



OPEN MEETING

REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE*

**Thursday, January 12, 2023 – 1:30 P.M.
Board Room/Virtual Meeting**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Join the Committee meeting via a Zoom link at: <https://us06web.zoom.us/j/87439575498> or by calling (669) 900-6833; Access Code: 874 3957 5498
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for December 8, 2022
5. Chair's Remarks
6. Department Head Update
7. Member Comments (Items not on the agenda)

At this time Members only may address the Committee regarding items not on the agenda and within the jurisdiction of this Committee. The committee reserves the right to limit the total amount of time allotted for the Member Comments to thirty minutes. A member may speak only once during the forum and each speaker is limited to three minutes. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments.

Consent:

8. Financial Statement
9. Recreation Dashboard

Reports: (Receive and File or Provide Recommendations)

10. Golf Greens Committee Update
11. Clubhouse 1 Renovation Ad Hoc Committee Update

Items for Discussion and Consideration: (Entertain a Motion to)

12. Donation of Printing Press and Mat Cutter for Clubhouse 4 Art Room
13. Donation of Longarm Quilting Machine for Clubhouse 4 Sewing Classroom
14. Donation of Baby Grand Piano for Clubhouse 7
15. Art Association Request for Whale Project Mounting

Items for Future Agendas:

- Poster Policy Review
- Facility Operating Rules
- Performing Arts Center Rental Fees
- Activity Fees
- Equestrian Fees

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, February 9, 2023 at 1:30 p.m.
- Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.

Yvonne Horton, Chair
Alison Giglio, Interim Staff Officer
Telephone: 597-4270

OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, December 8, 2022 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Pearl Lee, Diane Casey, Cush Bhada, Mark Laws, Sue Stephens, Ajit Gidwani

MEMBERS ABSENT: Dennis Boudreau, excused

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Joan Milliman, Maggie Blackwell, Cash Achrekar

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni

Call to Order

Chair Horton called the meeting to order at 1:32 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Laws made a motion to approve the agenda. Director Bhada seconded.

Motion passed unanimously.

Approval of Committee Report for November 10, 2022

Director Casey made a motion to approve the report. Director Laws seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated the Volunteer Luncheon sponsored by the Recreation Department was enjoyed by over 400 resident volunteers. These volunteers are the lifeblood of the community. If anyone would like to volunteer, please contact Recreation office.

Report of the Recreation and Special Events Director

Ms. Giglio stated the following operational and facility updates: the Garden Center volunteers have gleaned tangerines and apples from the GRF tree plots which was dropped off at Clubhouse 1 drop-in lounge for the enjoyment of those who visit; Pool 1 has reopened and Pool 2 is now closed for annual maintenance; the Village Tree Lighting was held at Clubhouse 1 including a local high school choir and band, hot cocoa and cookies and a toy drive with 175 toys donated to Spark of Love which will be dropped off at fire station 22; the Clubhouse 4 ceramic lab technician position has been filled; the annual Christmas Buffet at Clubhouse 5 sold out in two hours; rain gutters were added outside the Clubhouse 5 multi-purpose room; a new horse has been acquired at the Equestrian Center; Equestrian Center boarding revenue is up over 40% and care service fees have generated revenue of approximately \$1,100 to \$1,500 each month; two new staff have been hired at the Equestrian Center; 709 volunteer hours have been reported at the Library; 2,369 residents have been helped at the Library; a special article will be featured in the December Globe issue highlighting Village authors; the Men's 18 Hole Golf club is hosting a member/member tournament on December 14; Clubhouse 2 and 7 weekend room reservations for 2023 will be taken starting December 19 as more staff has been hired.

Ms. Murphy stated the following upcoming events: Help the Herd is sponsoring Santa Paws, an event hosting pet photos with Santa at the Equestrian Center on December 10, 11 a.m. to 2 p.m.; AARP Smart Driver class will be held December 14 and 15 at Clubhouse 1, Dining Room 2, noon to 5:30 p.m. for new students only; New Year's Eve at the Performing Arts Center will host five different acts including music, magic and comedy all starting at 7:30 p.m. with tickets available at the box office; New Year's Eve at Clubhouse 5 will host dinner and dancing starting at 7:15 p.m. with complimentary champagne 9 p.m. to midnight and tickets are available for purchase at the Clubhouse 5 office; Kickboxing/self-defense class is held at Clubhouse 5, Tuesdays and Thursdays at 3 :30 p.m. and Wednesdays at 3 p.m.; Tennis, paddle tennis and pickleball lessons are available from Coach Alan, please call the Recreation office for details; Zumba Gold is held at Clubhouse 2 on Mondays at 10 a.m., Clubhouse 5 on Wednesdays at 9 a.m. and Clubhouse 2 on Fridays at 9 a.m. with punch cards available for purchase at both the Recreation office or Clubhouse 5 office.

Director Lee inquired as to Performing Arts Center reservations. Ms. Giglio confirmed only Clubhouse 2 and 7 will be reopening for room reservations with the Performing Arts Center expected to reopen next.

Member Comments (Items Not on the Agenda)

None.

CONSENT

Director Laws made a motion to approve the consent calendar. Director Addington seconded.

Motion passed unanimously.

REPORTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

Rock 'N Rollers Club Exception Request to Clubhouse Holiday Hours - Chair Horton stated the exception request to clubhouse holiday hours and this is the regular dance time for this club.

Member was called to speak regarding a club date taken away due to Grandparents Fun Day and the club wants to have this date in order to not lose two dates; the club hosts a big Veterans day program with no A/V needed, only need staff to ensure facility is secured; Rock 'N Rollers club hosts a golf event once a month that would like to use Clubhouse 2.

Discussion ensued.

Director Casey made a motion to accept the request for exception to extend the holiday hours on November 11, 2023 and extra fees to be paid by the Rock 'N Rollers club. Director Laws seconded.

Motion passed unanimously.

GRF Credit Card and Transaction Fee (ActiveNet) - Ms. Murphy stated the staff report regarding the GRF Credit Card and Transaction Fee within ActiveNet.

Members were called to speak regarding the following: consideration of all online reservation systems, including Golf and the Performing Arts Center; if costs are the same for employees to process each type of payment, then all members are paying the same rate which is not fair to those coming in person or paying by cash or check; charge a fee for online or credit card only; this report must go to the GRF board however other fees may be increased and all fees need to be reviewed; staff should review and report findings of all fees before going to the GRF board, not just ActiveNet; golf fees may be paid directly from a personal bank account which is cheaper; inquiry regarding the difference between all online systems used for purchasing within the Recreation Department.

Discussion ensued.

Director Addington made a motion to approve GRF Credit Card and Transaction Fees within ActiveNet to be allocated to the user whether online or in person. Director Casey seconded.

Director Bhada amended the motion to state one price for each activity purchase to include the transaction fees and credit card fees. No second.

Motion amendment failed.

The motion passed by a vote of 6-1. Director Bhada opposed.

Staff was directed to place Activity Fees under Items for Future Agendas and to add verbiage that transaction and credit card fees apply on each flyer for events.

ITEMS FOR FUTURE AGENDAS

Poster Policy Review – Staff was directed to keep this item under Items for Future Agendas.

Facility Operating Rules – Staff was directed to keep this item under Items for Future Agendas.

Performing Arts Center Rental Fees – Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Addington stated it was fun to exchange ideas at this meeting.

Director Casey appreciates the information gathered.

Director Lee stated this was a very important meeting and good starting point for reviewing fees.

Director Stephens stated she is the current president of the Mutual 50 board and Director Stern will be the appointed CAC representative from Mutual 50. The new members to the Mutual 50 board will be a great addition.

Advisor Gidwani thanked everyone and wished Merry Christmas and Happy New Year to all.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, January 12, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:01 p.m.

Yvonne Horton

Yvonne Horton, Chair

Golden Rain Foundation of Laguna Woods
Proforma Recreation Services Summary of Operations
11/30/2022

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VARS B/(W)
Non-Assessment Revenues:											
Golf Green Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$1,651,874	\$0	\$1,651,874	\$1,468,478	\$183,396
Golf Operations	0	0	0	0	0	0	336,998	0	336,998	326,680	10,318
Merchandise Sales	0	159	48,751	0	0	0	297,162	0	346,071	266,673	79,398
Clubhouse Rentals and Event Fees	10,745	695	0	196,207	28,201	790	16,883	263,872	517,393	573,388	(55,995)
Rentals	0	0	0	(25)	0	53,025	54,430	0	107,430	102,113	5,317
Fees and Charges for Services to Residents	0	0	0	0	0	0	0	298	298	0	298
Miscellaneous	62,402	99,949	90	81,639	150,524	0	59	12,161	406,824	368,911	37,913
Total Non-Assessment Revenue	73,147	100,803	48,841	277,821	178,724	53,815	2,357,406	276,332	3,366,888	3,106,243	260,645
Expenses:											
Employee Compensation	609,853	365,387	12,243	580,716	262,576	67,166	1,443,070	251,833	3,592,845	3,682,075	89,230
Expenses Related to Employee Compensation	166,756	124,291	3,659	168,596	52,588	26,280	549,307	61,719	1,153,197	1,264,676	111,479
Materials and Supplies	5,102	117,659	0	105,290	193,254	19,854	259,650	13,683	714,491	551,357	(163,134)
Cost of Goods Sold	0	0	19,673	0	0	0	211,268	0	230,941	153,802	(77,139)
Community Events	16,269	5,884	0	93,197	8,252	2,491	255	177,466	303,813	407,873	104,060
Utilities and Telephone	672	192,568	0	615,240	21,914	70,662	668,573	109,278	1,678,908	1,357,624	(321,284)
Equipment Rental	0	23,339	0	0	0	0	57,418	0	80,757	67,243	(13,514)
Outside Services	55,026	580,368	124	35,780	18,576	1,318	227,426	24,319	942,938	762,431	(180,507)
Repairs and Maintenance	0	10,533	0	20,445	14,074	0	74,311	4,997	74,311	85,725	11,414
Other Operating Expense	36,717	3,738	0	16,486	1,046	515	17,507	2,590	78,598	96,639	18,041
Property and Sales Tax	43	11	3,506	212	28	102	22,177	25	26,105	16,993	(9,112)
Total Expenses	890,438	1,423,778	39,207	1,635,963	572,308	188,389	3,480,913	645,909	8,876,904	8,446,438	(430,466)
Net Cost (before allocations)	\$817,291	\$1,322,975	(\$9,634)	\$1,358,142	\$393,583	\$134,574	\$1,123,507	\$369,577	\$5,510,016	\$5,340,195	(\$169,821)
Allocated To Departments	(578,972)	0	0	(36,458)	0	0	0	0	(615,430)	(572,835)	42,595
Allocated From Departments	248,587	146,386	10,339	555,662	50,912	6,955	121,402	94,941	1,235,183	1,325,585	90,402
Net Cost	\$486,906	\$1,469,361	\$705	\$1,877,346	\$444,495	\$141,529	\$1,244,909	\$464,518	\$6,129,769	\$6,092,945	(\$36,824)

Recreation Dashboard

UPCOMING EVENTS

- Jan 16:** Monday Movie, *Jerry & Marge Go Large*, PAC, 2 p.m.
- Jan 23:** Monthly Dinner, Clubhouse 5, 5 p.m.
- Jan 28:** Village Bazaar, Clubhouse 5, 10 a.m.
- Feb 12:** The Big Game, Clubhouse 5, 2:30 p.m.
- Feb 14:** Valentine's Day Dinner and Dance, Clubhouse 5, 5:30 p.m.
- Feb 20:** Monday Movie, *Cyrano (2021)*, PAC, 2 p.m.
- Feb 25:** Saturday Night Dance, Clubhouse 5, 6:30 p.m.
- Mar 17:** St. Patrick's Day Dinner, Clubhouse 5, 5:30 p.m.
- Mar 20:** Monday Movie, *Amsterdam*, PAC, 2 p.m.
- Mar 25:** Health and Wellness Expo, Clubhouse 5, 10 a.m.
- Apr 1:** Village Bazaar, Clubhouse 5, 10 a.m.
- Apr 5:** Afternoon Tea, Clubhouse 7, 2:30 p.m.
- Apr 9:** Easter Dinner, Clubhouse 5, 1 p.m.



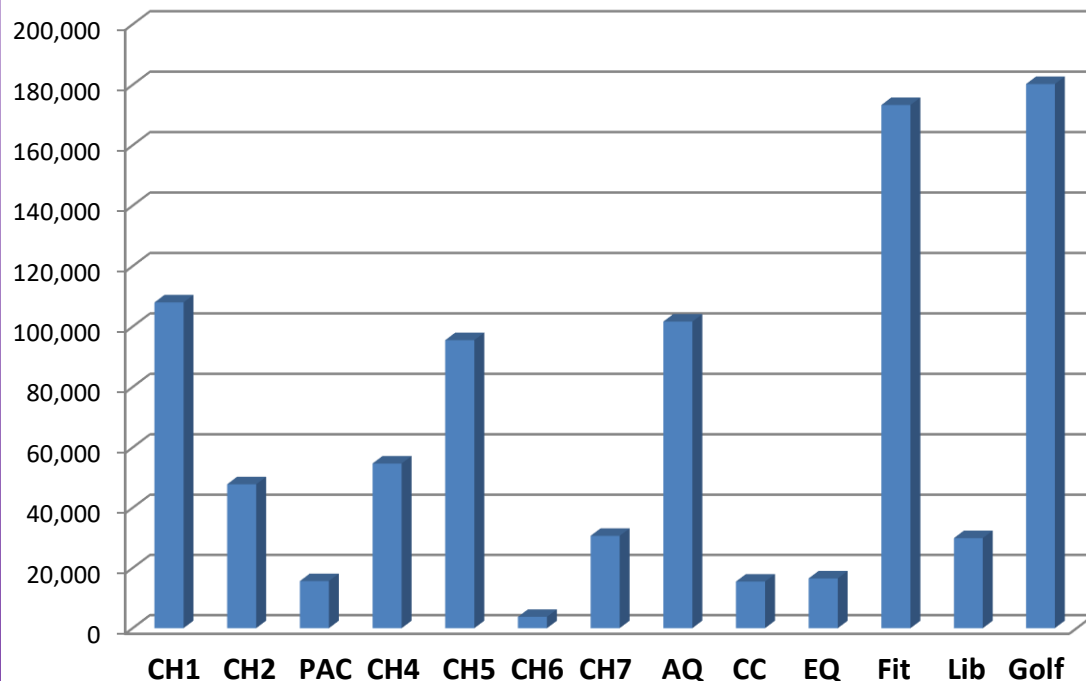
Laguna Woods Village artisans and vendors will sell their wares and second-hand items at the Village Bazaar on Saturday, January 28, 10 a.m. to 2 p.m. at Clubhouse 5.

EXCITING NEWS

New Year's Eve was celebrated at the Performing Arts Center and Clubhouse 5 hosting approximately 1,000 residents. Staff wishes the community a joyful 2023.

Clubhouse 2 and 7 are now open for reservations on Saturdays and Sundays, 8 a.m. to 10 p.m.

Facility Usage (2022 TOTAL)



FEATURED PROGRAM

Get ready for some football! The Big Game will be hosted at Clubhouse 5 on Sunday, February 12 at 2:30 p.m. Bring your favorite snacks and a GRF no host bar will be available.

This page
intentionally
left blank

STAFF REPORT

DATE: January 12, 2023
FOR: Community Activities Committee
SUBJECT: Donation of Printing Press and Mat Cutter for Clubhouse 4 Art Room

RECOMMENDATION

Review and recommend a resolution of the donation of a printing press and mat cutter for the Clubhouse 4 art room in accordance with the GRF Donation Policy (Attachment 1).

BACKGROUND

Laguna Woods Village clubs and/or individual residents have historically donated items to GRF to enhance GRF facilities, services and programs for the enjoyment of all Village residents.

DISCUSSION

The Art Association Club would like to donate a Blick 999 Model II Printing Press with associated bench and blankets and a Logan Framers Edge 650-1 40" Elite mat cutter for use in the Clubhouse 4 art room. (Attachment 2). GRF will assume maintenance costs which are expected to be nominal.

FINANCIAL ANALYSIS

The estimated annual maintenance cost would be \$200 for the printing press and \$150 for the mat cutter.

Prepared By: Alison Giglio, Interim Recreation and Special Events Director

Reviewed By: Steve Hormuth, Financial Services Director
Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: GRF Donation Policy

ATT 2: Art Association Donation Request

Attachment 1



Golden Rain Foundation | Donation Policy

I. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations while managing aesthetic impacts and mitigating installation and ongoing maintenance costs.

II. Donation Defined

A donation is defined as any item of value given to GRF by a donor who expects nothing significant of value in return other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

III. Sponsorships Defined

A sponsorship is defined as any item of value given to GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors and donors alike. Most sponsors like to share their activities, and GRF will typically highlight the sponsor.

IV. Types of Donations and Sponsorships

Donations and/or sponsorships may be offered in the form of cash and real or personal property. Designated donations are donations the donor specifies for a particular department, location or purpose. Undesignated donations are donations given to GRF for an unspecified use. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs or the Village Community Fund (VCF). VCF is a nonprofit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

V. Consistency with GRF Interests

Designated donations and/or sponsorships may be accepted only when they fulfill a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

VI. Standards for Donations and Sponsorships

- A. Acquisition or purchase:** GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality

related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors. In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.

- B. Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space elements will be installed in a manner that will not substantially change the character of a facility or its intended use.
- C. Maintenance:** Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires. In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.
- D. Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- E. Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

VII. Procedure for Making Donations and Sponsorships

- A. Management:** The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- B. Contact:** Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and complete the Donation Agreement (Attachment 1).

- C. Committee consideration:** Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- D. Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- E. Board approval – VCF donations:** Acceptance of VCF donations and/or sponsorships requires GRF board approval of the Donation/Sponsorship Agreement (Attachment 1) followed by execution of the corresponding VCF Project Application (Attachment 2).

VIII. Criteria for Acceptance

To accept donation(s) and/or sponsorship(s) of a community space element for a specific facility, the donation must:

- A.** Meet a true need of the facility;
- B.** Not interfere with the intended current or future use of the facility; and
- C.** Not require the relocation of other equipment or infrastructure to accommodate the donation and/or sponsorship.

GRF reserves the right to accept or deny any donation(s).

IX. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

A. Flowers, shrubs and bushes

- 1.** Donated plants become exclusive property and maintenance responsibility of GRF;
- 2.** Only those plantings that require a maintenance effort consistent with other plantings will be considered;
- 3.** Site preparation, installation and site restoration will be the responsibility of GRF;
- 4.** Only perennial flowering plants will be permitted and incorporated in existing beds; and
- 5.** Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

B. Trees

- 1.** Donated trees become the exclusive property and maintenance responsibility of GRF;
- 2.** Site preparation, installation and site restoration will be the responsibility of GRF;

3. Tree placement/location will be based upon variety of tree selected, mature height, size, etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
4. Size and species of tree(s) donated shall be limited to those determined by GRF.

C. Signage

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation and/or sponsorship acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation and/or sponsorship. Refer to Naming Policy.

D. Benches, tables and other amenities

1. Donated benches become exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF; and
3. Amenity must be similar to or complement other amenities in the area.

E. Buildings, structures and public art

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

X. Conditions

- A. Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. Any surplus funds would be applied to related or ancillary operational and maintenance expenses.
- B. Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.
- C. Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

- A. Tangible items will be distributed to the applicable department director or CEO for use.
- B. Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the director of Financial Services or recommended by the receiving department director.
- C. Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the director of Financial Services.
- D. The director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.

XII. Donation Record Keeping

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the director of Financial Services for recordkeeping, the designated department director for which the donation and/or sponsorship was assigned and the services manager.

XIII. Declined Donations and Sponsorships

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Attachment 2

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Division's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. If it does, you may receive written confirmation acknowledging receipt of your request. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: Laguna Woods Art Assoc. Date: 5/18/22

Print Individual, Club or Organization Name: _____

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):

- ☐ Change/Exception to Policy ☒ Donation ☐ Staff Time Request
☐ Equipment Request ☐ Facility Request ☐ Other: _____

Explanation:

Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.

Laguna Woods Art Assoc. is purchasing the following
equipment for the use of our club members or club Village
residents as needed and according to club By-laws:

1. Blick model 999 II printing press with associated
bench & blankets. (this will be for the use of
club members signed up for print making classes)

1. Logan Framers Edge 650-1 40" Elite Mat Cutter to
replace obsolete & broken mat cutter, for the use of
club members.

Requestor Signature: _____

Signatures of All Other Individuals/Club Presidents Affected by this Request:

Signature	Manor #	For	Undecided	Against
<u>N/A</u>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

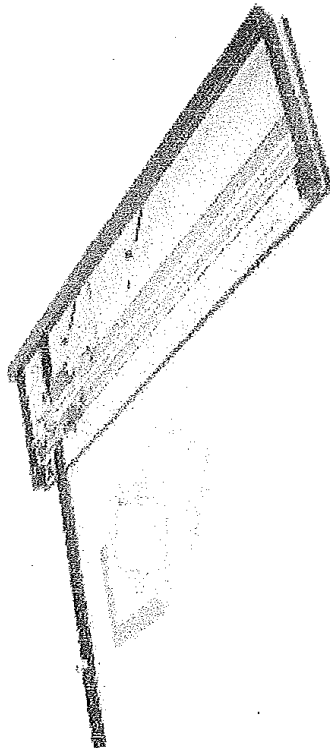
PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Division
 P.O. Box 2220, Laguna Woods, CA 92637

Logan Framer's Edge 650-1 Elite Mat Cutter - 40"

1000 X 1500 X 1000
 1000 X 1500 X 1000

1



Original price: List \$1070.95 Current price: \$549.99 Blick's Best Price! This icon indicates that the price shown is the lowest possible price offered for an item, therefore additional discounts cannot be applied.

4 foot folding tables Home Depot item #80726 black or # 80879 almond

45.98 + 3.33 tax = \$49.31 each x 10 tables (to replace 3 8ft tables and 2 6ft tables).

Total cost 493.10.

40 feet replacing 36 feet of table area. Providing 10 work spaces v. 5 work spaces.

2

Home Depot (email)
 WAA-2000-10 (pw)

Kd6xxx6xxx!@

Details on purchasing the Blick 999 Model II printing press for LWAA

The Blick 999 Model II printing press incorporates many features of the new, larger Blick Master Etch Model II press, but at a very economical price. Built for studio or classroom use, it makes prints up to 17" wide x 35" long. The 4½" diameter finely-machined solid upper roll may be raised to accommodate mounted linoleum up to 7/8" thick. Total clearance without blanket is 1¼". It is gear driven for easy pulling of etchings, dry points, engravings, collagraphs, linoleum block prints, and paper plate lithographs. Calibrated pressure adjusters allow you to see exactly how much pressure is being applied.

The press comes with a ½" thick phenolic bed plate, 19-5/8" wide x 36" long — 1-5/8" wider than the original 999 press. The phenolic bed plate is a lightweight, non-porous, non-compressible material that will not rust. A ¼" thick gray cushion blanket also comes with the press. We recommend the purchase of a catcher blanket and a pusher blanket. Weighs 171 lb (78 kg).

Please note the 2 bold face items above. Since this press is gear driven it will make pulling prints easier, and LWAA will need to purchase the printing stand due to the weight of this press.

Below is a screen shot of all the items that need to be purchased for this press. The total cost is \$2950.62. This will be a good investment for the studio.

Item	Description	Thickness	Size	List	Price		
45024-1001	999 Model II Etching Bench				\$559.50	+ Cart	+LST
45031-1001	999 Model II Etching Press				\$2390.02	+ Cart	+LST
45011-1150	Catcher Blanket	1716	18" x 35"		\$41.70	+ Cart	+LST
45011-1010	Pusher Blanket	1716	18" x 35"		\$50.00	+ Cart	+LST
					\$ 2951.22 total		

This page
intentionally
left blank

STAFF REPORT

DATE: January 12, 2023
FOR: Community Activities Committee
SUBJECT: Donation of Longarm Quilting Machine for Clubhouse 4 Sewing Classroom

RECOMMENDATION

Review and recommend a resolution of the donation of a longarm quilting machine for the Clubhouse 4 quilt room in accordance with the GRF Donation Policy (Attachment 1).

BACKGROUND

Laguna Woods Village clubs and/or individual residents have historically donated items to GRF to enhance GRF facilities, services and programs for the enjoyment of all Village residents.

DISCUSSION

The Crazy Quilters Club would like to donate a longarm quilting machine for use in the Clubhouse 4 sewing classroom. (Attachment 2). GRF will assume maintenance costs which are expected to be nominal.

FINANCIAL ANALYSIS

The estimated annual maintenance cost would be \$300.

Prepared By: Alison Giglio, Interim Recreation and Special Events Director

Reviewed By: Steve Hormuth, Financial Services Director
Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: GRF Donation Policy

ATT 2: Crazy Quilters Guild Donation Request

Attachment 1



Golden Rain Foundation | Donation Policy

I. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations while managing aesthetic impacts and mitigating installation and ongoing maintenance costs.

II. Donation Defined

A donation is defined as any item of value given to GRF by a donor who expects nothing significant of value in return other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

III. Sponsorships Defined

A sponsorship is defined as any item of value given to GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors and donors alike. Most sponsors like to share their activities, and GRF will typically highlight the sponsor.

IV. Types of Donations and Sponsorships

Donations and/or sponsorships may be offered in the form of cash and real or personal property. Designated donations are donations the donor specifies for a particular department, location or purpose. Undesignated donations are donations given to GRF for an unspecified use. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs or the Village Community Fund (VCF). VCF is a nonprofit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

V. Consistency with GRF Interests

Designated donations and/or sponsorships may be accepted only when they fulfill a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

VI. Standards for Donations and Sponsorships

- A. Acquisition or purchase:** GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality

related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors. In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.

- B. Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space elements will be installed in a manner that will not substantially change the character of a facility or its intended use.
- C. Maintenance:** Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires. In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.
- D. Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- E. Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

VII. Procedure for Making Donations and Sponsorships

- A. Management:** The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- B. Contact:** Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and complete the Donation Agreement (Attachment 1).

- C. Committee consideration:** Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- D. Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- E. Board approval – VCF donations:** Acceptance of VCF donations and/or sponsorships requires GRF board approval of the Donation/Sponsorship Agreement (Attachment 1) followed by execution of the corresponding VCF Project Application (Attachment 2).

VIII. Criteria for Acceptance

To accept donation(s) and/or sponsorship(s) of a community space element for a specific facility, the donation must:

- A.** Meet a true need of the facility;
- B.** Not interfere with the intended current or future use of the facility; and
- C.** Not require the relocation of other equipment or infrastructure to accommodate the donation and/or sponsorship.

GRF reserves the right to accept or deny any donation(s).

IX. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

A. Flowers, shrubs and bushes

- 1.** Donated plants become exclusive property and maintenance responsibility of GRF;
- 2.** Only those plantings that require a maintenance effort consistent with other plantings will be considered;
- 3.** Site preparation, installation and site restoration will be the responsibility of GRF;
- 4.** Only perennial flowering plants will be permitted and incorporated in existing beds; and
- 5.** Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

B. Trees

- 1.** Donated trees become the exclusive property and maintenance responsibility of GRF;
- 2.** Site preparation, installation and site restoration will be the responsibility of GRF;

3. Tree placement/location will be based upon variety of tree selected, mature height, size, etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
4. Size and species of tree(s) donated shall be limited to those determined by GRF.

C. Signage

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation and/or sponsorship acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation and/or sponsorship. Refer to Naming Policy.

D. Benches, tables and other amenities

1. Donated benches become exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF; and
3. Amenity must be similar to or complement other amenities in the area.

E. Buildings, structures and public art

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

X. Conditions

- A. Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. Any surplus funds would be applied to related or ancillary operational and maintenance expenses.
- B. Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.
- C. Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

XI. Distribution of Donation and Sponsorship

- A.** Tangible items will be distributed to the applicable department director or CEO for use.
- B.** Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the director of Financial Services or recommended by the receiving department director.
- C.** Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the director of Financial Services.
- D.** The director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.

XII. Donation Record Keeping

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the director of Financial Services for recordkeeping, the designated department director for which the donation and/or sponsorship was assigned and the services manager.

XIII. Declined Donations and Sponsorships

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Attachment 2



Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: _____ **Date:** 11/28/22

Print Individual, Club or Organization Name: Crazy Quilters Guild

Manor: _____ **Phone:** _____ **E-mail:** _____

Request (please check one):

☐ Change/Exception to Policy ☒ Donation ☐ Staff Time Request
☐ Equipment Request ☐ Facility Request ☐ Other: _____

Explanation:

Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.
Donation of longarm quilting machine for use by LW quilters and Emeritus quilting class.

Crazy Quilters Guild has made and donated _____ quilts in 2022. We would like to do more.

The most cumbersome part of making a quilt is quilting the layers together.

We have one person (Nancy Allen) who quilts on a domestic machine the quilt room.

We have three longarm quilters who quilt at home who are doing as many quilts as possible.

If we want to make more quilts, we would have to pay to have them quilted

Current rate for CQG quilters is \$.0125/sq.in., or \$20 per lap quilt; \$68 for 60x90 (fire)

Current min rate for independent quilters is \$.025, or \$36 for lap; \$135 for 60x90.

A more practical use of our hard-earned funds would be to purchase a longarm machine.

for use in the quilt room, train guild members to use it, and quilt more quilts in-house.

The Emeritus quilting instructed as expressed a strong interest in using this machine too.

We are making quilts for each of the firemen in Laguna Woods Station 22, each is 60x90.

It would cost \$5,265 to have these quilts quilted by a service. This purchase saves money

Requestor Signature: _____

Signatures of All Other Individuals/Club Presidents Affected by this Request:

Signature	Manor #	For	Undecided	Against
_____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department
P.O. Box 2220, Laguna Woods, CA 92637

This page
intentionally
left blank

STAFF REPORT

DATE: January 12, 2023
FOR: Community Activities Committee
SUBJECT: Donation of Baby Grand Piano for Clubhouse 7

RECOMMENDATION

Review and recommend a resolution of the donation of a baby grand piano for Clubhouse 7 in accordance with the GRF Donation Policy (Attachment 1).

BACKGROUND

Laguna Woods Village clubs and/or individual residents have historically donated items to GRF to enhance GRF facilities, services and programs for the enjoyment of all Village residents.

DISCUSSION

A resident would like to donate a baby grand piano for use in Clubhouse 7. (Attachment 2). This piano is deemed in good condition and is needed in the Clubhouse 7 main lounge. GRF will assume maintenance and moving costs.

FINANCIAL ANALYSIS

The estimated annual maintenance cost would be \$800 and the estimated cost to move the piano to Clubhouse 7 would be \$500.

Prepared By: Alison Giglio, Interim Recreation and Special Events Director

Reviewed By: Steve Hormuth, Financial Services Director
Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: GRF Donation Policy
ATT 2: Resident Donation Request

Attachment 1



Golden Rain Foundation | Donation Policy

I. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations while managing aesthetic impacts and mitigating installation and ongoing maintenance costs.

II. Donation Defined

A donation is defined as any item of value given to GRF by a donor who expects nothing significant of value in return other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

III. Sponsorships Defined

A sponsorship is defined as any item of value given to GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors and donors alike. Most sponsors like to share their activities, and GRF will typically highlight the sponsor.

IV. Types of Donations and Sponsorships

Donations and/or sponsorships may be offered in the form of cash and real or personal property. Designated donations are donations the donor specifies for a particular department, location or purpose. Undesignated donations are donations given to GRF for an unspecified use. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs or the Village Community Fund (VCF). VCF is a nonprofit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

V. Consistency with GRF Interests

Designated donations and/or sponsorships may be accepted only when they fulfill a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

VI. Standards for Donations and Sponsorships

- A. Acquisition or purchase:** GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality

related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors. In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.

- B. Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space elements will be installed in a manner that will not substantially change the character of a facility or its intended use.
- C. Maintenance:** Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires. In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.
- D. Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- E. Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

VII. Procedure for Making Donations and Sponsorships

- A. Management:** The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- B. Contact:** Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and complete the Donation Agreement (Attachment 1).

- C. Committee consideration:** Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- D. Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- E. Board approval – VCF donations:** Acceptance of VCF donations and/or sponsorships requires GRF board approval of the Donation/Sponsorship Agreement (Attachment 1) followed by execution of the corresponding VCF Project Application (Attachment 2).

VIII. Criteria for Acceptance

To accept donation(s) and/or sponsorship(s) of a community space element for a specific facility, the donation must:

- A.** Meet a true need of the facility;
- B.** Not interfere with the intended current or future use of the facility; and
- C.** Not require the relocation of other equipment or infrastructure to accommodate the donation and/or sponsorship.

GRF reserves the right to accept or deny any donation(s).

IX. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

A. Flowers, shrubs and bushes

- 1.** Donated plants become exclusive property and maintenance responsibility of GRF;
- 2.** Only those plantings that require a maintenance effort consistent with other plantings will be considered;
- 3.** Site preparation, installation and site restoration will be the responsibility of GRF;
- 4.** Only perennial flowering plants will be permitted and incorporated in existing beds; and
- 5.** Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

B. Trees

- 1.** Donated trees become the exclusive property and maintenance responsibility of GRF;
- 2.** Site preparation, installation and site restoration will be the responsibility of GRF;

3. Tree placement/location will be based upon variety of tree selected, mature height, size, etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
4. Size and species of tree(s) donated shall be limited to those determined by GRF.

C. Signage

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation and/or sponsorship acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation and/or sponsorship. Refer to Naming Policy.

D. Benches, tables and other amenities

1. Donated benches become exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF; and
3. Amenity must be similar to or complement other amenities in the area.

E. Buildings, structures and public art

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

X. Conditions

- A. Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. Any surplus funds would be applied to related or ancillary operational and maintenance expenses.
- B. Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.
- C. Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

XI. Distribution of Donation and Sponsorship

- A. Tangible items will be distributed to the applicable department director or CEO for use.
- B. Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the director of Financial Services or recommended by the receiving department director.
- C. Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the director of Financial Services.
- D. The director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.

XII. Donation Record Keeping

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the director of Financial Services for recordkeeping, the designated department director for which the donation and/or sponsorship was assigned and the services manager.

XIII. Declined Donations and Sponsorships

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Attachment 2

Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: _____ **Date:** 12-1-22

Print Individual, Club or Organization Name: same / individual / resident

Manor: _____ **Phone:** _____ **E-mail:** _____

Request (please check one):
☐ Change/Exception to Policy ☒ Donation ☐ Staff Time Request
☐ Equipment Request ☐ Facility Request ☐ Other: _____

Explanation:
Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.

I would like to donate a Baby Grand Piano to the Laguna Woods Recreation Department to be placed/used in any way deemed appropriate by Laguna Woods. The piano is located at my home here @ [redacted] The piano is available any time. The piano is in good condition & could be an excellent addition to any one of the club houses. Please call with any questions you may have. Thank you.

Requestor Signature: _____

Signatures of All Other Individuals/Club Presidents Affected by this Request:

Signature	Manor #	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:
Laguna Woods Village Recreation Department
P.O. Box 2220, Laguna Woods, CA 92637

This page
intentionally
left blank

STAFF REPORT

DATE: January 12, 2023
FOR: Community Activities Committee
SUBJECT: Art Association Request for Whale Project Mounting

RECOMMENDATION

Review and recommend the Art Association club request for the mounting of “Stella,” the Baby Gray Whale art project in the lounge of Clubhouse 4 in accordance with the GRF Donation Policy (Attachment 1).

BACKGROUND

The Laguna Woods Village Art Association members painted a template of “Stella,” the Baby Gray Whale for a project commissioned by the El Toro Water District in collaboration with the Wyland Foundation. The Wyland Foundation displayed this artwork in the Community Center lobby during the summer and fall, 2022. The project has been returned to the Clubhouse 4 art studio.

DISCUSSION

The Art Association Club would like mount this project in the Clubhouse 4 art room, however staff recommends mounting this project in the Clubhouse 4 lounge for all residents to enjoy.

FINANCIAL ANALYSIS

The estimated cost to mount the art project would be \$30.

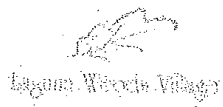
Prepared By: Alison Giglio, Interim Recreation and Special Events Director

Reviewed By: Steve Hormuth, Financial Services Director
Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: Art Association Recreation Committee Request Form

Attachment 1



Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Division's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. If it does, you may receive written confirmation acknowledging receipt of your request. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: _____ Date: 12/5/22

Print Individual, Club or Organization Name: Laguna Woods Art Assn.

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):

- ☐ Change/Exception to Policy ☒ Donation ☐ Staff Time Request
☐ Equipment Request ☐ Facility Request ☐ Other: _____

Explanation:

Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.

In the spring a team of Art Association members painted a template of "Stella" the Baby Gray Whale as a project initiated by the El Toro Water district in collaboration with the Wyland Foundation.

The project was not only created by us but by other art groups in South Orange County for the purpose of raising awareness to the public about clean water & our connection to the ocean.

After our team painted an image, picked a title, Stella went to the Wyland foundation →

Requestor Signature: _____

Signatures of All Other Individuals/Club Presidents Affected by this Request:

Signature	Manor #	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Division
P.O. Box 2220, Laguna Woods, CA 92637

Explanation (Continued):

for mounting & display.
 El Toro Water district then discussed leaving Stella in the Community Center w/ Ellyce Rothrock. Stella remained through the summer & fall near the elevators. Stella was then transported back to the art studio in clubhouse 4, where we would like to display it on the west wall above the library shelves.
 It is mounted on a hollow-core door (as it's frame) & needs to be attached to a stud on the upper wall. The stella is representative of collaboration w/ many different groups. It would be better on the wall than in a land-fill.

Recreation Committee Request Form Guidelines

- Change/Exception to Policy: The GRF Board of Directors has established policies and practices governing the use of the Community's recreational facilities. Recreation Division staff do not have the authority to grant exceptions or make changes to these policies. However, special circumstances, as determined by GRF, may warrant a change or exception to these policies.
- Donation: From time to time, individuals and clubs/organizations have offered monetary, materials, and equipment donations to enhance various facilities and activities. The proposed donations are reviewed by CAC to determine the associated short- or long-term impact of the donation. Upon approval by GRF, the donation will be accepted with thanks.
- Staff Time Request: Requests for staff time will be reviewed by the affected facility Supervisor and the Recreation Manager. If the request falls outside the scope of the GRF approved service level, it will be addressed by CAC with their recommendation forwarded to the GRF Board for final approval.
- Equipment/Facility Request: Equipment within Laguna Woods Village facilities and the facilities themselves are updated and maintained in some cases as needed and in other cases on a schedule with the Maintenance Division. The need for a piece of equipment or facility to be fixed, replaced or added must be addressed by CAC and approved by GRF.

OFFICE USE ONLY

WORK CENTER	#	HANDLED BY STAFF YES NO	COMMENTS/COMPLETED DATE
If No: Check Below			
REFERRED TO	CAC M&C SECURITY GRF FINANCE GRF OTHER	DATE	COMMENTS/COMPLETED DATE