



Laguna Niguel Military Support Committee AGENDA

**REGULAR MEETING OF
September 20, 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 – September 20, 2021, 12:00 PM:

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

<https://cityoflagunaniguel-org.zoom.us/j/83050993960?pwd=aWUyWkFrQkdmOW96Z0hjMmVUbVJrZz09>

2. If you do not join with computer audio, you can participate via telephone: US: +1 **888 475-4499; ID:830 5099 3960 Password: 449900** 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 Sundin

PLEDGE OF ALLEGIANCE – Committee Member Swift

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 August 16, 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. Recap from the 1st Battalion, 4th Marines Car Wash on September 11, 2021

Recommendation

Hear recap.

6. **Review and Discuss items for the USS Stockdale Family Assistance Group. This Includes Participation in the City Holiday Parade and a Family Christmas Party**

Recommendation

Review and discuss.

7. **Discuss and Approve Funding for Nine 6' Benches to be Installed at The Cross at Camp Pendleton to Commemorate the Eight Marines and Navy Corpsman Who Perished in the Training Exercise off San Clemente Island**

Recommendation

Discuss and approve.

8. **Discuss Thank You Cards and Letters for Our Adopted Units**

Recommendation

Discuss.

9. **Discuss and Approve Moving the Military Support Mailbox from City Hall to the Crown Valley Community Center.**

Recommendation

Discuss and approve.

10. **Review and Discuss the Post Holiday Parade Luncheon**

Recommendation

Review and discuss.

11. **Review and Discuss Information and Instructions on Fund-Raising**
 - a. **Instructions for tools; their use and locations.**
 - b. **Instructions for the process; existing and new donors.**
 - c. **Instructions for updating the spreadsheet.**

Recommendation

Review and discuss.

12. **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, September 17, 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

4:57 PM
09/11/21
Cash Basis

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

	<u>Jul 21</u>
Ordinary Income/Expense	
Income	
40000 · Direct Public Support	3,075.00
51000 · Program Income from sales/f...	<u>175.56</u>
Total Income	<u>3,250.56</u>
Gross Profit	3,250.56
Expense	
60000 · Program Expenses	165.64
70000 · Management & Administration	<u>425.00</u>
Total Expense	<u>590.64</u>
Net Ordinary Income	<u>2,659.92</u>
Net Income	<u><u>2,659.92</u></u>

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

	<u>Jul 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · US Bank Checking	
10110 · Unrestricted Amounts	37,448.07
10120 · Temporarily Restricted Amounts	
10125 · 1-4 Marines	15,122.35
10130 · USS Stockdale	-546.98
Total 10120 · Temporarily Restricted Amo...	<u>14,575.37</u>
Total 10100 · US Bank Checking	<u>52,023.44</u>
10310 · PayPal New	
10315 · PayPal New Unrestricted	1,533.52
10320 · Temporarily Restricted PayPal	
10322 · 1-4 Marines PayPal	274.61
Total 10320 · Temporarily Restricted PayPal	<u>274.61</u>
Total 10310 · PayPal New	<u>1,808.13</u>
Total Checking/Savings	<u>53,831.57</u>
Other Current Assets	
12000 · *Undeposited Funds	3,775.00
Total Other Current Assets	<u>3,775.00</u>
Total Current Assets	<u>57,606.57</u>
TOTAL ASSETS	<u><u>57,606.57</u></u>
LIABILITIES & EQUITY	
Equity	
30000 · Unrestricted Net Assets	61,940.35
Net Income	-4,333.78
Total Equity	<u>57,606.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>57,606.57</u></u>

6:30 PM
 09/11/21
 Cash Basis

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

Date	Num	Name	Memo	Paid Amou...
Ordinary Income/Expense				
Income				
40000 · Direct Public Support				
40010 · Individ, Small Bus Contribs				
07/05/2021		One Shield Security Services	General Donation	3,075.00
		Total 40010 · Individ, Small Bus Contribs		3,075.00
		Total 40000 · Direct Public Support		3,075.00
51000 · Program Income from sales/fees				
51200 · 1-4 Marines Event Income				
07/26/2021		1-4 Marines Ball Sales	1-4 B-day Ball	175.56
		Total 51200 · 1-4 Marines Event Income		175.56
		Total 51000 · Program Income from sales/fees		175.56
		Total Income		3,250.56
		Gross Profit		3,250.56
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
07/20/2021		Gonzalez, Kayla	1-4 Marines, Kickball Team Snacks	90.00
		Total 61100 · Supplies--Pgm Exp		3,182.01
63820 · Credit Card Processing Fees				
63823 · Transaction Discount Fee				
07/26/2021	PayPal	PayPal	PayPal Fees - 1-4 B-day Ball	5.69
		Total 63823 · Transaction Discount Fee		5.69
		Total 63820 · Credit Card Processing Fees		5.69
		Total 60000 · Program Expenses		3,187.70
		Total Expense		3,187.70
		Net Ordinary Income		62.86
		Net Income		62.86

**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	Pmt Number	Description	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining					
100-01-5750			Military Support			0.00	2,500.00	0.00	451.63	451.63	2,048.37	81.93 %					
	08/19/2020	APPKT00272	8/6/20 Luketich	7450	Visa charges for Tamberlyn Luketich												
	08/27/2020	GLPKT01040	JN04241		LN Military Support Foundation - Reimbursement for USS Stockdale - Baby Gift Cards purchase (Luketich Cal Card Sept 2020 Statement)			2667 - U.S. BANK NATIONAL ASSOCIATION				Amount 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					
	05/24/2021	GLPKT01354	JN05437		LN Military Support Foundation - Reimbursement for Baby Gift Cards (Luketich Cal Card 12/7/20 Statement)							-600.00					
Report Total:											0.00	2,500.00	0.00	451.63	451.63	2,048.37	81.93 %

Detail vs Budget Report

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

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750	Military Support	0.00	2,500.00	0.00	451.63	451.63	2,048.37	81.93 %
Report Total:		0.00	2,500.00	0.00	451.63	451.63	2,048.37	81.93 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - GENERAL	0.00	2,500.00	0.00	451.63	451.63	2,048.37	81.93 %
Report Total:	0.00	2,500.00	0.00	451.63	451.63	2,048.37	81.93 %

**Minutes of the Regular Military Support
Committee Meeting on
August 16, 2021**

Agenda Item No. 3

**MINUTES OF THE
CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE REGULAR MEETING
August 16, 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: Co-Chair Sandy Rains
Co-Chair Rischi Paul Sharma
Daniel Abrams – via Zoom
Carole Allen
Melissa Caldwell
Elena Faita-Nguyen
Debra Garnreiter
John Harms – via Zoom
Lynn Hoskins
John Humphrey
Matt Kenney
Kathy Khalifa
Reed Malleck – via Zoom
Frank McGrath – via Zoom
Caroline Swift – via Zoom
Bill Sundin
David Tuma
John Ulrich
David Weiss
Stephanie Winstead

Sebrina King – First Battalion, Fourth Marines Representative
Tabby Jones, USS Stockdale/Ombudsman – via Zoom
Cassandra Noble, USS Stockdale/SFA President – via Zoom

Absent: Tamberlyn Luketich, Police Services Secretary

City Staff: Eileen Gomez, City Clerk
Russell Narahara, Management Analyst

INVOCATION – Committee Member Khalifa

PLEDGE OF ALLEGIANCE – Committee Member Malleck

PRESENTATIONS

None.

PUBLIC COMMUNICATIONS

None.

DISCUSSION ITEMS AND PRESENTATIONS

1. Foundation Financial Report

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

Motion carried 20-0.

2. City Military Support Committee Account

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

Motion carried 20-0.

3. Minutes of the Regular Military Support Committee Meeting on July 19, 2021

A MOTION was made by Committee Member Caldwell, seconded by Committee Member Faita-Nguyen, to approve the Minutes of the Regular Military Support Committee Meeting on July 19, 2021.

Motion carried 20-0.

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 it was great to see everyone in person. She reported the marines are doing extensive training at Camp Pendleton. Due to COVID, they are doing a lot of virtual events with spouses. The Marine Corps Birthday Ball will be November 6th at Ceasars Palace and a flyer will be sent to Tamberlyn to send to the Military Support Committee. There will be a Halloween event on Saturday, October 30th and could possibly be a drive-thru event. Committee Member Khalifa asked if Sebrina would be accepting gently used or new items for the women attending the Marine Corps Birthday Ball. Sebrina stated that she would appreciate any items. Co-Chair Sharma asked about the mask policy for the marines at the car wash. Sebrina stated that if they haven't been vaccinated, they will be wearing a mask. Committee Member Winstead asked if the committee will receive information relating to gently used items being donated for the Ball. Sebrina will distribute a flyer to all members.

Cassandra Noble, SFA President, USS Stockdale stated the USS Stockdale is currently on deployment and expected to return next year. They are looking forward to the car wash. They are hoping to create more T-Shirts since the last event was very successful. They will be looking into doing a "FunsGiving" for the kids and spouses in November. Co-Chair Rains asked if there was anything the committee could help with or if Committee Members could attend for the FunsGiving event. Cassandra will let the committee know when she has more details. Tabby has shirts for a few of the committee members and will bring them to the next meeting.

5. Update on September 11, 2021 Car Wash

Committee Member McGrath reported that everything is ready for the car wash and all vendors have been confirmed. On July 28th, he met Sebrina and Master Gunnery Sergeant Bridges at the headquarters for the marines and they are very enthusiastic for the car wash. A leading Sergeant will be in charge of the marines on the day of the car wash. Sebrina will bring up items to sell including t-shirts, sweatshirts and Christmas ornaments. Frank thanked committee member Kenney for all his work leading up to the car wash. Committee Member Kenney stated that MCE will be able to still put up the signage for the event. Francisco Ferrer and Jeff Metz are in close contact with MCE. Ron Rivera with Parks and Recreation has approved ten EZup tents to be used for the car wash. Co-Chair Rains stated that there will be a document created on the process for the car wash, for future sub-committee members, and asked the Committee Member Kenney follow up with Russell Narahara and Tamberlyn, Secretary, for the creation of that document.

Committee Member McGrath stated that Scott Tucker will be the DJ for the event. He thanked Committee Member Hoskins for revising the car wash flyer and copies are available after the meeting. A digital copy is also available for use. Committee Member Faita-Nguyen will contact In-N-Out and Committee Member Abrams will contact Toni Pepperoni for food donations. Committee Member McGrath has asked that members be to the event by 9:00 a.m. The marines will be there to set up the tents and any other items that are needed. The boy scouts will be attending for the second half of the event.

Sebrina stated that their will be face painting and a continuous photo display, showcasing the marines.

Co-Chair Sharma suggested the committee try to increase the goal from past events of \$20,000 to possibly \$25,000-\$30,000.

Committee Member Hoskins stated that the two per page flyer is to hand out and that the single flyer is ready for emails.

Committee Member Garnreiter asked if there would be a corporate or individual sponsorship this year. Committee Member McGrath stated that the committee wouldn't be specifically asking for sponsors for this event but for all events this year.

Co-Chair Rains reiterated that sponsors would be promoted at every event. She spoke with the City Manager, Tammy LeTourneau, and the committee will now be able to put banners up at Parks & Recreation and Sea Country Senior Center. Co-Chair Sharma asked, if possible, to give flyers to the food vendors so they can place them on their counters, if their corporate guidelines allow them to do so.

Committee Member McGrath will have a poster created if there are sponsors, one week before the event.

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

Committee Member Winstead asked what the money would be used for and if this amount is comparable to expenses in the past. Committee Member McGrath stated that muffins, drinks, coffee and miscellaneous supplies are purchased to pass out food during the car wash.

A MOTION was made by Committee Member Weiss, seconded by Committee Member Caldwell, to approve the check request for the 1st Battalion, 4th Marines Car Wash for food and supplies for sailors and volunteers, in an amount not to exceed \$500.00.

Motion carried 20-0.

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

Committee Member McGrath stated that the Military Support Committee has used Pronto Car Wash for several car wash events and the price has remained the same for the use of the equipment. The check is issued and given to him on the day of the car wash.

A MOTION was made by Committee Member Tuma, seconded by Committee Member Harms, to approve the check request for the 1st Battalion, 4th Marines car wash equipment, in the amount of \$700.00.

Motion carried 20-0.

8. Discuss and Approve Gift Cards for Family Holiday Gifts

Committee Member Allen stated it is difficult to get permission from WalMart to have a table in front if it does not come from corporate. She suggested it might be better to do gift cards again this year.

Co-Chair Rains stated that there wasn't an amount given and asked the committee for an amount. Committee Member Allen suggested that \$100 per person. Committee Member Tuma stated that we need a total head count for gift cards.

A MOTION was made by Committee Member Allen, seconded by Committee Member Khalifa, to provide gift cards for children in an amount to be determined at a later date.

Motion carried 20-0.

Committee Member Garnreiter stated that she is trying to get a table in front of Target but has not heard back from them yet.

9. Update on Fundraising Tools Status

Committee Member Winstead reported that the Letter Writing Committee and Corporate Donor Committee have been meeting via Zoom and the donor letter is complete and the envelope is on order. The brochure has been updated but is waiting for the new logo to be added.

Committee Member Malleck provided an update on fundraising tools and reviewed a spreadsheet that includes information from prior year fundraisers for reference. He reported that the remittance envelopes have been received so we now have the tools needed including the mailing envelope, spreadsheet, and a new photo for the brochure. He shared his screen via Zoom to review the spreadsheet. He thanked Frank and Car Wash Committee members for providing information for the spreadsheet.

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

A MOTION was made by Committee Member Weiss, seconded by Committee Member Faite-Nguyen, to approve the addition of the wording, “Sponsoring Welcome Home Receptions, Holidays Parties, and Holiday Toy Drives.” to the donor letter.

Motion carried 20-0.

11. Recommendations for Fundraising

Discussion ensued regarding the method of contacting various existing and new donors (in person, letter, phone call).

Co-Chair Rains asked if the donor letter and thank you letter both have the non-profit information. Committee Member Malleck stated that both have the non-profit information given. Committee Member McGrath asked if everyone will be receiving the link to the spreadsheet. Committee Member Malleck stated that everyone will receive the link and would like to know how to get the remittance envelope to everyone. The donor letter and brochure will also be available to all committee members. Co-Chair Sharma suggested creating a Google Cloud document and to invite editors. The second step would be to create an outline of steps to be given to committee members. Co-Chair Rains suggested if you are not comfortable inputting the information to reach out to a member who can help with the information. Co-Chair Rains reminded the committee that this list is to be

used exclusively within this committee.

Committee Member Khalifa suggested possibly having a larger envelope to send out the materials with the new logo. Co-Chair Rains stated that if a committee member can add this discussion item on the agenda to discuss next month.

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

No Discussion.

13. Committee Reports

Committee Member Khalifa has been in discussion with the Presbyterian Church regarding the luncheon after the Holiday Parade. They will also be having their Snow Day and military families are welcome to attend this event. Committee Member Tuma stated that the Parade Committee is discussing if they will be using the new facility instead of the church's facility. He will let the committee know at the next meeting.


Co-Chair Sharma wanted to remind the committee that on August 28th there will be a memorial service for Dennis Mulvaney at the Community Center's Amphitheater at 3:00 p.m. and asked everyone to please wear their red shirts. Co-Chair Rains stated that at the City Council Meeting on August 17th, they will be adopting a resolution for the Veterans Cemetery, being built in Orange County at Gypsum Canyon. Committee Members are welcome to attend to help support our veterans.

Sebrina will be sending Robert Ming a report on how many tickets have been sold to the Marine Corps Birthday Ball. As of today, there have been 121 tickets sold.

ADJOURNMENT

There being no further business before the Committee, Co-Chair Rains adjourned the meeting at 1:15 p.m. to the Regular Military Support Committee meeting to be held on September 20th, 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.

Respectfully submitted by:



Tamberlyn Luketich
Secretary

**Discuss and Approve Funding for Nine 6' Benches
to be Installed at The Cross at Camp Pendleton to
Commemorate the Eight Marines and Navy
Corpsman who Perished in the Training Exercise
off San Clemente Island**

Agenda Item No. 7

Each bench will be engraved with each Marine's and Sailor's name, rank, company, Marine Corps Emblem and Navy Emblem and words to the effect "In Loving Memory of..." and the date of passing, subject to any appropriate changes. The pricing of the benches will be approximately \$550.00, or thereabouts, plus the cost of engraving into the back slats of the bench which maybe an additional \$100.00-\$125.00 and unknown at this time.

The purpose of the benches are to provide seating for those wanting to spend time at The Cross where there presently is no seating. The benches will be set in concrete bases for permanency and cost of concrete per bench would be approximately \$540.00. All in all, the total pricing would be approximately \$7,200.00 including tax.

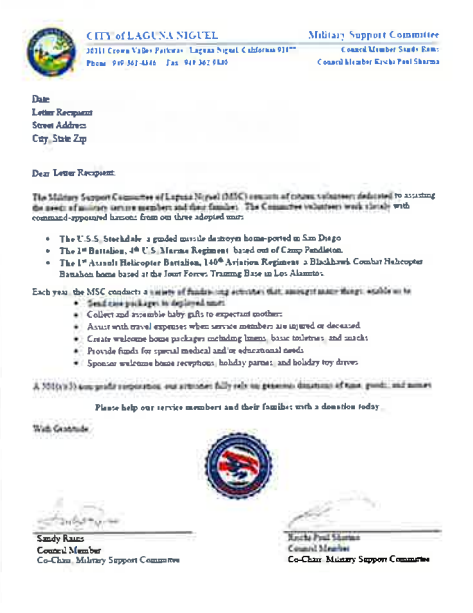

The money (\$10,000.00) for this was raised by the mother of Marine Evan Bath, Aleta Bath, after the tragedy, and the request was put on hold pending return of the deployed 1/4.


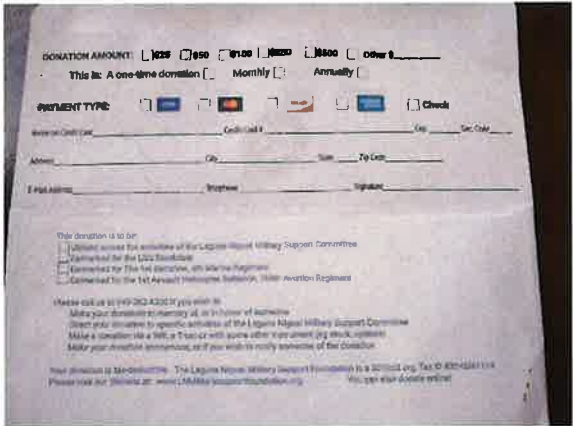
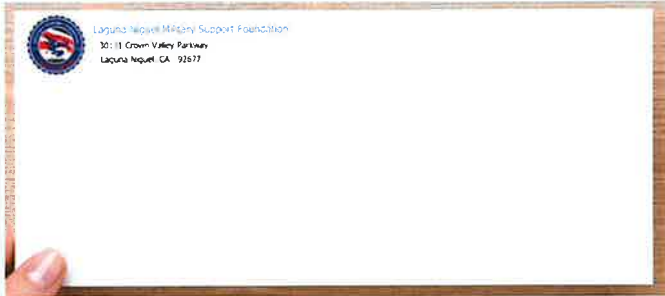
When we are in receipt of the final costs of the benches, engraving, etc., a check request will be presented at the October LNMSC meeting.




Review and Discuss Information and Instructions on Fund Raising

Agenda Item No. 11

Item	Medium	Access and use
<p>Donor Letter</p>  <p>The letter template includes the City of Laguna Niguel logo, contact information for the Military Support Committee, and a list of adopted units: USS Stockdale, 1st Battalion 4th Marine Regiment, and 1st Assault Helicopter Battalion. It also lists various ways the MSC provides support, such as sending care packages, assisting with travel expenses, and providing funds for medical and educational needs. The letter is signed by Sandy Kraus and Keith Paul Sklaras, Co-Chairs of the Military Support Committee.</p>	<p>Fillable .pdf file</p>	<p>Emailed to all LNMSC members</p> <p>Fill in addressee info, print</p> <p>Already contains signatures of Co-Chairs</p>
<p>Brochure</p>  <p>The brochure features the title 'Our Adopted Units' and provides detailed information about the USS Stockdale (DDC-106), the 1st Battalion, 4th Marine Regiment, and the 1st Assault Helicopter Battalion. It includes photos of the units and their members, along with a list of ways the MSC provides support. The brochure is signed by the Co-Chairs and includes contact information for the Military Support Committee.</p>	<p>.pdf file and physical medium</p>	<p>Print from .pdf file (Lynn will mail to all),</p> <p>or</p> <p>Pick up hard copy brochure at City Hall</p>

Item	Medium	Access and use
<p>Remittance Envelope</p>  	<p>Hard copy</p>	<p>Available at City Hall</p>
<p>Mailing Envelope</p> 	<p>Hard copy</p>	<p>Available at City Hall</p> <p>Place Donor Letter, Brochure and Remittance Envelope into this Mailing Envelope, address and send to prospective donors</p>

Item	Medium	Access and use
<p>Donor Tracking Spreadsheet</p> 	<p>Google Sheets</p> <p>Google Drive</p>	<p>All LNMSC members will be given access and editing permission via link in an email from Reed</p> <p>All instructions for use of tools will be included in tabs on this spreadsheet</p> <p>Each LNMSC Member will be responsible for tracking (shepherding) their donors, and updating their lines on the spreadsheet</p> <p>There will be instructions on a separate tab for the process to shepherd donors and update the spreadsheet</p>

Process Instructions

a) Existing LNMSC/Donor relationships:

These cases will have different flavors depending on the nature of the existing relationship:

LNMSC Member reaches out to contact(s), gets help when needed.

LNMSC Member decides; does he/she call, or visit in person? Hand the Donor Letter and/or Brochure to the contact? Or mail the Donor Letter, Brochure and Remittance envelope to the contact?

Again all this depends upon the relationship (Tucker Tire example; Frank McGrath)

LNMSC Member updates his/her line(s) of the Donor Tracking spreadsheet as the process unfolds. – ie shepherds his/her donors' progression

b) Approach to New potential donors

- Ask all LNMSC Members to seek out potential donors' names/addresses
Various methods for this; Chamber of Commerce, personal contacts
- Individual Members (or designee) adds to Donor Tracking spreadsheet
- Members update their lines and shepherd their donors

Instructions for updating Spreadsheet

Instructions:	
To enter more than one line in a cell (eg for name, address etc), press 'control' and 'enter'	
Cells under yellow headings will turn yellow if something is entered in that cell. This prompts an action, or a check -- For example:	
Prior Donations	If there has been a prior donation (column F), we need to check if it has been acknowledged Once we know a thank you has been sent we can check the "Thank you sent?" box (column G) and it will turn green
New Donations	If we receive a donation (column J), the box turns yellow. This prompts us to send a thank you (column K. When that's done the box turns green We also have to send a donation receipt to the donor (column L) When that's done the box turns green
In Honor of	If donor has indicated they wish to honor or memorialize someone (column N), again the box turns yellow prompting an action
In Memory of	Once we have dispositioned that honorarium, we can check the "Noted" box (column O) and it will turn green
Directed Donations	If donor has indicated a specific unit or activity (column Q), it will turn yellow. When we confirm the \$\$ are properly directed (column R) it will turn green
Via Estate Plan	If donor has indicated they are donating via estate plan (column T), we need to take note of/disposition that (column U) and box will turn green