



Laguna Niguel Military Support Committee AGENDA

**REGULAR MEETING OF
August 16, 2021 - 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. Committee Members and the public may also participate in this meeting via Zoom by following the instructions below.

Zoom Meeting Participation Information – August 16, 2021, 12:00 PM:

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

<https://cityoflagunaniguel-org.zoom.us/j/89525043681?pwd=cVEzNmVLOGYxb1ZkYmwrYzdLdFpNdz09>

2. If you do not join with computer audio, you can participate via telephone: US: **+1 888 475-4499**; ID: **895 2504 3681** Password: **486424** 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 egomez@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 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 July 19, 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. Check Request for the 1st Battalion, 4th Marines Car Wash - Food and Supplies for Sailors and Volunteers

Recommendation

Discuss and approve the check request for the 1st Battalion, 4th Marines car wash - food and supplies for sailors and volunteers, not to exceed \$500.00.

7. Check Request for the 1st Battalion, 4th Marines Car Wash Equipment

Recommendation

Discuss and approve the check request for the 1st Battalion, 4th Marines car wash equipment in the amount of \$700.00.

8. Discuss and Approve Gift Cards for Family Holiday Gifts

Recommendation

Discuss and approve.

9. Update on Fundraising Tools Status

Recommendation

Hear update.

10. Discuss and Approve Adding “Sponsoring Welcome Home Receptions, Holiday Parties, and Holiday Toy Drives.” to the Donor Letter

Recommendation

Discuss and approve.

11. Recommendations for Fundraising

Recommendation

Hear recommendations.

12. Discuss Organization of Laguna Niguel Military Support Committee’s Work and Sub-Committees

Recommendation

Discuss.

13. Committee Reports

Recommendation

Hear reports.

ADJOURNMENT

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

**Council Member Sandy Rains – Co-Chair
Council Member Rischi 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, August 13, 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

2:12 PM
07/10/21
Cash Basis

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

	<u>Jun 21</u>
Ordinary Income/Expense	
Expense	
60000 · Program Expenses	69.95
70000 · Management & Admininstrat...	<u>200.00</u>
Total Expense	<u>269.95</u>
Net Ordinary Income	<u>-269.95</u>
Net Income	<u><u>-269.95</u></u>

Laguna Niguel Military Support Foundation
Balance Sheet Summary (Unaudited)
As of June 30, 2021

	<u>Jun 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · US Bank Checking	
10110 · Unrestricted Amounts	37,943.02
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	<u>52,608.39</u>
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	<u>54,245.68</u>
Total Current Assets	<u>54,245.68</u>
TOTAL ASSETS	<u>54,245.68</u>
LIABILITIES & EQUITY	
Equity	
30000 · Unrestricted Net Assets	61,240.35
Net Income	-6,994.67
Total Equity	<u>54,245.68</u>
TOTAL LIABILITIES & EQUITY	<u>54,245.68</u>

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TOTAL LIABILITIES & EQUITY	<u><u>54,245.68</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.					297.39
	10/23/2020	APPKT00299		10/6/20 Luketich	7779	Visa charges for Tamberlyn Luketich			2667 - U.S. BANK NATIONAL ASSOCIATION			CON0601000		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
July 19, 2021**

Agenda Item No. 3

**MINUTES OF THE
CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE REGULAR MEETING
JULY 19, 2021 @ 12:00 p.m.**

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 Carole Allen, Melissa Caldwell, Debra Garnreiter, Lynn Hoskins, John Humphrey, Kathy Khalifa, Reed Malleck, Frank McGrath, Bill Sundin, Caroline Swift, David Tuma, John Ulrich, Stephanie Winstead, David Weiss, Councilmember Sandy Rains, (Co-Chair), Councilmember Rischi Paul Sharma (Co-Chair)

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

Absent Dan Abrams, Elena Faita-Nguyen, John Harms, Matt Kenney

City Staff Tamberlyn Luketich, Police Services Secretary

INVOCATION Committee Member Hoskins led the Invocation.

PLEDGE OF ALLEGIANCE Committee Member Caldwell 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 June 21, 2021

A MOTION was made by Committee Member Caldwell, seconded by Committee Member Sundin to approve the Minutes of the June 21, 2021 Regular Meeting of the Military Support Committee.

Motion Carried 16-0-4, with Committee Members Abrams, Faita-Nguyen, Harms, and Kenney being absent.

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, Marines are back from their post deployment leave. A flyer will be emailed for T-shirts and the Marine Corp Ball. Robert Ming will be setting up the PayPal link for purchases to the Ball online. A Christmas ornament fundraiser will be sent out soon. She will be introducing the new Commanding Officer and Sergeant Major at the next meeting.

Tabby Jones, USS Stockdale FRG President stated that Christina Garrison, Ombudsman for the USS Stockdale will no longer be the Ombudsman. Tabby will now be the Ombudsman for the USS Stockdale. Cassandra will be the new FRG President and will try to be at the next meeting. The USS Stockdale will be coming back, at the end of July, before their seven month deployment. Tabby will be able to have family members help with the car wash and Holiday Parade.

5. Update on September 11, 2021 Car Wash.

Committee Member McGrath has Plaza de la Paz Center and Pronto Car Wash both confirmed for September 11th. The sub-committee will meet during the second week of August to discuss logistics. Committee Member Weiss asked if there was a backup in case there is another COVID shutdown. Committee Member McGrath stated that if there is another shutdown the car wash will be cancelled.

6. Discuss and Approve Major Fundraiser for 2021

Committee Member McGrath mentioned the 2019 Major Fundraiser was the car wash and discussed the fundraising procedure for that event. Committee Member Ulrich stated that most donors will donate for the cause, regardless of the event. Committee Member McGrath suggested sending out a fundraising letter letting the donor know that they will be recognized at all events. Co-Chair Rains suggested that they also be recognized on the website. Committee Member Humphrey asked if the committee could advertise for donors on the city's electric sign at Crown Valley Parks and Recreation. Co-Chair Rains will check on being able to use the sign at Crown Valley Parks and Recreation.

A MOTION was made by Committee Member McGrath, seconded by Committee Member Weiss to approve an on-going fundraiser until further notice.

Motion Carried 16-0-4, with Committee Members Abrams, Faita-Nguyen, Harms, and Kenney being absent.

7. Report on Fundraising from the Corporate Donor Committee

Committee Member Malleck presented a Joint Report from the Letter Writing and Corporate Donor Committee and reviewed the donor spreadsheet. He asked to have a member keep track of all the names collected for the committee. Committee Member Hoskins and Winstead are communicating with Robert Ming regarding the Foundations' website and will have more information available at the next meeting. Committee Member McGrath asked if there would be donation levels. Committee Member Malleck stated that he could add another column for donor levels. Co-Chair Sharma summarized that the donating procedure is for committee members to give checks to Tamberlyn at the next scheduled Military Support Committee meeting and then the committee member will communicate the information to the recording committee member. Committee Member Weiss will keep track of spreadsheet once the initial data is input. Committee Member Malleck will input all prior donations. Committee Member Weiss asked what the procedure should be for the spreadsheet each month. Co-Chair Sharma asked him to present a summary update, monthly, to Tamberlyn. Co-Chair Rains asked Committee Member Weiss to also share the spreadsheet with the letter writing committee for thank you notes. Co-Chair Sharma would like all monies to be noted where they are to be funded so funds are not misappropriated.

8. Report on Fundraising from the Letter Writing Committee

Committee Member Hoskins stated there is no additional report.

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

Committee Member Malleck discussed the cost of the remittance envelopes including postage and will submit a receipt to Tamberlyn for reimbursement.

A MOTION was made by Committee Member McGrath, seconded by Committee Member Allen. For the purchase of remittance envelopes, not to exceed \$250.00 **Motion Carried 16-0-4**, with Committee Members Abrams, Faita-Nguyen, Harms, and Kenney being absent.

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.

Co-Chair Sharma stated that existing committees should continue in their committees. Co-Chair Rains commented that item #6 covers item #10. Committee Member Winstead stated that if a large amount of letters need to be written it could become overwhelming and would then request help from the other sub-committees. Co-Chair Rains stated that Committee Member Winstead would be able to reach out to the other sub-committees based on the motion made on item #6.

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

Co-Chair Sharma presented to two final Military Support Committee logos.

A MOTION was made by Committee Member McGrath , seconded by Committee Member Malleck to accept logo with Latin.

Motion Carried 11-5-4, with Committee Members Abrams, Faita-Nguyen, Harms, and Kenney being absent.

12. Committee Reports

Committee Member Allen stated that Walmart hasn't received permission from their corporate office to set dates for a toy drive. The temporary dates for the toy drive are November 13th, 14, 20th & 21st. Committee Member Allen asked if by having Zoom meetings in lieu of in person meetings changed the attendance rule. Co-Chair Rains stated that the rules of attendance remain the same.

Committee Member Garnreiter is requesting to use other vendors so the committee is not limited to Walmart. Committee Member Allen asked if the store needs to be in Laguna Niguel. Co-Chair Rains stated that any store with baby items is acceptable. Co-Chair Sharma asked if Committee Member Caldwell could reach out to her PTA connections for possible items. Co-Chair Rains suggested reaching out to the Girl Scouts and Boy Scouts.

ADJOURNMENT

There being no further business before the Committee, Co-Chair Sharma adjourned the meeting at 1:20 p.m. to the Regular Military Support Committee Meeting to be held on August 16, 2021, at 12:00 p.m. in the City of Laguna Niguel Council Chambers located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677 and via Zoom.

**Check Request for the 1st Battalion, 4th Marines
Car Wash – Food and Supplies for Sailors and
Volunteers**

Agenda Item No. 6

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

EVENT/ACTIVITY INFORMATION	
Event Name:	<u>Car Wash for 1-4 Marines</u>
Description:	<u>Car Wash</u>
Location:	<u>Plaza de La Paz, Laguna Niguel</u>
Event Date:	<u>9/11/21</u> Date Funds Required By: <u>9/11/21</u>

Request Submitted by:	<u>Frank McGrath</u>	<u>Dan Abrams</u>
	Sub-Committee Co-Chair	Sub-Committee Co-Chair

APPROVALS OBTAINED			
Command:	<input checked="" type="checkbox"/> 1-4 Battalion	<input type="checkbox"/> USS Stockdale	<input type="checkbox"/> None <input type="checkbox"/> N/A
Committee:	<input checked="" type="checkbox"/> Yes	If Yes, approval date: <u>8/16/21</u>	<input type="checkbox"/> Not Obtained

Description of Expense	Unit(s) Benefited	Amount \$
Food and Supplies for Sailors and Volunteers	USS Stockdale	NTE \$500
Total Amount Requested		NTE \$500

CHECK PAYABLE TO:	<u>Frank McGrath</u>		
STREET ADDRESS:	<u>32021 E Nine Dr</u>		
CITY:	<u>Laguna Niguel</u>	STATE:	<u>CA</u> ZIP: <u>92677</u>
TELEPHONE:	<u>949-267-8670</u>	EMAIL:	<u>frankmcgrath2@cox.net</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:

**Check Request for the 1st Battalion, 4th Marines
Car Wash Equipment**

Agenda Item No. 7

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

EVENT/ACTIVITY INFORMATION	
Event Name:	<u>Car Wash for 1-4 Marines</u>
Description:	<u>Car Wash Equipment</u>
Location:	<u>Plaza De La Paz</u>
Event Date:	<u>9/11/21</u> Date Funds Required By: <u>9/11/21</u>

Request Submitted by: <u>Frank McGrath</u>	<u>Dan Abrams</u>
Sub-Committee Co-Chair	Sub-Committee Co-Chair

APPROVALS OBTAINED				
Command:	<input checked="" type="checkbox"/> 1-4 Battalion	<input type="checkbox"/> USS Stockdale	<input type="checkbox"/> None	<input type="checkbox"/> N/A
Committee:	<input checked="" type="checkbox"/> Yes	If Yes, approval date: <u>8/16/21</u>	<input type="checkbox"/> Not Obtained	

Description of Expense	Unit(s) Benefited	Amount \$
Prontowash Autospa System	1-4 Marines	\$700
Bring check to Car wash		
Invoice attached		
Total Amount Requested		\$700

CHECK PAYABLE TO: <u>ProntoWash</u>
STREET ADDRESS: <u>20711 Goshawk LN</u>
CITY: <u>Huntington Beach</u> STATE: <u>CA</u> ZIP: <u>92646</u>
TELEPHONE: _____ EMAIL: _____

Submit form to Military Support Committee for approval. If approved, indicate approvals and submit form to the following **WITH ATTACHED RECEIPTS:**

William J. Kelley, III
Treasurer, Laguna Niguel Military Support Foundation
24495 Rue de Gauguin, Laguna Niguel, CA 92677
Tel: (949) 363-7519 Email: wjk@kelleyandkelleylaw.com

For LNMS Foundation Only:			
Auth 1:	Date:	Auth 2:	Date:



ProntoWashTM
AUTOSPA



Invoice

Prontowash
20711 Goshawk Ln.
Huntington Beach CA 92646

Invoice Date:
08/07/2021

Date		Service Description	Service Pricing
09/11/2021	Laguna Niguel	Marine Carwash Equipment and supplies	\$700.00

Amount Due \$ 700.00