



# Laguna Niguel Military Support Committee AGENDA

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**REGULAR MEETING OF  
February 10, 2020 - 12:00 p.m.**

**COUNCIL CHAMBERS  
LAGUNA NIGUEL CITY HALL**

**30111 Crown Valley Parkway  
Laguna Niguel, California 92677**

*WELCOME TO YOUR MILITARY SUPPORT COMMITTEE MEETING!*

*Regular meetings are held on the second Monday of each month at 12:00 p.m. in the Council Chambers of City Hall, 30111 Crown Valley Parkway, Laguna Niguel, California 92677.*

*Any person wishing to address the Committee will need to complete and present a white colored, "Request to Speak" form to the Secretary. These forms are available on the counter that is located inside the Council Chambers. Please be aware that the time limit will be established by the Chair. To allow equal time for speakers, minutes may not be given to another speaker. You may have another person read your written statement. The Committee may establish a time limit of all comments of not less than one half hour.*

*No action will be taken on any items not on the agenda, unless the Committee makes a determination that an emergency exists or that there is a need for immediate action and the need to take action came to the attention of the City subsequent to the agenda being posted. Any documents that are provided to the Committee regarding items on this agenda less than 72 hours prior to this meeting will be available for public inspection at the public review table that is located in the reception area on the second floor of City Hall at 30111 Crown Valley Parkway, Laguna Niguel, California 92677, until 12:00 p.m. on the date of the Committee meeting. After 12:00 p.m., the documents will be available at the counter located inside the City Council Chambers.*

*Thank you for attending your Laguna Niguel Military Support Committee meeting.*

**City Hall  
30111 Crown Valley Parkway  
(949)362-4300 Fax (949)362-4340  
[www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org)**

**CALL TO ORDER AND ROLL CALL**

**INVOCATION – Committee Member Harms**

**PLEDGE OF ALLEGIANCE – Committee Member Sharma**

**PRESENTATIONS**

**PUBLIC COMMUNICATIONS**

**DISCUSSION ITEMS AND PRESENTATIONS**

**1. Foundation Financial Report**

**Recommendation**

Receive and file report.

**2. City Military Support Committee Account**

**Recommendation**

Receive and file report.

**3. Minutes of the Regular Military Support Committee Meeting on January 13, 2020**

**Recommendation**

Approve as written or amended.

**4. Reports from the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines, USS Stockdale, and 1<sup>st</sup> Assault Helicopter Battalion, 140<sup>th</sup> Aviation Regiment Representatives**

**Recommendation**

Hear reports.

**5. Baby Gift Packages for USS Stockdale Crew**

**Recommendation**

Discuss and take action.

**6. March Baby Shower Drive**

**Recommendation**

Discuss and take action.

**7. Participation in Laguna Niguel Carnival**

**Recommendation**

Discuss.

**8. Laguna Niguel Military Support Committee Publicity, PR, and Social Media**

- a. Report on Goals, Progress and Process
- b. Distribution of Guidelines

**Recommendation**

Hear Report and discuss.

**9. Check Request for the USS Stockdale Single Sailors Bowling Party**

**Recommendation**

Discuss and approve the check request for the USS Stockdale Single Sailors Bowling Party, in the amount of \$1,116.00.

**10. Check Request for Flags for the Laguna Niguel Military Support Committee Events**

**Recommendation**

Discuss and approve the check request for flags for the Laguna Niguel Military Support Committee events, not to exceed \$600.00.

**11. Committee Reports**

**Recommendation**

Hear reports.

**Council Member Elaine Gennawey – Co-Chair  
Council Member Sandy Rains – Co-Chair**

**Daniel Abrams  
Carole Allen  
Sam Joseph DeBaca  
Rich Encinas  
Elena Faita-Nguyen  
Debra Garnreiter  
John Harms  
Lynn Hoskins  
John Humphrey**

**Matt Kenney  
Kathy Khalifa  
Frank McGrath  
Rischi Paul Sharma  
Bill Sundin  
David Tuma  
John Ulrich  
David Weiss  
Stephanie Winstead**

**Sebrina King, First Battalion, Fourth Marines  
CMDCN (SW) Jared Mueller, USS Stockdale  
Major Dan Goldsmith, 1<sup>st</sup> Assault Helicopter Battalion,  
140<sup>th</sup> Aviation Regiment**

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Email address.....info@Inmilitarysupport.org  
Website address.....www.Inmilitarysupportfoundation.org

*Americans with Disabilities Act - In compliance with the Americans with Disabilities Act, if you are an individual who requires accommodations to participate in this meeting, please contact the City Clerk's Office at (949) 362-4300. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.*

*The Council Chambers is wheelchair accessible and disabled parking is available in the City Hall parking lot. Assisted Listening is available in the Council Chambers. To arrange for use of a personal listening device, please contact the City Clerk prior to the meeting.*

**AFFIDAVIT OF POSTING**

COUNTY OF ORANGE)  
CITY OF LAGUNA NIGUEL)

I, TAMBERLYN LUKETICH, POLICE SERVICES SECRETARY, hereby certify, under penalty of perjury, that I caused the posting of this agenda by 12:00 p.m. on Friday, February 7, 2020 at City Hall, 30111 Crown Valley Parkway; Crown Valley Community Park, 29751 Crown Valley Parkway, and Sea Country Senior and Community Center, 24602 Aliso Creek Road.

POSTED BY:

  
Tamberlyn Luketich, Police Services Secretary

# **Foundation Financial Report**

**Agenda Item No. 1**

Laguna Niguel Military Support Foundation  
**Balance Sheet (Unaudited)**  
As of December 31, 2019

	<u>Dec 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · US Bank Checking	
10110 · Unrestricted Amounts	55,531.78
10120 · Temporarily Restricted Amounts	
10125 · 1-4 Marines	-22,396.89
10130 · USS Stockdale/McClusky	-15,011.57
10136 · Car Wash Series	14,875.00
<b>Total 10120 · Temporarily Restricted Amo...</b>	<u>-22,533.46</u>
<b>Total 10100 · US Bank Checking</b>	32,998.32
10310 · PayPal New	
10315 · PayPal New Unrestricted	10,959.02
10320 · Temporarily Restricted PayPal	
10322 · 1-4 Marines PayPal	114.25
10327 · USS Stockdale PayPal	154.89
10328 · Car Wash Series PayPal	1,070.18
<b>Total 10320 · Temporarily Restricted PayPal</b>	<u>1,339.32</u>
<b>Total 10310 · PayPal New</b>	<u>12,298.34</u>
<b>Total Checking/Savings</b>	45,296.66
<b>Other Current Assets</b>	
12000 · *Undeposited Funds	15.00
<b>Total Other Current Assets</b>	<u>15.00</u>
<b>Total Current Assets</b>	<u>45,311.66</u>
<b>TOTAL ASSETS</b>	<b><u>45,311.66</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
30000 · Unrestricted Net Assets	74,209.77
Net Income	-28,898.11
<b>Total Equity</b>	<u>45,311.66</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>45,311.66</u></b>

7:52 PM  
01/29/20  
Cash Basis

**Laguna Niguel Military Support Foundation**  
**Income & Expense Detail--Year 2019**  
**December 2019**

Date	Num	Name	Memo	Class	Paid Amou...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>40000 · Direct Public Support</b>					
<b>40010 · Individ, Small Bus Contribs</b>					
12/01/2019		Donors-Cash (Holiday Toy ...	Toy Drive on 12/1/19	1 Unrestricted:1 General	284.00
12/16/2019		Donor - Anonymous	Anonymous Donation	1 Unrestricted:1 General	15.00
Total 40010 · Individ, Small Bus Contribs					<u>299.00</u>
Total 40000 · Direct Public Support					<u>299.00</u>
Total Income					<u>299.00</u>
Gross Profit					299.00
<b>Expense</b>					
<b>60000 · Program Expenses</b>					
<b>61100 · Supplies--Pgm Exp</b>					
12/05/2019		ITC Enterprises, Inc.	1st Battalion 4th Marines Holiday P...	Family Support:Holiday Parties:1-4 M...	4,800.00
12/06/2019		Las Brisas Construction	1-4 Marines Barracks Rehab - Paint...	Service Member Support:1-4 Marines...	4,770.00
12/06/2019		King, Sebrina	1-4 Single Marine Appreciation BBQ	Service Member Support:1-4 Marines...	99.92
12/09/2019		Breakwater Events	Brunch for Military In Holiday Parade	1 Unrestricted:1 General	1,439.50
12/14/2019		Ulrich, John	Holiday Toy Reimbursement	Family Support:Holiday Toys:General...	1,084.86
Total 61100 · Supplies--Pgm Exp					<u>12,194.28</u>
<b>62000 · Facilities and Equipment</b>					
<b>62100 · Equipment Rental--Pgm Exp</b>					
12/09/2019	000...	Toss It	Truck for Toy Transportation	Family Support:Holiday Toys:USS St...	500.00
Total 62100 · Equipment Rental--Pgm Exp					<u>500.00</u>
Total 62000 · Facilities and Equipment					500.00
<b>63820 · Credit Card Processing Fees</b>					
<b>63822 · Monthly Fee</b>					
12/03/2019		Authnet Gateway (Authorize...		1 Unrestricted:1 General	19.95
Total 63822 · Monthly Fee					<u>19.95</u>
Total 63820 · Credit Card Processing Fees					19.95
<b>64100 · Contract &amp; Prof Services--PE</b>					
<b>64120 · Internet/Website--Pgm Exp</b>					
12/05/2019	5015	LaPorte Jason		1 Unrestricted:1 General	50.00
Total 64120 · Internet/Website--Pgm Exp					<u>50.00</u>
Total 64100 · Contract & Prof Services--PE					<u>50.00</u>
Total 60000 · Program Expenses					<u>12,764.23</u>
<b>70000 · Management &amp; Administration</b>					
<b>72100 · Contract &amp; Prof Services--M&amp;A</b>					
<b>72110 · Accounting Fees</b>					
12/17/2019	Inv ...	Hill, Ceri	Bookkeeping Invoice 129	1 Unrestricted:1 General	500.00
Total 72110 · Accounting Fees					<u>500.00</u>
Total 72100 · Contract & Prof Services--M&A					<u>500.00</u>
Total 70000 · Management & Administration					<u>500.00</u>
Total Expense					<u>13,264.23</u>
Net Ordinary Income					<u>-12,965.23</u>
<b>Net Income</b>					<u><u>-12,965.23</u></u>

3:17 PM  
 01/06/20  
 Cash Basis

**Laguna Niguel Military Support Foundation**  
**Income & Expense Detail, USS Stockdale**  
 January through December 2019

Date	Name	Memo	Paid Amou...
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>40000 · Direct Public Support</b>			
<b>40010 · Individ, Small Bus Contribs</b>			
07/20/2019	Gennawey Elaine&Raymond	USS Stockdale Car Wash - Donation	100.00
07/20/2019	Rains Maynard & Sandy	USS Stockdale Car Wash - Donation	50.00
07/20/2019	Rheingold-Gerlicki, Barbara	USS Stockdale Car Wash - Donation	25.00
07/20/2019	Donors-Cash (Stockdale Car W...	USS Stockdale Car Wash - Cash donations	2,863.00
07/20/2019	Slusiewicz, Jerry	2019 USS Stockdale Car Wash Donation	40.00
07/20/2019	Kasper, Debbie	2019 USS Stockdale Car Wash Donation	15.00
07/20/2019	Wolcott, Zachary	2019 USS Stockdale Car Wash Donation	10.00
07/20/2019	Viking Bodies	2019 USS Stockdale Car Wash Donation	20.00
07/20/2019	Keller, Krynch	2019 USS Stockdale Car Wash Donation	50.00
07/20/2019	King, Tannor	2019 USS Stockdale Car Wash Donation	25.00
07/20/2019	Abrams Daniel	2019 USS Stockdale Car Wash Donation	1.00
07/20/2019	Hill Ceri	2019 USS Stockdale Car Wash Donation	1.00
Total 40010 · Individ, Small Bus Contribs			3,200.00
Total 40000 · Direct Public Support			3,200.00
Total Income			3,200.00
Gross Profit			3,200.00
<b>Expense</b>			
<b>60000 · Program Expenses</b>			
<b>61100 · Supplies--Pgm Exp</b>			
04/02/2019	USS Stockdale Family Associati...	Stockdale Homecoming Lei Supplies	771.01
04/22/2019	Allen, Carole	USS Stockdale Gift Cards	3,873.94
05/07/2019	USS Stockdale Family Associati...	Food for USS Stockdale Homecoming	500.00
07/27/2019	Macias Catering	USS Stockdale Family Picnic Catering	2,500.00
Total 61100 · Supplies--Pgm Exp			7,644.95
<b>62000 · Facilities and Equipment</b>			
<b>62100 · Equipment Rental--Pgm Exp</b>			
07/15/2019	ProntoWash	7/20/19 Car Wash Equipment Rental	700.00
12/09/2019	Toss It	Truck for Toy Transportation	500.00
Total 62100 · Equipment Rental--Pgm Exp			1,200.00
<b>62200 · Facility Rent, Parking, Utils</b>			
11/14/2019	John's Incredible Pizza	Holiday Party for USS Stockdale Children	3,004.62
11/27/2019	Wyndham San Diego Bayside	USS Stockdale Holiday Party	5,000.00
Total 62200 · Facility Rent, Parking, Utils			8,004.62
Total 62000 · Facilities and Equipment			9,204.62
<b>63820 · Credit Card Processing Fees</b>			
<b>63823 · Transaction Discount Fee</b>			
07/25/2019	PayPal	PayPal Fees 7/11-7/25 Stockdale Car Wash	7.11
Total 63823 · Transaction Discount Fee			7.11
Total 63820 · Credit Card Processing Fees			7.11
<b>64100 · Contract &amp; Prof Services--PE</b>			
<b>64110 · Child Care Service</b>			
08/19/2019	USS Stockdale Family Associati...	Bingo Night Childcare	1,200.00
Total 64110 · Child Care Service			1,200.00
Total 64100 · Contract & Prof Services--PE			1,200.00
Total 60000 · Program Expenses			18,056.68
Total Expense			18,056.68
Net Ordinary Income			-14,856.68



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01/06/20  
Cash Basis

Laguna Niguel Military Support Foundation  
**Income & Expense Detail, USS Stockdale**  
January through December 2019

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amou...</u>
Net Income			<u><u>-14,856.68</u></u>

7:28 AM  
 01/09/20  
 Cash Basis

**Laguna Niguel Military Support Foundation**  
**Income & Expense Detail, 1-4 Marines**  
 January through December 2019

Date	Num	Name	Memo	Paid Amou...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · Direct Public Support</b>				
<b>40010 · Individ, Small Bus Contribs</b>				
01/12/2019		Lemoult Family Trust	Donation - Care Pkg Drive	25.00
01/12/2019		Donors-Cash Care Pkg Drive (J...	Care Package Drive Donations	992.00
03/15/2019		Penny Sells Homes, Inc		120.00
04/01/2019		Tahan Lorna	1-4 Marines Bedding, Towels, etc.	50.00
08/27/2019		Khalifa Kathryn&Amin	Donation - 1-4 Marines Car Wash	250.00
09/07/2019		Gennawey Elaine&Raymond	1-4 Marines Car Wash - donation	100.00
09/07/2019		Miller Audrey	1-4 Marines Car Wash - donation	100.00
09/07/2019		Donors-Cash (1-4 Car Wash 20...	Cash Donations	2,424.00
09/07/2019		Donors-Cash (1-4 Car Wash 20...	PayPal Here 1-4 Marines Car Wash Donations	119.00
Total 40010 · Individ, Small Bus Contribs				4,180.00
Total 40000 · Direct Public Support				4,180.00
<b>51000 · Program Income from sales/fees</b>				
<b>51100 · 1-4 Fundraising Income</b>				
01/09/2019		CustomInk LLC	Income from Fundraiser	478.48
07/15/2019		One Shield Security Services	Marine Fundraiser Donation	1,675.00
08/09/2019		One Shield Security Services	1-4 Marine Fundraiser Donation	3,300.00
Total 51100 · 1-4 Fundraising Income				5,453.48
Total 51000 · Program Income from sales/fees				5,453.48
Total Income				9,633.48
Gross Profit				9,633.48
<b>Expense</b>				
<b>60000 · Program Expenses</b>				
<b>61100 · Supplies--Pgm Exp</b>				
04/02/2019		King, Sebrina	Kickball Supplies Reimb	81.68
04/04/2019		King, Sebrina	Reimb 1-4 Mar Command Post Beautification	347.89
10/24/2019		King, Sebrina	Reimb - 1-4 Mar Spouse Social Bonfire	67.67
10/24/2019		King, Sebrina	Reimb - 1-4 Mar Family Potluck	171.60
10/24/2019		King, Sebrina	Reimb - 1-4 Mar Painting Spouse Social	953.98
10/24/2019		King, Sebrina	Reimb - 30th Anniv LN Carnival - Face Paint	71.74
10/29/2019	Invo...	PHB Sales & Imports	1-4 Marine Birthday Ball Mementos	6,500.00
10/31/2019		Humphrey John Mr	1-4 Single Marine & Sailor BBQ	2,222.92
11/21/2019	Sale...	O.C. Barbecues Plus	1-4 Marines Barracks Rehab Projects - 2 BB...	1,442.99
11/29/2019	301...	BSN Sports	1-4 Marines Rehab Project - Bleachers	3,243.48
12/05/2019		ITC Enterprises, Inc.	1st Battalion 4th Marines Holiday Party	4,800.00
12/06/2019		Las Brisas Construction	1-4 Marines Barracks Rehab - Painting	4,770.00
12/06/2019		King, Sebrina	1-4 Single Marine Appreciation BBQ	99.92
Total 61100 · Supplies--Pgm Exp				24,773.87
<b>62000 · Facilities and Equipment</b>				
<b>62100 · Equipment Rental--Pgm Exp</b>				
07/16/2019	Inv ...	My Little Carnival, Inc	1-4 Marines Family Carnival Day	1,350.00
08/12/2019	Inv. ...	King, Sebrina	1-4 Marines - Family Day Carnival	150.00
08/26/2019		ProntoWash	1-4 Marines Car Wash	700.00
Total 62100 · Equipment Rental--Pgm Exp				2,200.00
<b>62200 · Facility Rent, Parking, Utils</b>				
02/07/2019		MCCS Account 6065-61	Halfway Dinner - 1-4 Marine Spouses	1,500.00
04/02/2019		King, Sebrina	Kid's Halfway Celebration Reimb	300.00
Total 62200 · Facility Rent, Parking, Utils				1,800.00
Total 62000 · Facilities and Equipment				4,000.00
<b>63500 · Recreation Expenses</b>				
<b>63510 · Registration &amp; Other Fees</b>				
10/28/2019		MCCS Account 6065-61	1-4 Mar Family Holiday Party SeaWorld	3,137.50

7:28 AM  
01/09/20  
Cash Basis

**Laguna Niguel Military Support Foundation**  
**Income & Expense Detail, 1-4 Marines**  
January through December 2019

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amou...</u>
		Total 63510 · Registration & Other Fees		3,137.50
		Total 63500 · Recreation Expenses		3,137.50
		<b>63820 · Credit Card Processing Fees</b>		
		<b>63823 · Transaction Discount Fee</b>		
09/07/2019	2	PayPal	1-4 Marine Car Wash Fees	4.75
		Total 63823 · Transaction Discount Fee		4.75
		Total 63820 · Credit Card Processing Fees		4.75
		Total 60000 · Program Expenses		31,916.12
		Total Expense		31,916.12
		Net Ordinary Income		-22,282.64
		<b>Net Income</b>		<b>-22,282.64</b>

**City Military Support  
Committee Account**

**Agenda Item No. 2**



Laguna Niguel, CA

# Detail vs Budget Report

## Account Detail

Date Range: 07/01/2019 - 06/30/2020

Account	Post Date	Packet Number	Name	Source Transaction	Pmt Number	Description	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750	08/06/2019	GLPKT00516	Military Support	JN02433		To record expenditures for July 2019 MSC minutes services from Eileen B. White (Inv #LNMSC-07-2019)	0.00	6,000.00	0.00	3,048.47	3,048.47	2,951.53	49.19 %
	08/12/2019	GLPKT00547		JN02573		M. Kenney - Final pymnt for poloshirt (Westway Enterprises Inv #190701)							385.00
	08/14/2019	APPKT00148		190701	4552	Clothing for Military Support Committee			1809 - MARIORIE S. MCKERMAN				37.00
	08/23/2019	APPKT00152		7216	4645	Equipment rental for MSC car wash 7/20/19			1052 - DAVID R. PICHA				253.00
	08/23/2019	APPKT00152		8/6/19 Luketich	4742	Visa charges for Tamberlyn Luketich			2667 - U.S. BANK NATIONAL ASSOCIATION				356.00
	08/31/2019	GLPKT00569		JN02789		M. Kenney - Partial Payment for Poloshirt (Westway Enterprises Inv #190701 ordered in FY19-20) received in FY18-19							-35.00
	09/09/2019	APPKT00155		7215	4777	Equipment rental for MSC car wash 9/7/19			1052 - DAVID R. PICHA				253.00
	09/09/2019	APPKT00155		LNMSC-08-2019	4781	Military Support Committee meeting minutes 8/12/19			1810 - EILEEN B. WHITE				220.00
	09/20/2019	APPKT00159		9/6/19 Luketich	4955	Visa charges for Tamberlyn Luketich			2667 - U.S. BANK NATIONAL ASSOCIATION				351.00
	10/04/2019	APPKT00162		LNMSC-09-2019	5018	Military Support Committee meeting minutes 9/9/19			1810 - EILEEN B. WHITE				330.00
	10/16/2019	APPKT00165		27579	5236	Printing for Military Support Committee			1041 - SOLINK INC.		COND601000		358.81
	10/21/2019	APPKT00165		10/7/19 Luketich	5254	Visa charges for Tamberlyn Luketich			2667 - U.S. BANK NATIONAL ASSOCIATION				15.98
	11/12/2019	APPKT00170		LNMSC-10-2019	5292	Military Support Committee meeting mins 10/14/19			1810 - EILEEN B. WHITE				275.00
	11/21/2019	APPKT00175		11/6/19 Luketich	5459	Visa charges for Tamberlyn Luketich			2667 - U.S. BANK NATIONAL ASSOCIATION				33.98
	12/09/2019	APPKT00179		2383300-0	5483	Office supplies			2399 - COMPLETE OFFICE				11.81
	12/20/2019	APPKT00181		12/6/19 Luketich	5724	Visa charges for Tamberlyn Luketich			2667 - U.S. BANK NATIONAL ASSOCIATION				204.89
<b>Report Total:</b>							<b>0.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>3,048.47</b>	<b>3,048.47</b>	<b>2,951.53</b>	<b>49.19 %</b>

### Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>100-01-5750</u>	Military Support	0.00	6,000.00	0.00	3,048.47	3,048.47	2,951.53	49.19 %
<b>Report Total:</b>		<b>0.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>3,048.47</b>	<b>3,048.47</b>	<b>2,951.53</b>	<b>49.19 %</b>

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - GENERAL	0.00	6,000.00	0.00	3,048.47	3,048.47	2,951.53	49.19 %
<b>Report Total:</b>	<b>0.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>3,048.47</b>	<b>3,048.47</b>	<b>2,951.53</b>	<b>49.19 %</b>

**Minutes of the Regular Military Support  
Committee Meeting on  
January 13, 2020**

**Agenda Item No. 3**



**MINUTES OF THE  
CITY OF LAGUNA NIGUEL  
MILITARY SUPPORT COMMITTEE MEETING  
January 13, 2020 @ 12:00 p.m.**

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**CALL TO ORDER:** Co-Chair Gennawey called the Meeting of the City of Laguna Niguel Military Support Committee to order at 12:03 p.m. She introduced the Committee's new Co-Chair, Councilmember Sandy Rains, and explained that former Co-Chair Laurie Davies will remain a member of the Military Support Foundation.

**ROLL CALL**

**Present**

Daniel Abrams, Carole Allen, Rich Encinas, Sam Joseph DeBaca, Debra Garnreiter, John Harms, Lynn Hoskins, John Humphrey, Kathy Khalifa, Frank McGrath, Rishi Paul Sharma, Bill Sundin, David Tuma, John Ulrich, David Weiss, Stephanie Winstead; Councilmember Elaine Gennawey, (Co-Chair), Councilmember Sandy Rains (Co-Chair)

Lt. Col. Mike Regner, Battalion Commander, First Battalion, Fourth Marines

Lt. Andrew Hoyle, Chaplin, First Battalion, Fourth Marines  
CMDN (SW) Jared Mueller, USS Stockdale

**Absent:**

Elena Faita-Nguyen, Matt Kenney

**City Staff:**

Tamberlyn Luketich, Police Services Secretary  
Eileen Gomez, City Clerk  
Eileen White, Recording Secretary

**INVOCATION:** Committee Member Garnreiter led the Invocation.

**PLEDGE OF ALLEGIANCE:** Committee Member Harms led the Pledge of Allegiance.

*These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.*

**PRESENTATIONS**

1. **Administration of Oath of Office to Incoming Military Support Committee Members**

Eileen Gomez, City Clerk, administered the Oath of Office to new and reappointed Committee Members.

## **PUBLIC COMMUNICATIONS**

None

## **DISCUSSION ITEMS**

### **1. Member Orientation and Review**

#### **a. Brown Act Training**

City Clerk Gomez reviewed pertinent provisions in the Brown Act and encouraged those with questions to contact her during normal business hours.

#### **b. Guidelines, Policies and Procedures**

Co-Chair Gennawey summarized the Laguna Niguel Military Support Committee (LNMSC) Guidelines; discussed the roles and introduced the Military Liaisons and Representatives present; reviewed the procedures for handling funds, requesting funds, and participation of outside organizations at Committee events. She noted City volunteers are prohibited from entering into contracts on behalf of the City. She reviewed the 2020 Military Support Committee Roster and requested Committee Members review the information and provide revisions if necessary. Committee Member Weiss corrected his address to read "28431" instead of "28437". Additionally, she identified and discussed the duties of the Community Organization Liaisons, and reviewed the Event Planning and Check Request Form, 2020 LNMSC Meeting Dates, and Event Planning Guide.

#### **c. Laguna Niguel Military Support Foundation Purpose – Foundation Representative**

Robert Ming, Laguna Niguel Military Support Foundation Representative, discussed the Foundation guidelines for issuing funds; reviewed the purpose and format of the Foundation; requested to be added to the official LNMSC email and Membership Roster to ensure he is kept up to date on the Committee's latest news and Committee Members have the ability to contact him if they have any questions.

### **2. Foundation Financial Report**

Robert Ming reviewed the Foundation Financial Report and encouraged those with questions to contact him.

Report received and filed.

### 3. **Update on City Military Support Committee Account**

Tamberlyn Luketich, Police Services Secretary, was available for questions.

Report received and filed.

### 4. **Minutes of the Regular Military Support Committee Meeting on November 4, 2019**

**A MOTION** was made by Committee Member McGrath, seconded by Committee Member Encinas to approve the Minutes of the November 4, 2019, Regular Meeting of the Military Support Committee as submitted.

**Motion Carried 11-0-9, with Co-Chair Rains and Committee Members DeBaca, Harms, Hoskins, Khalifa, Weiss, and Winstead abstaining, and Committee Members Kenney and Faita-Nguyen being absent.**

### 5. **Reports from the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines, USS Stockdale, and 1<sup>st</sup> Assault Helicopter Battalion, 140<sup>th</sup> Aviation Regiment Representatives**

Lt. Col. Mike Regner, Battalion Commander, First Battalion, Fourth Marines, reported the troops have been training in November and December and preparing for additional infield training at Twenty-nine Palms in late January. Due to heightened tensions in the Middle East, they are ready and on alert in the event they are called. He asked the Members to mark their calendars for the Alert Battalion on March 27, 2020, and noted formal invites are forthcoming; advised the Battalion is on track to deploy for 7 months starting in November 2020; noted they may hold the Birthday Ball in advance of deployment. He thanked the Committee for their continued support and will continue to keep them updated. He displayed photographs of the improved barracks and family events.

CMDCN (SW) Jared Mueller, USS Stockdale, reported the sailors were awarded runner-up status in a contest following their inspections; announced they will have a change of command in July 2020; thanked the Committee for its continued support.

### 6. **Recap on Holiday Parties**

Committee Member Encinas reported that the Toy Drive was very successful and the Children were very happy to receive the toys at the holiday parties.

Committee Member McGrath reported that the support and food provided by John's Incredible Pizza was incredible.

## 7. **Recap Holiday Parade and Luncheon**

Committee Member Garnreiter reported the holiday luncheon and parade were well attended this year, with great food, plenty of support and beautiful décor. She is hopeful that next year the luncheon can be held outdoors at a park.

## 8. **Recap of Barracks Project**

Committee Member Encinas provided an update on the Barracks Improvement Project. The improvements have been completed and they are awaiting delivery of tables and chairs.

Lt. Col. Mike Regner thanked Committee Member Encinas and the Committee for their commitment and efforts to improve the barracks to make life better for the single Marines. He advised Committee Member Encinas to coordinate delivery of leftover items with Sabrina King, 1st Battalion, 4th Marines Representative. He agreed to forward the photos of the improved barracks to Robert Ming, Foundation Representative.

## 9. **Review Sub-Committee Appointments**

Co-Chair Gennaway reviewed the Subcommittee Assignments, which have been updated to reflect the new Committee Membership Roster. She encouraged all Committee Members to attend every event supported by the Committee.

Committee Member Encinas noted that due to the odd calendar and existing events, the 2020 Toy Drive will be held on Thanksgiving weekend. Following discussion, the Committee Members elected to change the Holiday Toy Drive dates to November 14, 15, 28, and 29. Committee Member Encinas will check with the store for availability and email the new dates to all Committee Members.

## 10. **Proposal for Girl Scout Mailbox**

Co-Chair Gennaway reported she had received a request from a Girl Scout working on her Gold Award to coordinate outreach and collection of Thank You Cards for Military Members. Committee Member Winstead offered to reach out and coordinate the project.

**A MOTION** was made by Committee Member Abrams, seconded by Committee Member Sundin, to approve the request to coordinate Thank You Cards outreach and collection by a Girl Scout working on her Gold Award.

**Motion Carried 18-0-2, with Committee Members Kenney and Faita-Nuygen being absent.**

## **11. Committee Reports**

Individual Committee Members expressed excitement for the work ahead, optimism for new and successful projects, and appreciation for appointment/continued service to the Committee.

Committee Member Encinas announced the Baby Items Drive would be on March 14 & 15, 2020; requested all put on their calendars to ensure adequate number of volunteers are available to attend.

Committee Member Allen announced she will be ordering and delivering LNMSC Shirts; requested those planning to order shirts contact her for details. Checks are to be made out to the City of Laguna Niguel.

Co- Chair Gennaway thanked all for volunteering their time; requested Secretary Luketich order name tags for the new Members.

## **ADJOURNMENT**

There being no further business before the Committee, Co-Chair Gennaway adjourned the meeting at 1:43 p.m. to the Regular Military Support Committee Meeting to be held on February 10, 2020, at 12:00 p.m. in the City of Laguna Niguel Council Chambers located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.

**LNMSC Publicity, PR, and Social Media  
Report on Goals, Progress and Process  
Distribution of Guidelines**

**Agenda Item No. 8**

## **SOCIAL MEDIA GUIDELINES FOR THE LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE - PRELIMINARY**

### **GOALS**

1. Promote and publicize LNMSC events through the City's social media platforms and other social networking avenues to boost participation and attendance.
2. Event follow-up: Share approved photos and/or video of LNMSC support efforts on social media to expand community engagement and awareness of our City's adopted units and military support program.

### **PROGRESS**

I'm working with the City's Management Analyst, Aaron Spradlin, on increasing LNMSC's publicity on the City's official social media platforms. Aaron has offered to help with the creation and/or updating of event flyers and social media graphics.

### **LEAD TIME**

1. The City pre-schedules Facebook and Twitter event posts one month in advance. It's extremely helpful if all content is submitted well ahead of time.
2. For events that cannot be finalized a month in advance, there is some flexibility with scheduling. Event follow-ups are not pre-scheduled.
3. I need as much advance notice for events as possible. As soon as you can, please email me with the following information:

Event name:

Date(s):

Time:

Location:

Which adopted unit(s) does this event benefit:

Details: (please attach any previous flyers)

Lynn Hoskins

mediatones@gmail.com

(949) 922-3066

**Check Request for the USS Stockdale Single  
Sailors Bowling Party**

**Agenda Item No. 9**



# LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/FOUNDATION EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION	
Event Name:	<u>Stockdale Single Sailors Bowling Party</u>
Description:	<u>Bowling Party</u>
Location:	<u>Admiral Robinson Rec Ctr. San Diego Navy Base</u>
Event Date:	<u>4/4/2020</u> Date Funds Required By: _____

Request Submitted by: <u>Frank McGrath</u>	<u>Bill Sundin</u>
Sub-Committee Co-Chair	Sub-Committee Co-Chair

APPROVALS OBTAINED			
Command:	<input type="checkbox"/> 1/4 Battalion	<input checked="" type="checkbox"/> USS Stockdale	<input type="checkbox"/> 1/140th
			<input type="checkbox"/> NA
Committee:	<input type="checkbox"/> Yes	If Yes, approval date: _____	<input type="checkbox"/> Not Obtained

DESCRIPTION OF EXPENSE	UNIT(S) BENEFITED	AMOUNT \$
Provide 90 Minutes of bowling, pizza , shoes, and soft drinks for approximately 80 single sailors from the USS Stockdale.		\$1116
Cost is \$62 per lane for 18 lanes = \$900.		
<b>Total Amount Requested</b>		<b>\$1116</b>

CHECK PAYABLE TO: <u>Admiral Robinson Rec Center</u>		
STREET ADDRESS: <u>255 Vesta St</u>		
CITY: <u>San Diego</u>	STATE: <u>CA</u>	ZIP: <u>92136</u>
TELEPHONE: _____	EMAIL: _____	

Submit form to Military Support Committee for approval. If approved, indicate approvals and submit form to the following **WITH ATTACHED RECEIPTS:**

William J. Kelley, III  
Treasurer, Laguna Niguel Military Support Foundation  
24495 Rue de Gauguin, Laguna Niguel, CA 92677  
Tel: (949) 363-7519      Email: [wjk@kelleyandkelleylaw.com](mailto:wjk@kelleyandkelleylaw.com)

For LNMS Foundation Only:			
Auth 1:	Date:	Auth 2:	Date:

## **Check Request for Flags for the LNMSC Events**

**Agenda Item No. 10**

# LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/FOUNDATION EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION	
Event Name:	<u>Flags for LNMSC events</u>
Description:	<u>see above</u>
Location:	<u>n/a</u>
Event Date:	<u>n/a</u>
Date Funds Required By:	<u>n/a</u>

Request Submitted by: <u>n/a</u>	Request Submitted by: <u>n/a</u>
Sub-Committee Co-Chair	Sub-Committee Co-Chair

APPROVALS OBTAINED			
Command:	<input type="checkbox"/> 1/4 Battalion	<input type="checkbox"/> USS Stockdale	<input type="checkbox"/> 1/140th
			<input type="checkbox"/> NA
Committee:	<input type="checkbox"/> Yes	If Yes, approval date: _____	<input type="checkbox"/> Not Obtained

DESCRIPTION OF EXPENSE	UNIT(S) BENEFITED	AMOUNT \$
Small, 6" flags to re-supply stock	3000	NTE \$600
<b>Total Amount Requested</b>		<b>NTE \$600</b>

CHECK PAYABLE TO: <u>City of Laguna Niguel</u>
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ EMAIL: _____

Submit form to Military Support Committee for approval. If approved, indicate approvals and submit form to the following **WITH ATTACHED RECEIPTS:**

William J. Kelley, III  
 Treasurer, Laguna Niguel Military Support Foundation  
 24495 Rue de Gauguin, Laguna Niguel, CA 92677  
 Tel: (949) 363-7519                      Email: [wjk@kelleyandkelleylaw.com](mailto:wjk@kelleyandkelleylaw.com)

For LNMS Foundation Only:			
Auth 1:	Date:	Auth 2:	Date: