



Laguna Niguel Military Support Committee AGENDA

REGULAR MEETING OF
March 20, 2023 - 12:00 p.m.

WELCOME TO YOUR MILITARY SUPPORT COMMITTEE REGULAR MEETING!

*** Due to construction at City Hall, Military Support Committee meetings have temporarily re-located to the Crown Valley Community Center Ballroom, located at 29751 Crown Valley Parkway, Laguna Niguel, CA. 92677.** Regular meetings are generally held on the third Monday of each month at 12:00 p.m.

Any person wishing to address the Committee will need to complete and present a white colored, "Request to Speak" form to the Secretary. These forms are available on the counter that is located inside the Council Chambers. Please be aware that the time limit will be established by the Chair. To allow equal time for speakers, minutes may not be given to another speaker. You may have another person read your written statement. The Committee may establish a time limit of all comments of not less than one half hour.

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 Committee regarding items on this agenda less than 72 hours prior to this meeting will be available for public inspection at the public review table, located in the reception area on the first floor of City Hall at 30111 Crown Valley Parkway, Laguna Niguel, California 92677, until 12:00 p.m. on the date of the Committee meeting. After 12:00 p.m., the documents will be available at the counter located inside the Ballroom.

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

ROLL CALL

INVOCATION – Committee Member McGrath

PLEDGE OF ALLEGIANCE – Committee Member Gerard

PRESENTATIONS

PUBLIC COMMUNICATIONS

CONSENT

1. Foundation Financial Report

Recommendation

Receive and file report.

2. City Military Support Committee Account

Recommendation

Receive and file report.

3. Minutes of the Regular Military Support Committee Meeting on February 27, 2023

Recommendation

Approve as written or amended.

DISCUSSION ITEMS

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

Recommendation

Hear reports.

2. Major Fundraising Committee and Event Update

Recommendation

Hear Update.

3. **Discuss the 1st Assault Helicopter Battalion, 140th Aviation Regiment and ways the Military Support Committee can support them.**

Recommendation

Discuss and approve.

4. **Committee Reports**

Recommendation

Hear reports.

ADJOURNMENT

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

**Mayor Pro Tem Rischi Paul Sharma – Co-Chair
Council Member Stephanie Oddo – Co-Chair**

**Janice Baker
Amy Betonte
Ralph Boelter
Timothy Bowman
Melissa Caldwell
Melissa Crew
Cheryl Flohr
Michael Gerard**

**John Humphrey
Christopher Kling
Elizabeth Lovejoy
Frank McGrath
Edward Struzik
David Tuma
John Ulrich
Jeff von Waldburg**

**Sebrina King, First Battalion, Fourth Marines
Command Master Chief Eli Robles, USS Stockdale
LT Col Michael Kappelmann, 1st Assault Helicopter Battalion,
140th Aviation Regiment**

Adam Liquori, Laguna Niguel Military Support Foundation Representative

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

AFFIDAVIT OF POSTING

COUNTY OF ORANGE)
CITY OF LAGUNA NIGUEL)

I, TAMBERLYN LUKETICH, POLICE SERVICES SECRETARY, hereby certify, under penalty of perjury, that I caused the posting of this agenda by 12:00 p.m. on Friday, March 17, 2023 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:



Tamberlyn Luketich, Police Services Secretary

Foundation Financial Report

Agenda Item No. 1

Laguna Niguel Military Support Foundation

Profit and Loss Detail

January 2023

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Revenue/Expenditures				
Revenue				
40000 Direct Public Support				
40010 Individ, Small Bus Contribs				
01/01/2023	9	One Shield Security Services	1-4 Marines Donation	5,300.00
01/06/2023	8	Panda Express	Fundraiser Donation	99.85
01/27/2023	7	Panda Express	Fundraiser Donation	68.26
Total for 40010 Individ, Small Bus Contribs				\$5,468.11
Total for 40000 Direct Public Support				\$5,468.11
Total for Revenue				\$5,468.11
Expenditures				
60000 Program Expenses				
62000 Facilities and Equipment				
62100 Equipment Rental--Pgm Exp				
01/06/2023		Paris Hotel	USMC Bday Ball - AV Equip Rental - Encore Global	4,100.12
Total for 62100 Equipment Rental--Pgm Exp				\$4,100.12
Total for 62000 Facilities and Equipment				\$4,100.12
Total for 60000 Program Expenses				\$4,100.12
Total for Expenditures				\$4,100.12
Net Revenue				\$1,367.99

Laguna Niguel Military Support Foundation

Balance Sheet Summary (Unaudited)

As of January 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10100 US Bank Checking	
10110 Unrestricted Amounts	65,226.08
10120 Temporarily Restricted Amounts	
10138 Robert Ming Memorial	5,164.23
Total 10120 Temporarily Restricted Amounts	5,164.23
Total 10100 US Bank Checking	70,390.31
10310 PayPal New	
10315 PayPal New Unrestricted	63.02
Total 10310 PayPal New	63.02
10500 Gift Cards	670.00
Total Bank Accounts	\$71,123.33
Other Current Assets	
12000 *Undeposited Funds	5,498.11
Total Other Current Assets	\$5,498.11
Total Current Assets	\$76,621.44
TOTAL ASSETS	\$76,621.44
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Retained Earnings	0.00
30200 Available for Operations	56,331.99
30400 Operating Reserve	15,000.00
31000 Temp. Restricted Net Assets	
31140 Use Restricted-Robert Ming Mem.	5,164.23
Total 31000 Temp. Restricted Net Assets	5,164.23
Net Revenue	125.22
Total Equity	\$76,621.44
TOTAL LIABILITIES AND EQUITY	\$76,621.44

Laguna Niguel Military Support Foundation

Income & Expense - Month Summary 2023 (Unaudited)

January 2023

	TOTAL
Revenue	
40000 Direct Public Support	
40010 Individ, Small Bus Contribs	5,498.11
Total 40000 Direct Public Support	5,498.11
Total Revenue	\$5,498.11
GROSS PROFIT	\$5,498.11
Expenditures	
60000 Program Expenses	
61100 Supplies--Pgm Exp	966.31
62000 Facilities and Equipment	
62100 Equipment Rental--Pgm Exp	4,100.12
Total 62000 Facilities and Equipment	4,100.12
64100 Contract & Prof Services--PE	
64120 Internet/Website--Pgm Exp	50.00
Total 64100 Contract & Prof Services--PE	50.00
Total 60000 Program Expenses	5,116.43
70000 Management & Administration	
70900 Business Expenses	
70930 Community Organizations	195.00
Total 70900 Business Expenses	195.00
72100 Contract & Prof Services--M&A	
72110 Accounting Fees	42.50
72120 Tax Services	18.96
Total 72100 Contract & Prof Services--M&A	61.46
Total 70000 Management & Administration	256.46
Total Expenditures	\$5,372.89
NET OPERATING REVENUE	\$125.22
NET REVENUE	\$125.22

**City Military Support
Committee Account**

Agenda Item No. 2



Laguna Niguel, CA

Detail vs Budget Report

Account Detail

Date Range: 07/01/2022 - 06/30/2023

Account	Post Date	Packet Number	Name	Source Transaction	Pmt Number	Description	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750	07/08/2022	GLPKT01796	Military Support	JN06970		Various - Monies Provided by LN Military Support Foundation - Reimbursement for shirts (Marjorie S. Mckernan - Inv 220516)	0.00	4,000.00	0.00	3,828.73	3,828.73	171.27	4.28 %
	07/08/2022	GLPKT01796		JN06970		Various - Monies Provided by LN Military Support Foundation - Reimbursement for shirts embroidery (Beega's Boys - Inv 63300)							-86.20
	08/22/2022	APPKT00514			12248	Military support supplies							-161.63
	08/22/2022	GLPKT01844	8/8/22 Luketich FY22-23	JN07136		Melissa Caldwell Trust - Reimbursement for shirt (Marjorie S. Mckernan Inv 220816)							17.98
	08/25/2022	APPKT00517	8/25/22	JN07149	12133	Sea Country Festival wristbands for MSC - unspent funds							-40.02
	08/29/2022	GLPKT01844											1,000.00
	09/09/2022	APPKT00525	220816		12328	Shirts for Military Support Committee							-640.00
	10/25/2022	APPKT00536	10/6/22 Luketich		12668	Military support							40.02
	10/26/2022	GLPKT01955	JN07473			PPE 10/20/22 - Employee Expense Reimbursements							365.00
	11/01/2022	APPKT00541	10/20/2022 #1		12748	Services for 2022 Taste for the Troops							803.82
	11/01/2022	APPKT00541	20221020		12829	Services for 2022 Taste for the Troops							799.20
	11/21/2022	APPKT00547	11/7/22 Luketich		12938	Military support							600.00
	11/22/2022	APPKT00549	30667		12927	Printing for Military Support							19.98
	12/12/2022	APPKT00554	1708		12982	Auction item for Taste for the Troops							484.88
	01/01/2023	APPKT00558	12/6/22 Howell		13180	Military Support							245.00
	01/25/2023	APPKT00566	1/6/23 Geifer		13366	Military support							19.98
	02/23/2023	APPKT00577	2/6/23 Luketich		13558	Military support							242.36
													118.36
Report Total:							0.00	4,000.00	0.00	3,828.73	3,828.73	171.27	4.28 %

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750	Military Support	0.00	4,000.00	0.00	3,828.73	3,828.73	171.27	4.28 %
Report Total:		0.00	4,000.00	0.00	3,828.73	3,828.73	171.27	4.28 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - GENERAL	0.00	4,000.00	0.00	3,828.73	3,828.73	171.27	4.28 %
Report Total:	0.00	4,000.00	0.00	3,828.73	3,828.73	171.27	4.28 %

**Minutes of the Regular Military Support
Committee Meeting on
February 27, 2023**

Agenda Item No. 3

**MINUTES OF THE
CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE REGULAR MEETING
February 27, 2023 – 12:00 p.m.**

CALL TO ORDER – Co-Chair Sharma called the Regular Meeting of the City of Laguna Niguel Military Support Committee to order at 12:00 p.m.

ROLL CALL

Present: Co-Chair Sharma
Janice Baker
Amy Betonte
Ralph Boelter
Tim Bowman
Melissa Crew
Michael Gerard
John Humphrey
Christopher Kling
Elizabeth Lovejoy
Frank McGrath
Ed Struzik (left at 1:00 p.m.)
David Tuma
John Ulrich

Sebrina King, 1st Battalion, 4th Marines

Absent: Co-Chair Oddo, Melissa Caldwell, Cheryl Flohr and Jeff von Waldburg

City Staff: Tamberlyn Luketich, Secretary, Police Services
Justin Martin, Deputy City Manager
Favian Bravo, Management Analyst
Marissa Asistin, City Clerk

INVOCATION – Committee Member Ulrich

PLEDGE OF ALLEGIANCE – Committee Member Bowman

- PRESENTATIONS** – John Harms discussed the St. Margaret’s Infant Pantry in San Juan Capistrano which provides goods to approximately 200 infants per month. He will send more information to the committee if anyone is interested in volunteering.

Marissa Asistin, City Clerk, administered the Oath of Office to new incoming Military Support Committee Members Baker and Kling.

PUBLIC COMMUNICATIONS – None.

CONSENT CALENDAR

1. Foundation Financial Report

Receive and file.

2. City Military Support Committee Account

Receive and file.

3. Minutes of the Military Support Committee Regular Meeting on January 23, 2023

Approve as written.

A MOTION was made by Committee Member Ulrich, seconded by Committee Member McGrath, to approve the Consent Calendar Items.

Motion carried 14-0-4, with Co-Chair Oddo, Committee Members Caldwell, Flohr and Jeff von Waldburg being absent.

DISCUSSION ITEMS

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

Sebrina King, 1st Battalion, 4th Marines stated that the marines are in Okinawa completing exercises and working with other countries. Five babies have been born and the due dates are before the marines are coming home. The baby baskets were delivered to the expecting families. In January, there was a bingo night and in February they held a family movie night. On March 11th, Operation Help a Hero will be hosting a baby shower for the combined units. On March 18th, the 1st Battalion, 4th Marines were invited, by the 11th MEU; for a homecoming celebration at the Abby, in San Diego, with a Great Gatsby theme.

Committee Member Bowman stated that there is no new information from the 1st Assault Helicopter Battalion, 140th Aviation Regiment.

Committee Member McGrath stated that Command Master Chief Robles was caught in traffic so he will not be able to attend. On February 12th, 50 years ago, Admiral Stockdale was released and returned to US soil on February 15th. The crew had a ceremony honoring the 50th Anniversary. The USS Stockdale will have its 14th birthday on April 18th. They are doing basic phase training now and there was a 40% turnover so there are a lot of new crew members being trained. In the summer, they will be out doing ship exercises. No family members will be able to visit until the fall. Command Master Chief Robles will be transferring May 1st and will be relieved by Command Master Chief Gomer Turiano.

2. Review of the Foundation Financial Report

Committee Member McGrath reviewed the Foundations' Financial Report with the new committee members. Co-Chair Sharma stated there is an operating reserve for emergency resources. The Foundation's Board has asked that all three units be treated equally for allocating funds. An example would be \$15,000.00 per unit.

3. Gift Card Policy Review

Co-Chair Sharma stated that the Foundation does not want the Military Support Committee to collect gift cards due to traceability. Committee Member Gerard stated that Taste for the Troops auction had gift cards and asked if that could still be an option. Co-Chair Sharma reiterated that there should be no gift cards. Committee Member McGrath stated that, historically, we have given the older kids gift cards. Co-Chair Sharma stated that donors can give cash or toys and flyers should be handed out with "no gift cards" on the flyer. The committee can use the cash donated to purchase gift cards if needed for the older children.

4. Discuss and Approve Committee Event Dates for Summer Brochure Publication – Taste for the Troops and Other Events

Committee Member Gerard stated the tentative date is October 19, 2023. Justin Martin, Deputy City Manager, stated that the Military Support Committee has been given a half page space in the city's recreation brochure to advertise the events being held by the committee. The deadline to submit ad will be March 1, 2023 and he suggested having a link to the website with dates of other events being held. Co-Chair Sharma stated that the date was already approved so no further action is necessary.

5. Discuss and Approve Final Sub-Committee Appointments

A MOTION was made by Committee Member Bowman, seconded by Committee Member Struzik, to approve the final sub-committee appointments.

Motion carried 14-0-4, with Co-Chair Oddo, Committee Members Caldwell, Flohr and Jeff von Waldburg being absent.

6. Discuss and Approve Car Wash Equipment Purchase

Committee Member McGrath has been investigating the cost of spray machines and would like to see if we have the ability to purchase the equipment and also be able to store the equipment at the Crown Valley Community Center. The cost would be approximately \$250-\$300 per unit with the total cost being \$2,000 or less. Justin Martin, Deputy City Manager, stated that the committee would be able to store the equipment at Crown Valley Community Center. Co-Chair Sharma stated that he will ask the Military Support Foundation for approval since the committee would be purchasing an asset.

A MOTION was made by Committee Member McGrath, seconded by Committee Member Tuma, in favor of exploring all options regarding a car wash equipment purchase.

Motion carried 13-0-5, with Co-Chair Oddo, Committee Members Caldwell, Flohr and Jeff von Waldburg being absent and Committee Member Struzik abstaining.

7. **Discuss and Approve the Military Support Committee and Military Support Foundation Retaining Ownership of Work Products created by the Military Support Committee Members (Websites, Hosting Agreements, etc.)**

Committee Member Struzik stated that these items should be owned and maintained by the Military Support Committee and Military Support Foundation. Committee Member Gerard would like the hosting contract and domain names being owned by the committee itself.

A MOTION was made by Committee Member McGrath, seconded by Committee Member Ulrich, to approve the Military Support Committee and Military Support Foundation retaining ownership of work products created by the Military Support Committee Members.

Motion carried 14-0-4, with Co-Chair Oddo, Committee Members Caldwell, Flohr and Jeff von Waldburg being absent.

8. **Discuss and Approve a Standing Agenda Item Titled “Major Fundraising Committee and Event Update”**

Committee Member Gerard stated that the sub-committees will be meeting every Friday, prior to the Military Support Committee regular meeting, and he suggests having this as a standing agenda item. Based on their research, a 6 month timeframe to promote for the Taste for the Troops event is ideal which would be April 19th. The thank you plaques have been ordered, websites, flyers and other materials are being updated. The “Save the Date” flyer is almost ready for the summer brochure. Initial emails to sponsors from last year have gone out. Committee Member Betonte asked committee members to please input information into the Google Docs spreadsheet regarding restaurant participation. She asked that committee members write on restaurant receipts “Taste for the Troops” when dining at their establishment. The introductory letter will be ready to be approved at the next meeting.

Justin Martin, Deputy City Manager reiterated the rules of the Brown Act regarding the sub-committees and having meetings.

A MOTION was made by Committee Member Kling, seconded by Committee Member Tuma, to approve a standing agenda item title Major Fundraising Committee and Event Update.

Motion carried 14-0-4, with Co-Chair Oddo, Committee Members Caldwell, Flohr and Jeff von Waldburg being absent.

9. Discuss and Approve the Check Request for the Post Holiday Parade Luncheon Catered by Bistro K, In the Amount of \$727.31

A MOTION was made by Committee Member Ulrich, seconded by Committee Member Lovejoy, to approve the check request for the post holiday parade luncheon catered by Bistro K, in the amount of \$727.31.

Motion carried 13-0-5, with Co-Chair Oddo, Committee Members Caldwell, Flohr, Struzik and Jeff von Waldburg being absent.

10. Discuss and Approve the Check Request for the 1st Battalion, 4th Marines Childrens' Holiday Gift Supplies, In the Amount of \$134.62

A MOTION was made by Committee Member Boelter, seconded by Committee Member Ulrich, to approve the check request for the 1st Battalion, 4th Marines childrens' holiday gift supplies, in the amount of \$134.62.

Motion carried 13-0-5, with Co-Chair Oddo, Committee Members Caldwell, Flohr, Struzik and Jeff von Waldburg being absent.

11. Discuss and Approve the Check Request for the 1st Battalion, 4th Marines Fundraiser for USMC Ball Deficiency, in the Amount of \$5,468.11

Sebrina King, 1st Battalion, 4th Marines has a check in the amount of \$5,468.11 to give to the Military Support Foundation to have a check written for the same amount to be given to Sebrina for deposit. Committee Member Bowman asked, in the future, to have all check requests submitted to himself or Committee Member Humphrey. Sebrina stated that the remaining deficit will be \$4,127.06

A MOTION was made by Committee Member Bowman, seconded by Committee Member Humphrey, to approve the check request for the 1st Battalion, 4th Marines fundraiser for the USMC Ball deficiency, in the amount of \$5,468.11.

Motion carried 13-0-5, with Co-Chair Oddo, Committee Members Caldwell, Flohr, Struzik and Jeff von Waldburg being absent.

12. Discuss and Approve the Check Request for the 1st Battalion, 4th Marines for the V14 St. Patricks' Day Dinner – Spouse Social Event, Not to Exceed \$750.00

Sebrina King, 1st Battalion, 4th Marines stated that three prior check requests, for Bingo night, movie night, totaling \$1,000.00 were no longer needed because of various organizations donating items so she is requesting a new check request for the V14 St. Patricks' Day Dinner.

A MOTION was made by Committee Member Ulrich, seconded by Committee Member McGrath, to approve the check request for the 1st Battalion, 4th Marines V14 St. Patricks' Day dinner, not to exceed \$750.00.

Motion carried 13-0-5, with Co-Chair Oddo, Committee Members Caldwell, Flohr, Struzik and Jeff von Waldburg being absent.

13. Discuss and Approve the Check Request for the 1st Battalion, 4th Marines for T-Shirts to Offset the USMC Ball Deficit, in the Amount of \$1,568.00

Sebrina King, 1st Battalion, 4th Marines is requesting the committee to purchase the additional t-shirt inventory to add to the deficit of the Ball.

A MOTION was made by Committee Member Tuma, seconded by Committee Member Gerard, to approve the check request for the 1st Battalion, 4th Marines t-shirts, in the amount of \$1,568.00.

Motion carried 13-0-5, with Co-Chair Oddo, Committee Members Caldwell, Flohr, Struzik and Jeff von Waldburg being absent

14. Discuss and Approve the Check Request for the 1st Battalion, 4th Marines Homecoming, Not to Exceed \$1,500.00

A MOTION was made by Committee Member McGrath, seconded by Committee Member Kling, to approve the check request for the 1st Battalion, 4th Marines homecoming, not to exceed \$1,500.00

Motion carried 13-0-5, with Co-Chair Oddo, Committee Members Caldwell, Flohr, Struzik and Jeff von Waldburg being absent.

15. Discuss and Approve Easter Support for the 1st Battalion, 4th Marines for Food, Drinks, Candy, Baskets, Games and Equipment

Sebrina King, 1st Battalion, 4th Marines is asking for support their Easter Event on April 1st at Camp Horno from 11:00 a.m.-2:00 p.m. and is looking for candy to fill the eggs up to \$250.00 and \$75.00 for the golden eggs (3 X \$25 gift cards).

A MOTION was made by Committee Member Bowman, seconded by Committee Member Betonte, to approve \$250 towards candy and three \$25 gift cards appropriate for children.

Motion carried 13-0-5, with Co-Chair Oddo, Committee Members Caldwell, Flohr, Struzik and Jeff von Waldburg being absent.

16. Committee Reports

None.


Co-Chair Sharma reiterated to not have more than 7 members at a meeting per the Brown Act. Photos will be taken at the next meeting so please wear your red shirts. Sebrina will email information on how to obtain base passes.

ADJOURNMENT

There being no further business before the Committee, Co-Chair Sharma adjourned the meeting at 1:23 p.m. to the Regular Military Support Committee

meeting to be held on March 20, 2023 at 12:00 p.m. in the Ballroom, located at 29751 Crown Valley Parkway, Laguna Niguel, CA 92677.

Respectfully submitted by:



Tamberlyn Luketich
Secretary