



# Laguna Niguel Military Support Committee AGENDA

**REGULAR MEETING OF  
March 21, 2022 - 12:00 p.m.**

***WELCOME TO YOUR MILITARY SUPPORT COMMITTEE REGULAR MEETING!***

Regular meetings are held on the third 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, located in the reception area on the first 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**

**ROLL CALL**

**INVOCATION – Committee Member Ulrich**

**PLEDGE OF ALLEGIANCE – Committee Member Tuma**

**PRESENTATIONS**

**PUBLIC COMMUNICATIONS**

**CONSENT CALENDAR**

**1. Foundation Financial Report**

**Recommendation**

Receive and file report.

**2. City Military Support Committee Account**

**Recommendation**

Receive and file report.

**3. Minutes of the Military Support Committee Meeting on February 15, 2021**

**Recommendation**

Approve as written or amended.

**DISCUSSION ITEMS**

**1. 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.

**2. Review and Discuss Sub-Committee Dates/Events**

**Recommendation**

Review and discuss.

**3. Discuss and Approve Baby Drive in Conjunction with Hidden Hills**

**Recommendation**

Discuss and approve.

**4. Committee Reports**

**Recommendation**

Hear reports.

**ADJOURNMENT**

**LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE**

**Mayor Pro Tem Sandy Rains – Co-Chair  
Council Member Rischi Paul Sharma – Co-Chair**

**Amy Betonte  
Timothy Bowman  
Melissa Caldwell  
Elena Faita-Nguyen  
Debra Garnreiter  
Michael Gerard  
James Charles Glantz  
Lynn Hoskins  
John Humphrey**

**Kathy Khalifa  
Frank McGrath  
Edward Struzik  
Bill Sundin  
David Tuma  
John Ulrich  
Jeff von Waldburg  
David Weiss  
Stephanie Winstead**

**Sebrina King, First Battalion, Fourth Marines  
Command Master Chief Eli Robles, USS Stockdale  
LT Col Matt Jonkey, 1<sup>st</sup> Assault Helicopter Battalion,  
140<sup>th</sup> Aviation Regiment**

**Carole Allen, Laguna Niguel Military Support Foundation Representative**

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Email address.....info@lnmilitarysupport.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 19, 2022 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:

  
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Tamberlyn Luketich, Police Services Secretary

# **Foundation Financial Report**

**Agenda Item No. 1**

11:33 AM  
02/27/22  
Cash Basis

Laguna Niguel Military Support Foundation  
**Income & Expense--Month Summary 2021 (unaudited)**  
January 2022

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	<u>Jan 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40000 · Direct Public Support	<u>10,755.00</u>
<b>Total Income</b>	<u>10,755.00</u>
<b>Gross Profit</b>	10,755.00
<b>Expense</b>	
60000 · Program Expenses	4,661.92
70000 · Management & Admininstrat...	<u>740.00</u>
<b>Total Expense</b>	<u>5,401.92</u>
<b>Net Ordinary Income</b>	<u>5,353.08</u>
<b>Net Income</b>	<u><u>5,353.08</u></u>

Laguna Niguel Military Support Foundation  
**Balance Sheet Summary (Unaudited)**  
As of January 31, 2022

	<u>Jan 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · US Bank Checking	
10110 · Unrestricted Amounts	46,221.52
10120 · Temporarily Restricted Amounts	
10125 · 1-4 Marines	<u>557.59</u>
<b>Total 10120 · Temporarily Restricted Amo...</b>	<u>557.59</u>
<b>Total 10100 · US Bank Checking</b>	46,779.11
10310 · PayPal New	
10315 · PayPal New Unrestricted	<u>655.41</u>
<b>Total 10310 · PayPal New</b>	<u>655.41</u>
<b>Total Checking/Savings</b>	47,434.52
<b>Other Current Assets</b>	
12000 · *Undeposited Funds	<u>755.00</u>
<b>Total Other Current Assets</b>	<u>755.00</u>
<b>Total Current Assets</b>	<u>48,189.52</u>
<b>TOTAL ASSETS</b>	<b><u>48,189.52</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
30200 · Available for Operations	22,686.88
30400 · Operating Reserve	15,000.00
31000 · Temp. Restricted Net Assets	
31110 · Use Restricted-1/4 Marines	<u>5,149.56</u>
<b>Total 31000 · Temp. Restricted Net Assets</b>	5,149.56
<b>Net Income</b>	<u>5,353.08</u>
<b>Total Equity</b>	<u>48,189.52</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>48,189.52</u></b>

11:40 AM  
 02/27/22  
 Cash Basis

**Laguna Niguel Military Support Foundation**  
**Income & Expense Detail (Unaudited), 1-4 Marines**  
 January 2022

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>				
01/18/2022		One Shield Security Services	1-4 Marines	700.00
Total 40010 · Individ, Small Bus Contribs				700.00
Total 40000 · Direct Public Support				700.00
Total Income				700.00
Gross Profit				700.00
<b>Expense</b>				
<b>60000 · Program Expenses</b>				
<b>61100 · Supplies--Pgm Exp</b>				
01/18/2022	15012	OCC Outdoors	1-4 Memorial Park Benches	7,313.38
Total 61100 · Supplies--Pgm Exp				7,313.38
<b>63820 · Credit Card Processing Fees</b>				
<b>63824 · Other Transaction Fees</b>				
01/12/2022	17198...	Eventbrite	Refund of 1-4 Marine Birthday Ball Fees	-838.91
01/12/2022	17158...	Eventbrite	Refund of 1-4 Marine Birthday Ball Ticket Fees	-1,882.50
Total 63824 · Other Transaction Fees				-2,721.41
Total 63820 · Credit Card Processing Fees				-2,721.41
Total 60000 · Program Expenses				4,591.97
Total Expense				4,591.97
Net Ordinary Income				-3,891.97
<b>Net Income</b>				<b>-3,891.97</b>



**City Military Support  
Committee Account**

**Agenda Item No. 2**



Laguna Niguel, CA

# Detail vs Budget Report

## Account Detail

Date Range: 07/01/2021 - 06/30/2022

Account	Post Date	Packet Number	Name	Source Transaction	Pmt Number	Description	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>100-01-5750</u>			Military Support				0.00	4,000.00	0.00	1,442.22	1,442.22	2,557.78	63.94 %
	08/20/2021	APPKT00395		8/6/21 Luketich	9657	Military support							
	08/20/2021	APPKT00397		8/6/21 Asuncion	9657	Military support							
	10/26/2021	APPKT00416		10/6/21 Luketich	10070	Military Support Committee							
	10/26/2021	APPKT00416		2109013	10028	Public Works maintenance for September 2021							
	11/24/2021	APPKT00424		11/8/21 Luketich	10258	Military Support Committee supplies							
	02/18/2022	APPKT00449		2/7/22 Luketich	10863	Military Support supplies							
							<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>1,442.22</b>	<b>1,442.22</b>	<b>2,557.78</b>	<b>63.94 %</b>

Report Total:

**Detail vs Budget Report**

Date Range: 07/01/2021 - 06/30/2022

**Account Summary**

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750	Military Support	0.00	4,000.00	0.00	1,442.22	1,442.22	2,557.78	63.94 %
<b>Report Total:</b>		<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>1,442.22</b>	<b>1,442.22</b>	<b>2,557.78</b>	<b>63.94 %</b>

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - GENERAL	0.00	4,000.00	0.00	1,442.22	1,442.22	2,557.78	63.94 %
<b>Report Total:</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>1,442.22</b>	<b>1,442.22</b>	<b>2,557.78</b>	<b>63.94 %</b>

**Minutes of the Regular Military Support  
Committee Meeting on  
February 15, 2022**

**Agenda Item No. 3**

**MINUTES OF THE  
CITY OF LAGUNA NIGUEL  
MILITARY SUPPORT COMMITTEE REGULAR MEETING  
February 15, 2022 – 12:00 p.m.**

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**CALL TO ORDER** – Co-Chair Sharma called the Regular Meeting of the City of Laguna Niguel Military Support Committee to order at 12:00 p.m.

**ROLL CALL**

**Present:** Co-Chair Rains  
Co-Chair Sharma  
Amy Betonte  
Tim Bowman  
Melissa Caldwell  
Debra Garnreiter  
Michael Gerard  
James Glantz  
Lynn Hoskins  
John Humphrey  
Kathy Khalifa  
Frank McGrath  
Ed Struzik  
David Tuma  
John Ulrich  
Jeff von Waldburg  
Stephanie Winstead

Sebrina King – First Battalion, Fourth Marines Representative  
Tabby Jones – Ombudsman, USS Stockdale

**Absent:** Elena Faita-Nguyen, Bill Sundin, David Weiss

**City Staff:** Tamberlyn Luketich, Police Services Secretary  
Justin Martin, Deputy City Manager

**INVOCATION** – Committee Member McGrath

**PLEDGE OF ALLEGIANCE** – Committee Member Khalifa

**PRESENTATIONS**

None

**PUBLIC COMMUNICATIONS**

None

## **DISCUSSION ITEMS AND PRESENTATIONS**

### **1. Foundation Financial Report**

**A MOTION** was made by Committee Member Caldwell, seconded by Committee Member Struzik, to receive and file this report.

**Motion carried 17-0-3**, with Committee Members Faita-Nguyen, Sundin & Weiss being absent.

### **2. City Military Support Committee Account**

**A MOTION** was made by Committee Member Khalifa, seconded by Committee Member McGrath, to receive and file this report.

**Motion carried 17-0-3**, with Committee Members Faita-Nguyen, Sundin & Weiss being absent.

### **3. Minutes of the Regular Military Support Committee Meeting on January 18, 2021**

**A MOTION** was made by Committee Member Bowman, seconded by Committee Member McGrath, to approve the Minutes of the Regular Military Support Committee Meeting on January 18, 2021.

**Motion carried 17-0-3**, with Committee Members Faita-Nguyen, Sundin & Weiss being absent.

### **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**

Sebrina King, 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines, are getting ready for deployment. They had a LINKS workshop which was a two day event for parents and spouses. They had a drive through Tunnel of Love Resource Fair. A Town Hall Meeting will be on March 15th and a flyer will be sent with information. A Park-Grab-Go Easter event will be sometime in April. She will send a spreadsheet for expectant mothers to Tamberlyn. The tentative car wash dates could be September 10<sup>th</sup> or possibly in August.

Tabby Jones, USS Stockdale, stated the homecoming will be delayed until the end of March or July due to ship repairs. They are still under COVID protocols.

### **5. Check Request for the USS Stockdale Homecoming and Family Activities Support – Not To Exceed \$1,500.00**

**A MOTION** was made by Committee Member McGrath, seconded by Committee Member Tuma, to approve the check request for the USS Stockdale Homecoming and Activities Support, not to exceed \$1,500.00.

**Motion carried 17-0-3**, with Committee Members Faita-Nguyen, Sundin & Weiss being absent.

**6. Check Request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines – Town Hall Snacks – Not To Exceed \$250.00**

**A MOTION** was made by Committee Member Humphrey, seconded by Committee Member Ulrich, to approve the check request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines, Town Hall snacks, not to exceed \$250.00

**Motion carried 17-0-3**, with Committee Members Faita-Nguyen, Sundin & Weiss being absent.

**7. Check Request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines - Easter Spring Fling – Not To Exceed \$150.00**

**A MOTION** was made by Committee Member Khalifa, seconded by Committee Member Tuma, to approve the check request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines, Easter Spring Fling, not to exceed \$150.00

**Motion carried 17-0-3**, with Committee Members Faita-Nguyen, Sundin & Weiss being absent.

**8. Check Request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines Mother's Day Brunch – Not To Exceed \$1,000.00**

**A MOTION** was made by Committee Member Caldwell, seconded by Committee Member Struzik, to approve the check request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines Mother's Day Brunch, not to exceed \$1,000.00.

**Motion carried 17-0-3**, with Committee Members Faita-Nguyen, Sundin & Weiss being absent.

**9. Review and Discuss Sub-Committee Standard Operating Procedures**

**a. 4<sup>th</sup> of July Celebration**

Committee Member Ulrich explained that this committee gets tickets for the 5k, 10K and kid runs for all family members of the adopted units from the YMCA. Co-Chair Rains asked that contact information be included for the YMCA.

**b. Baby Care Packages**

Committee Member Garnreiter stated they will try to have two events per year to collect baby items.

**c. Care Packages**

Committee Member Humphrey stated that they contact store managers for permission to collect donations and then create packages to be sent out 2-3 weeks after deployment.

**d. Car Washes**

Committee Member McGrath discussed the outline of the carwash procedures.

**e. 2022 Major Fundraiser/Corporate Fundraiser**

Committee Member Struzik reviewed the outline with a goal of \$75,000. He discussed various ideas for fundraising and having procedures in place for the fundraising.

**f. Holiday Parade**



Committee Member Khalifa stated that this sub-committee needs to book a venue and caterer for the luncheon. The Laguna Niguel Women's Club plays an integral part in this luncheon.

**g. Holiday Toy Drive**

Committee Members Caldwell & Glantz will speak with the Co-Chairs to create a standard operating procedure.

**h. Letter Writing**

Committee Member Winstead reviewed the google docs spreadsheet and an overview of the past years cards/notes that were delivered. She requested help from other members to reach out to different groups to collect cards.

**i. Single Marines**

Committee Member Humphrey discussed the background of the single marines events and the BBQ's they hold for the single marines.

**j. Single Sailors**

Committee Member McGrath discussed the background of the single sailors events supported by the Military Support Committee.

**k. General/Special Needs – USS Stockdale**

Committee Member McGrath reviewed the liaisons for various special needs of the USS Stockdale.

**l. General/Special Needs – Marines**

Comments included under item K.

**m. General/Special Needs – Aviation**

Comments included under item K.

**n. Veterans Day**

Committee Member Garnreiter gave a background of past Veterans Day events and an outline of the standard operating procedures.

**o. Social Media**

Committee Member Hoskins reviewed the guidelines and timeframes for social media. Committee Member Gerard discussed the frequency and consistency of social media along with networking.

Co-Chair Sharma let the Committee Members know that the two mentors will be dividing the sub-committees up to help them. Committee Member McGrath will have Social Media, Chamber Liaison, Holiday Toy Drive, Baby Care Packages, Letter Writing, General Special Needs, Car Wash and General Needs Sub-Committees. Committee Member Tuma will have the Veterans Day, Holiday Parade, Care Package, Fourth of July, Corporate and Major Fundraising Sub-Committees.

**10. Committee Reports**

None.

## ADJOURNMENT

There being no further business before the Committee, Co-Chair Sharma adjourned the meeting at 1:03 p.m. to the Regular Military Support Committee meeting to be held on March 21, 2022 at 12:00 p.m. in the City of Laguna Niguel Council Chambers located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.

***Meeting Adjourned in Memory of Robert Ming***

Respectfully submitted by:



Tamberlyn Luketich  
Secretary

# **Review and Discuss Sub-Committee Dates/Events**

**Agenda Item No. 2**

MILITARY SUPPORT COMMITTEE  
SUB-COMMITTEE ASSIGNMENTS - 2022  
CO-CHAIRS: SANDY RAINS & RISCHI PAUL SHARMA  
(Updated 01-11-2022)

Committee	Member	Event Date
4 <sup>th</sup> of July Celebration	David Tuma – Co-Chair (YMCA Liaison) John Ulrich – Co-Chair (Military Liaison) Kathy Khalifa David Weiss Bill Sundin	July 4, 2022
Baby Care Packages	Melissa Caldwell – Co-Chair Debra Garnreiter – Co-Chair Stephanie Winstead Kathy Khalifa John Ulrich Elena Faita-Nguyen	May 14 <sup>th</sup> & 15 <sup>th</sup>
Care Packages	John Humphrey – Co-Chair David Weiss – Co-Chair Mike Gerard Tim Bowman Lynn Hoskins	Late 2022 (After 1/4 Marines deploy)
Car Washes	Frank McGrath – Co-Chair David Weiss - Co-Chair Dave Tuma Amy Betonte Melissa Caldwell Jeff Von Walburg	USS Stockdale – TBD 1/4 Marines – 9/10
2022 Major Fundraiser	Edward Struzik - Co-Chair Elena Faita-Nguyen - Co-Chair Amy Betonte Mike Gerard Jeff VW David Weiss	TBD
Holiday Parade	Debra Garnreiter - Co-Chair (Luncheon) Kathy Khalifa – Co-Chair (Luncheon) John Humphrey – Co-Chair (Parade) Lynn Hoskins Melissa Caldwell	December 10, 2022
Holiday Toy Drive	Melissa Caldwell – Co-Chair (School Outreach) Jim Glantz – Co Chair (School Outreach) Amy Betonte – Co Chair Lynn Hoskins Bill Sundin	November 12 <sup>th</sup> & 13 <sup>th</sup>
Letter Writing	Jim Glantz – Co-Chair Stephanie Winstead – Co-Chair	Ongoing

<b>Committee</b>	<b>Member</b>	<b>Event Date</b>
Corporate Fundraising/Liaison	Elena Faita-Nguyen – Co-Chair Jeff Von Walburg – Co –Chair Mike Gerard Edward Struzik	Ongoing
Veterans Resource Fair	No appointees	
Single Marines	John Humphrey – Co-Chair Tim Bowman - Co-Chair Jim Glantz	Ongoing
Single Sailors	Jim Glantz – Co-Chair Frank McGrath - Co-Chair Tim Bowman	TBD
General/Special Needs – USS Stockdale	Jeff Von Walburg Frank McGrath – Chair	Ongoing
General/Special Needs – Marines	John Humphrey – Chair Tim Bowman	Ongoing
General/Special Needs – Aviation	John Ulrich – Chair Tim Bowman	Ongoing
Veterans Day	Debra Garnreiter – Co-Chair Stephanie Winstead – Co-Chair John Ulrich Jim Glantz	November 11, 2022
Social Media	Lynn Hoskins – Co-Chair Mike Gerard – Co-Chair Jim Glantz	Ongoing
New Member Mentors	Dave Tuma Frank McGrath	Ongoing
Chamber Liaison	Melissa Caldwell	Ongoing