Laguna Niguel
Military Support Committee
AGENDA

REGULAR MEETING OF
March 9, 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
CALL TO ORDER AND ROLL CALL

INVOCATION – Committee Member McGrath

PLEDGE OF ALLEGIANCE – Committee Member Abrams

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 February 10, 2020

   **Recommendation**

   Approve as written or amended.

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

   **Recommendation**

   Hear reports.

5. Update on the Stockdale Single Sailor Bowling Night Scheduled for April 8th.

   **Recommendation**

   Hear update.
6. Update on the March Baby Shower Drive Being Held on March 14 & 15, 2020

**Recommendation**

Hear update.

7. Update on the Barracks Rehab Project

**Recommendation**

Hear update.

8. Check Request for the USS Stockdale Easter Egg Hunt

**Recommendation**

Discuss and approve the check request for the USS Stockdale Easter egg hunt, not to exceed $1,300.00.

9. Check Request for the 1st Battalion, 4th Marines Easter Egg Hunt

**Recommendation**

Discuss and approve the check request for the 1st Battalion, 4th Marines Easter egg hunt, not to exceed $250.00.

10. Check Request for the 1st Battalion, 4th Marines Painting Party for Spouses

**Recommendation**

Discuss and approve the check request for the 1st Battalion, 4th Marines painting party for spouses, not to exceed $500.00.

11. Check Request for the 1st Battalion, 4th Marines Family Fun Day at Vista Water Park

**Recommendation**

Discuss and approve the check request for the 1st Battalion, 4th Marines Family Fun day at Vista Water Park, not to exceed $3,000.00.

12. Laguna Niguel Military Support Committee Publicity, PR, and Social Media Guidelines - Distribution

Receive and file.
13. Committee Reports

   Recommendation

   Hear reports.

ADJOURNMENT
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
Rischich 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, 1st Assault Helicopter Battalion,
140th Aviation Regiment
Adam Liquori, Laguna Niguel Military Support Foundation Representative

Email address..........................................................info@lnmilitarysupport.org
Website address...................................................www.lnmilitarysupportfoundation.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, March 6, 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

**Income & Expense Detail--Year 2020**

**January 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Memo</th>
<th>Class</th>
<th>Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ordinary Income/Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/06/2020</td>
<td>40000</td>
<td>Direct Public Support</td>
<td>Anonymous Donation - Schwab Ch...</td>
<td>1 Unrestricted: General</td>
<td>10,000.00</td>
</tr>
<tr>
<td>01/13/2020</td>
<td>40010</td>
<td>Individ, Small Bus Contrbs</td>
<td>Anonymous Donation</td>
<td>1 Unrestricted: General</td>
<td>33.00</td>
</tr>
<tr>
<td><strong>Total 40000 · Direct Public Support</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 40010 · Individ, Small Bus Contrbs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/12/2020</td>
<td>61100</td>
<td>Supplies--Pgm Exp</td>
<td>MCCCS Account 6065-61</td>
<td></td>
<td>314.75</td>
</tr>
<tr>
<td><strong>Total 61100 · Supplies--Pgm Exp</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recreation Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/09/2020</td>
<td>63500</td>
<td>Recreation Expenses</td>
<td>Reimb for Holiday Parade Bus</td>
<td>1 Unrestricted: General</td>
<td>500.00</td>
</tr>
<tr>
<td><strong>Total 63510 · Registration &amp; Other Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 63500 · Recreation Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credit Card Processing Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/03/2020</td>
<td>63820</td>
<td>Monthly Fee</td>
<td>Authnet Gateway (Authorize...</td>
<td>1 Unrestricted: General</td>
<td>19.95</td>
</tr>
<tr>
<td><strong>Total 63822 · Monthly Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 63820 · Credit Card Processing Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Program Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/09/2020</td>
<td>70000</td>
<td>Management &amp; Admininistration</td>
<td>Laguna Niguel Chamber of ...</td>
<td>1 Unrestricted: General</td>
<td>195.00</td>
</tr>
<tr>
<td><strong>Total 70900 · Business Expenses</strong></td>
<td></td>
<td></td>
<td>Annual Dues</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 70930 · Community Organizations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 70000 · Management &amp; Admininstration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/16/2020</td>
<td>72100</td>
<td>Contract &amp; Prof Services--M&amp;A</td>
<td>Hill Invoice 130</td>
<td>1 Unrestricted: General</td>
<td>350.00</td>
</tr>
<tr>
<td><strong>Total 72110 · Accounting Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,379.70</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8,653.30</td>
</tr>
</tbody>
</table>

**Net Income**

**8,653.30**
Laguna Niguel Military Support Foundation  
Balance Sheet Summary (Unaudited)  
As of January 31, 2020  
Cash Basis

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Jan 31, 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>10100 · US Bank Checking</td>
<td></td>
</tr>
<tr>
<td>10110 · Unrestricted Amounts</td>
<td>53,279.71</td>
</tr>
<tr>
<td>10120 · Temporarily Restricted Amounts</td>
<td></td>
</tr>
<tr>
<td>10125 · 1-4 Marines</td>
<td>-314.75</td>
</tr>
<tr>
<td><strong>Total 10120 · Temporarily Restricted Amo...</strong></td>
<td><strong>-314.75</strong></td>
</tr>
<tr>
<td><strong>Total 10100 · US Bank Checking</strong></td>
<td><strong>52,964.96</strong></td>
</tr>
<tr>
<td>10310 · PayPal New</td>
<td></td>
</tr>
<tr>
<td>10315 · PayPal New Unrestricted</td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>Total 10310 · PayPal New</strong></td>
<td><strong>1,000.00</strong></td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td><strong>53,964.96</strong></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>53,964.96</strong></td>
</tr>
</tbody>
</table>

| TOTAL ASSETS | **53,964.96** |

| LIABILITIES & EQUITY | |
| Equity | |
| 30000 · Unrestricted Net Assets | 45,311.66 |
| Net Income | 8,653.30 |
| **Total Equity** | **53,964.96** |

| TOTAL LIABILITIES & EQUITY | **53,964.96** |
City Military Support Committee Account

Agenda Item No. 2
<table>
<thead>
<tr>
<th>Post Date</th>
<th>Account</th>
<th>Description</th>
<th>Source Transaction</th>
<th>Project Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/06/2019</td>
<td>100-01-5750</td>
<td>To record expenditures for July 2019 MSC minutes services from Eileen B. White (Inv #LMSCE-07-2019)</td>
<td>JN02433</td>
<td></td>
<td>385.00</td>
</tr>
<tr>
<td>08/12/2019</td>
<td>100-01-5750</td>
<td>M. Kenney - Final pymt for poloshirt (Westway Enterprises Inv #190701)</td>
<td>JN02573</td>
<td></td>
<td>-2.00</td>
</tr>
<tr>
<td>08/14/2019</td>
<td>100-01-5750</td>
<td>Clothing for Military Support Committee</td>
<td>100701</td>
<td>1809 - MARJORIE S. MCKERNAN</td>
<td>37.00</td>
</tr>
<tr>
<td>08/23/2019</td>
<td>100-01-5750</td>
<td>Equipment rental for MSC car wash 7/20/19</td>
<td>7216</td>
<td>1052 - DAVID R. PICH A</td>
<td>253.00</td>
</tr>
<tr>
<td>08/23/2019</td>
<td>100-01-5750</td>
<td>Visa charges for Tamblyn Luketich</td>
<td>8/6/19 Luketich</td>
<td>2667 - U.S. BANK NATIONAL ASSOCIATION</td>
<td>356.00</td>
</tr>
<tr>
<td>08/31/2019</td>
<td>100-01-5750</td>
<td>M. Kenney - Partial Payment for Poloshirt (Westway Enterprises Inv #190701 ordered in FY19-20) received in FY18-19</td>
<td>GLPKT00569</td>
<td>JN02789</td>
<td>-35.00</td>
</tr>
<tr>
<td>09/09/2019</td>
<td>100-01-5750</td>
<td>Equipment rental for MSC car wash 9/7/19</td>
<td>7215</td>
<td>1052 - DAVID R. PICH A</td>
<td>253.00</td>
</tr>
<tr>
<td>09/09/2019</td>
<td>100-01-5750</td>
<td>Military Support Committee meeting minutes 8/12/19</td>
<td>LMSC-08-2019</td>
<td>1810 - EILEEN B. WHITE</td>
<td>220.00</td>
</tr>
<tr>
<td>09/20/2019</td>
<td>100-01-5750</td>
<td>Visa charges for Tamblyn Luketich</td>
<td>9/6/19 Luketich</td>
<td>2667 - U.S. BANK NATIONAL ASSOCIATION</td>
<td>351.00</td>
</tr>
<tr>
<td>10/04/2019</td>
<td>100-01-5750</td>
<td>Military Support Committee meeting minutes 9/9/19</td>
<td>LMSC-09-2019</td>
<td>1810 - EILEEN B. WHITE</td>
<td>330.00</td>
</tr>
<tr>
<td>10/16/2019</td>
<td>100-01-5750</td>
<td>Printing for Military Support Committee</td>
<td>27579</td>
<td>1041 - SOLIN INC.</td>
<td>CON0601000</td>
</tr>
<tr>
<td>10/21/2019</td>
<td>100-01-5750</td>
<td>Visa charges for Tamblyn Luketich</td>
<td>10/7/19 Luketich</td>
<td>2667 - U.S. BANK NATIONAL ASSOCIATION</td>
<td>15.98</td>
</tr>
<tr>
<td>11/12/2019</td>
<td>100-01-5750</td>
<td>Military Support Committee meeting minutes 10/14/19</td>
<td>LMSC-10-2019</td>
<td>1810 - EILEEN B. WHITE</td>
<td>275.00</td>
</tr>
<tr>
<td>11/21/2019</td>
<td>100-01-5750</td>
<td>Visa charges for Tamblyn Luketich</td>
<td>11/6/19 Luketich</td>
<td>2667 - U.S. BANK NATIONAL ASSOCIATION</td>
<td>33.98</td>
</tr>
<tr>
<td>12/09/2019</td>
<td>100-01-5750</td>
<td>Office supplies</td>
<td>2383000-0</td>
<td>2399 - COMPLETE OFFICE</td>
<td>11.81</td>
</tr>
<tr>
<td>12/20/2019</td>
<td>100-01-5750</td>
<td>Visa charges for Tamblyn Luketich</td>
<td>12/6/19 Luketich</td>
<td>2667 - U.S. BANK NATIONAL ASSOCIATION</td>
<td>204.89</td>
</tr>
<tr>
<td>02/24/2020</td>
<td>100-01-5750</td>
<td>Military Support Committee meeting minutes 1/13/20</td>
<td>LMSC-01-2020</td>
<td>1810 - EILEEN B. WHITE</td>
<td>330.00</td>
</tr>
<tr>
<td>02/25/2020</td>
<td>100-01-5750</td>
<td>Visa charges for Tamblyn Luketich</td>
<td>2/6/20 Luketich</td>
<td>2667 - U.S. BANK NATIONAL ASSOCIATION</td>
<td>16.98</td>
</tr>
</tbody>
</table>

Report Total: 3,395.45

<table>
<thead>
<tr>
<th>Encumbrances</th>
<th>Fiscal Budget</th>
<th>Beginning Balance</th>
<th>Total Activity</th>
<th>Ending Balance</th>
<th>Budget Remaining</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>6,000.00</td>
<td>0.00</td>
<td>3,395.45</td>
<td>3,395.45</td>
<td>2,604.55</td>
<td>43.41%</td>
</tr>
<tr>
<td>Account</td>
<td>Name</td>
<td>Encumbrances</td>
<td>Fiscal Budget</td>
<td>Beginning Balance</td>
<td>Total Activity</td>
<td>Ending Balance</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------</td>
<td>--------------</td>
<td>---------------</td>
<td>-------------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>100-01-5750</td>
<td>Military Support</td>
<td>0.00</td>
<td>6,000.00</td>
<td>0.00</td>
<td>3,395.45</td>
<td>3,395.45</td>
</tr>
<tr>
<td>Report Total:</td>
<td></td>
<td>0.00</td>
<td>6,000.00</td>
<td>0.00</td>
<td>3,395.45</td>
<td>3,395.45</td>
</tr>
<tr>
<td>Fund</td>
<td>Encumbrances</td>
<td>Fiscal Budget</td>
<td>Beginning Balance</td>
<td>Total Activity</td>
<td>Ending Balance</td>
<td>Budget Remaining</td>
</tr>
<tr>
<td>---------</td>
<td>--------------</td>
<td>---------------</td>
<td>-------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>100 - GENERAL</td>
<td>0.00</td>
<td>6,000.00</td>
<td>0.00</td>
<td>3,395.45</td>
<td>3,395.45</td>
<td>2,604.55</td>
</tr>
<tr>
<td><strong>Report Total:</strong></td>
<td><strong>0.00</strong></td>
<td><strong>6,000.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>3,395.45</strong></td>
<td><strong>3,395.45</strong></td>
<td><strong>2,604.55</strong></td>
</tr>
</tbody>
</table>
Minutes of the Regular Military Support Committee Meeting on February 10, 2020

Agenda Item No. 3
MINUTES OF THE
CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE MEETING
February 10, 2020 @ 12:00 p.m.

CALL TO ORDER: Co-Chair Gennawey called the Meeting of the City of Laguna Niguel Military Support Committee to order at 12:02 p.m.

ROLL CALL

Present

Carole Allen, Rich Encinas, Sam Joseph DeBaca, Elena Faita-Nguyen (departed at 12:55 p.m.), Debra Garnreiter, John Harms, Lynn Hoskins, John Humphrey, Bill Kelley, Matt Kenney, Kathy Khalifa, Frank McGrath, Risch Paul Sharma (departed at 12:55 p.m.), Bill Sundin, David Tuma, John Ulrich, David Weiss, Stephanie Winstead; Councilmember Elaine Gennawey, (Co-Chair), Councilmember Sandy Rains (Co-Chair)

Anna Penquite, 1st Assault Helicopter Battalion, 140th Aviation Regiment
Sabrina King, 1st Battalion, 4th Marines Representative
Brandon Booher, Executive Officer, USS Stockdale
Christina Garrison, Ombudsman, USS Stockdale

Absent:
Daniel Abrams

City Staff:
Tamberlyn Luketich, Police Services Secretary
Eileen White, Recording Secretary

INVOCATION: Committee Member Harms led the Invocation.

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

PRESENTATIONS

PUBLIC COMMUNICATIONS

None

DISCUSSION ITEMS

1. Foundation Financial Report

Co-Chair Gennawey introduced Adam Liquori, from the Laguna Niguel Military Support Foundation. Mr. Liquori provided a brief summation of the financial documents.

Committee Members commended Mr. Liquori for the new format; questioned the title/funds breakout on the new format. Mr. Liquori will meet with Committee Member
McGrath and Foundation Secretary Suri to further clarify the account titles and reporting. Report received and filed.

2. **Update on City Military Support Committee Account**

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

Report received and filed.

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

A MOTION was made by Committee Member Allen, seconded by Committee Member Khalifa to approve the Minutes of the January 13, 2020, Regular Meeting of the Military Support Committee revised as follows:

Page 4, 2nd paragraph from the bottom, replace “Gold Award” with “Silver Award”
Motion Carried 17-0-3, with Committee Members Kenney and Faita-Nguyen abstaining, and Committee Member Abrams being absent.

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

Sabrina King, 1st Battalion, 4th Marines Representative, noted the Battalion was currently training in Twenty-Nine Palms; announced upcoming events including Valentine’s (and Galentine’s) Dinner February 14, 2020, St. Patrick’s Day Party on March 14, 2020, and Dining-In on March 27, 2020. Upcoming events include an Easter Egg Hunt in April, Tunes and Tacos on May 29, 2020, and a Battle of the Bands on June 30, 2020. She thanked the Committee for all their support, and noted she will send a listing of the events to Secretary Luketich for posting on the master schedule.

Committee Member Encinas reported continued delays in procuring the remaining supplies for the Barracks Remodel from Walmart. Although the promised savings has been reduced, he believes this is still the best deal cost-wise for the project. He is considering alternative strategies, such as traveling to a different Walmart location to speak with a manager he has dealt with in the past, and will meet with Co-Chair Gennawey to discuss strategies for moving ahead.

Brandon Booher, Executive Officer, USS Stockdale, thanked the Committee for all their support, food and gifts, especially with the Holiday Parade and Holiday Parties. He reported the ship is continuing to receive dry-dock maintenance, the crew is continuing its training and certification, and deployment is scheduled for summer, 2021. The crew recently received the Admiral Coatman Material Readiness Award and Intelligence Excellence Award for their efforts. Upcoming events include a spring or early summer picnic, car wash, and July 17, 2020, Change of Command.
Christina Garrison, Ombudsman, USS Stockdale, thanked the Committee for all they do to support the crew and family members.

Anna Penquite, 1st Assault Helicopter Battalion, 140th Aviation Regiment, introduced herself to the Committee; noted Major Goldsmith was absent due to the birth of his first child; reported upcoming events including Change of Command on April 19, 2020, Battalion Ball in May, 2020, and mobilization in February 2021; thanked the Committee for all they do to support the Battalion.

5. **Baby Gift Packages or the USS Stockdale Crew**

Committee Member Encinas referred to the large number of baby gifts and supplies brought to the meeting as an example of what is delivered to new moms of the USS Stockdale; noting that items for the new moms of the Marine Battalion are distributed in a group baby shower setting. It was suggested that the Committee work with the Military families to share experiences/photos/stories that can be shared on social media sites to allow the community to see the result of its donations.

6. **March Baby Shower Drive**

Committee Member Encinas announced the Baby Shower Drive has been scheduled for March 13 & 14, 2020 at the Laguna Niguel Walmart. He encouraged everyone to sign up for shifts to man the baby gift table, and to be on the alert for an email signup sheet for the event.

7. **Participation in Laguna Niguel Carnival**

Co-Chair Gennawey announced that City Council has approved and scheduled the Second Annual Laguna Niguel Carnival for August 14-16, 2020, and asked that all Members be on hand to ensure the event’s success. Marine Representative King will check to see if the unit can supply volunteers to do camo face painting.

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

a. **Report on Goals, Progress, and Process**

Co-Chair Gennawey commended Committee Member Hoskins for her tireless effort on behalf of the Committee.

Committee Member Hoskins outlined strategies to help promote the Committee’s projects and events. She encouraged all to share photographs of Committee goals and actions on their personal social media pages, and submit dates of upcoming events to the City in advance, at least one month, to ensure promotion through City sources. She encouraged Members to use photographs from previous events to help publicize current events; use the “share” feature on social media pages to share the official promotion announcements rather than make their own, to prevent
risking of sharing unofficial or incorrect information; announced plans to create a non-professional video, using past materials and featuring video that will be taken at the upcoming Baby Shower Drive, to promote the Committee and inform the community of their efforts.

b. Distribution of Guidelines

Committee Member Hoskins announced written guidelines of the social media policies being created, as well as tips on using social media, will be distributed at the Committee’s March meeting.

9. Check Request for USS Stockdale Single Sailors Bowling Party

Committee Member McGrath reviewed the request; clarified the amount was increased to ensure adequate pizzas were provided.

A MOTION was made by Committee Member Ulrich, seconded by Committee Member Weiss, to approve the request to provide 90 minutes of bowling, pizza, shoes, and soft drinks for approximately 80 single sailors from the USS Stockdale in the amount of $1,116.00.
Motion Carried 17-0-3, with Committee Members Abrams, Faita-Nguyen, and Sharma being absent.

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

A MOTION was made by Committee Member Harms, seconded by Committee Member Sundin, to approve the request to purchase small 6” flags to re-supply stock in the amount of NTE $600.00.
Motion Carried 17-0-3, with Committee Members Abrams, Faita-Nguyen, and Sharma being absent.

11. Committee Reports

Committee Member Allen announced the ordered LNSMC Shirt will be distributed at the March meeting; explained that the play motorcycle displayed with the baby items is a gift for a young child whose bag of Christmas toys were distributed in error at the one of the Kids’ Christmas Parties, and that a member of the community heard of the story and contributed $100.00 for the toy. She thanked Committee Member DeBaca for assembling the motorcycle.

Committee Member Ulrich announced he has a contact who is able to order the heavy jackets featuring the City logo and Members’ names. He and Committee Member Allen will meet to compare vendors to determine the best resource for the product.
Committee Member Winstead announced that Hannah, the Girl Scout Silver Award candidate, has begun the letter-writing campaign after approval of the project from City Council. Committee Member Winstead has reached out to other troops to encourage participation, and will deliver the letters to the Committee at the end of the campaign.

Committee Members welcomed new representative Penquite to the Committee.

In response to a request from Committee Member McGrath, Representative King agreed to meet with the Battalion leaders to determine the best date to hold a car wash.

Co-Chair Rains thanked all for their generous service and for attending today’s meeting.

Co-Chair Gennawey requested all Members let Secretary Luketich know in advance if they are unable to attend a meeting, and keep her and/or Co-Chair Rains informed when issues arise between meetings.

ADJOURNMENT

There being no further business before the Committee, Co-Chair Gennawey adjourned the meeting at 1:25 p.m. to the Regular Military Support Committee Meeting to be held on March 9, 2020, at 12:00 p.m. in the City of Laguna Niguel Council Chambers located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.
Check Request for the USS Stockdale
Easter Egg Hunt

Agenda Item No. 8
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/FOUNDATION
EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION
Event Name: Stockdale Family Easter Egg Hunt
Description: Easter Egg Hunt for Children
Location: San Diego Park
Event Date: 4/4/2020
Date Funds Required By: 3/30/2020

Request Submitted by: Frank McGrath
Sub-Committee Co-Chair
Bill Sundin
Sub-Committee Co-Chair

APPROVALS OBTAINED
Command: □ 1/4 Battalion □ USS Stockdale □ 1/40th □ NA
Committee: □ Yes  If Yes, approval date:
□ Not Obtained

DESCRIPTION OF EXPENSE
Provide Funds to Family Readiness Group
NTE $1300
for purchase items and food/drinks for Family Easter Egg Hunt

Total Amount Requested NTE $1300

CHECK PAYABLE TO: USS Stockdale Family Association
STREET ADDRESS:
CITY: ___________________ STATE: __________ ZIP: __________

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 Gaugin, Laguna Niguel, CA 92677
Tel: (949) 363-7519 Email: wjk@kelleyandkelleylaw.com

For LNMS Foundation Only:
Auth 1: ___________________ Date: __________
Auth 2: ___________________ Date: __________
Check Request for the 1st Battalion, 4th Marines Easter Egg Hunt

Agenda Item No. 9
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/FOUNDATION
EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION
Event Name: 1ST MARINE REGIMENT EASTER EGG HUNT
Description: EASTER EGG HUNT FOR THE YOUTH CHILDREN
Location: CAMP HORN FOOTBALL FIELD
Event Date: 4/4/20 Date Funds Required By: 3/30/20

Request Submitted by: Sam DeBach (Sub-Committee Co-Chair) John Humphrey (Sub-Committee Co-Chair)

APPROVALS OBTAINED
Command: ☒ 1/4 Battalion ☐ USS Stockdale ☐ 1/140th ☐
Committee: ☐ Yes ☐ If Yes, approval date: ____________ ☐ Not Obtained

DESCRIPTION OF EXPENSE

<table>
<thead>
<tr>
<th>Description of Expense</th>
<th>Unit(s) Benefited</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPORT THE REGIMENT EASTER EGG HUNT FOR THE YOUTH CHILDREN WITH CANDY FILLED EGGS AND SOME GAME PRIZES</td>
<td>1/4 FAMILIES</td>
<td>NTE $250.00</td>
</tr>
</tbody>
</table>

Total Amount Requested

CHECK PAYABLE TO: Sobeena King
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

For LNMS Foundation Only:

Auth 1: __________________ Date: _______________ Auth 2: __________________ Date: _______________
Check Request for the 1st Battalion, 4th Marines Painting Party for Spouses

Agenda Item No. 10
EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION

Event Name: Chop Party / Painting Party

Description: Painting and social gathering to meet

Location: TBD

Event Date: TBD Date Funds Required By: 3/30/20

Request Submitted by: Sam DeBaca Sub-Committee Co-Chair
John Humphrey Sub-Committee Co-Chair

APPROVALS OBTAINED

Command: ☒ 1/4 Battalion ☐ USS Stockdale ☐ 1/140th ☐

Committee: ☐ Yes If Yes, approval date: ___________ ☐ Not Obtained

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE</th>
<th>UNIT(S) BENEFITED</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help to offset the cost of a painting party for the 1/4 spouses to meet prior to deployment</td>
<td>1/4 Families</td>
<td>NTE 500.00</td>
</tr>
</tbody>
</table>

Total Amount Requested

CHECK PAYABLE TO: Steflina Kino

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

For LNMS Foundation Only:

Auth 1: __________________________ Date: __________ Auth 2: __________________________ Date: __________
Check Request for the 1st Battalion, 4th Marines
Family Fun Day at Vista Water Park

Agenda Item No. 11
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/Foundation
EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION

Event Name: 1/4 Family Fun Day
Description: WATER PARK OUTING FOR THE FAMILIES
Location: THE WAVE, VISTA, CA
Event Date: 6/18/20  Date Funds Required By: 3/30/20

Request Submitted by: San Ibeza  Sub-Committee Co-Chair
                      John Humphrey  Sub-Committee Co-Chair

APPROVALS OBTAINED

Command: ☑ 1/4 Battalion  ☐ USS Stockdale  ☐ 1/140th  ☐
Committee: ☐ Yes  If Yes, approval date:  ☐ Not Obtained

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE</th>
<th>UNIT(S) BENEFITED</th>
<th>AMOUNT $</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO HELP OFF SET THE COST OF A 1/4 FAMILY OUTING AT A WATER PARK IN VISTA, CA</td>
<td>1/4 FAMILIES</td>
<td>NTE 3000.00</td>
</tr>
</tbody>
</table>

Total Amount Requested

CHECK PAYABLE TO:  **SEBRINA KING**

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

For LNMS Foundation Only:

Auth 1:  ____________________ Date:  ____________________  Auth 2:  ____________________ Date:  ____________________
**GENERAL INFORMATION**

- **Group Name:** First Battalion Fourth Marines
- **Contact Name:** Sebrina King
- **Address:** Box 555432
- **City:** Camp Pendleton
- **Zip:** 92055
- **Phone:** 760-500-2539
- **Email address:** sebrina.king@usmc.mil, kingdp48w@yahoo.com

**PRIVATE RENTAL DETAILS**

- **Date Requested:** June 30, 2020 - Tues
- **Est Attendance:** 1,000
- **Set Up Time:** 5:30 - 6:30
- **Event Time:** 6:30 - 9:30

<table>
<thead>
<tr>
<th>PRIVATE RENTAL OPTIONS:</th>
<th>Per Hour Rate</th>
<th># of Hours Requested</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Park Rental (1-500 guests)</td>
<td>$1,350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flow Rider Rental</td>
<td>$350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flow Rider / River / Riptide Rental</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slide Tower / Picnic Area</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Splash Pad</td>
<td>$350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competition Pool</td>
<td>$200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Set Up Time: 1 hr</td>
<td></td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td>$100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEAL OPTIONS:</th>
<th>Per Person Rate</th>
<th>Total #</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ No concession stand / no meals</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Group brings in food (no outside food permitted)</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Meal Tickets only ($250 minimum)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Small Ticket (1 slice, snack, drink)</td>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Large Ticket (2 slices, snack, drink)</td>
<td>$7.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Ice Cream Ticket</td>
<td>$2.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Catered Meal Options (see back of form for details):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Option A: Pizza Splash Bash</td>
<td>$9.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Option B: Grill Splash Bash</td>
<td>$11.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Concessions Stand Open</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ $250 minimum - guests paying per item</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ $250 minimum - running tab-billed at end of event</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GROUP ADMISSION (during park hours):**

- **Group Admission Rate (under 3 FREE) - $16.95**
- **Misc Admission**

**SPECIAL REQUESTS:**

- Music Options:
  - ✔ Wave Music
  - ✔ Bring I pod
  - ☐ Live DJ

**PAYMENT INFORMATION**

- **Deposit Amount:** $1,412.00
- **Total Amount Due:**
- **Payment Type:** Cash / Check #_________ / Visa / MC / INVOICED
- **CC#:_________________________**
- **Exp:__________**
- **CVV:__________**
- **Employee:__________**
### CATERED MEAL DETAILS

<table>
<thead>
<tr>
<th>Option A: PIZZA SPLASH BASH</th>
<th>Option B: GRILL SPLASH BASH</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 2 Slices of Pizza (cheese or pepperoni)</td>
<td>- Cheeseburger (boca option) or Hot Dog</td>
</tr>
<tr>
<td>- Choice of 2 Sides (see below)</td>
<td>- Choice of 2 Sides (see below)</td>
</tr>
<tr>
<td>- Unlimited Soft Drinks (during 2 hour delivery time)</td>
<td>- Unlimited Soft Drinks (during 2 hour delivery time)</td>
</tr>
</tbody>
</table>

**Custom:**

**MEAL SERVICE TIME BEGINS AT:** _______ **MEAL SERVICE TIME ENDS AT:** _______

SIDES SELECTED (circle 2): Chips  Green Salad  Potato Salad  Macaroni Salad

**PRIVATE RENTAL / PICNIC TERMS & CONDITIONS**

*There is a minimum of 50 guests required to book a picnic.*

*Reservations must be made in advance with a 25% of total cost deposit.*

*Private Rentals may request a cancellation and refund of their event deposit up to 2 weeks prior to the event date (full refund minus a $25 processing fee). Cancellations that occur within 2 weeks to 3 days prior to the event will be granted a refund minus a $50 cancellation processing fee. Cancellations that occur within less than 72 hour notice will be granted, however no deposit fee will be refunded. Private Rents may transfer their event date and deposit to a future date with 1 week notice at no penalty. Only one date transfer is permitted. Transfer requests within one week of the event will not be granted.*

*On the day of your event please have your group contact check-in at the office to make final payment and receive admission & meal tickets. Balance is to be paid in full upon check-in prior to entering the park.*

*The Wave Waterpark will not be able to hold tickets for late arriving group members, please plan to coordinate with late arriving members.*

*Admission tickets are valid during normal operating hours. Please visit our website for exact hours on the day of your visit. Group admission are not valid for special events and park rentals.*

*The Wave Waterpark does not allow outside food or drink into the waterpark, including birthday cakes.*

*Due to safety rules and regulations, you are not able to enter the waterpark before your scheduled event.*

*In the event you have an unpaid balance or returned check, I authorize the Wave Waterpark / City of Vista to charge my credit card that I have on file.*

*Decorations are permitted as long as they are contained to your rental location and are cleaned up and removed by the end of the event. Any damage will be the responsibility of the booking party.*

*No personal floating devices, glass, or radios are allowed in the park. Lifejackets are provided for free and should be used by weak or non-swimmers.*

*Please read and follow all park rules posted at the main gate and entrance of each attraction.*

*By entering the premises, patrons acknowledge amusement rides, devices or attractions like those at the Wave carry inherent risks of injury. Patrons further acknowledge that while on the premises they may be exposed to additional risks caused by conditions of property, equipment provided, or conduct of others. Patrons accept both the inherent and additional risks and FOREVER RELEASE, DISCHARGE AND WAIVE ALL LIABILITY CLAIMS OR DEMANDS against the City of Vista and its agents and employees for any injury sustained while on the premises, whether or not caused by the negligence of the City of Vista, its agents or employees, or any other person.*

In consideration for the use of The Wave Waterpark property, the undersigned agrees to indemnify and defend The Wave Waterpark, and hold it and its officers, employees, and agents harmless for any and all claims, demands, causes of action or liabilities arising out of injuries to or the death of any person, or any injury or damage to any property arising from use of such property.

**GROUP CONTACT SIGNATURE:** ____________________________ **DATE:** __________

*Rental / Picnic cannot be confirmed without deposit payment and signed reservation form.*
Laguna Niguel Military Support Committee
Publicity, PR and Social Media Guidelines

Agenda Item No. 12
SOCIAL MEDIA GOALS AND GUIDELINES FOR
THE LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

SOCIAL MEDIA PROMOTION GOALS
1. Publicize LMSC events and projects through the City's social media platforms and other social networking avenues.
2. Use social media outreach to increase awareness of the City's military support program and adopted units.
3. Post event follow-ups on social media to expand community engagement.

COMMITTEE MEMBER POSTING OPTIONS
1. "Share" posts from the City of Laguna Niguel - Government Facebook page and retweet @LagunaNiguelCty Twitter posts.
2. Post to your own Facebook Timeline or Twitter feed. Event images and details will be emailed to all committee members.

EVENT PROMOTION LEAD TIME
1. The City pre-schedules Facebook and Twitter event posts one month in advance. Having all content at this time is extremely helpful.
2. For events that cannot be finalized a month in advance, there is some flexibility with scheduling.
3. I need as much prior notice as possible so that social media graphics and flyers can be created. 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
Email: mediatones@gmail.com
Cell: (949) 922-3066