



# Laguna Niguel Military Support Committee REGULAR AGENDA

**REGULAR MEETING OF  
October 16, 2023 - 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 Community Room of City Hall, 30111 Crown Valley Parkway, Laguna Niguel, California 92677.

Any person wishing to address the Committee will need to complete and present a white colored, "Request to Speak" form to the Secretary. These forms are available on the counter that is located inside the Community Room. 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 Community Room.

*Thank you for attending your Laguna Niguel Military Support Committee meeting.*

**City Hall  
30111 Crown Valley Parkway  
(949)362-4300 Fax (949)362-4340  
[www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org)**

**CALL TO ORDER**

**ROLL CALL**

**INVOCATION – Committee Member Kling**

**PLEDGE OF ALLEGIANCE – Committee Member Boelter**

**PRESENTATIONS**

**PUBLIC COMMUNICATIONS**

**CONSENT CALENDAR**

**1. Foundation Financial Report**

**Recommendation**

Receive and file report.

**2. City Military Support Committee Account**

**Recommendation**

Receive and file report.

**3. Minutes of the Special Military Support Committee Meeting on September 18, 2023**

**Recommendation**

Approve as written or amended.

**DISCUSSION ITEMS**

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

**Recommendation**

Hear reports.

**2. Major Fundraising Committee and Event Update**

**Recommendation**

Hear update.

3. **Discuss and Approve Changing the Military Support Committee Regular Meeting from November 20<sup>th</sup> to November 13<sup>th</sup> 2023 at 12:00 p.m. and Cancellation of the Regular Meeting on December 18<sup>th</sup> 2023.**

**Recommendation**

Discuss and approve changing the Military Support Committee Regular Meeting from November 20<sup>th</sup> to November 13<sup>th</sup> 2023 at 12:00 p.m. and cancellation of the regular meeting on December 18<sup>th</sup> 2023.

4. **Notification of Expiring Terms on December 31, 2023 are as Follows:**

**Melissa Caldwell  
Frank McGrath  
Ed Struzik  
Dave Tuma  
Jeff Von Waldburg**

**Recommendation**

To inform Military Support Committee Members with terms expiring on December 31, 2023.

5. **Sub-Committee Reports**

**Recommendation**

Hear reports from:

July 4<sup>th</sup> Celebration  
Baby Care Packages  
Care Packages  
Car Washes – Discuss the Miracle Car Wash with the USS Stockdale. How we overcame a number of obstacles to have a very successful Car Wash.  
Holiday Parade  
Holiday Toy Drive – Coming up November 10-12. Sign ups to be completed at meeting.  
Letter Writing  
Sea Country Festival  
Social Media  
Special Needs  
Veterans Day

**6. Chair Report**

**Recommendation**

Hear comments.

**ADJOURNMENT**

**LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE**

**Mayor Pro Tem Stephanie Oddo – Liaison  
Council Member Winstead - Liaison  
Chair Frank McGrath  
Vice Chair Melissa Caldwell**

**Janice Baker  
Ralph Boelter  
Timothy Bowman  
Melissa Crew  
Cheryl Flohr  
Michael Gerard  
John Humphrey**

**Christopher Kling  
Elizabeth Lovejoy  
Edward Struzik  
David Tuma  
John Ulrich  
Jeff von Waldburg**

**Sebrina King, First Battalion, Fourth Marines  
Command Master Chief Lauren Johnson, USS Stockdale  
LT Col Clark Theodore, 1<sup>st</sup> Assault Helicopter Battalion,  
140<sup>th</sup> Aviation Regiment  
Ed Struzik, Laguna Niguel Military Support Foundation Representative**

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

**AFFIDAVIT OF POSTING**

COUNTY OF ORANGE)  
CITY OF LAGUNA NIGUEL)

I, TAMBERLYN LUKETICH, POLICE SERVICES SECRETARY, hereby certify, under penalty of perjury, that I caused the posting of this agenda by 12:00 p.m. on Friday, October 13, 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:

  
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Tamberlyn Luketich, Police Services Secretary

# **Foundation Financial Report**

**Agenda Item No. 1**

# Laguna Niguel Military Support Foundation

## Balance Sheet Summary (Unaudited)

As of August 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10100 US Bank Checking	
10110 Unrestricted Amounts	75,402.22
10120 Temporarily Restricted Amounts	
10125 1-4 Marines	1,758.42
10138 Robert Ming Memorial	10,064.24
10139 Taste for the Troops	94.42
<b>Total 10120 Temporarily Restricted Amounts</b>	<b>11,917.08</b>
<b>Total 10100 US Bank Checking</b>	<b>87,319.30</b>
10310 PayPal New	
10315 PayPal New Unrestricted	63.02
<b>Total 10310 PayPal New</b>	<b>63.02</b>
10500 Gift Cards	195.00
<b>Total Bank Accounts</b>	<b>\$87,577.32</b>
Other Current Assets	
12000 *Undeposited Funds	115.58
<b>Total Other Current Assets</b>	<b>\$115.58</b>
<b>Total Current Assets</b>	<b>\$87,692.90</b>
<b>TOTAL ASSETS</b>	<b>\$87,692.90</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Retained Earnings	0.00
30200 Available for Operations	56,331.99
30400 Operating Reserve	15,000.00
31000 Temp. Restricted Net Assets	
31140 Use Restricted-Robert Ming Mem.	5,164.23
<b>Total 31000 Temp. Restricted Net Assets</b>	<b>5,164.23</b>
Net Revenue	11,196.68
<b>Total Equity</b>	<b>\$87,692.90</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$87,692.90</b>

# Laguna Niguel Military Support Foundation

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

August 2023

	TOTAL
Revenue	
40000 Direct Public Support	
40010 Individ, Small Bus Contribs	6,770.00
<b>Total 40000 Direct Public Support</b>	<b>6,770.00</b>
49000 Special Events Revenue	
49020 NonGifts--special events	211.16
<b>Total 49000 Special Events Revenue</b>	<b>211.16</b>
<b>Total Revenue</b>	<b>\$6,981.16</b>
<b>GROSS PROFIT</b>	<b>\$6,981.16</b>
Expenditures	
60000 Program Expenses	
61100 Supplies--Pgm Exp	900.00
63820 Credit Card Processing Fees	
63823 Transaction Discount Fee	11.16
<b>Total 63820 Credit Card Processing Fees</b>	<b>11.16</b>
64100 Contract & Prof Services--PE	
64120 Internet/Website--Pgm Exp	50.00
<b>Total 64100 Contract &amp; Prof Services--PE</b>	<b>50.00</b>
<b>Total 60000 Program Expenses</b>	<b>961.16</b>
70000 Management & Administration	
72100 Contract & Prof Services--M&A	
72110 Accounting Fees	90.00
72120 Tax Services	2,700.00
<b>Total 72100 Contract &amp; Prof Services--M&amp;A</b>	<b>2,790.00</b>
<b>Total 70000 Management &amp; Administration</b>	<b>2,790.00</b>
<b>Total Expenditures</b>	<b>\$3,751.16</b>
<b>NET OPERATING REVENUE</b>	<b>\$3,230.00</b>
<b>NET REVENUE</b>	<b>\$3,230.00</b>



# LNMSF - 1-4 Marines

## Profit and Loss Detail

January - August, 2023

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Revenue/Expenditures				
Revenue				
40000 Direct Public Support				
40010 Individ, Small Bus Contribs				
01/01/2023	9	One Shield Security Services	1-4 Marines Donation	5,300.00
01/06/2023	8	Panda Express	Fundraiser Donation	99.85
01/27/2023	7	Panda Express	Fundraiser Donation	68.26
02/06/2023	12	One Shield Security Services	1-4 Marine Donation	500.00
04/14/2023	14	Panda Express	1-4 Marine Donation	42.35
04/30/2023	13	One Shield Security Services	1-4 Marine Donation	4,675.00
05/12/2023	18	Anonymous	1-4 Marine Car Wash	1.00
06/02/2023	20	One Shield Security Services	Zettle PayPal Car Wash Donations	1,200.00
06/03/2023	16	Anonymous	1-4 Marines Car Wash	826.00
06/03/2023	15	Anonymous	1-4 Marine Donation	4,549.00
08/09/2023	27	One Shield Security Services		6,730.00
Total for 40010 Individ, Small Bus Contribs				\$23,991.46
Total for 40000 Direct Public Support				\$23,991.46
Total for Revenue				\$23,991.46

# LNMSF - 1-4 Marines

## Profit and Loss Detail

January - August, 2023

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	
<b>Expenditures</b>					
<b>60000 Program Expenses</b>					
<b>61100 Supplies--Pgm Exp</b>					
03/14/2023		MCCS 4501-61	Purchase of 1-4 Mar T-Shirt Inventory	1,568.00	
03/15/2023		MCCS 4501-61	2022 Marine Ball Expenses	5,468.11	
03/16/2023		LN Committee	3 - \$25 VISA cards for 1-4 Easter Egg Hunt	75.00	
04/08/2023		King, Sebrina	1-4 Mar St Patrick's Day Social - Supplies	518.82	
04/28/2023		King, Sebrina	1-4 Homecoming	1,467.68	
04/28/2023		King, Sebrina	1-4 Spouses Great Gatsby Dinner	175.00	
05/23/2023		MCCS 4501-61	1-4 Marines Ball Fundraiser	2,608.68	
05/23/2023		MCCS 4501-61	1-4 Marines Ball Fundraiser	2,608.67	
06/06/2023		McGrath, Frank	1-4 Car Wash Food & Drink	361.83	
06/06/2023		MCCS 4501-61	Marine Ball Deficit	1,935.77	
06/06/2023		MCCS 4501-61	Marine Ball Deficit	2,500.00	
07/27/2023		ITC Enterprises, Inc.	Food for 1-4 Family Day Luau	3,000.00	
<b>Total for 61100 Supplies--Pgm Exp</b>				<b>\$22,287.56</b>	
<b>62000 Facilities and Equipment</b>					
<b>62100 Equipment Rental--Pgm Exp</b>					
01/06/2023		Paris Hotel	USMC Bday Ball - AV Equip Rental - Encore Global	4,100.12	
<b>Total for 62100 Equipment Rental--Pgm Exp</b>				<b>\$4,100.12</b>	
<b>Total for 62000 Facilities and Equipment</b>					<b>\$4,100.12</b>
<b>63820 Credit Card Processing Fees</b>					
<b>63823 Transaction Discount Fee</b>					
05/12/2023			Zettle PayPal Fees	0.11	
06/03/2023			Zettle PayPal Fees	20.37	
<b>Total for 63823 Transaction Discount Fee</b>				<b>\$20.48</b>	
<b>Total for 63820 Credit Card Processing Fees</b>					<b>\$20.48</b>
<b>Total for 60000 Program Expenses</b>				<b>\$26,408.16</b>	
<b>Total for Expenditures</b>				<b>\$26,408.16</b>	

# LNMSF - 1-4 Marines

## Profit and Loss Detail

January - August, 2023

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Net Revenue</b>				<b>\$ -2,416.70</b>

**City Military Support  
Committee Account**

**Agenda Item No. 2**



## Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - GENERAL	0.00	4,000.00	0.00	395.73	395.73	3,604.27	90.11%
<b>Report Total:</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>395.73</b>	<b>395.73</b>	<b>3,604.27</b>	<b>90.11%</b>

**Minutes of the Regular Military Support  
Committee Meeting on  
September 18, 2023**

**Agenda Item No. 3**

**MINUTES OF THE  
CITY OF LAGUNA NIGUEL  
MILITARY SUPPORT COMMITTEE REGULAR MEETING  
September 18, 2023 – 12:00 p.m.**

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**CALL TO ORDER** –Chair McGrath called the Regular Meeting of the City of Laguna Niguel Military Support Committee to order at 12:02 p.m.

**ROLL CALL**

**Present:** Mayor Pro Tem Oddo  
Council Member Winstead  
Janice Baker (12:12 p.m.)  
Tim Bowman  
Melissa Caldwell  
Melissa Crew (12:08 p.m.)  
Michael Gerard  
John Humphrey  
Christopher Kling  
Elizabeth Lovejoy  
Frank McGrath  
Ed Struzik  
David Tuma  
John Ulrich  
Jeff von Waldburg

Sebrina King, 1<sup>st</sup> Battalion, 4th Marines

**Absent:** Ralph Boelter, Cheryl Flohr

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

**INVOCATION** – Committee Member Bowman

**PLEDGE OF ALLEGIANCE** – Committee Member Caldwell

**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 Special Meeting on August 28, 2023**

Approve as written.

**A MOTION** was made by Committee Member Ulrich, seconded by Committee Member Gerard, to approve the Consent Calendar Items.

**Motion carried 11-0-4**, with Committee Members Boelter and Flohr being absent and Committee Members Baker and Crew arriving after motion.

## **DISCUSSION ITEMS**

### 1. **Reports from the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines, USS Stockdale, and 1<sup>st</sup> Assault Helicopter Battalion, 140<sup>th</sup> Aviation Regiment Representatives**

Sebrina King, 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines stated that they are in the field training until September 21st. Showers of Appreciation donated 20 car seats which were greatly appreciated. The Town Hall, Family Day and Career Retention Day went very well. Between now and February there will be a lot of training.

Chair McGrath read an update from the Commander of the USS Stockdale. On September 29<sup>th</sup>, ten new Chiefs are being pinned. The MWR is planning a holiday party and will notify the committee when they have a date and will also have numbers for the holiday gifts soon.

Committee Member Bowman, speaking on behalf of the 1<sup>st</sup> Assault Helicopter Battalion, 140<sup>th</sup> Aviation Regiment, stated that they are planning a holiday meal and they will be soliciting for funds, once they have a date. The State Aviation Office is working on getting a helicopter for the city's holiday parade.

### 2. **Major Fundraising Committee and Event Update**

Committee Member Gerard stated that there have been 30 tickets sold, to date. Zack Churchill will hopefully be doing the music again this year. He stressed that if everyone could sell at least 10 tickets, that would be the goal. The car wash would be a great venue to advertise the Taste for the Troops. So far, there is \$16,500 in sponsorships. Last year, there was approximately \$50,000 in sponsorships. He thanked Committee Member Kling for obtaining a wine sponsor and an auction item which is a box for the Chargers game. He also thanked Committee Member Flohr for all her work with the restaurants. Committee Bowman stated that there are 12 restaurants, but paperwork still needs to be turned in. Committee Gerard stated that the silent auction is up and running. Justin Martin stated that social media is being posted and that all the Council Members have been invited. Chair McGrath asked everyone the status

of their participation to this point.

- 3. Discuss and Approve the USS Stockdale Car Wash on October 7<sup>th</sup> and Two Check Requests for Car Wash General Supplies, Not to Exceed \$250.00 and Car Wash Food and Supplies, Not to Exceed \$500.00.**

**A MOTION** was made by Committee Member Tuma, seconded by Committee Member Bowman, to approve the USS Stockdale Car Wash on October 7<sup>th</sup>.

**Motion carried 13-0-2**, with Committee Members Boelter and Flohr being absent.

**A MOTION** was made by Committee Member Tuma, seconded by Committee Member Baker, to approve the USS Stockdale Car Wash two check requests for car wash general supplies, not to exceed \$250.00 and car wash food and supplies, not to exceed \$500.00.

**Motion carried 13-0-2**, with Committee Members Boelter and Flohr being absent.

Vice Chair Caldwell thanked Lynn Hoskins for updating the car wash flyer.

- 4. Discuss and Approve a Check Request for the USMC Birthday Ball, 1st Battalion, 4<sup>th</sup> Marines, Not to Exceed \$10,000.00**

**A MOTION** was made by Committee Member Tuma, seconded by Committee Member Lovejoy, to approve the check request for the USMC Birthday Ball, for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines, not to exceed \$16,000.00.

**Motion carried 13-0-2**, with Committee Members Boelter and Flohr being absent.

- 5. Sub-Committee Reports**

July 4<sup>th</sup> Celebration – No report.

Baby Care Packages – No report.

Care Packages – No report.

Car Washes – Already Reviewed.

Holiday Parade – Committee Member Tuma needs entry forms filled out for the military.

Holiday Toy Drive – Vice Chair Caldwell has an updated flyer and she will be dropping of boxes at various locations. The event will be at Walmart November 10-12. The new manager of Walmart gave her information to apply for a cyber grant of \$5,000.00.

Letter Writing – Committee Member Caldwell has some kids to volunteer at the car wash for this table.

Sea Country –

Social Media – Nothing to report.

Special Needs – No needs at this time.

Veterans Day – Committee Member Tuma asked for members to arrive at 10:00 to help set up. He will have more information at the next meeting.

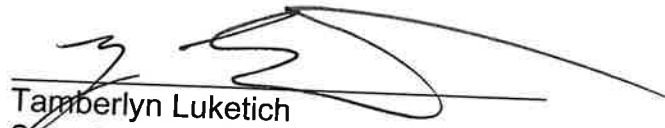
**6. Chair Report**

Chair McGrath mentioned the November meeting will be on the agenda next month to move it forward one week, due to the Thanksgiving Holiday and that the December meeting will likely be cancelled at the next meeting.

**ADJOURNMENT**

There being no further business before the Committee, Chair McGrath adjourned the meeting at 1:00 p.m. to the Regular Military Support Committee meeting to be held on October 16, 2023 at 12:00 p.m. in the Community Room, located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.

Respectfully submitted by:

  
Tamberlyn Luketich  
Secretary