



Donna Theriault  
President

Patricia Fierro  
Vice President

Mike Cribbin  
Chief Financial Officer

Michael Dominguez  
Secretary

Board Members:  
Pamela Baird  
Patty Vidovich  
Vacant

# AGENDA

## IRVINE COMMUNITY ALLIANCE FUND SPECIAL MEETING

December 16, 2020

3:00 PM

Community Services  
Conference Room B-204  
One Civic Center Plaza  
Irvine, California

### IMPORTANT PUBLIC HEALTH AND SAFETY MESSAGE REGARDING PARTICIPATION IN IRVINE COMMUNITY ALLIANCE FUND REGULAR MEETING

AS A RESULT OF THE COVID-19 VIRUS, AND RESULTING ORDERS AND DIRECTION FROM THE PRESIDENT OF THE UNITED STATES, AND THE GOVERNOR OF THE STATE OF CALIFORNIA, AND THE ORANGE COUNTY HEALTH CARE AGENCY, AS WELL AS THE CITY OF IRVINE EMERGENCY DECLARATION, THE PUBLIC WILL NOT BE PERMITTED TO PHYSICALLY ATTEND THE IRVINE COMMUNITY ALLIANCE FUND REGULAR MEETING TO WHICH THIS AGENDA APPLIES.

YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE COMMUNITY ALLIANCE FUND," ONE CIVIC CENTER PLAZA, IRVINE, CA 92606 OR BY EMAIL TO [MDOMINGUEZ@CITYOFIRVINE.ORG](mailto:MDOMINGUEZ@CITYOFIRVINE.ORG). EMAILS RECEIVED FOR AGENDA ITEMS WILL BE READ INTO THE RECORD AT THE TIME DETERMINED BY THE CHAIRPERSON.

PLEASE NOTE: THE IRVINE COMMUNITY ALLIANCE FUND IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. IT WOULD BE APPRECIATED IF COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING AT LEAST 24 HOURS BEFORE THE MEETING, SPECIFIC DETAILS ABOUT HOW TO OBSERVE AND PARTICIPATE, WHICH MAY INCLUDE EITHER TELE-CONFERENCING, VIDEO-CONFERENCING, OR ANOTHER EQUIVALENT OPTION, WILL BE INCLUDED ON THE CITY'S WEBSITE.

**Speaker's Card/Request to Speak:** If you would like to address the Board on a scheduled agenda item, please complete the [Request to Speak Form](#). The card is at the table at the entrance to the conference room. Please identify on the card your name, address (optional), and the item on which you would like to speak and return to the Recording Secretary. The [Request to Speak Form](#) assists the President in ensuring that all persons wishing to address the Board are recognized. Your name will be called at the time the matter is heard by the Board.

**CALL TO ORDER**

**ROLL CALL**

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Alliance Fund agenda



## **ANNOUNCEMENTS**

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Announcements are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes per meeting.

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## **ADDITIONS AND DELETIONS TO THE AGENDA**

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Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Board meeting.

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## **PUBLIC COMMENTS**

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Any member of the public may address the Board on items within the Board's subject matter jurisdiction but which are not listed on this agenda during public comments. However, no action may be taken on matters that are not part of the posted agenda. Public comments are scheduled for 30 minutes and are limited to 3 minutes per person. If you wish to speak, please complete a Speaker's Form and submit it to the Recording Secretary.

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## **COMMITTEE REORGANIZATION**

### **IRVINE COMMUNITY ALLIANCE FUND REORGANIZATION**

#### **RECOMMENDED ACTION:**

- 1) Selection of Irvine Community Alliance Fund Board of Directors President: Chair or designee declares nominations open for Chair and calls for Committee vote.
- 2) Selection of Vice President, Chief Financial Officer, and Secretary: Newly-elected or reappointed Irvine Community Alliance Fund President declares nominations open for Vice President, Chief Financial Officer, and Secretary, and calls for Committee vote.

## **PRESENTATION**

### **1. CITY OF IRVINE COMMUNITY SERVICES DONATION SUMMARY**

## **BOARD BUSINESS**

### **2. APPROVAL OF IRVINE COMMUNITY ALLIANCE FUND MINUTES**

#### **RECOMMENDED ACTION:**

Approve minutes of the Irvine Community Alliance Fund Regular Meeting held September 26, 2019.

### **3. CHIEF FINANCIAL OFFICER'S REPORT**

#### **RECOMMENDED ACTION:**

Receive and file.

### **4. DISCUSSION OF IRVINE COMMUNITY ALLIANCE FUND DISSOLUTION OR STREAMLINING OF BOARD OF DIRECTORS**

**ADJOURNMENT**

Next Meeting: Irvine Community Alliance Fund Annual Regular Meeting October 7, 2021 at 3 p.m., in Community Services, Second Floor, Conference Room B-203, Irvine Civic Center, One Civic Center Plaza, Irvine, California.

**NOTICE TO THE PUBLIC**

**At 11:00 p.m.**, the Irvine Community Alliance Fund will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 midnight and will continue all other items on which additional time is required until a future Commission meeting. All meetings are scheduled to terminate at 12:00 midnight.

**STAFF REPORTS**

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Irvine Community Alliance fund liaison and are available for public inspection and copying once the agenda is publicly posted, at least 72 hours prior to a meeting. Staff reports can also be downloaded from the City's website beginning the Monday prior to the scheduled Irvine Community Alliance Fund meeting on Thursday.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Community Alliance Fund liaison at (949) 724-6687.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Irvine Community Alliance Fund regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

**SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS**

Written Materials/handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Community Alliance Fund. Please provide seven copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Community Alliance Fund Board Members at the time testimony is given.

**CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS**

**AMERICANS WITH DISABILITIES ACT:** It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact the Irvine Community Alliance Fund Secretary at 949-724-6655 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at the time if you will need accommodations to attend or participate in meetings on a regular basis.

**COMMUNICATION DEVICES**

To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

Annual meetings of the Irvine Community Alliance Fund are held in accordance with dates selected by the Irvine Community Alliance Fund Board of Directors at 4:30 p.m. unless otherwise noted. Agendas are available at the following locations:

- Community Services Lobby
- Public Safety Lobby
- City's web page at [www.ci.irvine.ca.us](http://www.ci.irvine.ca.us)

I hereby certify that the agenda for the Irvine Community Alliance Fund meeting was posted in accordance with law in the posting book located in the Public Safety Lobby of the Civic Center, One Civic Center Plaza, Irvine, California on December 11, 2020 by 4:00 p.m.

*/s/ Rebecca Parmer*  
Irvine Community Alliance Fund Liaison

# **PRESENTATION**

## **ITEM 1**

City of Irvine Community Services Donation  
Summary

(There is no report associated with this item.)

**BOARD BUSINESS**  
**ITEM 2**  
Approval of Minutes



# MINUTES

## IRVINE COMMUNITY ALLIANCE FUND REGULAR MEETING

September 26, 2019

11:30 AM

Community Services Conference Room B-203  
One Civic Center Plaza  
Irvine, California

### CALL TO ORDER

The regular meeting of the Irvine Community Alliance Fund was called to order at 11:40 a.m. by President Theriault.

### ROLL CALL

PRESENT: 6	PRESIDENT:	DONNA THERIAULT
	VICE PRESIDENT:	PATRICIA FIERRO
	BOARD MEMBER:	PATTY VIDOVICH
	BOARD MEMBER:	LAURIE HOFFMAN
	CHIEF FINANCIAL OFFICER:	MIKE CRIBBIN
	SECRETARY:	MICHAEL DOMINGUEZ
ABSENT: 1	BOARD MEMBER:	VACANT

### ANNOUNCEMENTS

There were no announcements.

### ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

### PUBLIC COMMENTS

There were no public comments.

## **1. IRVINE COMMUNITY ALLIANCE FUND REORGANIZATION**

President Theriault called for nominations for President, Vice President, Chief Financial Officer, and Secretary of the Irvine Community Alliance Fund. Board discussion ensued and officer nominations were then moved by President Theriault, seconded by Board Member Vidovich and by unanimous vote, the election of officers is as follows:

President:	Donna Theriault
Vice President:	Patricia Fierro
Chief Financial Officer:	Mike Cribbin
Secretary:	Michael Dominguez

The motion carried as follows:

AYES: 6 Board Members: Theriault, Fierro, Vidovich, Cribbin, Hoffman, Dominguez

## **PRESENTATION**

### **2. CITY OF IRVINE COMMUNITY SERVICES DONATION SUMMARY**

Chief Financial Officer Cribbin provided a presentation on donations received by the Community Services Department from July 1, 2016 through June 30, 2019. Total donations were as follows: Fiscal Year 2016-17 \$391,966; Fiscal Year 2017-18 \$501,104; and Fiscal Year 2018-19 \$398,279.

## **BOARD BUSINESS**

### **3. APPROVAL OF IRVINE COMMUNITY ALLIANCE FUND MINUTES**

**ACTION: Moved by President Theriault and seconded by Vice President Fierro to approve the minutes of the Irvine Community Alliance Fund meeting held on October 4, 2018.**

The motion carried as follows:

AYES: 6 Board Members: Theriault, Fierro, Vidovich, Cribbin, Hoffman, Dominguez

### **4. CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Cribbin provided an update on Irvine Community Alliance Fund donations. For the period July 1, 2018 through June 30, 2019, \$14,007 was received.

**ACTION:**  
Receive and file report.

The motion carried as follows:

Ayes: 6 Board Members: Theriault, Fierro, Vidovich, Cribbin, Hoffman, Dominguez



**ADJOURNMENT**

Moved by President Theriault, seconded by Vice President Fierro, and unanimously carried to adjourn the meeting at 12:28 p.m.

The next regular meeting of the Irvine Community Alliance Fund is scheduled for September 24, 2020, 4:30 p.m., at the Irvine Civic Center, Community Services, Conference Room B-203, Irvine, California.

\_\_\_\_\_  
DONNA THERIAULT, PRESIDENT

**Date Approved:** \_\_\_\_\_

\_\_\_\_\_  
MICHAEL DOMINGUEZ, SECRETARY

**ITEM 3**  
Chief Financial Officer's Report



# REQUEST FOR IRVINE COMMUNITY ALLIANCE FUND BOARD ACTION

**MEETING DATE:** DECEMBER 3, 2020

**TITLE:** CHIEF FINANCIAL OFFICER'S REPORT

Chief Financial Officer

## RECOMMENDED ACTION

Receive and file.

## EXECUTIVE SUMMARY

Irvine Community Alliance Fund (ICAF) is a nonprofit entity that receives and distributes funds, property and other resources to aid, sponsor, promote, advance and assist in the charitable provision of public parks, recreation and community services in and for the City of Irvine and greater Irvine area. ICAF is governed by a Board of Directors consisting of community volunteers and City of Irvine staff representatives.

In accordance with ICAF Bylaws, the Chief Financial Officer of the organization is responsible for records of accounts and preparing the Annual Report regarding the financial condition of the organization.

## ANALYSIS

In accordance with ICAF Bylaws, Article X, Section 7 (e), the Chief Financial Officer of the organization is responsible for keeping and maintaining adequate and correct books and records of accounts. ICAF Bylaws, Article XII, Section 3, specifies the requirements pertaining to the organization's Annual Report.

At the meeting, the Chief Financial Officer presents a summary report on the financial condition of the organization for the fiscal year 2019-20 with prior year comparison information for fiscal year 2018-19 (Attachment).

## FINANCIAL IMPACT

The Statement of Contributions and Expenses report for FY 2019-20 shows program contributions of \$35,783.63. This represents an increase of \$21,775.75 from the 2018-19 program contributions of \$14,007.88 (Attachment). The contribution increase of \$21,775.75 is primarily due to the Irvine Improv event, Comedy Unleashed in 2019. Additionally, there was a corporate donation from Fidelity and an individual donation that

increased contributions. The expense increase from FY 2018-19 to 2019-20 is due to the same factors as the contributions increase, as the amounts contributed became expenditures to City of Irvine programs. All contributions and expenditures in FY2019-20 were related to the Irvine Animal Care Center.

### **FINANCIAL IMPACT**

The report is submitted as an information update, detailing contributions and expenses made to the Irvine Community Alliance Fund. The ending fund balance is \$8,341.44.

**REPORT PREPARED BY**            Mike Cribbin, Chief Financial Officer

### **ATTACHMENT**

Irvine Community Alliance fund Statement of Contributions and Expenses  
for Two Fiscal Years July 2018 through June 2020

**Irvine Community Alliance Fund  
Statement of Contributions and Expenses  
For Two Fiscal Years July 2018 through June 2020**

<b>FUND SUMMARY</b>	<b>FYE 06/30/20</b>	<b>FYE 06/30/19</b>	<b>VARIANCE</b>
Beginning Balance	\$8,726.63	\$8,503.06	
Total Contributions	35,783.63	14,007.88	21,775.75
Total Expenses	36,168.82	13,784.31	22,384.51
Ending Balance	\$8,341.44	\$8,726.63	

<b>PROGRAM CONTRIBUTION</b>	<b>FYE 06/30/20</b>	<b>FYE 06/30/19</b>	<b>VARIANCE</b>
Irvine Animal Care	\$35,783.63	\$14,007.88	\$21,775.75
<b>Total</b>	<b>\$35,783.63</b>	<b>\$14,007.88</b>	<b>\$21,775.75</b>

<b>PROGRAM EXPENSE</b>	<b>FYE 06/30/20</b>	<b>FYE 06/30/19</b>	<b>VARIANCE</b>
Irvine Animal Care	\$36,168.82	\$13,977.88	\$22,190.94
Quickbooks 2019	-	161.62	(161.62)
<b>Total</b>	<b>\$36,168.82</b>	<b>\$14,139.50</b>	<b>\$22,029.32</b>

ATTACHMENT

## **ITEM 4**

Discussion of ICAF Dissolution or Streamlining  
of Board of Directors

(There is no report associated with this item.)