



AGENDA

IRVINE COMMUNITY ALLIANCE FUND SPECIAL MEETING

James Mai
President

September 28, 2023
9:00 a.m.

Wendy Bokota
Vice President

****Unless vacancy(ies) on the board is filled prior to the date of this meeting, we anticipate the need to continue and adjourn the meeting immediately following Roll Call.***

Mike Cribbin
Chief Financial Officer

Corey Lakin
Secretary

Board Members:
Chris Slama
Patricia Vidovich
Vacant

**Irvine Civic Center and Zoom
Conference Room B-203
1 Civic Center Plaza
Irvine, CA 92606**

PARTICIPATION AT IRVINE COMMUNITY ALLIANCE FUND MEETINGS

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON AT THE IRVINE CIVIC CENTER OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT CITYOFIRVINE.ORG/IRVINE-GIVES/IRVINE-COMMUNITY-ALLIANCE-FUND-ICAF. 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," 1 CIVIC CENTER PLAZA, IRVINE, CA 92606; OR BY EMAIL TO CS@CITYOFIRVINE.ORG; THROUGH E-COMMENT AT CITYOFIRVINE.ORG/IRVINE-GIVES/IRVINE-COMMUNITY-ALLIANCE-FUND-ICAF. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT CITYOFIRVINE.ORG/IRVINE-GIVES/IRVINE-COMMUNITY-ALLIANCE-FUND-ICAF.

REQUEST TO SPEAK IN PERSON: IF YOU WOULD LIKE TO ADDRESS THE IRVINE COMMUNITY ALLIANCE FUND ON A SCHEDULED AGENDA ITEM, NON-AGENDA ITEM, OR PUBLIC HEARING, PLEASE FILL OUT A REQUEST TO SPEAK FORM AND SUBMIT TO THE RECORDING SECRETARY. WE RESPECTFULLY ASK THAT YOU IDENTIFY ON THE FORM YOUR NAME AND THE ITEM(S) ON WHICH YOU WOULD LIKE TO SPEAK. THE REQUEST TO SPEAK FORM ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE IRVINE COMMUNITY ALLIANCE FUND ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE COMMUNITY ALLIANCE FUND. YOUR NAME WILL BE CALLED AT THE TIME PUBLIC COMMENTS AND PUBLIC HEARINGS ARE HEARD BY THE IRVINE COMMUNITY ALLIANCE FUND. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER DEPENDING ON RELEVANT CIRCUMSTANCES, WHICH INCLUDES THE PRESENTATION OF ELECTRONIC OR AUDIO-VISUAL INFORMATION. SPEAKERS MAY NOT YIELD THEIR TIME TO OTHER PERSONS.

PLEASE TAKE NOTICE THAT THE ORDER OF SCHEDULED AGENDA ITEMS BELOW AND/OR THE TIME THEY ARE ACTUALLY HEARD, CONSIDERED AND DECIDED MAY BE MODIFIED BY THE CHAIR DURING THE COURSE OF THE MEETING, SO PLEASE STAY ALERT.

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. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE COMMUNITY SERVICES DEPARTMENT

AT 949-724-6600, OR VIA EMAIL AT CS@CITYOFIRVINE.ORG. IT WOULD BE APPRECIATED IF WRITTEN 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.

CALL TO ORDER

ROLL CALL

INTRODUCTIONS

1. PRESENTATION

1.1 CITY OF IRVINE COMMUNITY SERVICES DEPARTMENT DONATION SUMMARY

PUBLIC COMMENTS – AGENDIZED ITEMS

If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes per item. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes per item. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds per item. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, at the discretion of the President or by a majority vote of the Irvine Community Alliance Fund Board of Directors.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

Any member of the public may address the Irvine Community Alliance Fund Board of Directors on items within the Board of Directors subject matter jurisdiction but which are not listed on this agenda. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, at the discretion of the President or by a majority vote of the Irvine Community Alliance Fund Board of Directors.

STAFF ANNOUNCEMENTS

BOARD OF DIRECTORS ANNOUNCEMENTS/REPORTS/UPDATES

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 3 minutes per Board Member.

ADDITIONS AND DELETIONS

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.

2. BOARD BUSINESS

2.1 IRVINE COMMUNITY ALLIANCE FUND REORGANIZATION

RECOMMENDED ACTION:

- 1) Selection of Irvine Community Alliance Fund President.
- 2) Selection of Irvine Community Alliance Fund Vice President.
- 3) Selection of Irvine Community Alliance Fund Chief Financial Officer.
- 4) Selection of Irvine Community Alliance Fund Secretary.

2.2 IRVINE COMMUNITY ALLIANCE FUND REGULAR MEETING MINUTES

RECOMMENDED ACTION:

Approve the minutes of a regular meeting of the Irvine Community Alliance Fund held on November 10, 2022.

2.3 CHIEF FINANCIAL OFFICER'S REPORT

RECOMMENDED ACTION:

Receive and file.

ADJOURNMENT

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 a.m. midnight and will continue all other items on which additional time is required until a future Board meeting. All meetings are scheduled to terminate at 12 a.m. midnight.

STAFF REPORTS

As a general rule, staff reports of 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 seven days prior to a regular Irvine Community Alliance Fund meeting.)

If you have 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 an Irvine Community Alliance Fund liaison at 949-724-6600.

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, 1 Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website and 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 10 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 at the time testimony is given.

CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS

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 an Irvine Community Alliance Fund liaison at 949-724-6600 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 AND ELECTRONIC DEVICES


To minimize distractions, please be sure all personal communication and electronic 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 Board of Directors, unless otherwise noted. Agendas are available at the following locations:

- Community Services Department
- Police Department
- Front Entrance of City Hall
- City's web page at cityofirvine.org.

I hereby certify that the agenda for the Irvine Community Alliance Fund meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby of City Hall, 1 Civic Center Plaza, Irvine, California on September 22, 2023, by 5:30 p.m. as well as on the City's web page.



Recording Secretary

1. PRESENTATION

ITEM 1.1

**City of Irvine Community Services
Department Donation Summary
(There is no staff report associated with
this report.)**

2. BOARD BUSINESS

ITEM 2.1

**Irvine Community Alliance Fund
Reorganization**

**(There is no staff report associated with
this item.)**

2. BOARD BUSINESS

ITEM 2.2 - Minutes



MINUTES

IRVINE COMMUNITY ALLIANCE FUND ANNUAL MEETING

November 10, 2022
3:00 PM

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

CALL TO ORDER

The annual meeting of the Irvine Community Alliance Fund was called to order at 3:05 p.m. on November 10, 2022, in Conference Room B-204, Irvine Civic Center; President Vidovich presiding.

ROLL CALL

Present:	4	President:	Patty Vidovich
		Chief Financial Officer:	Mike Cribbin
		Board Member:	Wendy Bokota
		Board Member:	James Mai
Absent:	1	Board Member:	Pamela Baird

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. PRESENTATION

1.1 CITY OF IRVINE COMMUNITY SERVICES DEPARTMENT DONATION SUMMARY

Chief Financial Officer Cribbin provided a presentation on donations received by the Community Services Department from July 1, 2019 through June 30, 2022. Total donations were as follows:

- Fiscal Year 2019-20: \$304,473
- Fiscal Year 2020-21: \$335,355
- Fiscal Year 2021-22: \$254,235

2. BOARD BUSINESS

2.1 IRVINE COMMUNITY ALLIANCE FUND REORGANIZATION

- 1) Selection of President: President Vidovich opened the call for nominations for the position of President of the Irvine Community Alliance Fund.

ACTION: Moved by Board Member Bokota, seconded by President Vidovich, to nominate James Mai for the position of President.

Motion carried as follows:

AYES: 4 Board Members: Bokota, Cribbin, Mai, Vidovich

- 2) Selection of Vice President, Chief Financial Officer, and Secretary: President Mai opened the call for nominations for the position of Vice President of the Irvine Community Alliance Fund.

ACTION: Moved by President Mai, and seconded by Board Member Vidovich, to nominate Wendy Bokota for the position of Vice President.

Motion carried as follows:

AYES: 4 Board Members: Bokota, Cribbin, Mai, Vidovich

Selection of Chief Financial Officer: President Mai opened the call for nominations for the position of Chief Financial Officer.

ACTION: Moved by Board Member Vidovich, and seconded by Vice President Bokota, to nominate Mike Cribbin for Chief Financial Officer.

Motion carried as follows:

AYES: 4 Board Members: Bokota, Cribbin, Mai, Vidovich

Selection of President: President Mai opened the call for nominations for the position of Secretary of the Irvine Community Alliance Fund.

ACTION: Moved by Vice President Bokota, and seconded by President Mai to nominate Corey Lakin for Secretary.

Motion carried as follows:

AYES: 5 Board Members: Bokota, Cribbin, Lakin, Mai, Vidovich

2.2 APPROVAL OF IRVINE COMMUNITY ALLIANCE FUND SPECIAL MEETING MINUTES

ACTION: Moved by Vice President Bokota, and seconded by Chief Financial Officer Cribbin, to approve the minutes of the Irvine Community Alliance Fund Special meeting held October 7, 2021.

Motion carried as follows:

AYES: 4 Board Members: Bokota, Cribbin, Mai, Vidovich

ABSTAIN: 1 Board Members: Lakin

2.3 CHIEF FINANCIAL OFFICER'S REPORT

Chief Financial Officer Cribbin provided an update on ICAF donations. For the fiscal year ending June 30, 2021, \$19,571.83 was received. For the fiscal year ending June 30, 2022, \$40,444.03 was received.

ACTION: Moved by Vice President Bokota, and seconded by Board Member Vidovich, to receive and file the Chief Financial Officer's Report.

Motion carried as follows:

AYES: 4 Board Members: Bokota, Cribbin, Lakin, Mai, Vidovich

ADJOURNMENT

ACTION: Moved by Vice President Bokota, and seconded by Board Member Vidovich, to adjourn the meeting at 3:50 p.m.

Motion carried as follows:

AYES: 5 Board Members: Bokota, Cribbin, Lakin, Mai, Vidovich

JAMES MAI, PRESIDENT

Date Approved: _____, 2023

COREY LAKIN, SECRETARY

2. BOARD BUSINESS

ITEM 2.3


Chief Financial Officer's Report



REQUEST FOR IRVINE COMMUNITY ALLIANCE FUND ACTION

MEETING DATE: SEPTEMBER 28, 2023

TITLE: CHIEF FINANCIAL OFFICER'S REPORT


Corey Lakin for Mike Criffin
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 (CFO) 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 CFO 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 CFO presents a summary report on the financial condition of the organization for the Fiscal Year (FY) 2022-23 with prior year comparison information for FY 2021-22 (Attachment).

FINANCIAL IMPACT

The Statement of Contributions and Expenses report for FY 2022-23 shows program contributions of \$52,973.58 versus FY 2021-22 program contributions of \$40,444.03. This represents an increase of \$12,529.55. The contribution increase of note is from a trust in the sum of \$22,500, partially offset by a \$3,000 reduction in Senior Services contributions. Program expenses, with a small timing difference, track with contributions.

Irvine Community Alliance Fund
September 28, 2023
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The report is submitted as an information update, detailing contributions and expenses made to the Irvine Community Alliance Fund. The ending fund balance is \$8,321.71.

REPORT PREPARED BY Mike Cribbin, Chief Financial Officer

ATTACHMENT

Statement of Contributions and Expenses

**Irvine Community Alliance Fund Statement of Contributions and Expenses
for Two Fiscal Years July 2021 through June 2023.**

FUND SUMMARY	FY 06/30/23	FY 06/30/22	VARIANCE
Beginning Balance	\$ 8,266.44	\$ 8,275.18	
Total Contributions	52,973.58	40,444.03	12,529.55
Total Expenses	52,918.31	40,452.77	12,465.54
Ending Balance	\$ 8,321.71	\$ 8,266.44	
PROGRAM CONTRIBUTION	FY 06/30/23	FY 06/30/22	VARIANCE
Irvine Animal Care	\$ 49,973.58	\$ 34,444.03	\$ 15,529.55
Senior Services	3,000.00	6,000.00	(3,000.00)
Total	\$ 52,973.58	\$ 40,444.03	\$ 12,529.55
PROGRAM EXPENSE	FY 06/30/23	FY 06/30/22	VARIANCE
Irvine Animal Care	\$ 49,893.31	\$ 34,452.77	\$ 15,440.54
State Charity Registry Fee	25.00	-	25.00
Senior Services	\$ 3,000.00	\$ 6,000.00	\$ (3,000.00)
Total	\$ 52,918.31	\$ 40,452.77	\$ 12,465.54

ATTACHMENT