LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE
AGENDA

REGULAR MEETING OF
April 17, 2023 - 12:00 p.m.

WELCOME TO YOUR MILITARY SUPPORT COMMITTEE REGULAR MEETING!

* Due to construction at City Hall, Military Support Committee meetings have temporarily relocated to the Crown Valley Community Center Ballroom, located at 29751 Crown Valley Parkway, Laguna Niguel, CA. 92677. Regular meetings are generally held on the third Monday of each month at 12:00 p.m.

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 Ballroom.

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 Lovejoy

PLEDGE OF ALLEGIANCE – Committee Member Tuma

PRESENTATIONS

PUBLIC COMMUNICATIONS

CONSENT

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 March 20, 2023

   Recommendation

   Approve as written or amended.

DISCUSSION ITEMS

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

   Recommendation

   Hear reports.

2. Major Fundraising Committee and Event Update

   Recommendation

   Hear Update.
3. Discuss the New Military Support Foundation Policies

Recommendation

Discuss.

4. Discuss and Approve a Check Request for the USS Stockdale for the Single Sailor Bowling Party, Not to Exceed $2,000.00

Recommendation

Discuss and approve a check request for the USS Stockdale for the Single Sailor Bowling Party, not to exceed $2,000.00.

5. Discuss Sub-Committee Procedures

Recommendation

Discuss.

6. Sub-Committee Reports

Recommendation

Hear reports from:

July 4th Celebration
Baby Care Packages
Care Packages
Car Washes
Holiday Parade
Holiday Toy Drive
Letter Writing
Social Media
Special Needs
Veterans Day

7. Chair Comments

Recommendation

Hear comments.

ADJOURNMENT
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

Council Member Stephanie Oddo – Chair

Janice Baker
Amy Betonte
Ralph Boelter
Timothy Bowman
Melissa Caldwell
Melissa Crew
Cheryl Flohr
Michael Gerard

John Humphrey
Christopher Kling
Elizabeth Lovejoy
Frank McGrath
Edward Struzik
David Tuma
John Ulrich
Jeff von Waldburg

Sebrina King, First Battalion, Fourth Marines
Command Master Chief Eli Robles, USS Stockdale
LT Col Michael Kappelmann, 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

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, April 14, 2023 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 Summary (Unaudited)

As of February 28, 2023

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### TOTAL ASSETS

$76,334.62

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### TOTAL LIABILITIES AND EQUITY

$76,334.62
# Laguna Niguel Military Support Foundation

## Income & Expense - Month Summary 2023 (Unaudited)

**February 2023**

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Laguna Niguel Military Support Foundation
Profit and Loss Detail
January - February, 2023

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City Military Support Committee Account

Agenda Item No. 2
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Report Total: 

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<th>Total Activity</th>
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Minutes of the Regular Military Support Committee Meeting on March 20, 2023

Agenda Item No. 3
CALL TO ORDER – Co-Chair Oddo called the Regular Meeting of the City of Laguna Niguel Military Support Committee to order at 12:07 p.m.

ROLL CALL

Present:        Co-Chair Sharma
                Co-Chair Oddo
                Janice Baker
                Ralph Boelter
                Tim Bowman
                Melissa Caldwell
                Michael Gerard
                John Humphrey
                Christopher Kling
                Elizabeth Lovejoy
                Frank McGrath
                Ed Struzik
                David Tuma
                John Ulrich
                Jeff von Waldburg

                Sebrina King, 1st Battalion, 4th Marines

Absent:        Amy Betonte, Melissa Crew and Cheryl Flohr

City Staff:    Tamberlyn Luketich, Secretary, Police Services
                Justin Martin, Deputy City Manager
                Favian Bravo, Management Analyst

INVOCATION – Committee Member McGrath

PLEDGE OF ALLEGIANCE – Committee Member Gerard

PRESENTATIONS – None.

PUBLIC COMMUNICATIONS – None.

CONSENT CALENDAR

1. Foundation Financial Report

    Receive and file.
2. City Military Support Committee Account

Receive and file.

3. Minutes of the Military Support Committee Regular Meeting on February 27, 2023

Approve as written.

A MOTION was made by Committee Member Ulrich, seconded by Committee Member McGrath, to approve the Consent Calendar Items. Motion carried 15-0-3, with Committee Members Betonte, Crew and Flohr being absent.

DISCUSSION ITEMS

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

Sebrina King, 1st Battalion, 4th Marines stated that spouses attended the Great Gatsby Dinner, and they had a great time. The Easter event is being planned and the Homecoming event will be the first week in April. Operation Help-a-Hero will be helping the with care packages on either April 16th or April 22nd and every marine and sailor will receive various items when they arrive.

Committee Member Bowman stated the 1st Assault Helicopter Battalion, 140th Aviation Regiment has been out working with the San Bernardino Country Sheriff’s office to help with residents who were snowed in and are working with Cal Fire to help with the fire season.

Committee Member McGrath stated that Command Master Chief Robles was not able to attend. He transfers out on May 1st and Committee Member McGrath requested to give him a letter of appreciation.

2. Major Fundraising Committee and Event Update

Committee Member Gerard stated that the advertising for the Taste for the Troops event will be in the city’s summer brochure. The flyer has also been updated and will be available for restaurant solicitations. The restaurant packet describes the event with all logistics and the first round of solicitations will receive a cover letter and flyer. The restaurants, from last year, will receive a thank you plaque. The website has been updated for 2023 and there are three working links on the site. The silent auction sub-committee is discussing who the vendor will be for the event, but he recommends using the same vendor from last year. The city stated that we are unable to do a raffle and if one is done, the Military Support Foundation would need to oversee it. He would like the plaques to be hand delivered to the restaurants and they should be ready within a week. The
fees paid to the vendor for the silent auction were approximately $1,900.00 and the net amount from the auction was $3,000.00. There was a 5% transaction fee charged to bidders which is common practice for all the vendors.

3. **Discuss the 1st Assault Helicopter Battalion, 140th Aviation Regiment and ways the Military Support Committee can support them.**

   Committee Member McGrath stated that the 1st Assault Helicopter Battalion, 140th Aviation Regiment had a different model set up when it was originally adopted. They have a unique model in that they are on active duty 2-4 weeks per year vs year-round. They typically have training one weekend, per month, and they all have full time jobs which means they have different needs vs the other two adopted units. Committee Member Bowman sent a detailed list to the unit showing what events we have coming up and a list of items that the committee can do to help this unit. He will be meeting with some individuals to discuss the needs of the unit. Committee Member Ulrich stated that their facilities needed some upkeep. Co-Chair Oddo spoke to former Mayor Elaine Gennawey, who made the original donation, and researched the history of the unit. Co-Chair Oddo suggested giving monies, where the need is, to the different units. Committee Member Caldwell stated that the toy drive was mishandled regarding distribution to the three units and it would be great to have better guidelines as to distribution.

   Co-Chair Oddo asked for an agenda item to discuss the policies of the Military Support Foundation.

4. **Committee Reports**

   Committee Member McGrath asked Committee Member Struzik if the car wash equipment had been approved by the Foundation. Committee Member Struzik stated that they would be meeting next week, and he will have an answer then.

   Committee Member Tuma stated that the Taste of Dana would be a great place for members to possibly get restaurants committed to Taste for the Troops.

   Committee Member Kling will be attending Vietnam Commemoration Welcome Home from May 11th to May 13th. There will also be a free concert and he will send the itinerary of events to members.

**ADJOURNMENT**

There being no further business before the Committee, Co-Chair Oddo adjourned the meeting at 12:56 p.m. to the Regular Military Support Committee meeting to be held on April 17, 2023 at 12:00 p.m. in the Ballroom, located at 29751 Crown Valley Parkway, Laguna Niguel, CA 92677.
Respectfully submitted by:

[Signature]

Tamberlyn Luketic
Secretary
Discuss the New Military Support Foundation Policies

Agenda Item No. 3
New Policies for LNMSF

A. In order to ensure that all three adopted military units receive proportional care by the Committee and Foundation, three new policies were adopted:

NEW POLICY
The Foundation requests that the Co-Chairs provide the Foundation an annual review (By Feb. 1-covering the previous calendar year) of all the services extended for the three military units the city supports.

NEW POLICY
The Foundation requests that the Committee review its efforts to serve our existing three units and ensure that the annual support, service and communication is proportionate between all three units (based on a prorata capacity per unit).

NEW POLICY
The Foundation requests that the Committee ensure that representatives of all three units are strongly encouraged to attend Committee meetings, communicating clearly their needs and responding quickly to requests for additional information. This improved communication should help the Committee and the Foundation serve their needs more effectively.

B. Reviewed the need for any other “official” representation at the committee meetings since Ed S. is both a Foundation member and a member of the Committee.

NEW POLICY
The Foundation will not utilize any other official liaison with the Committee if there is a Foundation board member also on the Committee.

C. Clarified the role of a Foundation member as it relates to the Committee, their fund-raising efforts and service projects.

NEW POLICY
A Foundation member may serve as a conduit of information between the Board and the Committee. Without prior approval, they are not authorized to serve as a decision maker on behalf of the Foundation, participate in the leadership of any service activity or fund-raising efforts. The may not official communicate with the co- chairs without prior approval of the Foundation Board.
NEW POLICY
A Foundation member may not accept gifts (cash, gift cards, items, stocks bonds etc) from any individual or firm without the expressed authorization of the entire Foundation and they must use the appropriate receipt form.
Discuss and Approve a Check Request for the USS Stockdale for the Single Sailor Bowling Party, Not to Exceed $2,000.00

Agenda Item No. 4
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/FOUNDATION
EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION
Event Name: USS Stockdale Single Sailor Bowling Party
Description: Sponsor Single Sailor Bowling Party
Location: Admiral Robinson Bowling Alley
Event Date: 5/23  Date Funds Required By: 5/23

Request Submitted by: Frank McGrath  Sub-Committee Co-Chair
Jeff Von Walburg  Sub-Committee Co-Chair

APPROVALS OBTAINED
Command: 1-4 Battalion  USS Stockdale  None  N/A
Committee: Yes  If Yes, approval date:  Not Obtained

DESCRIPTION OF EXPENSE
The Stockdale has about 40 single Sailors
that live on the ship. We will sponsor a bowling
party to provide an fun event for this group

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<tr>
<th>Description of Expense</th>
<th>Unit(s)</th>
<th>Amount $</th>
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<tr>
<td>The Stockdale has about 40 single Sailors</td>
<td>USS Stockdale</td>
<td>NTE$2000</td>
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</table>

Total Amount Requested  NTE$2,000

CHECK PAYABLE TO: Admiral Robinson Bowling Alley
STREET ADDRESS: Navy Base
CITY: San Diego  STATE: CA  ZIP:  

Submit form to Military Support Committee for approval. If approved, indicate approvals and submit form to the following WITH ATTACHED RECEIPTS:
Adam Liquori
Treasurer, Laguna Niguel Military Support Foundation
28202 Cabot Rd, Suite 300, Laguna Niguel, CA 92677
Tel: (909) 606-4268  Email: aliquori@aplwmg.com

For LNMS Foundation Only:
Auth 1:  Date:  Auth 2:  Date:
Discuss Sub-Committee Procedures

Agenda Item No. 5
July 4th celebration Sub Committee notes.

Secure count of run entries and determine number of entries required.

- John Ulrich will Contact YMCA management to secure 10 – 20 July 4th 5K run entries
- Military members and family members can use entries.
- Entries include run and pancake breakfast
- John Ulrich will interface with the three supported MSC units to gain a count of entries to the 5K run required
- Once participant number is determined, gain approved to have MSC foundation fund the remainder of entries not offered by YMCA

Cross functional opportunities

- Laguna Niguel Chamber of commerce will manage table opportunities available
- Tables may include Letter writing, Baby shower donations and other requirements of MSC
- John Ulrich will partner and interface with Laguna Niguel Chamber to secure all required items and communicate with subcommittee members and MSC members
Baby Care Drive

usually twice a year we(MSC) set up in front of Walmart on Alicia parkway. Our goal is to collect from public baby care items for our adopted units. Mainly USS stockdale and the 1-4 Marines. Diapers, wipes, bottles, blankets, toys, clothes, pacifiers, etc. We have volunteers held by handing out a flyer as shoppers enter saying who we are and what we need that day. If we already have too many wipes we take that off the flyer. We work all day saturday and sunday, shifts from 9-12 and 12-3 and closing from 3-5. A member much be there at all times. We wear our red shirts identifying who we are and why we are there. Money and gift cards are counted at end of each shift by 2 MSC members and we sign to verify. Items will be taken back to city facility and later packed and given to members having a new baby. We wrap in pink or blue paper and big bags look lovely.
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

CARE PACKAGES SUB-COMMITTEE

STANDARD OPERATING PROCEDURE

The Care Packages Sub-Committee was formed 14 years ago and has been held typically a few weeks after the 1/4 Marines are deployed.

The LNMSC has conducted the care package drive at two Albertsons grocery stores located in Laguna Niguel: one at the Alicia Parkway store and the other at the Marina Hills store.

Before the Marines are deployed, the manager at each store is contacted to reserve a Saturday when no other organization is scheduled to be at their store, such as the Girl Scouts (cookies). The stores have provided in past drives, two tables to be placed one outside each entrance for our use.

The tables are covered by a red plastic table cloth, American and Marine Corps flags are place on the tables and outside the store near parking lot, as well as care package signs. Banners are hung from each table. A donation box is placed on center of table for cash and check donations in lieu of purchased items. Note: any cash, or check donations are logged in and delivered to the Laguna Niguel Military Support Foundation. After the foundation has deposited all cash donations, and after we have inventoried everything purchased, within the following week there will most likely be shortages of items. At that time, we then shop for those shorted items with monies from the foundation, providing it with receipts.

Each store has a “store captain” who is there for whole day, or is at least available for most of the day. Set up time is 8:00 am, or earlier, as customers will donate cash if we are not completely set up. Shifts are two hours per table, with at least one “red shirt” (LNMSC member) at each table and a volunteer (citizen, Lions Club, student, Marine wife etc). There is a log in sheet for members to sign in. At the end of each shift the cash is counted and verified, as well as any checks, then placed in shift envelope with amount outside, sealed and signed by both verifiers and kept in safe place by store captain.

When store customers approach store entrance, they are greeted and informed of the deployment of the Marines and “we are having a care package drive for them for items from home they cannot get overseas”, or something to that effect. No need to coerce the customer…! They will give something about 80% of the time. Others will not make eye contact, which is fine – it’s a numbers thing!

On the tables we have found that by placing all the items on the tables for the “convenience of the shopper” that they will generally take the items from the table instead of going to the various locations in the store. We will also provide printed locations of where they can shop for the items. Often times they will place cash in the donation box. As items are
“shopped” off the tables, the inventory will dwindle, so one of the two volunteers at each table will get a cart and shop for shorted items to replenish.

LNMSC members should show up at least 15 minutes before their shift starts to familiarize with the selections. The drive officially starts at 9:00 am and ends at 5:00 pm and in the last 10-12 minutes one at each table should be placing unsold items back on the shelves neatly – to keep the store manager happy. At the very end it is great if those ending their shift help out breaking down all the signs, flags, returning tables and leaving the store entrances neat as we found them.

It is really important that we all pitch in and help each other out, the more of us participating, the easier this goes, so as per what we profess: we all participate.

NOTE: the 1/4 Marines will not be deployed until sometime after September/October 2022, so hopefully our present and irritating COVID situation will subside and the store managers will once again allow us to use their store to gather care package items!
Laguna Niguel Military Support Committee

Car Wash Procedure

General:
The Car wash is a money raising event done annually for each Military unit supported by the Military Support Committee (MSC). It is held at Plaza de La Paz parking lot at the corner of La Paz and Pacific Park in Laguna Niguel. The hours are from 10AM to 2PM. The Car Washes are typically scheduled from May through October.

Scheduling:
The first step is to get potential dates from the Military Units based on training and deployment schedules. We try to spread out the Car Washes through the year. After dates are chosen and approved by the MSC, Plaza de La Paz Management is contacted to see if the date(s) are available. The contact is Ida Rooney at Horowitz Management. (ida@horowitzgroup.com). Our Car Wash equipment is provided by Pronto Car Wash. The contact is Craig Nash (714-342-9621). His email is (nashtycan@hotmail.com). We must verify that he is available. Last, we need to line up a DJ volunteer. We will contact invisible touch events. The contact is RArthur@invisibletouchevents.com. But we will first contact previous DJ’s that worked and are interested in volunteering again. There include Scott Tucker, Ryan Damron, and Katie McCuszy.

Publicity:
The Car Wash is publicized by creating a flyer. The Flyer is sent by email to the members of the MSC to sent to their contacts. Paper copies are also made available for posting at town stores and handing out to people. The Flyer is also posted at City Hall. A week prior to the Car Wash banners are posted at the corner of La Paz and Pacific Park and the nearby entrances to the shopping center. We will also use various social media methods to publicize event.

City items:
The City staff does the following:

1. Create the Flyer (previous flyers can be revised with new date).
2. Order the Porta Toilets.
3. Order tables and chairs. (10 Tables and 30 chairs).
4. Arrange for town maintenance to set up banners, cones, car wash signs, and deliver City Easy Ups (10 - 13), MSC Easy Ups (9) and trash containers. They will also pick up items at the end of the Car Wash.

**Sub Committee items:**

The sub-committee meets and plans the following items:

1. Ensure that the above items are all accomplished.
2. Contact Horowitz Management and Pronto Car Wash to schedule Car Wash. Note that Plaza de La Paz will rope of the area and run a power extension.
3. Get Volunteers from the MSC and other groups (eg Boy Scouts).
4. Arrange for the DJ.
5. Coordinate with the Military Units to get their volunteers and communicate times.
6. Note that volunteers should arrive about 8:30AM.
7. Purchase supplies and breakfast items the day before the Car Wash.
8. Arrange for a financial person to record donations and set up Pay Pal.
9. Arrange for food donations. Here are past donors:
   a. Tony Pepperoni
   b. Blaze Pizza
   c. Corner Bakery
   d. Chipotle (needs at least a month’s notice)
   e. Chick Fil A (needs at least a month’s notice)
   f. McDonalds (needs at least a month’s notice)
   g. In & Out Burger
   h. Starbucks
   i. Arco (Ice)

The day of the Car Wash the following must be done:

1. Arrive about 8:30AM to set up the site according to our plan.
2. Pick up flags, drink buckets, donation buckets, and supplies from storage area at Community Center. (Matt Kenney is contact at Park & Recreation)
3. Pick up ice at Arco
4. Deliver supplies purchased the day before.
5. Coordinate volunteers to set up Easy Ups, tables, chairs, cones, electrical line to DJ.
6. Provide the breakfast items to the Military Volunteers.
7. Coordinate Car Wash Training with Pronto Car wash. Then have the military personnel assigned to teams, including flag wavers by the Plaza entrances.
8. Assign Volunteers to various activities, including picking up food donations.
10. At 2pm close off Car Wash entrance.
11. Take down all Car Wash items and arrange transport back to our storage area.

**Military Unit items**

Arrange for volunteers for the day. Have personnel arrive to help with the set up.

Bring coolers to store ice and bring back any leftovers.

Sell Military items if permitted.
Post Parade Lunch

Following the holiday parade we celebrate our adopted units that march in the parade with a lovely lunch. It has consisted of Italian food several times. Two pasta choices, one with meat or chicken and a vegetarian option. Included is garlic bread and salad. The city pays for all this. We (MSC) serve, replenish, set up and take down most everything. Water, coffee, milk, OJ we also supply. This year 2021 it was held at new community center and was lovely. Past lunches were held at LN presbyterian church. A few members of committee thought about moving back to church. It was difficult to get in and out of parking at community center. Cars had to be in by 8 am and couldn't leave until after street was opened. Women's club came to help and brought great baked goods. But a 11:30 lunch, asking volunteers to arrive by 8 am and can't leave till 2 pm is a lot. Many of us parked nearby and walked over a mile to help. The church had none of those issues. I think the price was $12.00 pp we had maybe 50 guests. Both units were deployed and we only got some families to march this year. We also had the Marine Corps band.
Laguna Niguel Military Support Committee

Toy Drive SOPs

February 29, 2022

Purpose:

The Military Support Committee’s Toy Drive Sub-Committee develops and implements the plan to gain toys for the children of the crew of the USS Stockdale and the Marines/Sailors of the 1-4 Marine Battalion in accordance with the Purpose and Role and Responsibilities of the Military Support Committee, as described in the Military Support Committee Operational Guidelines.

Toy Drive Vision:

The Toy Drive Committee designs and implements the plan to garner toys for the USS Stockdale and the 1-4 Marine Battalion children. The Toy Drive is conducted from October – December, and our goal is to provide multiple toys for every child based on age group.

Toy Drive Sub-Committee actions:

1. Create our vision for what the Toy Drive can be and align that vision with the Military Support Committee’s co-chairs.
2. Decide what are our key milestones, and use those milestones as a check-in point with the co-chairs, the general Military Support Committee (MSC), and with liaisons of the military units. Throughout our regularly scheduled meetings, report back to the Military Support Committee on the progress of this Sub-Committee.
3. Create our Communication/Marketing Plan, complete with marketing touchpoints, and a high-level overview of each task, its objective, and the support needed from the MSC social media/marketing sub-committee.
4. Review our Communication/Marketing Plan with the MSC social media/marketing sub-committee.
5. Schedule and mange necessary work. (see details below)
6. Complete necessary paperwork to obtain funding for events, as needed.
7. Add events to the meeting agenda for approval.
8. Contact other Volunteer groups that will have separate drives
Toy Drive Sub-Committee work details:

1. Determine space in the City Center for storage and assembly of the toys. Contact Matt Kenney at the Park District @ 949-795-1246.

2. Contact Walmart in Laguna Niguel. Talk to the Assistant Manager about scheduling dates for Toy Drive.

3. Contact Liaison for each Military unit to get a list of children by age.

4. Check with Military Sub-Committees to determine dates of Children Holiday parties.

5. Schedule Toy Drives

6. Arrange for Volunteers to work by shift on the dates of the Toy Drive. The volunteers can come from the Military Support Committee and other volunteer groups. Note that a member of the Military Support Committee must be at every shift.

7. Arrange for a Military Support Committee Easy-up, table, table cover, and flags to be taken to Walmart to set up before the Drive starts.

8. Obtain small flags and flyers to give to potential donors.

9. Bring Cash Donation Box, receipts, and recording document to Toy Drive.

10. At the end of every shift two members of the Military Support Committee will count and record any funds received.

11. Periodically arrange for transportation of donated toys to our storage area.

12. Transport all items back to the storage area.

13. After the Drive is completed and toys collected (including toys separately donated), conduct a sorting event. Toys will be separated by age group and sex. The age groups are typically 0-2, 3-5, 6-9, 10-12, 13+. Santa and Mrs. Claus will need a bag of small items to hand out to children.

14. Gift cards and money can also be donated. These funds can be used to purchase additional toys if needed.

15. Close to the Holiday Parties, volunteers will place toys in large plastic bags according to age and sex according to the lists supplied by the military units. Gift cards can be given to the 13+ age groups.

16. Toys for the appropriate military unit are transported to the Holiday Party. A moving company can be used.

17. At the party, volunteers deliver the toys to a family member for each child.
Laguna Niguel Military Support Committee
Letter Writing Subcommittee
Standard Operating Procedures

Objective: It is the objective of the Letter Writing Subcommittee to coordinate letter writing efforts in support of the City’s adopted military units and to distribute these letters to the adopted units.

Outreach & Education: Letter Writing Subcommittee members should contact schools, places of worship, and local clubs and organizations to encourage students and members to write letters to our adopted military units.

The broader community can also be informed of the need to write letters through approved social media posts that include letter writing guidelines and instructions to deposit the cards in the Military Support Committee mailbox located in the lobby at Crown Valley Community Center.

Letter Writing Subcommittee members can use this opportunity to inform letter writers about the City’s adopted military units and educate them of the differences between active-duty services members and Veterans.

Time Frame: While the Letter Writing Subcommittee should work on collecting and distributing cards throughout the year, they should focus on collecting cards during Valentine’s Day, 4th of July, Car Washes, and Veterans Day.

Resources Needed: To accomplish the stated objective the Letter Writing Subcommittee will need stationary, pens, markers, stickers to be provided at the Letter Writing table that will be set up at the 4th of July Run in the Park/Pancake Breakfast and Car Washes. Writers may also use their own resources when making cards.

Utilize the connections of other committee members to develop a network of contacts to help achieve this goal.

Coordination of Tasks:

Use the following Google sheets to allow members to sign up for assignments and communicate what they have accomplished to the other members.

https://docs.google.com/spreadsheets/d/1V5sLHonlVQkFHFje6bmdreja3I0h113uQjndR9GNhT0/edit#gid=0

Distribution of Cards: Cards to active service members can be distributed to the liaisons of the City’s adopted military units. Cards to Veterans shall be distributed to Veterans living in Laguna Niguel through the City’s Meals on Wheels program, in-person lunch program at Sea County Community Center, and through members of the Military Support Committee.

Danielle Borenstein, Recreation Coordinator with the City of Laguna Niguel maintains a list of Veterans within the city who have opted in to receive cards. Danielle will arrange to
have cards distributed to Veterans living in Laguna Niguel through Meals on Wheels and in-person lunch program.

Danielle can be reached at dborenstein@cityoflagunaniguel.org.
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

HUGS FOR HEROES

Help us say Thank You to the City’s adopted military units!
Write a letter or card and we will have your message of gratitude shipped to the 1/4 Marines and USS Stockdale Sailors

LETTER WRITING GUIDELINES

Write a letter or include your message in a card. Letters can be typed or handwritten, cards can be store-bought or handmade.

Start with a salutation: “Dear Service Member,” “Dear Marine,” or “Dear Sailor.”

Only include positive messages. Be kind and use encouraging words to let them know you support them.

Thank them for their service. If you have connections in the military, mention that.

Share a little about yourself: Family, Hobbies, Work, School, Pets, Travel, etc.

Keep things light. Talk about fun interests: Sports, Music, Movies, Food, Books, etc.

Avoid politics completely and religion in excess. However, saying you will pray for them is wonderful.

Your letter doesn’t have to be long, just write from the heart. Your time and support mean so much to service members.

ADDITIONAL GUIDELINES

Please do not date your letter - sometimes it can take a few months for a letter to be received.

Please do not seal or address your envelope (the Military Support Committee will do this.)

Please don’t include a last name or contact information. Children may add their age or grade, school or organization.

Feel free to decorate your correspondence. But, please do not use glitter or confetti.

Photos, postcards, and drawings, may be included. Artwork by children is especially enjoyed.

Only cards and letters will be accepted. Please do not include edible items or other care package items.

Kindly deposit completed letters and cards in the Military Support Mailbox located in the lobby of the Crown Valley Community Center, 29751 Crown Valley Pkwy, Laguna Niguel, CA 92677
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE
SOCIAL MEDIA GUIDELINES

SOCIAL MEDIA PROMOTION SUPPORT

1. Promote and publicize Laguna Niguel Military Support Committee fundraising events through the City’s social media platforms and other social networking avenues to boost participation and attendance.

2. Expand community engagement and awareness of Laguna Niguel’s adopted units and military support program through informational and event follow-up content.

PRINT PROMOTION SUPPORT

1. Design and/or update flyers that will be printed and handed out at events and distributed in the community.

2. Update LNMSC brochure, as needed.

EVENT PROMOTION LEAD TIME

1. The City pre-schedules Facebook, Instagram, and Twitter posts in advance and typically requires content submission approximately 2 weeks prior to the first requested posting date.

2. Tamberlyn needs 7 business days for the printing of flyers.

3. The Social Media Sub-Committee needs as much advance notice for an event as possible to allow adequate time for the creation and/or updating of social media posts and event flyers. As soon as basic details are known, please email the following information to the Social Media Sub-Committee co-chairs:

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

Mike Gerard
mikegerard@cox.net
(714) 883-2943
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

SINGLE MARINES SUB-COMMITTEE

STANDARD OPERATING PROCEDURE

The Single Marines Sub-Committee was created to show support for the single Marine in the 1st Battalion, 4th Marines (1/4), stationed at Camp Horno, Camp Pendleton, California.

There are approximately 900 single Marines at any given time in the 1/4. They typically range in age 18-22 and this is their first, true, duty station after attending Boot Camp and School of Infantry.

Most are away from home for the first time in their life and are now forming bonds with their fellow Marines as they settle in to the daily routine of battalion life.

Fortunately, that since this sub-committee was formed 14 years ago, there is now a Single Marine facility located just down the street from their barracks, so they have a place to go and hang out with other singles, play pool, ping pong, video games.

The committee had tried to emulate the Annapolis-based, Naval Academy whereby each officer/Mid-Shipman was assigned a family who “sponsored” them during their education there.

We tried getting families from churches to have them for Thanksgiving and Christmas in the event they couldn’t go home, or to spend time with a family with children and give them the “family experience”. Several years ago, we did place 4 Marines at the last minute with two families for a holiday celebration and the hosts raved how wonderful it was to have them at their homes. As the 1/4 has a very rigorous training schedule, it has been challenging to be effective in accomplishing what we set out to do for the single Marines.

Now, we have resorted to cooking for them at the end of their work day, barbequing hamburgers and hotdogs from time to time when their schedule has permitted.

Because of the sheer number of single Marines in the 1/4, the expense of doing much else would prove to be more than our budget could sustain and if we were to offer any kind of outings away from Camp Pendleton, it would have to be limited in scope and many would be excluded.
Laguna Niguel Military Support Committee

USS Stockdale General/Special Needs Sub-Committee Guidelines

Purpose:

The USS Stockdale General/Special Needs Sub-Committee supports the activities and needs of the crew and families on the USS Stockdale in accordance with the Purpose and Role and Responsibilities of the Military Support Committee, as described in Sections 1 & 2 of the Military Support Committee Operational Guidelines.

Information on the USS Stockdale:

The USS Stockdale (DDG106) is a guided missile destroyer home-ported in San Diego and was commissioned on April 18, 2009. This ship, named after Vice Admiral James B Stockdale, was adopted by the City of Laguna Niguel on April 14, 2014. The Stockdale has a crew of approximately 300 sailors and officers. The Stockdale typically deploys to the Western Pacific as part of an aircraft carrier strike group.

The key Stockdale personnel are the Commanding Officer, the Executive Officer, and the Command Master Chief. The Command Master Chief is the senior enlisted person and our main military contact. The Command Master Chief is the official liaison with the Military Support Committee. In addition, there are two positions that represent the families. These are the Ombudsman and Stockdale Family Association (SFA) President. They are both important contacts when the ship is deployed.

Support activities:

The Military Support Committee supports the following and the Sub-Committee manages the details with Stockdale personnel:

1. Annual Car Wash with the crew of the Stockdale. The timing depends on the ship’s schedule.
2. Participation in the City’s Holiday Parade.
3. Participation in the City Carnival when scheduled.
5. Annual Children’s Holiday Party.
6. Family Picnics.
7. Family activities during deployment.
8. Special activities for single sailors.
9. Unique needs of the crew.

Sub-Committee actions:
Sub-Committee actions:

1. Decide what actions to perform to address the Sub-Committees area of responsibility.
2. Schedule and manage necessary work.
3. Coordinate MSC participation in Stockdale activities, including the ship’s Family Cruise.
4. During regularly scheduled meetings, report back to the Military Support Committee on the progress of the Sub-Committee.
5. Provide a report on the Ship’s news and activities, if a Stockdale representative cannot attend a scheduled meeting.
6. Complete necessary paperwork to obtain funding for events.
7. Add events to the meeting agenda for approval.

Special Needs:

The Military Support Committee can provide travel expenses for a military member who has a family emergency and cannot afford transportation or for family members travel expenses when a service member is injured or deceased. Other events could also occur and be covered under this area. The Sub-Committee members receive this information from the Command Master Chief and forward it to the MSC Co-Chairs, with follow-up actions according to the Special Needs procedure.
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE
GENERAL/SPECIAL NEEDS SUB-COMMITTEE
STANDARD OPERATING PROCEDURE

A Special Need occurs when there is an incident that might happen to one of the LNMSC’s adopted service member, or family member of a service member.

An example would be a death of a service member, whether in a combat situation, or domestically where monetary assistance in transportation, or lodgings may be required. Often times there may be an inability to afford said expense, such as attending a battalion memorial of a son/daughter, lodging and rental car at the deceased Marine’s duty station, Camp Pendleton. This occurrence has had the Special Needs support for more than a few Marines, their parents, spouses and children these past few years.

Another example would be an expense that is not covered by the Department of Defense for a fellow service member to assist in the escort of the deceased service member’s remains to the deceased’s final resting place. The Marine Corps pays for one Marine to travel with the remains of a fallen Marine.

An example that occurred years ago was a request from the USS McClusky, a former adopted Navy ship: the LNMSC funded a specially-fitted medical helmet for the baby of a sailor. The baby had a condition where the skull was not properly shaped to accommodate the brain to grow in its skull. The treatment was called helmet orthosis (therapy) and the baby is now a healthy child. The helmet was not covered under the Navy’s health system and was used to help another child.

In cases when there has been a battalion-wide memorial service, the Co-Chairs of the LNMSC and Co-Chairs of the Special Needs have attended and have met with the families of the deceased to offer condolences, a non-monetary show of support. Not all LNMSC members can attend due to seating issues.

The procedure generally starts with a phone call from the FRO, Family Readiness Officer, a civilian that is an employee of a battalion (Navy in this instance) who is in the position of working with Marine service men and women and their family members to guide them through various challenges and situations that occur during their time stationed with the battalion. At present, Sebrina King is the battalion FRO. The Navy has a civilian, an ombudsman, who makes requests on behalf of the USS Stockdale and has a similar role with sailors and their family members.

At the time of the call to Special Needs, the FRO/Ombudsman has already conferred with the Command, vis-a-vis the commanding officer and sergeant major of the battalion, or captain of the ship and master chief and determined what course of action needs to be followed and the request for assistance, monetarily, if needed.
Special Needs then contacts the Co-Chair/s of the LNMSC to explain the situation and monetary request, after which a Co-Chair contacts the LNMSF/Laguna Niguel Military Support Foundation for funds to effect the request. If the need for funding is urgent, the monies needed can be paid with a credit card of a Special Needs Co-Chair that would be reimbursed by the LNMSF with receipt/s, or if the FRO/Navy Ombudsman pays for the need and is then reimbursed with receipt/s. Other requests can be for occasions where the FRO/Navy Ombudsman may need monetary assistance for what one would call happier occasions such as Easter parties for the children, Christmas parties and presents for the children, activities for spouses and children when unit/ship is deployed to mention a few.

The LNMSC adopted Army 1st Assault Helicopter Battalion, 140th Aviation Regiment is a reserve unit and the soldiers are largely civilians located in several western states. Consequently, there is currently no protocol for Special Needs established for the unit at present.

Note that when an emergent need arises, the LNMSC members would not need to hold a meeting, or vote to approve said need. The decision rests on the LNMSC Co-Chairs and the LNMSF members.

All other non-emergency requests are scheduled on LNMSC monthly meeting agendas where the committee does vote to approve/disapprove, or adjust the requested amounts.
Veterans Day

I have done veterans day event as a member of LNMSC for 6 years. It has evolved and gotten more sophisticated. The city stepped in 2021 and basically ran entire event. I added my experience from past years at a few meetings. Park and Rec was the charge person. They did a great job. Good turn out, and terrific speaker from veterans group. I did food order with Ralphs and let Lynn Hewitt know how much we used in the past. Chips, fruit, coffee, water ect. The event usually held on 11/11 about 10:30 start time so we can have a moment of silence at 11:11. At sea country senior center. Women's club help out by manning check in table and asking veterans to fill out card to be recognized from stage and with a card from brownies thanking them for their service. After veteran spoke, cards were read by city council and thank you handed out to all veterans in attendance. Lite lunch followed and even flowed out to the patio. MSC helped to clean up but all serving was done by the park and rec.

Going forward: MSC needs a clearer picture of our involvement. Some members took off work and just sat there for hours. It was fun but we are workers! so if just meant to greet guests make sure committee knows they have a very limited role.
MAJOR FUNDRAISER SUBCOMMITTEE

PURPOSE: The purpose of the major fundraiser committee is to raise $XX in a single event conducted each year.

ROLES AND RESPONSIBILITIES: The following are the roles and responsibilities of individuals that volunteer to assist in the major fundraising event. These are not limited to subcommittee members.

- Sub Committee Co Chairs:
- Sourcing/Procurement:
- Contracts:
- Logistics:
- Tickets:
- Advertising:
- Sponsorship:
- Clean up:
- Volunteer Coordinator:
- Media/Photography:
- Payments/Collections:
PLAN FOR 2022

Goal: $75,000

A. Gaia Night with Silent and Live Auction
   a. Food – Work with local catering companies and restaurants for best price to minimize cost and maximize revenue
   b. Silent Auction – All smaller items (up to $500) donated by local businesses will be auctioned off
   c. Live Auction - Live auction will be more effective for large ticket items ($500 to $5,000) as participants are more likely to bid if they like the presenter or if their friends are also bidding on the same items

B. Golf Tournament
   a. El Niguel Country Club
   b. Waldorf Astoria
   c. The Ranch

C. Set up Amazon Smile Charity Account – Members of our community shops on Amazon and Amazon donates a percentage of all sales (paid quarterly)

D. Set up accounts with local restaurants to give back to LNMSC
   a. Restaurants give back a percentage of all sales when members of our community eat at participating eateries

E. Corporate Donations
   a. Reach out to corporations who have donated in the past
   b. Reach out to new companies

F. Local Group Donations
   a. Laguna Niguel Woman’s Club
   b. Rotary Club
   c. Churches

G. Laguna Niguel Chamber
   a. Reach out to all members to obtain donations

H. Pre-event Gatherings to raise money to cover costs for main fundraising events
   a. Cocktail party (venue and wine donated)

I. Personal contacts - to procure donations