



Laguna Niguel Military Support Committee AGENDA

**REGULAR MEETING OF
July 19, 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. If you would like to participate in this meeting, you can participate via the Zoom platform.

Zoom Meeting Participation Information – July 19, 2021, 12:00 PM:

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

<https://cityoflagunaniguel-org.zoom.us/j/85984641629?pwd=bG5LVmZsSk1uMIVPeHh1dW1ZU1NqUT09>

2. If you do not join with computer audio, you can participate via telephone: US: **+1 888 475-4499**; ID: **859 8464 1629** Password: **851253** 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 Hoskins

PLEDGE OF ALLEGIANCE – Committee Member Caldwell

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 June 21, 2021

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 September 11, 2021 Car Wash

Recommendation

Hear Update.

6. Discuss and Approve Major Fundraiser for 2021

Recommendation

Discuss and approve.

7. Report on Fundraising from the Corporate Donor Committee

Recommendation

Hear report.

8. Report on Fundraising from the Letter Writing Committee

Recommendation

Hear report.

9. Discuss and Approve a Not to Exceed Amount for the Purchase of Remittance Envelopes.

Recommendation

Discuss and approve.

10. Discuss and Approve Temporarily Reassigning Members of the Major Fundraiser Sub-Committee to Either the Corporate Donors or Letter Writing Sub-Committees to Assist with the Solicitation of Donations and Mailing of Letters.

Recommendation

Discuss and approve

11. Discuss and Approve a New Logo for the Military Support Committee

Recommendation

Discuss and approve.

12. 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

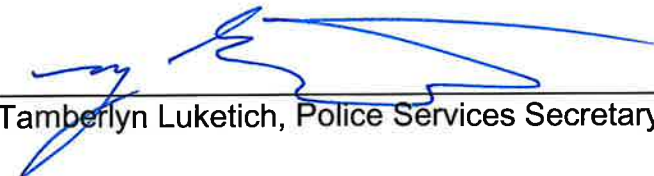
Email address.....info@lnmilitarysupport.org
Website address.....www.lnmilitarysupportfoundation.org

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, July 16, 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. 1

11:53 AM
07/10/21
Cash Basis

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

	<u>May 21</u>
Ordinary Income/Expense	
Expense	
60000 · Program Expenses	3,302.92
70000 · Management & Admininstrat...	<u>150.00</u>
Total Expense	<u>3,452.92</u>
Net Ordinary Income	<u>-3,452.92</u>
Net Income	<u><u>-3,452.92</u></u>

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

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · US Bank Checking	
10110 · Unrestricted Amounts	38,182.97
10120 · Temporarily Restricted Amounts	
10125 · 1-4 Marines	15,212.35
10130 · USS Stockdale	-546.98
Total 10120 · Temporarily Restricted Amo...	<u>14,665.37</u>
Total 10100 · US Bank Checking	52,848.34
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	<u>104.74</u>
Total 10310 · PayPal New	<u>1,637.29</u>
Total Checking/Savings	54,485.63
Other Current Assets	
12000 · *Undeposited Funds	30.00
Total Other Current Assets	<u>30.00</u>
Total Current Assets	<u>54,515.63</u>
TOTAL ASSETS	<u>54,515.63</u>
LIABILITIES & EQUITY	
Equity	
30000 · Unrestricted Net Assets	61,240.35
Net Income	-6,724.72
Total Equity	<u>54,515.63</u>
TOTAL LIABILITIES & EQUITY	<u>54,515.63</u>

11:58 AM
07/10/21
Cash Basis

Laguna Niguel Military Support Foundation
Income & Expense Detail (Unaudited), 1-4 Marines
January through May 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amou...</u>
Ordinary Income/Expense				
Expense				
60000 · Program Expenses				
61100 · Supplies--Pgm Exp				
03/19/2021		Gonzalez, Kayla	1-4 Marines Kickball Equipment	207.04
03/31/2021		Gonzalez, Kayla	1-4 Marines, Kickball Jerseys	252.00
05/19/2021		Covington, Susan	Reimb - 1-4 Mar Gold Star Parents Housing	1,940.00
05/28/2021	Reimb	King, Sebrina	1-4 Mar_Homecoming Snacks Reimb	692.97
Total 61100 · Supplies--Pgm Exp				<u>3,092.01</u>
Total 60000 · Program Expenses				<u>3,092.01</u>
Total Expense				<u>3,092.01</u>
Net Ordinary Income				<u>-3,092.01</u>
Net Income				<u><u>-3,092.01</u></u>

**City Military Support
Committee Account**

Agenda Item No. 2



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	Vendor	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750	08/19/2020	APPKT00272	Military Support	8/6/20 Luketich	7450	Visa charges for Tamberlyn Luketich	0.00	2,500.00	2667 - U.S. BANK NATIONAL ASSOCIATION	0.00	1,051.63	1,051.63	1,448.37	57.93 %
	08/27/2020	GLPKT01040		JN04241		LN Military Support Foundation - Reimbursement for USS Stockdale - Baby Gift Cards purchase (Luketich Cal Card Sept 2020 Statement)								42.52
														-939.60
	09/15/2020	APPKT00285		9/6/20 Luketich	7588	Visa charges Tamberlyn Luketich			2667 - U.S. BANK NATIONAL ASSOCIATION					939.60
	09/21/2020	GLPKT01092		JN04416		LN Military Support Foundation - Reimbursement for Baby Gift Cards and Shipping (McDaniel Cal Card 9/6/20 Statement)								-782.40
	09/23/2020	APPKT00287		9/6/20 McDaniel	7588	Visa charges for Matt McDaniel			2667 - U.S. BANK NATIONAL ASSOCIATION					782.40
	09/25/2020	APPKT00287		28455	7577	Printing for Military Support Committee			1041 - SOLINK INC.			CON0601000		297.39
	10/23/2020	APPKT00299		10/6/20 Luketich	7779	Visa charges for Tamberlyn Luketich			2667 - U.S. BANK NATIONAL ASSOCIATION					7.20
	12/17/2020	APPKT00318		12/7/20 Luketich	8133	Military Support cards/gift cards			2667 - U.S. BANK NATIONAL ASSOCIATION					690.12
	01/22/2021	APPKT00327		1/6/21 Luketich	8301	Military support supplies			2667 - U.S. BANK NATIONAL ASSOCIATION					14.40
	03/08/2021	GLPKT01270		JN05145		LN Military Support Foundation - Reimbursement for Painting with a Twist (Luketich Cal Card 3/8/21 Statement)								-546.98
	03/10/2021	GLPKT01275		JN05154		Various - Reimbursement for shirt orders (Westway Inv #210412)								-105.00
	03/23/2021	APPKT00346		3/8/21 Luketich	8642	Military Support Committee			2667 - U.S. BANK NATIONAL ASSOCIATION					546.98
	04/22/2021	APPKT00356		210412	8774	Shirts for Military Support Committee			1809 - MARJORIE S. MCKERNAN					105.00
						Report Total:	0.00	2,500.00		0.00	1,051.63	1,051.63	1,448.37	57.93 %

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
June 21, 2021**

Agenda Item No. 3

**MINUTES OF THE
CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE REGULAR MEETING
JUNE 21, 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 12:00 p.m.

ROLL CALL

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

Christina Garrison, Ombudsman, USS Stockdale
Sebrina King, 1st Battalion, 4th Marines
Tabby Jones, USS Stockdale FRG President
Robert Ming, Military Support Committee Foundation

Absent John Harms, David Weiss

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

INVOCATION Committee Member Ulrich led the Invocation.

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

PRESENTATION

None

PUBLIC COMMUNICATIONS

None

DISCUSSION ITEMS

1. Foundation Financial Report

Report received and filed.

2. 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 May 17, 2021

A MOTION was made by Committee Member Abrams, seconded by Committee Member Allen to approve the Minutes of the May 17, 2021 Regular Meeting of the Military Support Committee.

Motion Carried 17-0-3, with Committee Members Harms, Weiss and Khalifa being absent. (Committee Member Khalifa arrived after the Motion on Minutes)

4. 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 the classrooms will be starting up again. Post deployment leave begins this week and they will be back on July 12th. She will send out a link so committee members can order a t-shirt and base pass procedures were reviewed. The Marine Corps Ball will be on November 6th at Ceasars Palace in Las Vegas and once a flyer is available, Sebrina will send it to Secretary Luketich.

Christina Garrison, Ombudsman, USS Stockdale sated that the Sailors just had time off prior to deployment and are currently preparing for deployment. The sweatshirts and t-shirt orders will be coordinated with Committee Member McGrath.

5. Discuss Birthday Ball and Request Assistance with Mementos, Additional Bar Tender Fees, Fire Marshall Fee and other Incidentals, not to Exceed \$15,000.00.

Sebrina King, 1st Battalion, 4th Marines has a check for \$700.00 to give to the Military Support Foundation. Co-Chair Sharma inquired what the average cost was that the Military Support Committee has approved, in the past, for this event. Sebrina stated that the average for this event is approximately \$10,000.00.

A MOTION was made by Committee Member Abrams, seconded by Committee Member Faita-Nguyen to approve the request for assistance with mementos, additional bar tender fees, Fire Marshall fee and other incidentals for the Birthday Ball, not to exceed \$15,000.00.

Motion Carried 18-0-2, with Committee Members Harms and Weiss being absent.

6. Discuss Car Wash and Possible Date

Committee Member McGrath asked Sebrina King for some potential dates. Sebrina stated that September 11, 2021 is available. Committee Member McGrath

will check with Plaza de la Paz for availability for the car wash and check on other potential dates.

A MOTION was made by Committee Member McGrath, seconded by Committee Member Khalifa to approve a car wash to be held on September 11, 2021 or an alternate date to be coordinated with the 1st Battalion, 4th Marines.

Motion Carried 18-0-2, with Committee Members Harms and Weiss being absent.

7. Discuss Baby Gifts

Committee Member Faita-Nguyen is requesting gift cards for \$150.00 each. Committee Member Allen asked if the baby items the committee currently has, have been inventoried. Committee Member will be available to meet committee members to establish what is available in storage.

A MOTION was made by Committee Member Garnreiter, seconded by Committee Member McGrath to approve four gift cards in the amount of \$150.00 each.

Motion Carried 18-0-2, with Committee Members Harms and Weiss being absent.

8. Discuss Fundraising Efforts/Corporate-Individual Fundraising and Approval of Donation Letter/Envelope

Committee Member Malleck reviewed the logistics for fundraising and is requesting approval of the donation letter/envelope. Co-Chair Rains clarified that monies spent for printing would come from the Military Support Committee's Funds. Co-Chair Rains asked Secretary Luketich, logistically, who would handle tracking letter, payments, donations, etc. Secretary Luketich stated that the Letter Writing Committee would be the committee to handle the logistics. Committee Member Caldwell volunteered to handle the tracking/reporting and logistics of the donations, letters sent, and thank you letters. Co-Chair Rains suggested that Committee Members Malleck and Khalifa work with the Letter Writing Committee as a Sub-Committee to operate in tandem and develop a process for actions and plans. Co-Chair Sharma submitted the letter to Robert Ming for approval and there were no revisions from the Military Support Foundation. Co-Chair Sharma requested that the Foundations' website, on the envelope, have a capital "LN".

A MOTION was made by Committee Member Caldwell, seconded by Committee Member Allen to adopt the letter for corporate donations and remittance envelope, after revisions are made, per the recommendations of the committee.

Motion Carried 18-0-2, with Committee Members Harms and Weiss being absent.

9. Request to use the Laguna Niguel Military Support Foundation's PayPal, combined with Eventbrite, for Ball Ticket Sales

Sebrina King, 1st Battalion, 4th Marines is requesting electronic payments through PayPal for Ball Ticket Sales. Co-Chair Rains suggested that Sebrina write a letter to the Military Support Foundation requesting approval of using their website for PayPal transactions.

10. New Logo Selection for the Military Support Committee

Co-Chair Sharma discussed the various logos. Committee Members gave their feedback on the various designs and verbiage. Co-Chair Sharma will submit revised options of the logo at the next meeting.

A MOTION was made by Committee Member McGrath, seconded by Committee Member Ulrich to make modifications of logo to present at next meeting.

Motion Carried 18-0-2, with Committee Members Harms and Weiss being absent.

11. Review of Operational Guidelines for the Military Support Committee

Co-Chair Rains thanked Russell Narahara and Robert Ming for their help with the operational guidelines.

A MOTION was made by Committee Member Sundin, seconded by Committee Member Khalifa to adopt the operational guidelines as written and once a new Military Support Committee logo has been approved.

Motion Carried 18-0-2, with Committee Members Harms and Weiss being absent.

12. Committee Reports

Committee Member Allen is requesting that the Co-Chairs of sub-committees please keep all sub-committee members notified of activities within that sub-committee. Committee Member Hoskins discussed reaching out to schools, PTA, youth groups, church and community groups for cards to be written for the Military. The Letter Writing Committee would also like the Military Support mailbox to be moved to the Community Center. Co-Chair Rains asked Committee Member Hoskins to please add moving the mailbox as an agenda item for Military Support Committee approval.

ADJOURNMENT

There being no further business before the Committee, Co-Chair Rains adjourned the meeting at 1:30 p.m. to the Regular Military Support Committee Meeting to be held on July 19, 2021, at 12:00 p.m. via Zoom.

Report on Fundraising From the Corporate Donor Committee

Agenda Item No. 7

Update 19 July 2021 Joint Report; Letter Writing Committee and Corporate Donor Committee

While we're waiting for the logo (gating item for Donor Letter/Remittance Envelope campaign), we:

1) Are polling all LNMSC members to create/update 'warm' list of potential donors:

- Prior donors
- City contractors; (we understand this should be 'organic' in nature; for discussion)
- Personal contacts
- Other

It would be most effective for people on these lists to be contacted by phone before receiving letter solicitation; we will assign Committee members to call based on existing relationships where possible (see Next Steps below)

2) Created a spreadsheet to track all donors & LNMSC required follow-up

We've captured all the elements we have discussed in prior LSMSC Meetings
Short demo

Next steps

- Begin to assign potential donor names for Committee members to call
- Assign an owner of the donor tracking spreadsheet/activity (Tamberlyn?); begin to populate
- Coordinate with changes to Donor section of website, and coordinate tracking going forward
- Complete Donor Letter and Remittance Envelope following approval of new Logo
- Send Donor letter to warm contacts following calls; to other potential donors as appropriate

**Discuss and Approve a New Logo for the
Military Support Committee**

Agenda Item No. 11



