



Laguna Niguel Military Support Committee AGENDA

REGULAR MEETING OF
March 15, 2021 - 12:00 p.m.

WELCOME TO YOUR MILITARY SUPPORT COMMITTEE REGULAR MEETING!

In order to minimize the spread of the COVID-19 virus, Governor Newsom has issued Executive Orders that temporarily suspend requirements of the Brown Act which allows the Military Support Committee members to attend meetings virtually/telephonically. Given the health risks associated with COVID-19, City Hall is currently closed to the public until further notice. If you would like to participate in this meeting, you can participate via the Zoom platform.

Zoom Meeting Participation Information – March 15, 2021, 12:00 PM:

1. Please click the following link to participate in the meeting:

<https://cityoflagunaniguel.org.zoom.us/j/91295391589?pwd=NDJKTnlzcm1qNFp1cEVPckk1aWFKZz09>

2. If you do not join with computer audio, you can participate via telephone: US: **+1 888 475 4499**; ID: **912 9539 1589** Password: **718851** When the time for public comment is introduced for the item on which you wish to speak, press *9 and let us know you wish to speak.

3. Members of the public who wish to make a comment on a specific agenda item, may submit their comment via email to the committee clerk at tluketich@cityoflagunaniguel.org. Comments received by 10:00 a.m. on the date of the meeting will be provided to the Committee Members and will be part of the meeting record.

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

ROLL CALL

INVOCATION – Committee Member Khalifa

PLEDGE OF ALLEGIANCE – Committee Member Malleck

PRESENTATIONS

PUBLIC COMMUNICATIONS

DISCUSSION ITEMS

- 1. Report on Laguna Niguel Military Support Foundation’s Background/Purpose – Adam Liquori, Representative of the Laguna Niguel Military Support Foundation**

Recommendation

Hear report.

- 2. Foundation Financial Report**

Recommendation

Receive and file report.

- 3. City Military Support Committee Account**

Recommendation

Receive and file report.

- 4. Minutes of the Regular Military Support Committee Meeting on February 8, 2021**

Recommendation

Approve as written or amended.

- 5. Review Military Support Committee Renewal Responsibilities**

Recommendation

Review and discuss.

6. Review Fundraising Assignments

Recommendation

Review and discuss.

7. Check Request for the 1st Battalion, 4th Marines Wives Easter Celebration Breakfast Baskets

Recommendation

Discuss and approve the check request for the 1st Battalion, 4th Marines wives Easter celebration breakfast baskets in the amount of \$1,250.00.

8. Final Report on the Valentines for Veterans Program

Recommendation

Hear Report.

9. Review Girl Scout Cookies Thank You Notes for the 1st Battalion, 4th Marines

Recommendation

Review and discuss.

10. Update on Memorial Bench for the Fallen Marines and Sailor

Recommendation

Hear Update.

11. Committee Reports

Recommendation

Hear reports.

ADJOURNMENT

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

**Council Member Sandy Rains – Co-Chair
Council Member Risch Paul Sharma – Co-Chair**

**Daniel Abrams
Carole Allen
Melissa Caldwell
Elena Faita-Nguyen
Debra Garnreiter
John Harms
Lynn Hoskins
John Humphrey
Matt Kenney**

**Kathy Khalifa
Reed Malleck
Frank McGrath
Caroline Swift
Bill Sundin
David Tuma
John Ulrich
David Weiss
Stephanie Winstead**

**Sebrina King, First Battalion, Fourth Marines
Command Master Chief Eli Robles, USS Stockdale
LT Col Dan Goldsmith, 1st Assault Helicopter Battalion,
140th Aviation Regiment**

Adam Liquori, Laguna Niguel Military Support Foundation Representative

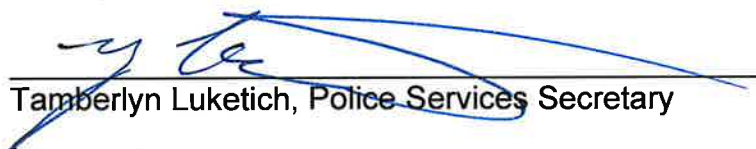
Email address.....info@lmilitarysupport.org
Website address.....www.lnmilitarysupportfoundation.org

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 12, 2021 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. 2

Laguna Niguel Military Support Foundation
Balance Sheet Summary (Unaudited)
As of January 31, 2021

| | Jan 31, 21 |
|--|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10100 · US Bank Checking | |
| 10110 · Unrestricted Amounts | 40,173.75 |
| 10120 · Temporarily Restricted Amounts | |
| 10125 · 1-4 Marines | 18,304.36 |
| Total 10120 · Temporarily Restricted Amo... | 18,304.36 |
| Total 10100 · US Bank Checking | 58,478.11 |
| 10310 · PayPal New | |
| 10315 · PayPal New Unrestricted | 1,532.55 |
| 10320 · Temporarily Restricted PayPal | |
| 10322 · 1-4 Marines PayPal | 104.74 |
| Total 10320 · Temporarily Restricted PayPal | 104.74 |
| Total 10310 · PayPal New | 1,637.29 |
| Total Checking/Savings | 60,115.40 |
| Total Current Assets | 60,115.40 |
| TOTAL ASSETS | 60,115.40 |
| LIABILITIES & EQUITY | |
| Equity | |
| 30000 · Unrestricted Net Assets | 61,240.35 |
| Net Income | -1,124.95 |
| Total Equity | 60,115.40 |
| TOTAL LIABILITIES & EQUITY | 60,115.40 |

Laguna Niguel Military Support Foundation
Income & Expense--Month Summary 2021 (unaudited)
January 2021

| | <u>Jan 21</u> |
|--------------------------------------|-------------------------|
| Ordinary Income/Expense | |
| Expense | |
| 60000 · Program Expenses | 69.95 |
| 70000 · Management & Admininstrat... | <u>1,055.00</u> |
| Total Expense | <u>1,124.95</u> |
| Net Ordinary Income | <u>-1,124.95</u> |
| Net Income | <u><u>-1,124.95</u></u> |

**City Military Support
Committee Account**

Agenda Item No. 3



Laguna Niguel, CA

Detail vs Budget Report

Account Detail

Date Range: 07/01/2020 - 06/30/2021

| Account | Post Date | Packet Number | Name | Source Transaction | Pmt Number | Description | Encumbrances | Fiscal Budget | Beginning Balance | Total Activity | Ending Balance | Budget Remaining | % Remaining |
|-----------------------------|------------|---------------|------------------|--------------------|------------|--|--------------|---------------|-------------------|----------------|-----------------|------------------|----------------|
| | | | | | | Vendor | | | | | Project Account | Amount | |
| 100-01-5750 | 08/19/2020 | APPKT00272 | Military Support | 8/6/20 Luketich | 7450 | LN Military Support Foundation - | 0.00 | 2,500.00 | 0.00 | 1,051.63 | 1,051.63 | 1,448.37 | 57.93 % |
| | 08/27/2020 | GLPKT01040 | | JN04241 | | Reimbursement for USS Stockdale - Baby Gift Cards purchase (Luketich Cal Card Sept 2020 Statement) | | | | | | | 42.52 |
| | 09/15/2020 | APPKT00285 | | 9/6/20 Luketich | 7588 | LN Military Support Foundation - | | | | | | | -939.60 |
| | 09/21/2020 | GLPKT01092 | | JN04416 | | Shipping (McDaniel Cal Card 9/6/20 Statement) | | | | | | | -782.40 |
| | 09/23/2020 | APPKT00287 | | 9/6/20 McDaniel | 7588 | Visa charges for Matt McDaniel | | | | | | | 782.40 |
| | 09/25/2020 | APPKT00287 | | 28455 | 7577 | Printing for Military Support Committee | | | | | CON0601000 | | 297.39 |
| | 10/23/2020 | APPKT00299 | | 10/6/20 Luketich | 7779 | Visa charges for Tamberlyn Luketich | | | | | | | 7.20 |
| | 12/17/2020 | APPKT00318 | | 12/7/20 Luketich | 8133 | Military support cards/gift cards | | | | | | | 690.12 |
| | 01/22/2021 | APPKT00327 | | 1/6/21 Luketich | 8301 | Military support supplies | | | | | | | 14.40 |
| Report Total: | | | | | | | | | | | 1,051.63 | 1,448.37 | 57.93 % |

Detail vs Budget Report

Date Range: 07/01/2020 - 06/30/2021

Account Summary

| Account | Name | Encumbrances | Fiscal Budget | Beginning Balance | Total Activity | Ending Balance | Budget Remaining | % Remaining |
|----------------------|------------------|--------------|-----------------|-------------------|-----------------|-----------------|------------------|----------------|
| 100-01-5750 | Military Support | 0.00 | 2,500.00 | 0.00 | 1,051.63 | 1,051.63 | 1,448.37 | 57.93 % |
| Report Total: | | 0.00 | 2,500.00 | 0.00 | 1,051.63 | 1,051.63 | 1,448.37 | 57.93 % |

Fund Summary

| Fund | Encumbrances | Fiscal Budget | Beginning Balance | Total Activity | Ending Balance | Budget Remaining | % Remaining |
|----------------------|--------------|-----------------|-------------------|-----------------|-----------------|------------------|----------------|
| 100 - GENERAL | 0.00 | 2,500.00 | 0.00 | 1,051.63 | 1,051.63 | 1,448.37 | 57.93 % |
| Report Total: | 0.00 | 2,500.00 | 0.00 | 1,051.63 | 1,051.63 | 1,448.37 | 57.93 % |

**Minutes of the Regular Military Support
Committee Meeting on
February 8, 2021**

Agenda Item No. 4

**MINUTES OF THE
CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE REGULAR MEETING
February 8, 2021 @ 12:00 p.m.**

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

ROLL CALL

Present Dan Abrams, Melissa Caldwell, Elena Faita-Nguyen, Debra Garnreiter, John Harms, Lynn Hoskins, John Humphrey, Kathy Khalifa, Reed Malleck, Frank McGrath, Caroline Swift, Bill Sundin, David Tuma, John Ulrich, David Weiss, Stephanie Winstead; Councilmember Sandy Rains, (Co-Chair), Councilmember Risch Paul Sharma (Co-Chair)

Sebrina King, 1st Battalion, 4th Marines
Christina Garrison, Ombudsman, USS Stockdale
Tabby Jones, Stockdale FRG President

Absent Carole Allen, Matt Kenney

City Staff Eileen Gomez, City Clerk
Russell Narahara, Senior Management Analyst
Tamberlyn Luketich, Police Services Secretary

INVOCATION Committee Member Harms led the Invocation.

PLEDGE OF ALLEGIANCE Committee Member Garnreiter led the Pledge of Allegiance.

PRESENTATION

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.

b. Guidelines, Seating Chart, Copy of Sample Invocation, Check Request Form, Roster

Tamberlyn Luketich, Police Services Secretary was available for questions regarding the guidelines. Co-Chairs Rains reviewed the seating chart and new members will have mentors. Committee Member McGrath let members know the timeline for check requests.

c. Shirt Orders

Tamberlyn Luketich, Police Services Secretary discussed ordering shirts and time frame to receive orders.

d. Laguna Niguel Military Support Foundation Purpose – Foundation Representative

A representative was not available. Co-Chair Rains requested for a representative to be present at the next meeting on March 15, 2021.

2. Foundation Financial Report

Report received and filed.

3. 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 January 11, 2021

A MOTION was made by Committee Member Abrams, seconded by Committee Member Ulrich to approve the Minutes of the January 11, 2021 Regular Meeting of the Military Support Committee.

Motion Carried 18-0-2, with Committee Member Allen and Kenney being absent.

5. Minutes of the Special Military Support Committee Meeting on January 26, 2021

A MOTION was made by Committee Member Weiss seconded by Committee Member Sundin to approve the Minutes of the January 26, 2021, Special Meeting of the Military Support Committee.

Motion Carried 18-0-2, with Committee Members Allen and Kenney being absent.

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

Sebrina King, 1st Battalion, 4th Marines, reviewed a newsletter from Commanding Officer Bronzi. On March 13th there will be a combined halfway drive-through event where spouses will receive flowers and a breakfast basket. A mid-deployment virtual workshop will be held on March 20th. A regiment wide Easter drive-through giveaway is also planned. She will send an email to Tamberlyn Luketich, Police Services regarding base access instructions and has also offered Easter supplies to the USS Stockdale.

Committee Member McGrath reported that the USS Stockdale's advanced training will be completed in March and their deployment will be in July. Tabby Jones, Stockdale FRG President, was able to deliver 200 care packages.

Committee Member Harms reported that Lt. Penquite will be moving over to their sister unit that is ready to deploy. Committee Member Harms will find out who the new representative will be for the committee.

7. Review Sub-Committee Appointments

Co-Chair Rains introduced Co-Chair Sharma. Co-Chair Sharma gave his appreciation to be the new Co-Chair. New members gave a brief history of their background. Co-Chair Rains was open for questions regarding the appointments.

A MOTION was made by Committee Member Winstead seconded by Committee Member Weiss to approve the Sub-Committee appointments of the Military Support Committee.

Motion Carried 18-0-2, with Committee Members Allen and Kenney being absent

8. Update on the Valentine's for Veterans Program

Committee Member Winstead reviewed the Valentine's for Veterans Program and showed various Valentine cards. A zoom meeting will be held on February 11th to finalize the distribution of cards. Committee Member Khalifa collected over 200 cards from St. Anne for distribution from Ingrid Trenton and will also collect from the Laguna Niguel Women's Club. Committee Member Hoskins collected cards from Bergeson Elementary School and will collect cards from Malcom and George White Elementary Schools. The completion deadline will be February 9th.

9. Discuss Brainstorming New Ideas for Activities and Fundraising Opportunities

Committee Members shared ideas of publicizing the Military Support Committee Foundation's website on social media platforms for donations and inquiring with the Chamber of Commerce to send out information on the Foundation's website

as well. Ideas for fundraising included a wine tasting train trip to Santa Barbara, a bus trip to Magic Castle, golfing or a booth at a golf course, car wash, and asking companies for donations. Virtual ideas included a wine event, bingo, gift exchange, photo contest, an auction or co-operative fundraising with restaurants. Co-Chair Rains will check with the city regarding possibly having a car wash or recycling event at Camp Pendleton. Co-Chair Rains asked Committee Member Hoskins to send a letter to the Military Support Committee Foundation outlining fundraising ideas and having a Military Support Committee liaison to assist with their social platforms. Co-Chair Sharma recommended passive fundraising such as a Go Fund Me page, individuals adding a page to their corporate or personal websites, or pop-ups throughout the city for donations. Co-Chairs Rains suggested that the sub-committees present ideas to implement fundraising activities for the agenda in March.

10. Proposal to Reschedule Regular Monthly Meetings for the Military Support Committee

Co-Chair Sharma suggested to move the meeting date to the third Monday of each month, for logistic purposes.

A MOTION was made by Committee Member Weiss seconded by Committee Member Abrams to change the regular monthly meetings to the 3rd Monday of every month. **Motion Carried 16-0-4**, with Committee Members Allen, Kenney, Tuma and Winstead being absent.

11. Check Request for the USS Stockdale FRG Paint Party for Spouses

Committee McGrath stated the party will be held on February 14th.

A MOTION was made by Committee Member McGrath seconded by Committee Member Ulrich to approve the check request for the USS Stockdale FRG paint party for spouses not to exceed \$680.00

Motion Carried 15-0-5, with Committee Members Allen, Kenney, Tuma, Weiss and Winstead being absent.

12. Check Request for 1st Battalion, 4th Marines Kickball Teams' Jersey and Equipment

Co-Chair Sharma asked if there is a way to have the Military Support Committee acknowledged on the jerseys. Sebrina King, 1st Battalion, 4th Marines suggested having the Military Support Committee added to their banner.

A MOTION was made by Committee Member Abrams seconded by Committee Member Ulrich to approve the check request for the 1st Battalion, 4th Marines Kickball Teams' Jersey and equipment, not to exceed \$550.00.

Motion Carried 15-0-5, with Committee Members Allen, Kenney, Tuma, Weiss

and Winstead being absent

13. Committee Reports

No committee reports given.

ADJOURNMENT

There being no further business before the Committee, Co-Chair Rains adjourned the meeting at 1:45 p.m. to the Regular Military Support Committee Meeting to be held on March 15, 2021, at 12:00 p.m. via Zoom.

**Check Request for the 1st Battalion, 4th Marines
Wives Easter Celebration Breakfast Baskets**

Agenda Item No. 7

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

| EVENT/ACTIVITY INFORMATION | |
|----------------------------|---|
| Event Name: | <u>Easter Celebration</u> |
| Description: | <u>Breakfast Baskets</u> |
| Location: | <u>Camp Pendleton</u> |
| Event Date: | <u>3/13/21</u> Date Funds Required By: <u>TBD</u> |

| | | | | |
|-----------------------|-------------------------------|-------------------------------|--|--|
| Request Submitted by: | <u>John Harms</u> | | | |
| | <u>Sub-Committee Co-Chair</u> | <u>Sub-Committee Co-Chair</u> | | |

| APPROVALS OBTAINED | | | | |
|--------------------|---|--|---------------------------------------|-----------------------------|
| Command: | <input checked="" 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: <u>3/15/21</u> | <input type="checkbox"/> Not Obtained | |

| DESCRIPTION OF EXPENSE | UNIT(S) BENEFITED | AMOUNT \$ |
|----------------------------------|----------------------|-----------------|
| 50 - \$25 gift cards for baskets | | \$1,250.00 |
| | | |
| | | |
| | | |
| Total Amount Requested | | 1,250.00 |

| | | | |
|-------------------|--------------------------|--------|------------------------------|
| CHECK PAYABLE TO: | <u>Sebrina King</u> | | |
| STREET ADDRESS: | <u>1034 Eliot Street</u> | | |
| CITY: | <u>Oceanside</u> | STATE: | <u>CA</u> ZIP: <u>92057</u> |
| TELEPHONE: | <u>760-500-2539</u> | EMAIL: | <u>sebrina.king@usmc.mil</u> |

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: |