

**CITY OF BEVERLY HILLS**  
**Community Charitable Foundation**  
**Board of Directors Meeting**

---

**MINUTES**

---

**City Hall**  
**455 North Rexford Drive**  
**4<sup>th</sup> Floor Conference Room A**  
**Beverly Hills, CA 90210**

**Monday, October 1, 2018**  
**6:00 PM**

The City of Beverly Hills Community Charitable Foundation (CBHCCF) Board meeting was held in the 4<sup>th</sup> Floor Conference Room A at 6:05 p.m.

**ROLL CALL**

**Directors Present:** Howard Fisher, John Mirisch, Robert Wunderlich, and Allison Balson  
**Directors Absent:** None  
**Officers Present:** Chief Financial Officer Jeff S. Muir, Chief Executive Officer Mahdi Aluzri  
**Officers Absent:** None

**Staff:** Community Services Director Nancy Hunt-Coffey, Assistant Director of Finance Tatiana Szerwinski, Chief Assistant City Attorney Lolly Enriquez, Senior Management Analyst Stephanie Harris, and Executive Assistant II Vanessa Catullo

**Attendees:** None

**SWEARING IN OF NEW BOARD MEMBERS**

City Clerk Byron Pope administered the swearing in of Councilmember John Mirisch, Councilmember Robert Wunderlich, and Mark Schwartz as CBHCCF Board Members.

**ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

Mirisch nominated Fisher as Chairperson,

Moved by Wunderlich seconded by Balson

Ayes: Mirisch, Wunderlich, and Balson

Noes: None

Abstain: Fisher

Mirisch nominated Wunderlich as Vice Chairperson,  
Moved by Fisher seconded by Balson  
Ayes: Mirisch, Fisher, and Balson  
Noes: None  
Abstain: None

## **COMMUNICATIONS FROM THE AUDIENCE**

None.

### **1) ADOPTION OF FOUNDATION BOARD OF DIRECTORS MEETING MINUTES**

The December 13, 2017 Minutes had one correction to change the wording of  
“Appointment of Chief Executive Officer” to “Appointment of Chief Board Member”.

The December 13, 2017 Minutes reported and filed.

Moved by Balson seconded by Mirisch  
Ayes: Balson, Mirisch, Fisher, and Wunderlich  
Noes: None  
Abstain: None

### **2) CITY OF BEVERLY HILLS COMMUNITY CHARITABLE FOUNDATION (CBHCCF) REPORT OF DONATIONS AND FINANCIAL STATEMENTS**

Senior Management Analyst Stephanie Harris provided an overview of donations,  
totaling \$543,872, received through August 23, 2018 and since the Board’s last meeting  
on December 13, 2017.

Schedule of donations to be approved:

\$521,032	Beverly Gardens Park Renovation Project
\$17,800	State of Israel 70 <sup>th</sup> Anniversary
\$5,000	Fire Department
\$40	Greystone Demonstration Garden

It is recommended that these donations in the amount of \$543,872 be approved and  
accepted by the Board at this time.

All donations received by the Foundation (and the City for Beverly Gardens Park Project)  
since the Foundation’s inception, totaling \$4.6 million.

The Foundation has received \$5,050 in donations since the start of the fiscal year with a net asset balance of \$337,206.

These financial reports are provided to the Board members for their information. No action is needed other than to approve and accept the list of donations to be approved.

Donations approved and accepted.

Moved by Wunderlich seconded by Mirisch

Ayes: Wunderlich, Mirisch, and Fisher

Noes: None

Abstain: None

**3) 2018 BIENNIAL CONFLICT OF INTEREST CODE REPORT (EXHIBITS A & B)  
– CITY OF BEVERLY HILLS COMMUNITY CHARITABLE FOUNDATION**

Conflict of Interest Code Report approved and accepted.

Moved by Balson seconded by Wunderlich

Ayes: Balson, Wunderlich, and Mirisch

Noes: None

Abstain: None

**4) REVIEW AND AMEND CITY OF BEVERLY HILLS COMMUNITY  
CHARITABLE FOUNDATION BYLAWS AND GIFT ACCEPTANCE POLICY**

Staff recommends the City of Beverly Hills Community Charitable Foundation Board of Directors review the proposed changes to the By-laws and Gift Acceptance Policy.

The changes are as follows:

**By-laws**

- 1) Article VI, Section 2 € and (F) – Staff recommends adding a term for the Chair and Vice Chair.

*The Board has approved adding a two year term for the Chair and Vice Chair beginning now.*

- 2) Article VII, Section 1 – The CEO (City Manager) and CFO (Director of Finance) can accept cash donations in an unlimited amount related to the renovation of Beverly Gardens Park or any other City approved project or event.

- 3) Article VIII, Section 7 (D) – Change the title of CFO to Director of Finance of the City to coincide with the recent title changes of City staff.
- 4) Article XII, Section 3 and 4 – Change the requirement to file annual reports and statements to 180 days (rather than 120 days) after close of fiscal year per to coincide with the finalization of the City’s CAFR.
- 5) Article XIV – Change the submittal requirement for proposed changes to the bylaws from 30 days to 72 hours to coincide with posting of the agenda.

#### Gift Acceptance Policy

- 1) Section 4 (B) – Additional language about gifts subject to Board review.
- 2) Section 4 (B) (13) – Additional language about restricted gifts.

Bylaws and gift acceptance policy approved and accepted.

Moved by Wunderlich seconded by Fisher

Ayes: Wunderlich, Fisher, Mirisch, and Balson

Noes: None

Abstain: None

#### COMMUNICATIONS FROM THE BOARD

The Board recommended that the next meeting be held in mid-December 2018.

#### ADJOURNMENT

There being no further business, Chair Fisher, with consent of the Board, adjourned the meeting at 6:49 p.m.

PASSED, Approved and Adopted  
This 11<sup>th</sup> day of February, 2020.



Howard Fisher  
Chair – Board of Directors  
City of Beverly Hills Community Charitable Foundation