

MINUTES

Meeting of the Westminster Community Foundation Wednesday, December 19, 2023 | 6:00 p.m. Via Zoom

BOARD OF DIRECTORS:

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

1. **CALL TO ORDER:** Meeting was called to order at 6:04 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: John Gentile, Dao Tran, Thomas Tran, K.C. Wolbert, Jackie B. Wright

Absent: James Mai

3. Approval of Last Meeting Minutes

Jackie B. Wright noted that she did attend the City Council Meeting on the 13th and the minutes of December 12 will be revised.

Dominic made a motion to approve the minutes as revised from the meeting of 12/12. It was seconded by Jackie.

1. Frank - Yes
2. Duy - Yes
3. Dominic - Yes
4. Lam Chau - Yes
5. Dao-Yes
6. Jackie-Yes
7. Thomas-Yes
8. John-Yes
9. Julie-Yes
10. K.C. -Yes

Approved.

4. REPORTS

4.1 President Dominic:

A. Welcome newest board member James Mai, nominated by Amy Pham West.

B. Updated status for gala ticket sales and flier distribution at OC Autism Foundation on Saturday December 16, 2023. Good job by everyone. Over 5,000 people in attendance for a good cause.

The City Council will get back to us on how many tables. We need 3 more SuperVIP tables.

4.2 Vice-President Report: Julie is working on getting the \$10,000 check which is her priority.

4.3 Treasurer Chau Lam Nguyen's Report: Donations of \$200 and \$100 have been deposited. The balance as of 12/20 was: \$27,119.51.

4.4 Secretary's Report. Frank has a check for \$600 for 8 seats for the Vietnam Veterans of America and a check for \$750 for a table for the Kiwanis Club of Greater Westminster including 8 seats for the Key Clubbers from Westminster High School. The checks will be mailed to the P.O. Box

4.5 Board Members' Report: Lam Chau made a motion to invest \$200 in a vertical banner that rolls up. Jackie seconded the motion.

1. Frank - Yes
2. Duy - Yes
3. Dominic - Yes
4. Lam Chau - Yes
5. Dao-Yes
6. Jackie-Yes
7. Thomas-Yes
8. John-Yes
9. Julie-Yes
10. K.C. -Yes

Approved.

5.

BUSINESS OPERATIONS:

5.1 Website development and design:

KC Noted that he needs vital information to develop the site including details of the non-profit status, what budget we have, mission statement, vision of the foundation, will we be selling merchandise, receive donations? After much discussion, it was decided to leave the website development until after the gala. Julie, Frank, and Dominic will work with KC on the website.

5.2 Continuing appearances on VBS TV weekly to promote the gala.

NEW Business:

6.1 Tickets and table sales continue, fliers and posters will continue to be distributed.

6.2 Raffle ticket sales and auction donation items, Diamond Sponsors, logos and banners. John and Frank will be contributing gift baskets which they will bring to the in-person meeting on January 2. Mayor Charlie will be donating some live auction items.

There needs to be a letter for the IRS for in-kind donations such as the time donated by the performers for the gala. It was suggested that Lam Chau see if there is a template for that in-kind donation letter.

7.Board of Directors Comments. Julie noted that we need to have a banner with company logos as people enter the venue. This is a selling point for VIP and Super VIPs because companies want recognition. Julie made a motion to expend \$100 for a 10 x10 banner. John seconded the motion.

1. Frank - Yes
2. Duy - Yes
3. Dominic - Yes
4. Lam Chau - Yes
5. Dao-Yes
6. Jackie-abstain
7. Thomas-Yes
8. John-Yes
9. Julie-Yes
- 10.K.C. -Yes

Approved.

There was also a discussion for the need to develop a program for the gala that would include program times and content, and maybe the menu. The contact info for all the performers is needed by the next meeting. Mayor Charlie and Dominic will work on the program.

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

Thursday, December 28, 6:00 via Zoom

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

Meeting adjourned at 8:36 p.m.

Respectfully submitted,

Frank Barry, Secretary