



Laguna Niguel Military Support Committee AGENDA

SPECIAL MEETING OF
June 11, 2018 - 10:00 a.m.

COUNCIL CHAMBERS
LAGUNA NIGUEL CITY HALL

30111 Crown Valley Parkway
Laguna Niguel, California 92677

WELCOME TO YOUR MILITARY SUPPORT COMMITTEE MEETING!

Regular meetings are held on the second Monday of each month at 12:00 p.m. in the Council Chambers of City Hall, 30111 Crown Valley Parkway, Laguna Niguel, California 92677, (except in January and February when they are held on the fourth Monday of the month).

Any person wishing to address the Committee on any matter, whether or not it appears on this agenda, is required to complete a "Request to Speak" form available on the counter near the door. Please submit the completed form to the secretary prior to being heard by the Committee. Each individual will be allowed three (3) minutes. No action will be taken on any items not on the agenda, unless the Committee makes a determination that an emergency exists, or that there is a need for immediate action, and the need to take action came to the attention of the City subsequent to the agenda being posted.

Any documents that are provided to the Laguna Niguel Military Support Committee regarding items on this agenda less than 24 hours prior to this meeting will be available for public inspection at the public review table that is located in the reception area on the first floor of City Hall at 30111 Crown Valley Parkway, Laguna Niguel, California 92677, until 10:00 a.m. on the date of the Committee meeting. After 10:00 a.m., the documents will be available at the counter located inside the City Council Chambers at 30111 Crown Valley Parkway, Laguna Niguel, California 92677.

Thank you for attending your Laguna Niguel Military Support Committee meeting.

City Hall
30111 Crown Valley Parkway
(949)362-4300 Fax (949)362-4340
www.cityoflagunaniguel.org

CALL TO ORDER AND ROLL CALL

INVOCATION – Committee Member Carl David

PLEDGE OF ALLEGIANCE – Committee Member Bev Resh

PRESENTATIONS

PUBLIC COMMUNICATIONS

DISCUSSION ITEMS

1. Foundation Financial Report

Recommendation

Receive and file report.

2. Update on City Military Support Committee Account

Recommendation

Hear update.

3. Minutes of the Regular Military Support Committee Meeting on May 14, 2018

Recommendation

Approve as written or amended.

4. Reports from the 1st Battalion, 4th Marines, USS Stockdale, and 1st Assault Helicopter Battalion, 140th Aviation Regiment Representatives

Recommendation

Hear reports.

5. Discussion of Sponsorship of the 1st Battalion, 4th Marines Family Day Late Billing/Cost Overrun

Recommendation

Discuss and take action on the sponsorship of the 1st Battalion, 4th Marines Family Day Late Billing/Cost Overrun.

6. Request for Use of \$850 Shirt Fundraiser Revenue Towards the 1st Battalion, 4th Marines Ball Fund Account

Recommendation

Discuss and take action on the request for use of \$850 shirt fundraiser revenue towards the 1st Battalion, 4th Marines ball fund account.

7. Filling of Vacancy on the 2018 Major Fundraiser Sub-Committee

Recommendation

Appoint an individual to fill the vacancy on the 2018 Major Fundraiser Sub-Committee for the term expiring on December 31, 2018.

8. Discussion on Updating and Purchasing Banners for the 1st Battalion, 4th Marines, USS Stockdale, and 1st Assault Helicopter Battalion, 140th Aviation Regiment

Recommendation

Discuss and take action on updating and purchasing banners for the 1st Battalion, 4th Marines, USS Stockdale, and 1st Assault Helicopter Battalion, 140th Aviation Regiment.

9. Recap on the USS Stockdale Car Wash held June 9, 2018.

Recommendation

Hear report.

10. 2018 Major Fundraiser Sub-Committee Report - "Tribute to our Military" Fundraising Event Details and Preliminary Budget

Recommendation

Discuss the "Tribute to our Military" Fundraising Event Details and Preliminary Budget.

11. Update on July 4th Activities

Recommendation

Hear update.

12. **Update on Car Wash for 1st Battalion, 4th Marines to be held August 18, 2018**

Recommendation

Hear update.

13. **Committee Reports**

Recommendation

Hear reports.

ADJOURNMENT

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

**Mayor Elaine Gennawey – Co-Chair
Council Member Laurie Davies – Co-Chair**

**Daniel Abrams
Carole Allen
Carl David
Rich Encinas
Debra Garnreiter
John Humphrey
Bill Kelley
Kathy Khalifa
Brud LeTourneau**

**Frank McGrath
Dave Mellon
Dennis Mulvaney
Mike Pouraryan
Maynard Rains
Bev Resh
David Tuma
John Ulrich**

**Sebrina King, First Battalion, Fourth Marines
CMDCN (SW) Jared Mueller, USS Stockdale
Lt. Colonel Aaron Schilleci, 1st Assault Helicopter Battalion,
140th Aviation Regiment**

Email address.....info@lnmilitarysupport.org
Website address.....www.lnmilitarysupport.org

Americans with Disabilities Act - In compliance with the Americans with Disabilities Act, if you are an individual who requires accommodations to participate in this meeting, please contact the City Clerk's Office at (949) 362-4300. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

The Council Chambers is wheelchair accessible and disabled parking is available in the City Hall parking lot. Assisted Listening is available in the Council Chambers. To arrange for use of a personal listening device, please contact the City Clerk prior to the meeting.

AFFIDAVIT OF POSTING

COUNTY OF ORANGE)
CITY OF LAGUNA NIGUEL)

I, JUANA I. LAUR, DEPUTY CITY CLERK, hereby certify, under penalty of perjury, that I caused the posting of this agenda by 10:00 a.m. on Friday, June 8, 2018, at City Hall, 30111 Crown Valley Parkway; Crown Valley Community Park, 29751 Crown Valley Parkway, and Sea Country Senior and Community Center, 24602 Aliso Creek Road.

POSTED BY: 
Juana I. Laur, MMC, Deputy City Clerk

Foundation Financial Report

Agenda Item No. 1

12:49 PM
05/23/18
Cash Basis

Laguna Niguel Military Support Foundation
Income & Expense--Month Summary 2018 (unaudited)
April 2018

	<u>Apr 18</u>
Ordinary Income/Expense	
Expense	
60000 · Program Expenses	
62000 · Facilities and Equipment	
62100 · Equipment Rental--Pgm Exp	1,153.00
Total 62000 · Facilities and Equipment	1,153.00
63820 · Credit Card Processing Fees	
63822 · Monthly Fee	19.95
Total 63820 · Credit Card Processing Fees	19.95
64100 · Contract & Prof Services--PE	
64120 · Internet/Website--Pgm Exp	59.75
64100 · Contract & Prof Services--PE - Other	297.00
Total 64100 · Contract & Prof Services--PE	356.75
Total 60000 · Program Expenses	1,529.70
70000 · Management & Administration	
72100 · Contract & Prof Services--M&A	
72110 · Accounting Fees	330.00
Total 72100 · Contract & Prof Services--M&A	330.00
72500 · Credit Card Processing (Non-Pgm)	
72510 · Transaction Fee (Non-Pgm)	19.95
Total 72500 · Credit Card Processing (Non-Pgm)	19.95
Total 70000 · Management & Administration	349.95
Total Expense	1,879.65
Net Ordinary Income	-1,879.65
Net Income	<u><u>-1,879.65</u></u>

12:50 PM
05/23/18
Cash Basis

Laguna Niguel Military Support Foundation
Balance Sheet (Unaudited)
As of April 30, 2018

	<u>Apr 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · US Bank Checking	
10110 · Unrestricted Amounts	30,361.65
10120 · Temporarily Restricted Amounts	
10125 · 1-4 Marines	-1,524.20
10130 · USS Stockdale/McClusky	-364.00
10132 · 1-140 Army Aviation Air Assault	459.44
10135 · Golf Tournament	-109.28
Total 10120 · Temporarily Restricted Amounts	<u>-1,538.04</u>
Total 10100 · US Bank Checking	28,823.61
10300 · PayPal Account	19,024.64
Total Checking/Savings	<u>47,848.25</u>
Total Current Assets	<u>47,848.25</u>
TOTAL ASSETS	<u>47,848.25</u>
LIABILITIES & EQUITY	
Equity	
30000 · Unrestricted Net Assets	3,484.76
39999 · Opening Balance Equity	49,265.88
Net Income	-4,902.39
Total Equity	<u>47,848.25</u>
TOTAL LIABILITIES & EQUITY	<u>47,848.25</u>

12:54 PM

05/23/18

Cash Basis

Laguna Niguel Military Support Foundation
Income & Expense Detail, 1-4 Marines
April 2018

Date	Num	Name	Memo	Class	Paid Amount
Ordinary Income/Expense					
Expense					
60000 · Program Expenses					
62000 · Facilities and Equipment					
62100 · Equipment Rental--Pgm Exp					
04/24/2018		Mellon, David	1/4 Family Day, Games, Equipment Rental	Family Support:General:1-4 Marines	1,153.00
		Total 62100 · Equipment Rental--Pgm Exp			1,153.00
		Total 62000 · Facilities and Equipment			1,153.00
64100 · Contract & Prof Services--PE					
04/28/2018		Mellon, David	1-4 Family Day DJ	Family Support:General:1-4 Marines	297.00
		Total 64100 · Contract & Prof Services--PE			297.00
		Total 60000 · Program Expenses			1,450.00
		Total Expense			1,450.00
		Net Ordinary Income			-1,450.00
		Net Income			-1,450.00

**Update on City Military Support Committee
Account**

Agenda Item No. 2

	C	D	E	F	G	J	K	L	M	N	O
14	Laguna Niguel										
15	Expenditure Report By Department										
17	For the period 7/1/2017 to 6/30/2018										
18					Original Budget	Amended Budget	Year to date Actual	Current Month	Encumb. YTD	Unencumb. Balance	% Budget
19											
23	Department 01 CITY COUNCIL										
24											
29	Expenditures										
30	Fund: 100 GENERAL FUND										
31	Acct Class: 4000 Personnel Services										
32	4000	Salaries - full-time			39,826.00	40,615.00	28,393.60	0.00	0.00	12,221.40	69.9%
33	4010	Council compensation/stipend			24,000.00	24,000.00	17,800.00	0.00	0.00	6,200.00	74.2%
34	4030	Retirement			8,319.00	8,416.00	6,058.55	0.00	0.00	2,357.45	72.0%
35	4031	Health/life/vision insurance			8,820.00	8,820.00	8,013.58	0.00	0.00	806.42	90.9%
36	4032	Disability insurance			283.00	283.00	281.39	0.00	0.00	1.61	99.4%
37	4033	Workers compensation			124.00	124.00	93.00	0.00	0.00	31.00	75.0%
38	4034	Social Security			2,413.00	2,413.00	1,940.47	0.00	0.00	472.53	80.4%
39	Acct Class: 4000 Personnel Services										
40					83,785.00	84,671.00	62,580.59	0.00	0.00	22,090.41	73.9%
41	Acct Class: 5000 Operating Expenditures										
42	5020	Building supplies			0.00	0.00	25.18	0.00	0.00	-25.18	0.0%
43	5040	Clothing & personnel supplies			500.00	200.00	0.00	0.00	0.00	200.00	0.0%
44	5050	Communications			1,000.00	400.00	8.32	0.00	0.00	391.68	2.1%
45	5060	Community Organization Grants			34,000.00	34,000.00	34,000.00	0.00	0.00	0.00	100.0%
46	5080	Computer software			1,000.00	1,000.00	5.00	0.00	0.00	995.00	0.5%
47	5090	Computer supplies			500.00	0.00	0.00	0.00	0.00	0.00	0.0%
48	5185	Media outreach			39,400.00	39,400.00	24,580.00	1,650.00	0.00	14,820.00	62.4%
49	5340	Maintenance - equipment			500.00	350.00	341.10	0.00	0.00	8.90	97.5%
50	5440	Membership & dues			57,225.00	57,225.00	55,301.96	0.00	0.00	1,923.04	96.6%
51	5463	Outreach materials			6,000.00	1,000.00	139.10	0.00	0.00	860.90	13.9%
52	5510	Printing			5,000.00	5,000.00	4,126.30	0.00	0.00	873.70	82.5%
53	5640	Resource materials			500.00	500.00	0.00	0.00	0.00	500.00	0.0%
54	5648	Sister City program			1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0%
55	5665	Sponsorships			23,550.00	23,550.00	12,000.00	0.00	0.00	11,550.00	51.0%
56	5720	Travel, meetings & conferences			15,775.00	23,175.00	21,456.46	2,283.86	0.00	1,718.54	92.6%
57	5750	USMC 1st Battalion, 4th Marine Regiment-City			12,000.00	12,000.00	2,234.61	0.00	0.00	9,765.39	18.6%
58	Acct Class: 5000 Operating Expenditures										
59					197,950.00	198,800.00	154,218.03	3,933.86	0.00	44,581.97	77.6%
60	Fund: 100 GENERAL FUND										
61					281,735.00	283,471.00	216,798.62	3,933.86	0.00	66,672.38	76.5%
62	Total Expenditures										
					281,735.00	283,471.00	216,798.62	3,933.86	0.00	66,672.38	76.5%

	D	E	F	G	H
1	Trans. date	Account	Text	Amount	Ap/Ar ID (T)
2	07/01/2017	5750	Visa charges for Eileen Gomez	125.00	U.S. BANK CORPORATE PAYMENT SYSTEM
3	08/25/2017	5750	Visa charges for Megan Sterling	1,000.00	U.S. BANK CORPORATE PAYMENT SYSTEM
4	09/08/2017	5750	Public Works maintenance for August 2017	1,000.50	CHARLES ABBOTT ASSOCIATES INC.
5	09/13/2017	5750	Laguna Niguel special events notices (Military Support Committee) for August 2017	270.05	CALIFORNIA NEWSPAPERS PARTNERSHIP
6	09/27/2017	5750	Visa charges for Eileen Gomez	448.00	U.S. BANK CORPORATE PAYMENT SYSTEM
7	11/24/2017	5750	Visa charges for Eileen Gomez	0.02	U.S. BANK CORPORATE PAYMENT SYSTEM
8	12/11/2017	5750	Reimbursement for Military Support Committee Veterans Day Event on November 11, 2017	184.91	REFUNDS
9	12/22/2017	5750	Printing for Holiday Toy Drive	404.06	SOLINK INC.
10	01/03/2018	5750	LN MSC Foundation reimbursement of costs (Nov '16 - Aug '17)	-1,022.93	
11	04/10/2018	5750	Reimbursement for shirts ordered from Westway for MSC	-175.00	
12				2,234.61	

**Minutes of the Regular Military Support
Committee Meeting on
May 14, 2018**

Agenda Item No. 3

**MINUTES OF THE REGULAR MEETING OF
THE CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE
May 14, 2018 – 12:00 p.m.**

CALL TO ORDER

The meeting was called to order at 12:10 p.m. by Co-Chair Gennawey

ROLL CALL

Present: Co-Chair Gennawey
Dan Abrams
Carole Allen
Carl David
Rich Encinas
Debra Garnreiter
John Humphrey
Bill Kelley
Kathy Khalifa
Frank McGrath (departed at 1:15 p.m.)
Dave Mellon
Dennis Mulvaney
Mike Pouraryan
Maynard Rains
Bev Resh
David Tuma (departed at 1:35 p.m.)
John Ulrich

Sebrina King – First Battalion, Fourth Marines Representative
Lt. Col. Aaron Schillechi, 1st Assault Helicopter Battalion,
140th Aviation Regiment

Absent: Co-Chair Davies
Brud LeTourneau

Master Chief Jared Mueller, USS Stockdale

City Staff: Juana Laur, Deputy City Clerk
Liz Fraijo, Administrative Secretary

INVOCATION - Committee Member McGrath gave the invocation.

PLEDGE OF ALLEGIANCE - Committee Member Mulvaney led the flag salute.

PRESENTATIONS

1. Presentation of City Council Resolution to Adopted 1st Assault Helicopter Battalion, 140th Aviation Regiment

Co-Chair Gennawey presented Lt. Col. Aaron Schillechi of the 1st Assault Helicopter Battalion, 140th Aviation Regiment, with a Resolution signed by the City Council, that formally and permanently adopts the unit to be supported by the Laguna Niguel Military Support Committee. Lt. Col. Schillechi thanked the City and the MSC for adopting his unit and stated he is looking forward to working with the Committee and being more involved with the City activities.

PUBLIC COMMUNICATIONS

Girl Scout Representatives Donna Mulvaney, Dawne Both and Kathy Swart reported on the cookie collection by the local girl scouts and stated that over 1,800 boxes of cookies were donated locally to our supports units.

DISCUSSION ITEMS

1. Foundation Financial Report

Committee Member Kelley provided the Committee with the Military Support Foundation Financial Report as of March 31, 2018 which includes an Income & Expenses Report, a Balance Sheet, and a summary of the monetary donations received at the Baby Gift Drive held in March, 2018.

2. Minutes of the Regular Military Support Committee Meeting on April 9, 2018

A Motion was made by Committee Member Pouraryan and seconded by Committee Member Allen to approve the Minutes of the April 9, 2018 Military Support Committee meeting as written.

The Motion passed 12-0-5 with Committee Members David, Humphrey, Mulvaney, Rains, and Resh abstaining.

3. Reports from the 1st Battalion, 4th Marines, USS Stockdale, and 1st Assault Helicopter Battalion, 140th Aviation Regiment Representatives

1/4 Representative King provided an update on the 1/4 and activities that

have taken place over the past month, including the Family Day event on May 9, 2018, and thanked the MSC for their help with the event and monetary sponsorship. She stated the Birthday Ball is scheduled to be held on October 5, 2018 at the Omni La Costa Resort and a flyer will be sent out soon to the committee members with the details. She stated the Unit is ready for the August 18, 2018 Car Wash and that the 1/4 is still scheduled to be deployed sometime in mid-November.

Lt. Col. Schilleci of the 1st Assault Helicopter Battalion, 140th Aviation Regiment, thanked the City Council and Military Support Committee for officially adopting his Regiment and stated they are looking forward to working with their Laguna Niguel family. He provided an update on the activities of the regiment, including the annual bucket qualification with the air crews that took place at Lake Irvine, and the expedited arrival of 20 new Mike Model Black Hawk Helicopters to be received by the end of the year. He stated he will provide more information to the MSC on the arrival of the first helicopters. He commented on the Army Aviation Association of America annual symposium and trade show where the regiment received second place honors at the National Guard Aviation Battalion of the Year ceremony for their efforts in fighting the fires in Santa Barbara last year. He thanked the Committee for their emergency support for one of the regiment's soldiers whose wife passed away.

Committee Member McGrath provided an update from CMDCN Mueller on the activities and training exercises of the USS Stockdale. He congratulated Chief Navarro on his promotion to Master Chief, one of only seven selected out of 140 eligible candidates. He confirmed the Command Picnic on June 8th, the car wash on June 9th, and the Friends and Family Day Cruise on August 2nd, 2018.

4. Discussion of Sponsorship of the 1st Battalion, 4th Marines Joint Operation Plaques

Committee Member Melon provided background information on the item, stating the MSC had previously purchased 30 similar plaques for the unit in June, 2013. The plaques are awarded to ally participants in joint operations with the 1/4. Discussion ensued.

A Motion was made by Committee Member Melon and seconded by Committee Member Abrams to sponsor the purchase of fifteen (15) Joint Operation Plaques in an amount not to exceed \$675.

The Motion passed 17-0-0.

5. Request for the LNMSC Foundation to Act as the Financial Intermediary for the 1st Battalion, 4th Marines Christmas Wreath Fundraiser

1/4 Representative King provided the Committee with information regarding a request to the LNMSC Foundation to act as the Financial Intermediary for the 1/4 Marines Christmas Wreath Fundraising project as the Foundation has done in the past.

A Motion was made by Committee Member Melon and seconded by Committee Member Encinas to have the Laguna Niguel Military Support Foundation act as the Financial Intermediary for the 1st Battalion, 4th Marines Christmas Wreath Fundraiser.

The Motion passed 17-0-0.

6. Offer Wreath Fundraiser to USS Stockdale and 1st Assault Helicopter Battalion, 140th Aviation Regiment Representatives

1/4 Representative King offered information and assistance to the USS Stockdale and 1st Assault Helicopter Battalion, 140th Aviation Regiment representatives to conduct a Wreath Fundraiser. She stated she felt the three units should combine their efforts which would produce more participation and greater results. Representative King will coordinate setting up the wreath sales with the USS Stockdale and 1st Assault Helicopter Battalion, 140th Aviation Regiment Representatives.

7. Report from 1st Battalion, 4th Marines on the T- Shirt Fund Raiser

1/4 Representative King reported on the 1st Battalion, 4th Marines T- Shirt Fund Raiser, stating they sold 91 t-shirts to date, giving the unit a 50% profit of approximately \$910.00. She stated the funds would be used toward the birthday ball. She announced another fund raiser would be started soon and information will be sent to the committee as soon as it is available.

8. Update on the 1st Battalion, 4th Marines Family Day to be held on May 23, 2018

The event was held on May 9, 2018 and was previously reported on under Item 3 above.

9. Request for Sponsorship for the 1st Battalion, 4th Marines Art and Amity Party

This request was withdrawn from the Agenda and no action was taken.

11. Update on the USS Stockdale for Family Day Event to be held on June 8, 2018 (item taken out of order)

Committee Member McGrath stated the new FRG representative will be announced at the June 8th, 2018 Family Day Event.

12. Update on Car Wash for USS Stockdale to be held on June 9, 2018 (Item taken out of order)

Committee Member McGrath reported on the preparations for the USS Stockdale Car Wash scheduled for June 9, 2018 and stated everything is in place for a successful event. He commented on the City's new maintenance contract and stated the new company will be donating their services for up to three car washes per year and charges will no longer be an issue for the MSC. Event flyers were available for MSC members to take to distribute and an email copy will be sent to the committee members by Deputy City Clerk Laur. He stated additional volunteers are needed. Co-Chair Gennaway provided an explanation of how the monies available from the City for expenses incurred in the running of the MSC can be used.

14. Update on Car Wash for 1st Battalion, 4th Marines to be held August 18, 2018 (item taken out of order)

Committee Member McGrath provided an update on the 1/4 Car Wash scheduled for August 18, 2018 and stated the plaza has been reserved and the equipment has been rented.

10. Review of the 1st Battalion, 4th Marines, USS Stockdale, and 1st Assault Helicopter Battalion, 140th Aviation Regiment Banners

Staff presented the various banners available for the MSC to use at its events which are in need of repair. Committee Member McGrath stated a banner should be developed for the 1st Assault Helicopter Battalion, 140th Aviation Regiment car wash. Discussion ensued about what military logos are allowed to be displayed on the banners and what banners need to be replaced. Committee Members Encinas and Resh agreed to meet with city staff to go

through the banners and other advertising materials to ensure they are in compliance with military rules and report back to the MSC at a later date.

13. Update on July 4th Activities

Committee Member Tuma reported on the Run-In-The-Park and stated he will be working the event.

Committee Members Khalifa, Garnreiter, and Mulvaney will be working at the letter writing table and will coordinate the delivery of the canopy, table cloths, supplies, and volunteers to work the event. Administrative Secretary Fraijo will coordinate securing the table with the Chamber of Commerce. Arrangements will need to be made to have the canopy delivered.

Committee Member Ulrich stated he will be coordinating the entries for our units with the YMCA.

15. 2018 Major Fundraiser Sub-Committee Report on Fundraising Options

Committee Member Abrams provided an update on the 2018 Major Fundraiser and progress of the sub-committee. The event is scheduled for October 27, 2018 at El Niguel Country Club and the theme of the event is "Tribute to our Military". He provided information on the levels of sponsorship that would be available. Committee Member Khalifa stated she and Committee Member Rains will work with Committee Member Abrams on the publicity. Discussion ensued about speakers at the event, how to secure sponsorships, various other details of the event, and the MSC website. Co-Chair Gennaway requested that the Major Fundraiser be placed on the Agenda for the June MSC meeting setting out the details of the event and a preliminary budget for approval by the Committee. The sub-committee was asked to provide staff with the preliminary budget 10 days prior to the June 11th meeting date to be included with the Agenda packet.

16. Committee Reports

Committee Member Pouraryan stated he is working with the 1st Assault Helicopter Battalion, 140th Aviation Regiment on a schedule of fundraising activities for the regiment.

Committee Member Encinas stated the Bereavement Committee for the USS Stockdale sent out a check for \$1,100 to cover travel costs for a sailor and his wife to attend the funeral of the sailor's father. He provided flyers on a lunch on July 15, 2018 to be put on by the American Legion Riders and stated that all the fundraising efforts by the group go to support the three units adopted by the City of Laguna Niguel.

Deputy City Clerk Laur asked the MSC members to provide her their agenda items at least 10 days prior to an upcoming meeting to allow sufficient time for the item to be approved by the co-chairs.

Committee Member Mulvaney stated he has a banner to put on the letter writing table at the July 4th event but needs someone to take care of getting the canopy and table cloths to the event.

Co-Chair Gennaway thanked Deputy City Clerk Laur for all her efforts working with the MSC.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:47 p.m.

**Discussion of Sponsorship of the 1st Battalion, 4th
Marines Family Day Late Billing/Cost Overrun**

Agenda Item No. 5

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/FOUNDATION EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION	
Event Name:	<u>1/4 Family Day - Late Billing/Cost Overrun</u>
Description:	<u>Extra Generator at \$75 per day</u>
Location:	<u>Horno Grinder</u>
Event Date:	<u>May 9, 2018</u> Date Funds Required By: <u>ASAP</u>

Request Submitted by: <u>Dave Mellon</u> Sub-Committee Co-Chair	<u>John Humphrey</u> Sub-Committee Co-Chair
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APPROVALS OBTAINED	
Command:	<input checked="" type="checkbox"/> 1/4 Battalion <input type="checkbox"/> USS Stockdale <input type="checkbox"/> 1/140th <input type="checkbox"/> NA
Committee:	<input type="checkbox"/> Yes If Yes, approval date: _____ <input type="checkbox"/> Not Obtained

DESCRIPTION OF EXPENSE	UNIT(S) BENEFITED	AMOUNT \$
Additional Generator to Support 1/4 Family Day (Paid by credit card - reimbursement request)	1/4	\$75.00
Total Amount Requested		\$75.00

CHECK PAYABLE TO:	<u>David L. Mellon</u>		
STREET ADDRESS:	<u>23976 Broadhorn Drive</u>		
CITY:	<u>Laguna Nigue</u>	STATE:	<u>CA</u> ZIP: <u>92677</u>
TELEPHONE:	<u>(949)489-8378</u>	EMAIL:	<u>dave.mellon@att.net</u>

Submit form to Military Support Committee for approval. If approved, indicate approvals and submit form to the following **WITH ATTACHED RECEIPTS:**

William J. Kelley, III
 Treasurer, Laguna Niguel Military Support Foundation
 24495 Rue de Gauguin, Laguna Niguel, CA 92677
 Tel: (949) 363-7519 Email: wjk@kelleyandkelleylaw.com

For LNMS Foundation Only:			
Auth 1:	Date:	Auth 2:	Date:



San Diego Kids Party Rentals

4676 Brinell St Suite 102, San Diego, CA 92111

Phone: (858) 560-2700 | Fax: (858) 560-0038

Website: www.sandiegokidspartyrentals.com | Email: info@sandiegokidspartyrentals.com

INVOICE

Bill To:

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE
Laguna Niguel Military Support Committee
Laguna Niguel Military Support Committee
30111 Crown Valley Parkway
Laguna Niguel, CA 92677

Invoice No: O22280

Order Date: Apr 13, 2018

Delivery: May 09, 2018

Event Starts: May 09, 2018 09:00 am

Event Ends: May 09, 2018 06:00 pm

Pick-up: May 09, 2018

Deliver To:

Building 53508 (Camp Horno)
Camp Pendleton
Camp Pendleton, CA 92055

QUANTITY	DESCRIPTION	SIZE	BILLABLE DAYS	PRICE PER ITEM	TOTAL PRICE
Interactive Games					
1	Boom Blaster Balloon Game <i>CLIENT IS RESPONSIBLE FOR PROVIDING BALLOONS</i>		1	\$190.00	\$190.00
1	Tic Tac Toe Carnival Game		1	\$50.00	\$50.00
1	Inflatable Hungry Hippo Bungee Challenge		1	\$495.00	\$495.00
Other Miscellaneous					
2	Generator <i>For Hungry Hippo</i>		1	\$75.00	\$150.00
Tents & Canopies					
7	Carnival Game Booth		1	\$49.00	\$343.00

Order Subtotal: \$1,228.00

TOTAL: \$1,228.00

Payments History

4/13/2018	Credit Card [VISA]	\$1,153.00
5/9/2018	Credit Card [VISA]	\$75.00

Amount Paid: \$1,228.00

Balance Due: \$0.00

PAID

**Discussion on Updating and Purchasing
Banners for the 1st Battalion, 4th Marines, USS
Stockdale, and 1st Assault Helicopter
Battalion, 140th Aviation Regiment**

Agenda Item No. 8

Juana Laur


From: Rich Encinas <richrencinas@gmail.com>
Sent: Thursday, June 07, 2018 3:18 PM
To: Juana Laur; bev resh
Subject: Fwd: Banner

Please see below quote from Perfect Impressions. Only \$96/ 4x8 banner!!
I didn't have them quote other banners.

We can talk about this more at the meeting.

Rgds,

Rich Encinas
LNMSC

First Team Estates | Christie's International Real Estate
Cell: 949-632-3210
Rich-Julie.com 

----- Forwarded message -----


From: Dava Romaniello <Dava@theperfectimpression.com>
Date: Thu, Jun 7, 2018 at 2:39 PM
Subject: Re: Banner
To: Rich Encinas <richrencinas@gmail.com>

Yes, that is per banner.

On Jun 7, 2018, at 8:44 AM, Rich Encinas <richrencinas@gmail.com> wrote:

Dava- \$96 for each 4x8 banner? Please clarify

Rich
LNMSC

Rich Encinas
First Team Estates | Christie's International Real Estate
Cell: 949-632-3210
Rich-Julie.com 

On Wed, Jun 6, 2018 at 12:01 PM, Dava Romaniello <Dava@theperfectimpression.com> wrote:
I found these online.

I was given a quote for \$96 ea.

<Screen Shot 2018-06-06 at 12.00.32 PM.png>

On Jun 6, 2018, at 11:16 AM, Rich Encinas <richrencinas@gmail.com> wrote:

Hi Dava,

I cannot get you that today but I know the city has all of you required artwork that you would need. Please quote with what you have now. That will be fine at this point. Thank you for your help.

On Wed, Jun 6, 2018, 10:48 AM Dava Romaniello <Dava@thepperfectimpression.com> wrote:

Hi Rich,

I'm one of Jodi's graphic artists and will be working on your banner. Is there any way you can get a vector file of the LN Military Support Committee logo? I think I can find the rest online. I'll get you a quote today.

Thanks!

Dava

On Jun 5, 2018, at 12:39 PM, Jodi <Jodi@thepperfectimpression.com> wrote:

Can you create this for Rich and ask Genyll or Angela to give you a price?

From: Rich Encinas <richrencinas@gmail.com>

Date: Tuesday, June 5, 2018 at 12:38 PM

To: Jodi <Jodi@thepperfectimpression.com>

Subject: Fwd: Banner

Hi Jodi,

Suzy said you could quote these banners for me. Attached is an example of what we have used in the past as a reference.

Here are changes we want:

We need five new 4'x8' banners for the Military Support committee.

To read across the top:

Support Laguna Niguel's Adopted Troops!

CAR WASH in large, red letters in the center.

We also need the LN Military Support Committee logo, Navy logo, Marine Corps logo and Army National Guard logo. Please use the standard generic logos for each service.

We also want time date and place:

Saturday, 10am-2pm.

Paseo De La Paz Shopping Center

(corner of La Paz and Pacific Park)

Can you please send me pricing and mock-up?
Please call me with questions and please confirm receipt of this email.

Thank you!

Rgds,
Rich Encinas
LNMSC
949.632.3210

First Team Estates | Christie's International Real Estate
Cell: 949-632-3210
Rich-Julie.com.

----- Forwarded message -----

From: **Rich Encinas** <richrencinas@gmail.com>
Date: Tue, Jun 5, 2018 at 12:15 PM
Subject: Banner
To: Rich Encinas <richrencinas@gmail.com>

<20180604_092755.jpg>


Juana Laur

From: Rich Encinas <richrencinas@gmail.com>
Sent: Tuesday, June 05, 2018 3:22 PM
To: Juana Laur; bev resh
Subject: Fwd: Baby Shower banner
Attachments: Baby Shower.pdf

Below is quote on the replacement banner for the baby drive.
Proof is attached.

Rgds,

Rich Encinas
LNMSC

First Team Estates | Christie's International Real Estate
Cell: 949-632-3210
Rich-Julie.com 

----- Forwarded message -----

From: **John McComb** <jmccomb@signarama-laguna.com>
Date: Tue, Jun 5, 2018 at 2:17 PM
Subject: RE: Baby Shower banner
To: Rich Encinas <richrencinas@gmail.com>

Here's a proof Rich - Price is \$75. Thank you, -John

We are open from 9 - 4 M-F, and close for lunch from 1 - 1:46 :)

Sign A Rama, Laguna Hills is a Service Disabled Veteran Owned Business (SDVOB)

John McComb, Owner



Laguna Hills

26941 Cabot Rd. Ste. 113

Laguna Hills, CA 92653

P: 949-215-6917 F:949-215-9021

E: signarama.laguna@gmail.com or red.gekko@cox.net

From: Rich Encinas [mailto:richrencinas@gmail.com]

Sent: Tuesday, June 05, 2018 1:25 PM

To: John McComb

Subject: Baby Shower banner

Hi John. We need one of these banners. It is 30 in High by 6 ft wide.

To read:

Baby Shower Drive!

All else the same.

Please change graphics so they'll be appropriate for a baby shower drive.

Please send price in proof. Thanks again John.!

RE

LNMSC

Laguna Niguel Military Support Committee

**Baby
Shower
Drive!**



For Our Adopted Military Families

Juana Laur


From: Rich Encinas <richrencinas@gmail.com>
Sent: Tuesday, June 05, 2018 12:42 PM
To: Juana Laur; bev resh
Subject: Fwd: LNMSC Banners
Attachments: Car Wash 3 4x8 2018.pdf

Please see below email from John at Signarama and attached proof. What do you think?
We can change proof as necessary. Price will remain the same regardless.

I have another quote coming from Perfect Impressions.

Rgds,

Rich Encinas
LNMSC

First Team Estates | Christie's International Real Estate
Cell: 949-632-3210
Rich-Julie.com 

----- Forwarded message -----

From: **John McComb** <jmccomb@signarama-laguna.com>
Date: Tue, Jun 5, 2018 at 11:12 AM
Subject: RE: LNMSC Banners
To: Rich Encinas <richrencinas@gmail.com>

Thanks Rich - I have attached a proof of the banners, they are full retail \$220 each at 32. sq ft. (4'x 8'), your price is \$128 each for the LNMSC. Thank you. -John

We are open from 9 - 4 M-F, and close for lunch from 1 - 1:46 :)

Sign A Rama, Laguna Hills is a Service Disabled Veteran Owned Business (SDVOB)

John McComb, Owner



Laguna Hills

26941 Cabot Rd. Ste. 113

Laguna Hills, CA 92653

P: 949-215-6917 F:949-215-9021

E: signarama.laguna@gmail.com or red.gekko@cox.net

From: Rich Encinas [<mailto:richrencinas@gmail.com>]

Sent: Tuesday, June 05, 2018 10:05 AM

To: John McComb

Subject: LNMSC Banners

Hi John. We need five new 4x8 banners for the Military Support committee.

To read across the top:

Support Laguna Niguel's Adopted Troops!

CAR WASH in large, red letters in the center.

We also need the military support committee logo, Navy logo, Marine Corps logo and Army National Guard. Please use the standard generic logos for each service.

We also want time date and place:

Saturday, 10am-2pm.

Paseo De La Paz Shopping Center

(corner of La Paz and Pacific Park)

Can you please send me pricing and mock-up for approval?

Thanks,

Rich

LNMSC

PS- Attached is what our old banners look like as reference.

**Support Laguna Niguél's
Adopted Troops!**



CAR WASH

**Saturday 10m - 2pm
@ Plaza de la Paz**



(corner of La Paz and Pacific Park)

**2018 Major Fundraiser Sub-Committee Report
- "Tribute to our Military" Fundraising Event
Details and Preliminary Budget**

Agenda Item No. 10

Military Support Budget Based on 100 participants. OCT 27

REVENUE	2018 projection	Budget	2018 Actuals	Comments
Participant Fee	7,500			Based on 100 guests \$75.00 per
Sponsorship: Bronze	8,000			8 Sponsorships
Sponsorship: Silver	7,000			3 Sponsorships
Sponsorship Gold	\$5,000			1 Sponsorship
Sponsorship: Platinum				
Cash Donation	\$1,500			
Silent Auction	\$4,000			
Sponsor	\$3,000			Tee sign replacement
Live Auction	\$2,000			
Raffle	\$1,500			
Total Revenue	\$39,500.00			
Expenses	2018 projection	Budget	2018 Actuals	Comments
Facility fee	\$375.00			
Dinner charge	\$5,172.00			Based on 100 guests \$75.00 per
Bar Tender Fee:	\$0.00			
Rentals: Linens	\$0.00			
DJ or Band	\$200.00			
Casino fee	\$900.00			
Printing poster sign sponsors	\$400.00			12
Printing: Brochures Only	\$200.00			Program is printed by the City Staff
Advertising/ Promotions	\$300.00			
Web support	\$200.00			
Silent Auction Expense	\$150.00			
Total Expenses	\$7,897.00			
Net Profit	\$31,603.00			