

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF  
LOS ALAMITOS COMMUNITY FOUNDATION, INC.  
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION**

**SPECIAL MEETING – April 12, 2022**

**1. CALL TO ORDER**

The Los Alamitos Community Foundation, Inc. met in a Special Session at 6:00 p.m., Tuesday, April 12, 2022, in the Council Chambers, 3191 Katella Ave., President Delavigne presiding.

**2. ROLL CALL**

The following directors, constituting a quorum of the full board, were present at the meeting:

President John Delavigne, District 5 Representative  
Secretary Mark Chirco, City Council Representative  
Treasurer Shelley Hasselbrink, City Council Representative  
District 1 Representative: Vacant  
District 3 Representative: Vacant  
District 4 Representative: Debbie Kent

City Staff: Chief Michael Claborn  
Irving Montenegro, Development Services Manager  
Emeline Noda, Director of Recreation and Community Services  
Chelsi Wilson, Administrative Services Manager

Absent:

District 2 Representative: Vince Aza

**3. PLEDGE OF ALLEGIANCE**

Director Delavigne led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

President Delavigne opened Oral Communications. There being no one present requesting to speak, President Delavigne closed Oral Communications.

**5. INTERVIEW & APPOINTMENT**

Adding Directors to the Board requires an interview and appointment for District Representatives and an appointment for Business Representatives.

A. The Board of Directors interviewed the following individuals: District 1 – Daniel “Dan” Gallagher

The Board appointed Daniel Gallagher.  
Motion/Second: Delavigne/Hasselbrink

The Board appointed Corey Lakin:  
Motion/Second: Hasselbrink/Chirco

A. Appoint Directors - Business representatives

Epson America: Malena Madrid, Southland Credit Union: Tamra Smalewitz

The Board appointed Malenda Madrid and Tamra Smalewitz.  
Motion/Second: Delavigne/Hasselbrink

Unanimously Carried: The Board of Directors appointed the following District and Business Representatives:

District 1 Representative (3-year term):	Daniel Gallagher
District 3 Representative (3-year term):	Corey Lakin
Business Representatives (3-year term):	Malena Madrid Tamra Smalewitz

## 6. APPROVAL OF MINUTES

Motion/Second: Kent/Chirco

Abstain: Gallagher, Madrid, Smalewitz

Motion Carried: The Los Alamitos Community Foundation, Inc. approved the First Meeting Minutes of March 14, 2022.

## 7. DISCUSSION ITEMS

### A. MISSION STATEMENT

The Board of Directors reviewed examples of local Community Foundation mission statements and developed the following Mission Statement:

The Los Alamitos Community Foundation encourages, supports, and facilitates philanthropy and events to improve and enrich the lives of people in Los Alamitos.

Motion/Second: Chirco / Delavigne

Unanimously Carried: The Board of Directors approved the Los Alamitos Community Foundation Mission Statement.

## **B. WAYS TO SUPPORT**

The Board of Directors discussed ways supporters can donate/contribute to support the Los Alamitos Community Foundation's mission and developed the following list:

1. Targeted donations
2. Amazon Smile
3. Unrestricted donations
4. Endowment
5. Through your estate  
Website, push out through existing city social media sites
6. Fundraisers

Motion/Second: Chirco/Delavigne

Unanimously Carried: The Board of Directors approved a list of ways to support the Los Alamitos Community Foundation, Inc.

## **C. MARKETING**

The Board of Directors discussed avenues to market the Los Alamitos Community Foundation and its mission and developed the following list:

1. Brochure
2. Webpage/Website with domain possibilities (LACF.org; LosAlFoundation.org)
3. Social Media (handles: LosAlFoundation)  
Website with targeted information on specific goals and fundraising thus far (thermometer type rising)

Motion/Second: Delavigne/Hasselbrink

Unanimously Carried: The Board of Directors approved avenues to market the Los Alamitos Community Foundation, Inc.

## **D. DEPARTMENT WISH LIST PRESENTATIONS**

The Board of Directors heard a presentation from each City Department of items desired to be potentially funded by the Los Alamitos Community Foundation, Inc. The Board discussed the Wish List and decided to discuss further and prioritize at next meeting upon receiving additional information and estimates.

Motion/Second: Delavigne/Hasselbrink

Unanimously Carried: The Board of Directors approved the Wish List Items proposed to the Los Alamitos Community Foundation, Inc.

**8. BOARD OF DIRECTORS REPORTS**

No director reports.

**9. ADJOURNMENT**

There being no further business to come before the meeting, the meeting was adjourned at 7:08 p.m.



Mark Chirco, Los Alamitos Community Foundation Secretary

Date: 9/12/22