



**ANIMAL CARE FOUNDATION AGENDA  
AUGUST 25, 2016 -- 5:00 P.M.  
RAINES ROOM  
10500 CIVIC CENTER DRIVE, RANCHO CUCAMONGA, CA 91730**

**A. CALL TO ORDER**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call

President, Mary Guyer \_\_\_\_\_, Vice President, Suzanne Buquet \_\_\_\_\_,  
Secretary, Nancy Mendoza \_\_\_\_\_, Director, Renee Hernandez \_\_\_\_\_,  
Director, Soo Myland \_\_\_\_\_, Director, Anthony Feliciano \_\_\_\_\_,

**B. ANNOUNCEMENTS**

1. Update on filing tax exempt paperwork for the Animal Care Foundation – Animal Services Director Veronica Fincher.
2. Announcement of Animal Center Extreme Makeover (oral report) – Animal Services Director Veronica Fincher.
3. Updates from Animal Center Strategic Plan (oral report) – Animal Services Director Veronica Fincher.

**C. PUBLIC COMMUNICATIONS**

**This is the time and place for the general public to address the Animal Care Foundation on any item listed on the agenda. State law prohibits the Animal Care Foundation from addressing any issue not previously included on the Agenda. The Animal Care Foundation may receive testimony and set the matter for a subsequent meeting. Comments are to be limited to five minutes per individual.**

**D. FOUNDATION BUSINESS**

1. Consideration to approve minutes from Regular Meeting held June 23, 2016.
2. Consideration to approve Rancho Cucamonga Animal Care Foundation Budget FY16/17.
3. Discussion to identify two fundraisers and form an adhoc committee for those fundraisers.
4. Discussion of marketing and branding for the Rancho Cucamonga Animal Care Foundation.

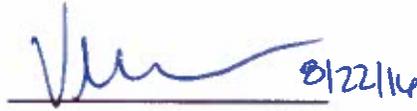
**E. IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS**

**F. ADJOURNMENT**

**CERTIFICATION**

I, Veronica Fincher, Animal Care Services Director, or my designee, hereby certifies that a true, accurate copy of the foregoing agenda was posted on August 22, 2016, at least Seventy-Two (72) hours prior to the meeting per Government Code 54954.2 at 10500 Civic Center Drive, Rancho Cucamonga, California, and on the City's website and Animal Care and Adoption Center's website.

City of Rancho Cucamonga

A handwritten signature in blue ink, appearing to read 'V. Fincher', is written over a horizontal line. To the right of the signature, the date '8/22/16' is handwritten.

**Veronica Fincher  
Animal Care Services Director**



**Rancho Cucamonga Animal Care Foundation Minutes**

Meeting Held: June 23, 2016 -- 5:00 p.m.

**RAINES ROOM**

10500 CIVIC CENTER DRIVE, RANCHO CUCAMONGA, CA 91730

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**A. Call To Order**

1. Call to Order at 5:00 p.m.
2. Pledge of Allegiance
3. Oath of Office and presentation of certificates by Janice Reynolds
4. Roll Call
  - i. Board Members Present:  
Soo Myland, Suzanne Buquet, Renee Hernandez, Nancy Mendoza, Mary Guyer, Anthony Feliciano
  - ii. Board Members Absent:  
None
  - iii. Also in Attendance:  
Veronica Fincher, Animal Services Director  
Barbara Hansen, Animal Services Community Programs Specialist

**B. Announcements and Presentations**

1. New Foundation Board Members introduced themselves to the rest of the Board.
2. Animal Services Director Veronica Fincher announced fund balance in Rancho Cucamonga Community Foundation and outstanding expenses (city donation of approx. \$35,000 to cover staffing for kitten nursery, transfer of funds to cover rescue transport expenses and medical expenses that were not budgeted in general fund).
3. Animal Services Community Programs Specialist announced upcoming fundraisers for Animal Center:  
California Pizza Kitchen, June 28<sup>th</sup>  
Outback Steakhouse, July 25<sup>th</sup>  
Lazy Dog Café' on September 14<sup>th</sup>

**C. Public Communication**

1. None.

**D. Foundation Business**

1. Animal Services Director Veronica Fincher presented Articles of Incorporation.
2. Board position and initial terms were approved (6 ayes, 0 noes):
  - President: Mary Guyer, 3 year term (2019)
  - Vice President: Suzanne Buquet, 3 year term (2019)
  - Secretary: Nancy Mendoza, 2 year term (2018)
  - Director: Soo Myland, 2 year term (2018)
  - Director: Renee Hernandez, 1 year term (2017)
  - Director: Anthony Feliciano, 1 year term (2017)
3. Motion to approve resolution RCACF 16-001, approving the Rancho Cucamonga Animal Care Foundation Bylaws (6 ayes, 0 noes).
4. Motion to approve resolution RCACF 16-002, approving the Rancho Cucamonga Animal Care Foundation Bylaws (6 ayes, 0 noes).
5. Motion to approve resolution RCACF 16-003, establishing the Animal Care Foundation Board Meetings as the 4<sup>th</sup> Thursday of the month in the months of August, October, February, April and June at 5:00pm (6 ayes, 0 noes).
6. Motion to approve resolution RCACF 16-004, establishing the President, Vice President and Secretary as the Executive Committee (6 ayes, 0 noes).
7. Motion to approve resolution RCACF 16-005 approving the establishment of tax exempt status for the Foundation.
8. Animal Services Director Veronica Fincher discussed transitioning from the Rancho Cucamonga Community Foundation to the Rancho Cucamonga Animal Care Foundation once an EIN number and approval of federal and tax exemption are established. Until then, funds will continue to be collected as an affiliate of the Rancho Cucamonga Community Foundation.

#### **E. Identification of Items for the Next Meeting**

1. Animal Service Director Veronica Fincher to provide update on Animal Center Extreme Make Over in January 2017.
2. Animal Service Director Veronica Fincher to provide updates regarding Animal Center Vision next 5 years (from approved strategic plan).
3. Animal Center Director Veronica Fincher to provide current funds in RCCF and suggested budget for Rancho Cucamonga Animal Care Foundation FY 16/17.
4. Discussion of marketing and branding the Rancho Cucamonga Animal Care Foundation.
5. Identification of at least two fundraisers and the point person for those fundraisers.
  - i. Establish an adhoc committee for specific fundraiser for a specific time frame.

**F. Adjournment**

1. Meeting adjourned at 5:45 p.m.

I, Nancy Mendoza, Secretary of the Rancho Cucamonga Animal Care Foundation, do hereby certify the foregoing minutes from the regular meeting held June 23<sup>rd</sup>, 2016 were approved by the Rancho Cucamonga Animal Care Foundation Board of Directors at a Regular Meeting of said Foundation on the 25<sup>th</sup> day of August 2016.

Executed this 25th day of August 2016 at Rancho Cucamonga, California

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Nancy Mendoza, Secretary

# STAFF REPORT

ANIMAL CARE AND SERVICES



**Date:** August 25, 2016  
**To:** Rancho Cucamonga Animal Care Foundation Board of Directors  
**From:** Veronica Fincher, Animal Services Director  
**Subject:** Consideration to approve Animal Care Foundation Budget for Fiscal Year 16/17

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## **RECOMMENDATION**

Staff recommends the Rancho Cucamonga Animal Care Foundation Board of Directors approve the budget for Fiscal Year 16/17.

## **BACKGROUND/ANALYSIS**

The Rancho Cucamonga Animal Center is currently an affiliate of the Rancho Cucamonga Community & Arts Foundation. As such, the Animal Center fundraises to provide additional support in the areas of funding one staff member, the kitten nursery, specialized medical procedures, animal transports to rescue and adoption partners, behavior and training programs and providing additional supplies for the Center. Funds will continue to be raised under the Rancho Cucamonga Community & Arts Foundation until the approval of nonprofit tax exemption is granted. At that time, the funds from the Rancho Cucamonga Community & Arts Foundation will be transferred to the Rancho Cucamonga Animal Care Foundation. Attached is staff's recommended budget for the Rancho Cucamonga Animal Care Foundation for Fiscal Year 2016 to 2017.

Respectively Submitted,

A handwritten signature in blue ink, appearing to read "V Fincher", is positioned above the typed name.

Veronica Fincher  
Animal Services Director

Attached: 2016/2017 Rancho Cucamonga Animal Care Foundation Budget

<b>2016/2017 Animal Care Foundation Budget</b>		
<b>Income:</b>		
Over the Counter Donations	\$	19,000.00
Western University	\$	23,000.00
Furry Friends Flea Market	\$	2,500.00
Crowd Funding	\$	3,000.00
Signature Events	\$	30,000.00
Restaurant Fundraisers	\$	1,000.00
True Emotions Fundraiser	\$	1,000.00
ARF Committee Event (Raffles, etc.)	\$	2,000.00
Adoption Events	\$	2,500.00
Home for the Holidays Event	\$	2,000.00
Extreme Makeover Open House	\$	2,000.00
Grants	\$	5,000.00
<b>Total Income:</b>	<b>\$</b>	<b>93,000.00</b>
<b>Expense:</b>		
Endowment	\$	-
Capital Campaign	\$	-
Transports	\$	2,000.00
Animal Behavior	\$	2,000.00
Medical Procedures	\$	6,000.00
Fundraising	\$	1,500.00
City Contribution (Vet Staff Position)	\$	50,000.00
City Contribution (Kitten Nursery)	\$	30,000.00
Foundation Expenses (Accounting, Donor Appreciation)	\$	1,500.00
<b>Total Expense:</b>	<b>\$</b>	<b>93,000.00</b>
<b>Net Ordinary Income</b>	<b>\$</b>	<b>-</b>