Sponsor a table (\$750/General \$1,000/VIP \$1,500 Super VIP at gala.) 2. Sponsor Tet Parade (\$1,000 Bronze, \$25,000 Title Sponsor with an array of benefits-see sponsorship package). 3. Tet Parade Application (\$300 non-profit/\$600 government, business, individual).

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NEW Business:

6.1 A big fundraising gala: tickets were handed out and tables assigned. There is a diagram of the seating arrangement with VIPs in front of the stage. Julie took a survey of how many tables members would sell-21 projected.

6.2 The raffle tickets will be sold at the gala. Auction donated items are welcome. Five letters soliciting donations was given out to all members.

6.3 Live table chart spreadsheet will be sent to all members. Once table is sold, no overlapping.

7. Board of Directors Comments. Nothing to report.

8. CONFIRM NEXT MEETING DATE AND ADJOURN: Board members set the next meeting dates as follows:

Tuesday, December 12, 6:00 via Zoom

Tuesday, December 19, 6:00 via Zoom

Tuesday, January 2, 2024 6:00 in-person.

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Frank Barry, Secretary