

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

MINUTES

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

**Tuesday, February 11, 2020
5:30 PM**

The City of Beverly Hills Community Charitable Foundation (CBHCCF) Board meeting was held in the 4th Floor Conference Room A at 5:30 p.m.

ROLL CALL

Directors Present: Howard Fisher, Robert Wunderlich, Mark Schwartz and Allison Balson

Directors Absent: None

Officers Present: Chief Financial Officer Jeff S. Muir, Chief Executive Officer George Chavez

Officers Absent: None

Staff: Community Services Director Jenny Rogers, Assistant Director of Finance Tatiana Szerwinski, Chief Assistant City Attorney Lolly Enriquez, Senior Management Analyst Stephanie Harris

Attendees: None

SWEARING IN OF NEW BOARD MEMBERS

City Clerk Huma Ahmed administered the swearing in of Councilmember Lester Friedman, as CBHCCF Board Member.

ELECTION OF VICE CHAIRPERSON

Correction on agenda as Vice Chair was still seated. No election held.

COMMUNICATIONS FROM THE AUDIENCE

None

1) ADOPTION OF FOUNDATION BOARD OF DIRECTORS MEETING MINUTES

The October 1, 2018 Minutes reported and filed.

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Moved by Director Schwartz seconded by Director Wunderlich
Ayes: Chair Fisher, Vice Chair Wunderlich, Director Schwartz, Director Balson and
Director Friedman
Noes: None
Abstain: None

**2) CITY OF BEVERLY HILLS COMMUNITY CHARITABLE FOUNDATION
(CBHCCF) REPORT OF DONATIONS AND FINANCIAL STATEMENTS**

Senior Management Analyst Stephanie Harris provided an overview of donations, totaling \$35,190 received through January 31, 2020 and since the Board's last meeting on October 1, 2018

Fiscal Year 18/19 Donations (from October 2018-June 30, 2019)

\$20,000	Park Bench Program
\$150	Beverly Gardens Park Renovation Project
\$40	Dog Park Program
<hr/>	
\$20,190	Total

Fiscal Year 19/20 Donations to-date (July 1, 2019-January 31, 2020)

\$15,000	Park Bench Program
<hr/>	
\$15,000	Total

\$35,190 Total Donations from October 2018-January 31, 2020

It is recommended that these donations in the amount of \$35,190 be approved and accepted by the Board at this time.

This report shows all donations received by the Foundation since the Foundation's inception, totaling \$3,817,813.14.

The Foundation has received \$15,000 in donations since the start of the fiscal year with a net asset balance of \$364,061.

These financial reports are provided to the Board members for their information. No action is needed other than to approve and accept the list of donations to be approved.

Donations approved and accepted.

Moved by Director Schwartz seconded by Director Friedman
Ayes: Chair Fisher, Vice Chair Wunderlich, Director Schwartz, Director Balson and
Director Friedman

Noes: None
Abstain: None

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**3) 2019 BIENNIAL CONFLICT OF INTEREST CODE REPORT (EXHIBITS A & B) –
CITY OF BEVERLY HILLS COMMUNITY CHARITABLE FOUNDATION**

Conflict of Interest Code Report approved and accepted.

Ayes: Chair Fisher, Vice Chair Wunderlich, Director Schwartz, Director Balson and
Director Friedman

Noes: None

Abstain: None

**4) REVIEW AND AMEND CITY OF BEVERLY HILLS COMMUNITY
CHARITABLE FOUNDATION BYLAWS**

Staff recommends the City of Beverly Hills Community Charitable Foundation Board of Directors review the proposed changes to the By-laws.

The changes are as follows:

By-laws

- 1) Article XII, Section 5. Retention – Except as otherwise provided herein, the Corporation shall keep all of its documents and records in accordance with the City of Beverly Hills Records Retention Schedule.

Bylaws approved and accepted.

Moved by Director Schwartz seconded by Director Wunderlich

Ayes: Chair Fisher, Vice Chair Wunderlich, Director Schwartz, Director Balson and
Director Friedman

Noes: None

Abstain: None

COMMUNICATIONS FROM THE BOARD

The Board recommended that at the next meeting Agreements with Friends of Groups be discussed.

ADJOURNMENT

There being no further business, Chair Fisher, with consent of the Board, adjourned the meeting at 6:15 p.m.

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PASSED, Approved and Adopted
This 6 day of August, 2020

Howard S. Fisher

Howard Fisher
Chair – Board of Directors
City of Beverly Hills Community Charitable Foundation

Certificate Of Completion

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Subject: Please DocuSign: Approved Minutes for 2.11.2020 Meeting.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Joana Torres
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	455 N. Rexford Drive
	Beverly Hills, CA 90210
	jtorres@beverlyhills.org
	IP Address: 198.245.188.148

Record Tracking

Status: Original	Holder: Joana Torres	Location: DocuSign
8/7/2020 6:59:15 AM	jtorres@beverlyhills.org	

Signer Events

Signer Events	Signature	Timestamp
Howard S. Fisher hfisher@beverlyhills.org Security Level: Email, Account Authentication (None)	<i>Howard S. Fisher</i> Signature Adoption: Pre-selected Style Using IP Address: 76.87.131.172	Sent: 8/7/2020 7:03:02 AM Viewed: 8/7/2020 1:22:36 PM Signed: 8/7/2020 1:23:35 PM

Electronic Record and Signature Disclosure:
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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Stephanie Harris
sharris@beverlyhills.org
City of Beverly Hills
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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Sent: 8/7/2020 7:03:03 AM
Viewed: 8/7/2020 1:31:51 PM

Huma Ahmed
hahmed@beverlyhills.org
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
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Sent: 8/7/2020 1:23:36 PM
Viewed: 8/7/2020 1:42:18 PM

Witness Events

Signature

Timestamp

Notary Events

Signature

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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	8/7/2020 1:23:36 PM
Completed	Security Checked	8/7/2020 1:23:36 PM

Payment Events	Status	Timestamps
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