



**CITY OF BEVERLY HILLS
Community Charitable Foundation
Board of Directors Meeting**

MINUTES

**455 North Rexford Drive
Beverly Hills, CA 90210
4th Floor - Conference Room A**

**May 21, 2013
4:30 PM**

The City of Beverly Hills Community Charitable Foundation (CBHCCF) meeting was held in the 4th Floor Conference Room A at 4:30 p.m.

SWEARING IN OF BOARD MEMBERS

Deputy City Clerk Lourdes Sy-Rodriguez swore in Vice Mayor Lili Bosse and Councilmember Nancy Krasne.

ROLL CALL

Directors Present: Lili Bosse, Nancy Krasne, Eliot Finkel, Ronit Stone, Kathleen Rothner

Directors Absent: None

Officers Present: Chief Financial Officer Don Rhoads; City Manager Jeff Kolin;
Deputy City Clerk Lourdes Sy-Rodriguez (*on behalf of Byron Pope*)

Officers Absent: None

Staff: Assistant City Attorney Lolly Enriquez; Director of Community Services Steve Zoet;
Community Services Administrator Gisele Grable; Accounting Manager Sharon Rahban;
Recreation Services Manager Brad Meyerowitz; Marketing & Economic Sustainability
Manager Megan Roach

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Vice Mayor Bosse elected as Chair

Moved by Finkel, seconded by Krasne

Ayes: Rothner, Stone, Finkel, Krasne, and Bosse

Noes: None

CARRIED

City Treasurer Finkel elected as Vice Chair

Moved by Krasne, seconded by Bosse

Ayes: Rothner, Stone, Krasne, and Bosse

Noes: None

Abstain: Finkel

CARRIED

COMMUNICATIONS FROM THE AUDIENCE

None.

1) Request from the “Beverly Hills Day” Centennial Committee

Marketing & Economic Sustainability Manager Roach provided a brief introduction of the City’s Centennial Committees, including the “Beverly Hills Day” Committee (which will be developing a collection of Beverly Hills photos and images received from the community). Zale Richard Rubins and AJ Willmer spoke about their request seeking to use the CBHCCF’s 501(c)3 certificate in order for the Beverly Hills Day Centennial Committee to be eligible for free website space from certain vendors, such as Google for example. The Committee can use the space to do outreach to the community, and allow for storage space for the community’s photos and images. The Board discussed various details of the request such as release forms, copyright, advertising, website rights, and registration. Director Stone agreed to act as the liaison for the project. The Beverly Hills Day Centennial Committee’s request was approved by the Board.

Request approved.

Moved by Krasne, seconded by Finkel

Ayes: Rothner, Stone, Krasne, Finkel, and Bosse

Noes: None

CARRIED

2) Regular Meeting Dates

Community Services Administrator Grable explained that as discussed at the previous meeting and per the by-laws, the meetings will be held on a bi-annual basis. The Board reached consensus to have meetings every six months in May and November.

3) Review of Foundation Donations Received to Date

Accounting Manager Rahban explained the Finance/Administrative Services Department handouts that provided detailed information regarding the donations received to date. The list included the individual donations for a total amount \$140,808 for the following projects and programs:

Beverly Gardens Park Renovation	\$140,140.00
Roxbury Project	\$468.41
Team Beverly Hills	\$200.00
TOTAL	\$140,808.41

4) Draft of “Acknowledgement Letter” for Donations Received

Director Stone suggested adding the words “to the extent allowed by law” at the end of the first paragraph on the draft “acknowledgement letter” for donations that are received by the CBHCCF. The Board agreed that this letter would be signed by the CBHCCF Chairperson on behalf of the Foundation.

The Board agreed that two letters will be sent out for any and all donations: one from the Board signed by the current Chair, and the other from the City signed by the current Mayor.

5) City Donation Guidelines

Assistant City Attorney Enriquez explained the City’s guidelines for accepting gifts. Director Stone provided a draft Gift Acceptance Policy that will be reviewed by the City Attorney and City Manager and return to the Board for further discussion and approval.

Some of the topics that were discussed included: expanding the City Manager’s authority to accept donations on the Foundation’s behalf prior to its next meeting (the current CBHCCF By-Laws references an amount of up to \$50,000); accepting all unrestricted donations or gifts of any size; naming opportunities; establishing a list of “Approved Items” for any funds that may not be specifically targeted for a defined City program/project/etc.

6) Draft Press Release

The Board provided various suggestions to modify the draft press release, which will be provided to the local news media, and placed on the City's website. It was also suggested to include information (and website address) regarding a list of other philanthropic opportunities (as well as inclusion of a website for the CBHCCF). Chair Bosse provided input on a quote for the press release.

7) Adoption of Foundation Meeting Minutes

a. September 24, 2012 Board Meeting

Minutes adopted.

Moved by Stone, seconded by Finkel
Ayes: Rothner, Stone, and Finkel.
Noes: None
Abstain: Krasne and Bosse
CARRIED.

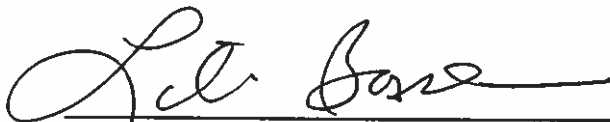
COMMUNICATIONS FROM THE BOARD

None.

ADJOURNMENT

There being no further business, Chair Bosse, with the consent of the Board, adjourned the meeting at 5:48 p.m.

PASSED, Approved and Adopted
this 1st day of October, 2013



Lili Bosse
Chair, Beverly Hills Community Charitable Foundation