



Your charitable contributions bring brighter days.

Chairman
Chris Diercks

**BEAUMONT-CHERRY VALLEY RECREATION & PARK
IMPROVEMENT CORPORATION**

BOARD OF DIRECTORS MEETING AGENDA

Wednesday, May 8, 2024, 5:15p.m.

Vice-
Chair/Secretary
Denise Ward

This meeting is being held in person.

Remote access is available for the convenience of the public.

To join via Zoom, click here: [BCVRPIC Board Meeting](#)

To join the meeting by telephone, call: 1(669)900-6833. Meeting ID: 852 2577 0021.

Treasurer
John Flores

REGULAR SESSION:

Director
Dan Hughes

1. ROLL CALL:

2. ADJUSTMENTS TO AGENDA:

3. PRESENTATIONS:

Director
*Richard
Lawhead*

4. PUBLIC COMMENT: Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak about an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must fill out a "Request to Speak Form" and give it to the clerk before the start of the meeting. There is a three (3) minute limit on public comments.

Director
Tammy Letulle

5. CONSENT CALENDAR: Items are considered routine, non-controversial and generally approved in a single motion. A board member may request to have an item removed from the consent calendar for discussion or to be deferred. (Includes Minutes, Financials, Resolutions, and Policy & Procedure matters).

Director
*Christian
Linnemann*

- 5.1. Minutes of April 10, 2024
- 5.2. Bank Balance for April 2024
- 5.3. Warrants for April 2024

6. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:

- 6.1. Approval of Direct Financial Support & Assistance Grant Agreement (RCNAF) for \$15,000
- 6.2. Approval of State of the District Sponsorship for \$2,500
- 6.3. Approval of Foundation Expenditure Policy and Sample Application for Sponsorships

General Manager
Mickey Valdivia

7. DEPARTMENT REPORTS:

- 7.1. General Manager: Mickey Valdivia
 - Cherry Festival Update
 - Fiesta de Mayo Recap

General Counsel
*Albert
Maldonado*

8. CALENDAR OF EVENTS:

- 8.1. Next BCVRPD Board Meeting: NCCC – June 12th, 2024, 5:00p.m.
- 8.2. Next BCVRPIC Meeting: August 14th, 2024, 5:00p.m.
- 8.3. Upcoming Holidays:
 - May 27th, 2024 – **Memorial Day**
 - June 19th, 2024 – **Juneteenth**
- 8.4. BCVRPD Events:
 - Saturday, May 18th – **Memorial Wall Dedication/BYB Closing Day**

- Saturday, June 8th & Sunday, June 9th, 2024 – **Bogart Fishing Derby** at Bogart Regional Park, 7:00a.m. – noon
 - Saturday, June 8th, 2024 – **Strategic Planning Workshop** at Bogart Regional Park, 10:00a.m. – 3:00p.m.
 - Friday, June 21st, 2024 – **Movie Night** at Noble Creek Regional Park
- 8.5. Community Events:
- Thursday, May 30th – Saturday, June 2nd – **Cherry Festival**, Noble Creek Regional Park

9. DIRECTORS MATTERS:

10. CLOSED SESSION: None.

11. ADJOURNMENT:

Pending Agenda Items:

<i>Request</i>	<i>Requester</i>	<i>Date of Request</i>	<i>Status</i>
Expenditure Policy	Board	3/13/2024	Approved on 4/10/24
Resolution for Frequency of Meetings	Board	3/13/2024	Approved on 4/10/24

DECLARATION OF POSTING: I declare under penalty of perjury, that the foregoing agenda was posted at the District office and on the District website on May 3rd, 2024.

Deidre Chatigny

Deidre Chatigny, BCVRPD Clerk of the Board



**BEAUMONT-CHERRY VALLEY RECREATION & PARK
IMPROVEMENT CORPORATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, April 10, 2024, 5:15p.m.**

MINUTES

This meeting is being held in person.
Remote access is available for the convenience of the public.

Teleconference Location:

1209 L Street, Sacramento, CA 95814

Tammy Letulle planned to join via teleconference but was unavailable for the meeting and did not attend.

REGULAR SESSION:

Regular session began at 5:45 p.m.

1. Roll Call:

Director Letulle: Absent
Director Linnemann: Present
Director Lawhead: Present
Director Hughes: Present
Treasurer Flores: Present
Vice-Chair/Secretary Ward: Present
Chairman Diercks: Present
General Manager, Mickey Valdivia and Legal Counsel of Best, Best & Krieger, Albert Maldonado attended virtually via Zoom.

Albert Maldonado recommended that the Board consider adding an item to the agenda invoking the Governor declared emergency to meet in a hybrid fashion. There needs to be a motion to add it to the agenda and then a vote has to pass by 2/3.

Motion made by Dan Hughes to add an item to the agenda to allow for a Board member to attend the hybrid meeting because of the Governor-approved state of emergency declaration. Chairman Diercks second.

Director Letulle: Absent
Director Linnemann: Aye
Director Lawhead: No
Director Hughes: Aye
Treasurer Flores: Aye
Vice-Chair/Secretary Ward: Aye
Chairman Diercks: Aye
Result of Motion: Motion Carries 5-1

Per Albert Maldonado: To clarify for the record, Treasurer Flores requested to join the meeting virtually after the agenda was posted and the Board had to act on it immediately in the meeting. Now Chairman can proceed to consider having a hybrid meeting based on two findings: directly from government code 54953.e.1B, the Board has to agree that they are meeting during a proclaimed state of emergency declared by Governor Newsom about 2 months ago related to the storms throughout the state (specifically mentioning Riverside

390 W. Oak Valley Parkway · Beaumont, CA 92223

www.bcvparks.com

County), and second, that the Board believes that attending the meeting in person would present imminent risks to the health or safety of the attendees.

Chairman Diercks motioned to allow a hybrid meeting based on the requirements presented by Mr. Maldonado.

There was no second, the Motion died.

Per Albert Maldonado, Treasurer Flores will have to use his allowance to attend the meeting virtually if he chooses to do so. Treasurer Flores elected not to use his exception and is unable to participate in the meeting.

2. ADJUSTMENTS TO AGENDA:

General Manager, Mickey Valdivia asked to go directly to 6.2.

6.2. Approval of Resolution Amending Foundation Meeting Schedule

Albert Maldonado has drafted a resolution to modify the Foundation meeting schedule, 2nd Wednesday of the month in January, March, May, August, September, and November. The President, Secretary or any two directors can call a special meeting. Annual meeting for election of officers is 2nd Wednesday in January.

PUBLIC COMMENT OPENED AT: 5:58.

PUBLIC COMMENT CLOSED AT: 5:58.

Public Comment Ended at 5:58.

Motion: Director Lawhead

Second: Director Hughes

Director Letulle: Absent

Director Linnemann: Aye

Director Lawhead: Aye

Director Hughes: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

Result of Motion: Motion Carries 5-0

Albert Maldonado exited the meeting at 5:59.

3. PRESENTATIONS: None.

4. PUBLIC COMMENT:

Chairman Diercks opened public comment at 5:59.

Public comment ended at 6:00.

5. CONSENT CALENDAR:

5.1. Minutes of March 13, 2024

5.2. Bank Balance for March 2024

5.3. Warrants for March 2024

Nancy Law and Dan Hughes confirmed that the Finance Committee met and approved items 5.2 and 5.3.

PUBLIC COMMENT OPENED AT 6:02.

PUBLIC COMMENT CLOSED AT 6:02.

Motion was made to accept items 5.1, 5.2, and 5.3.

Initial Motion: Director Hughes

Second: Director Linnemann

Director Letulle: Absent

Director Linnemann: Aye

Director Lawhead: Aye

Director Hughes: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye
Result of Motion: Motion Carries 5-0

6. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS (Includes Committee Reports):

6.1. Approval of Foundation Expenditures Policy

At the last meeting the Board requested a policy for Foundation expenditures, the proposed policy is included in the Board packet. General Manager has a \$1,500 threshold, \$50,000 minimum balance required in account, it is clear where the money is going/supporting, requestors may submit an application for review, there needs to be reciprocity. Staff will bring it back at the next meeting with a sample application and any proposed changes to the policy.

PUBLIC COMMENT OPENED AT: 6:04.

PUBLIC COMMENT CLOSED AT 6:04.

6.3. Approval to Install Emergency Access Gate

There was traditionally an access gate in the northern parking lot at Noble Creek Regional Park. The Foundation recently put in a fence but we did not add an access gate during installation. Officer Lunt recommended an emergency exit in the event of an active shooter or other emergency situation, especially with the Cherry Festival event being held in the park this year. The goal is to create as many access/exit points as we can. It will only be open during the Cherry Festival in case of an extreme emergency. The anticipated cost is \$4,000 for the installation of a 24' access gate. The balance in the Foundation account is \$56,586.

PUBLIC COMMENT OPENED AT: 6:08.

PUBLIC COMMENT CLOSED AT: 6:08.

Motion was made to accept item 6.3.

Initial Motion: Director Lawhead

Second: Director Linnemann

Director Letulle: Absent

Director Linnemann: Aye

Director Lawhead: Aye

Director Hughes: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

Result of Motion: Motion Carries 5-0

7. DEPARTMENT REPORTS:

7.1. Activities Coordinator: Ryann Flores

Due to inclement weather, the Fishing Derby has been postponed to June 8th & 9th at Bogart Park. We want to make sure everyone is safe and can enjoy the event. We sold out in 3 of the 4 kids categories and made the change after much consideration. Arbor Day is scheduled for April 26th at 4:00p.m. Fiesta de Mayo is coming up May 3rd and 4th.

7.2. General Manager: Mickey Valdivia

- "104 and We Want Some More" Cherry Fest – NCCC

Likely that we may host event at Noble Creek Community Center in honor of Derrel Thomas. We meet once per week with the Cherry Festival Association. Projects include a fire access driveway, 24' access gate, requesting \$50,000 from the City of Beaumont, ADA parking/stripping, and a 6' walkway along the meadow with a potential switchback ramp.

8. CALENDAR OF EVENTS:

8.1. Next BCVRPD Board Meeting: NCCC – May 8, 2024, 5:00p.m.

8.2. Upcoming Holidays:

- May 27, 2024 – Memorial Day

- June 19, 2024 – Juneteenth
- 8.3. BCVRPD Events:
- April 13 & 14, 2024 – Bogart Fishing Derby at Bogart Regional Park, 7:00a.m. – noon
 - April 13, 2024 – Strategic Planning Workshop at Bogart Regional Park, 10:00a.m. – 3:00p.m.
 - April 26, 2024 – Arbor Day at Noble Creek Regional Park, 4:00p.m.
 - Fiesta de Mayo – May 3 & 4, Noble Creek Regional Park Meadow
 - Memorial Wall Dedication/BYB Closing Day – May 18
- 8.4. Community Events:
- Cherry Festival – May 30 – June 2, Noble Creek Regional Park

9. DIRECTORS MATTERS:

Director Letulle:

Absent

Director Linnemann:

He said it’s fun how the meeting is moving around today, it’s different and he likes it.

Director Lawhead:

He will save his comments for the next meeting. Complimented staff and said they’re doing a great job.

Director Hughes:

He’s good for right now.

Treasurer Flores:

Absent

Vice-Chair/Secretary Ward:

Thank you to the staff for their hard work as usual.

Chairman Diercks:

None.

10. CLOSED SESSION: None.

11. ADJOURNMENT:

Motion made to adjourn the meeting at 6:21.

Initial Motion: Director Lawhead

Second: Director Hughes

Pending Agenda Items:

<i>Request</i>	<i>Requester</i>	<i>Date of Request</i>	<i>Status</i>
Expenditure Policy	Board	3/13/2024	Submitted for Board review and approval on 4/10/2024.
Resolution for Frequency of Meetings	Board	3/13/2024	Submitted for Board review and approval on 4/10/2024.

Minutes Completed on 05/02/2024

By: Deidre Chatigny, BCVRPD Clerk of the Board



Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

Bank Account Balance Summary

Month of April 2024

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
HCN Bank	\$ 56,586.98	\$ 5,022.07	\$ 1,860.00	\$ 53,424.91	

Deposit Details

Month of April 2024

Date	Total			
4/3/2024	\$ 1,560.00	Cash/Check		
		6Y6XD - Freedom Church - Silver Sponsorship - Golf Tournament 2024	\$	1,500.00
		SKY3C - Brick Program - Larry Perrault	\$	60.00
4/15/2024	\$ 60.00	Cash		
		3QNXC - Brick Program - The Downs	\$	60.00
4/23/2024	\$ 120.00	Credit Card		
		000552 - Brick Program - (2) Melissa Rhodes	\$	120.00
4/25/2024	\$ 120.00	Credit Card		
		000553 - Brick Program - (2) Kaitlynn Koumparis	\$	120.00

Beaumont-Cherry Valley Recreation Improvement Corporation

Check Warrant

HCN Bank - Foundation

April 2024

Type	Date	Num	Name	Memo	Amount
1000 · HCN Bank					
Check	04/03/2024	Fees	Clover (Merch)	CC Fees/Monthly Unit fees - March 2024	-87.80
Bill Pmt -Check	04/08/2024	1275	Oaktree Engraving and Monuments Inc.	Order #142057 - Additional Bricks added	-96.97
Check	04/15/2024	MV04152024	The Sand Trap Sports	Bus. Meal - Mickey Valdivia - Cherry Festival	-68.00
Check	04/16/2024	RF04162024	USPS	Money Orders ABC License for Fiesta de Mayo	-104.20
Check	04/17/2024	RF04172024	Admit One	50/50 Tickets - All events	-212.81
Check	04/19/2024	RF04192024	Admit One	Drink Tickets - Fiesta De Mayo	-160.66
Check	04/25/2024	RF04252024	Amazon	Mixers for Drinks - Fiesta de Mayo	-291.63
Check	04/26/2024	1276	Playhouse Bowl Association, Inc.	Sponsorship	-500.00
Check	04/30/2024	1277	Alyssa Fuimaono	Petty Cash - Fiesta de Mayo	-3,500.00
				TOTAL	-5,022.07



Staff Report

Agenda Item No. **6.1**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator/Clerk of the Board

Via: Mickey Valdivia, General Manager

Date: May 8, 2024

Subject: Approval of Direct Financial Support & Assistance Grant Agreement (RCNAF) for \$15,000

Background and Analysis:

In February the Beaumont Cherry Valley Recreation and Park District staff submitted a grant application to Inland Southern California United Way for a Riverside County Nonprofit Assistance Fund (RCNAF) grant.

The grant program is supported with Federal funding from the American Rescue Plan Act (ARPA). Funding was requested for facility improvements that will help the District serve the community by hosting larger events such as the Cherry Festival.

On April 16, 2024, the District received an award notice for our RCNAF Grant application from the Riverside County Supervisor, Yxstian Gutierrez in the amount of \$15,000.00

As a result of the award letter, the staff is seeking approval from the Board to accept the funding. Moreover, the staff is requesting Board approval to authorize the General Manager to enter into a project agreement with the Inland Southern California United Way to utilize the RCNAF Grant funds for these projects.

Fiscal Impact:

When staff bids the projects out, we may need additional funding to complete the projects, these funds would come from other grant funding sources and staff will come back to the Board for approval.

Recommendations:

Staff recommends Board approve to accept the RCNAF funds and authorize the General Manager to enter into an agreement with ISCUW.

Respectfully Submitted:

Deidre Chatigny
Human Resources Administrator/Clerk of the Board

County of Riverside

DISTRICT OFFICE:
14375 NASON ST. SUITE 207
MORENO VALLEY, CA 92555
(951) 955-1050 FAX (951) 486-5808



RIVERSIDE OFFICE
4080 LEMON ST. 5TH FLOOR
RIVERSIDE, CA 92501
E-MAIL: DISTRICT5@RIVCO.ORG
WWW.RIVCODISTRICT5.ORG

SUPERVISOR YXSTIAN GUTIERREZ FIFTH DISTRICT

Dear Beaumont Cherry Valley Recreation and Park District,

I am delighted to extend my heartfelt congratulations to BCVPD. As your County Supervisor, I selected your organization to receive the Riverside County Nonprofit Assistance Fund (RCNAF) grant in the amount \$15,000.00.

Your dedication to serving our communities through the Fifth District has not gone unnoticed. This Fifth District grant program is for all the hard work and the critical role you have played in the pandemic response; we are thrilled to be a part of supporting your impactful work.

The RCNAF District 5 grant program was established to strengthen, expand, and support the local nonprofit sector, recognizing the vital role it plays in enhancing the quality of life for our residents.

Please note that if your organization has a pending Community Improvement Designation Fund (CID) grant request, that allocation for CID was included in this RCNAF grant for the current fiscal year 23-24.

Once again, congratulations on this well-deserved recognition and funding award. We believe in the incredible work that you do, and we are excited to be part of the journey to help you achieve even greater success. Your efforts truly make a difference in the lives of those you serve. On behalf of the County of Riverside and the Board of Supervisors....

THANK YOU,

A handwritten signature in blue ink that reads "Yxstian Gutierrez". The signature is written in a cursive, flowing style.

Yxstian Gutierrez
County Supervisor



Riverside County Nonprofit Assistance Fund (RCNAF) DIRECT FINANCIAL SUPPORT & ASSISTANCE GRANT AGREEMENT

Application #: 196150

These Direct Financial Support & Assistance Grant funds are being distributed by Inland Southern California United Way (ISCUW), acting as an intermediary agency on behalf of the Riverside County Department of Housing and Workforce Solutions (HWS), through an allocation from the American Rescue Plan Act (ARPA).

In consideration for the Direct Financial Support & Assistance RCNAF grant, your organization agrees to comply with the following terms and conditions of this Grant Agreement with Inland Southern California United Way:

1. To utilize the RCNAF grant for eligible expenses, as outlined in the Request for Proposals
2. To expend funds in accordance with the [Coronavirus State & Local Fiscal Recovery Funds Final Rule](#)
3. To obligate and expend funds within the grant period September 1, 2023 to September 30, 2024 (end of the grant cycle)
4. To collect data and have tracking systems in place to organize and maintain data and expenses for reporting, accountability, and evaluation purposes. Narrative and expenditure reports (along with receipts) will be submitted using a template provided by ISCUW.
5. To submit quarterly reporting and supporting documentation on use of funds, in full and on time, according to the following schedule:
 1. September – December 2023 (Due July 1, 2024)
 2. January – March 2024 (Due July 1, 2024)
 3. April – June 2024 (Due July 1, 2024)
 4. July – September 2024 (Due October 1, 2024)
6. To keep records adequate to enable ISCUW to easily determine the use of this grant and, if requested, make books and records available for inspection by officers and representatives of ISCUW at reasonable times and upon advance notice for at least five (5) years after the completion of the use of this grant
7. To provide a site visit, if requested by ISCUW
8. To work in partnership with ISCUW on public relations opportunities including, but not limited to, press releases, photos or videos and social media posts
9. To receive approval from ISCUW before releasing information about this grant to the press or other news media, and to not use ISCUW trademarks or service marks without ISCUW prior written consent
10. To inform Inland Southern California United Way immediately of any changes in tax-exempt status under Section 501(c)(3) or 501(c)(19) of the U.S. Internal Revenue Code
11. To inform Inland SoCal United Way immediately of any changes to the organization's status with the California Department of Justice (DOJ)
12. To inform Inland SoCal United Way immediately of any changes to the organization's "Active" charity status with the California Secretary of State

13. To inform Inland Southern California United Way immediately if the agency is no longer providing services in Riverside County or for residents of Riverside County

14. To return any unspent funds to Inland SoCal United Way within 30 days of the end of the grant period

This RCNAF grant does not obligate Inland Southern California United Way (ISCUW) to provide the organization named above with any additional support.

This grant program is supported with Federal funding from the American Rescue Plan Act (ARPA). According to Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statement to any department of the United States Government. I understand that any willful misrepresentation on this application could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001.

By providing my signature below, I certify under penalty of perjury that all information pertaining to this application is correct to the best of my knowledge and belief, and I acknowledge that such information is subject to verification. I acknowledge that failure to provide necessary documents within a reasonable timeframe or falsification of information shall be grounds for denial of assistance, and that I may be subject to prosecution under the law. Any violation of the program guidelines will result in the organization promptly repaying ISCUW for amounts issued pursuant to this program. I authorize the release of information to local, State and/or Federal agencies/staff within five years of this date.

I hereby certify that I am an authorized representative of the awarded organization and have read and agreed to the terms outlined above and in the grant application. I understand that my signature below constitutes my acknowledgement and execution of this grant agreement as it relates to the 2023-24 funding from Inland Southern California United Way (ISCUW) through the Riverside County Nonprofit Assistance Fund.

Organization Legal Name

Authorized Representative Name

Authorized Representative Title

Signature

Date

Inland Southern California United Way
Organization Legal Name

Kimberly Starrs
Authorized Representative Name

President & CEO
Authorized Representative Title

Signature

Date

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California _____
County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Your RCNAF D5 Direct Assistance Application #196150

Inland SoCal 211+ <noreply@iscuw.org>

Thu 4/25/2024 10:24 AM

To:Deidre Chatigny <deidre@bcvparks.com>

Cc:Mickey Valdivia <mickey@bcvparks.com>

 2 attachments (662 KB)

W9 Form (2).pdf; RCNAF Funding Agreement (fillable) (3).pdf;

Deidre Chatigny & Michael Valdivia,

Inland SoCal United Way is thrilled to inform you that the County of Riverside District 5 has reviewed your application file and Beaumont-Cherry Valley Recreation & Park Improvement Corporation has been selected to receive a Direct Financial Support & Assistance Grant Award, through the Riverside County Nonprofit Assistance Fund (RCNAF), in the amount of \$15,000 to be fully utilized before September 30, 2024

To finalize approval and payment processing, please complete and return the attached RCNAF Agreement & W9 Form via the Message Us link below by Friday, May 10th. The agreement must be notarized by the individual with contract signing authority for your organization. Please note that remote, virtual, and/or online notarization services are not accepted in California.

*** Due to the large volume of applications and the limited amount of funding, it is imperative that we receive your agreement by the date communicated above. If we do not have everything needed at that time, we may no longer be able to hold your funding award and may need to reallocate it to another applicant. If you have any questions, please feel free to reach out.

Friendly Reminder! Quarterly Progress Reports are required to ensure all grant funding is spent in accordance with the grant guidelines. Additional detailed reporting information and instructions will be forthcoming. Our goal is to make the reporting process as simple and streamlined as possible, so please know we are more than happy to assist and support you throughout the reporting process.

Thank you for applying to the Riverside County Nonprofit Assistance Fund (RCNAF). We look forward to hearing about this grant award's impact on your organization and those you serve!

*** PLEASE DO NOT HIT "REPLY" ON THIS MESSAGE. PLEASE USE THE MESSAGE US LINK BELOW ***

Kind Regards,

Riverside County Nonprofit Assistance Fund

Inland SoCal United Way

Message Us Here: <https://apps.iscuw.org/forms/124590?token=8ab3e17cc8508c802fa0>



Staff Report

Agenda Item No. **6.2**

To: Board of Directors

From: Nancy Law, Executive Assistant

Via: Mickey Valdivia, General Manager

Date: May 8th, 2024

Subject: Approval of State of the District Sponsorship

Background and Analysis:

On April 10th, 2024 the Board approved policy #2401 Expenditures Policy. Giving the General Manager the approval to spend up to \$1,500 at his discretion, that it is clear where the money is going and that there should be reciprocity when funds are expended.

The Foundation is in receipt of the State of the District Sponsorships flyer for the event on August 14th, 2024. Staff is asking for approval to purchase a Silver Sponsorship for \$2,500.00 (includes dinner for 6) or any other sponsorship at your discretion, this sponsorship will mostly go to put on the event and Supervisor Yxstain has supported the foundation and District in many funds.

Staff would like you to be aware that the date of the event is on our regular Board Meeting Day for August 14th, and we would ask the Board to consider moving the Board Meeting so you can attend this event in support of 5th District Supervisor Yxstian Gutierrez. In consideration of these dates below:

- Wednesday, August 14th at 1:00pm
- Wednesday, August 7th, at 5:00pm
- Wednesday, August 21st, at 5:00pm

Recommendations:

Staff recommend approving a Silver Sponsorship or higher per your discretion and discuss moving the Board Meeting to one of the dates in August we have provided so you may attend the event.

Fiscal Impact:

The Foundation bank Account #100 will be impacted by the amount that is approved by the Board the account current balance is \$57,710.01, even if the Board chooses the Platinum Sponsor of \$5000.00 the balance will not go below \$50,000.00 as the Expenditure Policy states.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Nancy Law", is written over a horizontal line.

Nancy Law
Executive Assistant



Riverside County
Supervisor - 5th District
Yxstian Gutierrez

STATE OF THE DISTRICT

SPONSORSHIPS & TICKETS

PLATINUM SPONSOR - \$5,000

Includes reserved table, dinner for 10, centerpiece sponsorship, all advertising recognition, & front row experience.

RISING SPONSOR - \$3,500

Includes dinner for 8, centerpiece sponsorship and all advertising recognition.

SILVER SPONSOR - \$2,500

Includes dinner for 6, centerpiece sponsorship and all advertising recognition.

UPLIFTED SPONSOR - \$1,250

Includes dinner for 4, all advertising & recognition.

FOUNDATION SPONSOR - \$500

Includes dinner for 2, all advertising & recognition.

SINGLE TICKETS - \$100

Includes dinner.

All sponsors will be recognized in the event program, announced at the event and listed in the District 5 Website, Instagram, and Facebook Page.

RESERVATIONS MUST BE MADE BY AUGUST 1st.

Registration can be completed online at: BeaumontCACHamber.com

For more information Call: (951) 845 - 9541 or Email:
marketing@beaumontcachamber.com





Staff Report

Agenda Item No. **6.3**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator/Clerk of the Board

Via: Mickey Valdivia, General Manager

Date: May 8, 2024

Subject: Approval of Foundation Expenditure Policy and Sample Application for Sponsorships

Background and Analysis:

The Foundation regularly receives requests for sponsorship opportunities and participation fees for events throughout the area. In an effort to be fiscally responsible, Staff recommends that the Board create and adopt a policy that outlines the requirements for approving Foundation expenditures on events. This makes it possible for the Board and Staff to have a guideline to follow when it comes to determining where the funds are going and which causes/events to support.

Staff has developed a policy for the Board to consider implementing. These are the main components of the policy, as discussed during the March 13 and April 10 meetings:

- The General Manager's spending threshold is \$1,500
- The Foundation account has a minimum balance of \$50,000
- It is clear where the money is going/what it is supporting
- Requestors may submit an application for review (proposed application attached)
- There needs to be reciprocity
- Action required after applications are vetted
 - Committee review for approval
 - Staff review for approval

Staff has developed an application for the Board to review and approve, to be presented to all organizations that request sponsorship or support from the Foundation.

Fiscal Impact:

Adopting this policy and approving the application will not have a direct impact on Foundation accounts. It will help provide a guideline to the Board and Staff to determine which expenditures fulfill the requirements to be approved.

Recommendations:

Staff recommends that the Board review and discuss the Foundation Expenditures Policy and application and approve for ratification.

Respectfully Submitted,

Deidre Chatigny

Human Resources Administrator/Clerk of the Board



<u>Policy</u>	<u>Policy Number</u>	<u>Date Adopted</u>	<u>Date Revised</u>
EXPENDITURES POLICY	2401		

Purpose

To establish a policy for expenditures related to sponsorships and/or participation fees. This makes it possible for the Board and Staff to have a guideline to follow when it comes to determining where the funds are going and which causes/events to support.

Policy

The Foundation regularly receives requests for sponsorship opportunities and participation fees for events throughout the area. When the Foundation is approached with a request for financial support, the following requirements should be met:

- The General Manager has the Foundation's approval to spend up to \$1,500 at his or her discretion without individual approval from the Directors.
- The Foundation account must have a minimum balance of \$50,000 before any additional money can be spent on donations or participation fees.
- It is clear where the money is going, what the money is supporting, and what the mission of the requesting organization is.
- The requestor may be asked to fill out an application for review by the District and/or Foundation to justify the donation.
- There should be reciprocity when funds are expended to support other organizations.



Beaumont-Cherry Valley Recreation & Park Improvement Corporation

2024 Sponsorship Request Application

[Foundation Website](#)

Section 1 - APPLICANT INFORMATION

1. Name		
2. Mailing Address:		
3. City:	4. Zip:	5. Telephone:
6. Website:		7. Fax:
8. Contact Person (name and title)		9. Contact Person's Email Address:
10. Geographic Area(s) Served:		
11. Amount Requested:		

Section 2 - APPLICANT ORGANIZATION CLASSIFICATION (check one box):

12. Type of Organization:	
<input type="checkbox"/>	Non-Profit (IRS 501 designated, with an ACTIVE 501(c)(3) status
<input type="checkbox"/>	For Profit
<input type="checkbox"/>	Community Organization
<input type="checkbox"/>	Government Agency
<input type="checkbox"/>	Other - <i>Please explain</i>

Section 3 - NAME and TYPE of PROJECT or PROGRAM:

	Y	N
13. Is this a Program request (i.e., a long-term, ongoing service or activity)?	<input type="radio"/>	<input type="radio"/>
14. Is this a Project (i.e., a short-term, time limited activity, service or event)?	<input type="radio"/>	<input type="radio"/>
15. If a Project - is this request for the sponsorship for a special event?	<input type="radio"/>	<input type="radio"/>
16. What is the name of this Program or Project?		
17. Does this event benefit the community?	<input type="radio"/>	<input type="radio"/>

Section 4 - PROJECT or PROGRAM DESCRIPTION:

Provide a brief description of the organization and the program or project:



Beaumont-Cherry Valley Recreation & Park Improvement Corporation

2024 Sponsorship Request Application

[Foundation Website](#)

SIGNATURE PAGE

The applicant acknowledges and agrees to the following:

- Every sponsorship application is considered individually and on its own merit.
- Preference will be given to organizations and activities that directly benefit the residents of the Beaumont-Cherry Valley Recreation & Park District.
- Funding is not immediately available to the recipient; please allow time for checks to be processed.
- The awarding of Foundation funds does not constitute an automatic annual allocation.

I/We declare under penalty of perjury that the foregoing is correct. I/We also acknowledge, understand, and will abide by the statements listed above.	
Prepared by:	
Name and Title (Please print or type):	Signature: _____
President or Authorized Officer:	Signature: _____
Organization Name:	
Mailing Address of Organization:	
Telephone number:	Date:

Last update: 05/03/24