



**MINUTES OF THE  
CALABASAS COMMUNITY FOUNDATION MEETING  
MONDAY, OCTOBER 2, 2023, 6:00 P.M.**

**OPENING MATTERS**

**CALL TO ORDER/ROLLCALL:**

Board Members Present:      Chair Kindon Meik  
   Secretary Erica Green  
   Treasurer Ron Ahlers  
   Board Member Dustin Baker  
   Board Member Guy Cohen

Board Members Absent:      None

**APPROVAL OF AGENDA:**

Treasurer Ahlers moved, seconded by Board Member Baker to approve agenda and minutes.

Motion carried unanimously 5-0

**APPROVAL OF MINUTES:**

Approval of the minutes was done in conjunction with the agenda.

**ANNOUNCEMENTS & INTRODUCTIONS:**

None

**ORAL COMMUNICATIONS - PUBLIC COMMENT**

None

**NEW BUSINESS**

None

**CONTINUED BUSINESS**

**Review and ratify updates of bylaws.**

Motion by Board Member Cohen to approve and ratify the bylaws. Seconded by Treasurer Ahlers.

Motion carried 5 – 0

### **Fundraising Sections**

Motion by Treasurer Ahlers to approve the report. Seconded by Board Member Baker.

Motion carried 5 – 0

### **Authorize Finance Administration Services Agreement with the City of Calabasas with updates**

Motion by Treasurer Ahlers to authorize. Seconded by Secretary Green.

Motion carried 5 - 0

### **Annual Budget Discussion**

Secretary Green said they had spoken of creating an annual budget, but in order to do that there needed to be more information from the other Board Members.

Secretary Green introduced a calendar of Community Services events, as well as a list of Capital Improvement Projects and a map with the location of the different city facilities.

Board Member Cohen clarified that any fundraiser would be in addition to the regular events shown on the calendar. Secretary Green asked the Board Members what their objectives were for fundraising.

Board Member Baker would like to augment the e-mail database and how information can be compiled on members of the public and potential donors. This would be to categorize for fundraising. Board Member Cohen cautioned against spending too much money right away and suggested starting small and then moving to large - scale events. Secretary Green agreed that there needed to be an infrastructure in place.

Board Member Baker said that they need to set expectations as far as donor participation, as currently, other than the Premier or website, information is 50% word-of-mouth.

The Board wanted to identify what people's expectations were before planning big events. Board Member Baker proposed building a donor database.

The things Board Member Cohen has heard from the public, are all already under the lists presented.

Board Member Cohen suggested superimposing both the CIP list and the calendar of events along with the needs assessment to identify gaps. This would help decide what the community may want and what the Foundation could do.

Secretary Green wanted to work with the Board Members on developing a brochure and get the message across to people. Secretary Green said that they can start working with a designer and they can create verbiage.

Board Member Baker believed they needed to do the following:

1. Build a donor database
2. Build a culture

Board Member Cohen asked Secretary Green if there were areas that are lacking. Secretary Green spoke on enhancing current events and programming.

Chair Meik addressed the issue of public safety. The Council is exploring different ways to expand public safety and security and possibly a new revenue source.

Chair Meik discussed the need for gym and field space. Capital projects that, if there is a demand, the City can work in partnership to acquire space or the City could acquire it on their own.

Board Member Baker brought up the Calabasas Tennis & Swim Center which has a capacity issue and is a need that has been identified. It wouldn't need more space if it is built up vertically. The Board discussed options and feasibility. They discussed the need for gym space, which will be helped by the opening of the Agoura Hills / Calabasas Community Center.

Chair Meik mentioned that the private sector has stepped up and filled some of these gaps.

Board Member Cohen asked if the Calabasas Tennis & Swim Center was too difficult to grow. Chair Meik said building up is a possibility but needed to be vetted by the community.

Board Member Baker brought up constrained resources and the Board discussed the 5-yr. plan and financing. Chair Meik explained that the 5-yr. plan could be somewhat flexible. If the Board brought forth a project with grant money attached, the project may be moved up on the list.

Chair Meik spoke of reaching out to the commissions and committees for their input on things they may want or need and Board Member Cohen suggested sending them an e-mail.

Community Center events were not on the calendar, but there will be a lot of events & pop ups that will be added.

Board Member Baker suggested putting a list of back up of CIP projects for the future, but focusing on other things like programming and events.

The City approved \$75,000 for extra events under Community Services, but the Board could piggy-back on those events.

For the first event the Board would need to ask Council to allocate money (seed money), so it is necessary to have a fundraising plan. It was clear that the first event needed to work since it would involve the City's money.

Chair Meik spoke of short term and long - term goals.

Board Member Baker wanted to know what would happen if something came up and they wanted to include an agenda item before the next meeting. He was told to call Secretary Green, who could set up a special meeting if necessary.

## **FUTURE AGENDA ITEM REQUESTS**

1. Board Member Cohen will do a data analysis for a map identifying gaps.
2. Create an ideation list for the first quarter, either enhancements or events that involve a fast turnaround.
3. Board Member Baker will work on an e-mail list and donor fulfillment.
4. Secretary Green will put together verbiage for a brochure.

ADJOURN (Date to be TBD)

Approved by: \_\_\_\_\_  
Chair Kindon Meik