



# Laguna Niguel Military Support Committee AGENDA

**REGULAR MEETING OF  
April 19, 2021 - 12:00 p.m.**

*WELCOME TO YOUR MILITARY SUPPORT COMMITTEE REGULAR MEETING!*

In order to minimize the spread of the COVID-19 virus, Governor Newsom has issued Executive Orders that temporarily suspend requirements of the Brown Act which allows the Military Support Committee members to attend meetings virtually/telephonically. If you would like to participate in this meeting, you can participate via the Zoom platform.

Zoom Meeting Participation Information – April 19, 2021, 12:00 PM:

1. Please click the following link to participate in the meeting:

<https://cityoflagunaniguel-org.zoom.us/j/95661100737?pwd=VDRoRSt0OXoyVDE1MkZQWUVTUSt4QT09>

2. If you do not join with computer audio, you can participate via telephone: US: +1 **888 475-4499**; ID: **956 6110 0737** Password: **143724** When the time for public comment is introduced for the item on which you wish to speak, press \*9 and let us know you wish to speak.

3. Members of the public who wish to make a comment on a specific agenda item, may submit their comment via email to the committee clerk at [tluketich@cityoflagunaniguel.org](mailto:tluketich@cityoflagunaniguel.org). Comments received by 10:00 a.m. on the date of the meeting will be provided to the Committee Members and will be part of the meeting record.

*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](http://www.cityoflagunaniguel.org)**

**CALL TO ORDER**

**ROLL CALL**

**INVOCATION – Committee Member Ulrich**

**PLEDGE OF ALLEGIANCE – Committee Member Garnreiter**

**PRESENTATIONS**

Sebrina King, 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines – Easter Pictures

**PUBLIC COMMUNICATIONS**

**DISCUSSION ITEMS AND PRESENTATIONS**

**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 March 15, 2021**

**Recommendation**

Approve as written or amended.

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

**Recommendation**

Hear reports.

**5. Updates on Fundraising Projects for the Military Support Committee**

**Recommendation**

Hear Updates.

**6. Check Request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines Homecoming Support**  
**Recommendation**

Discuss and approve the check request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines Homecoming Support, not to exceed \$1,500.00.

**7. Check Request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines “Operation Help-A-Hero”**

**Recommendation**

Discuss and approve the check request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines “Operation Help-A-Hero, not to exceed \$1,500.00.

**8. Committee Reports**

**Recommendation**

Hear reports.

**ADJOURNMENT**

**LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE**

**Council Member Sandy Rains – Co-Chair  
Council Member Risch Paul Sharma – Co-Chair**

**Daniel Abrams  
Carole Allen  
Melissa Caldwell  
Elena Faita-Nguyen  
Debra Garnreiter  
John Harms  
Lynn Hoskins  
John Humphrey  
Matt Kenney**

**Kathy Khalifa  
Reed Malleck  
Frank McGrath  
Caroline Swift  
Bill Sundin  
David Tuma  
John Ulrich  
David Weiss  
Stephanie Winstead**

**Sebrina King, First Battalion, Fourth Marines  
Command Master Chief Eli Robles, USS Stockdale  
LT Col Dan Goldsmith, 1<sup>st</sup> Assault Helicopter Battalion,  
140<sup>th</sup> Aviation Regiment**

**Adam Liquori, Laguna Niguel Military Support Foundation Representative**

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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, April 16, 2021 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**

1:44 PM  
03/19/21  
Cash Basis

Laguna Niguel Military Support Foundation  
Balance Sheet Summary (Unaudited)  
As of February 28, 2021

	<u>Feb 28, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · US Bank Checking	
10110 · Unrestricted Amounts	40,103.80
10120 · Temporarily Restricted Amounts	
10125 · 1-4 Marines	18,304.36
10130 · USS Stockdale	-546.98
<b>Total 10120 · Temporarily Restricted Amo...</b>	<u>17,757.38</u>
<b>Total 10100 · US Bank Checking</b>	<u>57,861.18</u>
10310 · PayPal New	
10315 · PayPal New Unrestricted	1,532.55
10320 · Temporarily Restricted PayPal	
10322 · 1-4 Marines PayPal	104.74
<b>Total 10320 · Temporarily Restricted PayPal</b>	<u>104.74</u>
<b>Total 10310 · PayPal New</b>	<u>1,637.29</u>
<b>Total Checking/Savings</b>	<u>59,498.47</u>
<b>Total Current Assets</b>	<u>59,498.47</u>
<b>TOTAL ASSETS</b>	<u><u>59,498.47</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
30000 · Unrestricted Net Assets	61,240.35
Net Income	-1,741.88
<b>Total Equity</b>	<u>59,498.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>59,498.47</u></u>

1:42 PM  
03/19/21  
Cash Basis

**Laguna Niguel Military Support Foundation**  
**Income & Expense--Month Summary 2021 (unaudited)**  
February 2021

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	<u>Feb 21</u>
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
60000 · Program Expenses	<u>616.93</u>
<b>Total Expense</b>	<u>616.93</u>
<b>Net Ordinary Income</b>	<u>-616.93</u>
<b>Net Income</b>	<u><u>-616.93</u></u>

**City Military Support  
Committee Account**

**Agenda Item No. 2**





Laguna Niguel, CA

# Detail vs Budget Report

## Account Detail

Date Range: 07/01/2020 - 06/30/2021

Account	Post Date	Packet Number	Name	Source Transaction	Pmt Number	Description	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>100-01-5750</u>				Military Support				2,500.00	0.00	1,051.63	1,051.63	1,448.37	57.93 %
	08/19/2020	APPKT00272	8/6/20 Luketich	JN04241	7450	Vendor			2667 - U.S. BANK NATIONAL ASSOCIATION				Amount
	08/27/2020	GLPKT01040				LN Military Support Foundation - Reimbursement for USS Stockdale - Baby Gift Cards purchase (Luketich Cal Card Sept 2020 Statement)	0.00	2,500.00					42.52
													-939.60
	09/15/2020	APPKT00285	9/6/20 Luketich		7588	Vendor			2667 - U.S. BANK NATIONAL ASSOCIATION				939.60
	09/21/2020	GLPKT01092				LN Military Support Foundation - Reimbursement for Baby Gift Cards and Shipping (McDaniel Cal Card 9/6/20 Statement)							-782.40
	09/23/2020	APPKT00287	9/6/20 McDaniel		7588	Vendor			2667 - U.S. BANK NATIONAL ASSOCIATION				782.40
	09/25/2020	APPKT00287	28455		7577	Printing for Military Support Committee			1041 - SOLINK INC.				297.39
	10/23/2020	APPKT00299	10/6/20 Luketich		7779	Vendor			2667 - U.S. BANK NATIONAL ASSOCIATION				7.20
	12/17/2020	APPKT00318	12/7/20 Luketich		8133	Military Support cards/gift cards			2667 - U.S. BANK NATIONAL ASSOCIATION				690.12
	01/22/2021	APPKT00327	1/6/21 Luketich		8301	Military support supplies			2667 - U.S. BANK NATIONAL ASSOCIATION				14.40
	03/08/2021	GLPKT01270	JN05145			LN Military Support Foundation - Reimbursement for Painting with a Twist (Luketich Cal Card 3/8/21 Statement)							-546.98
	03/23/2021	APPKT00346	3/8/21 Luketich		8642	Military Support Committee			2667 - U.S. BANK NATIONAL ASSOCIATION				546.98

**Report Total:** 0.00 2,500.00 0.00 1,051.63 1,051.63 1,448.37 57.93 %

**Detail vs Budget Report**

Date Range: 07/01/2020 - 06/30/2021

**Account Summary**

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>100-01-5750</u>	Military Support	0.00	2,500.00	0.00	1,051.63	1,051.63	1,448.37	57.93 %
<b>Report Total:</b>		<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>1,051.63</b>	<b>1,051.63</b>	<b>1,448.37</b>	<b>57.93 %</b>

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - GENERAL	0.00	2,500.00	0.00	1,051.63	1,051.63	1,448.37	57.93 %
<b>Report Total:</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>1,051.63</b>	<b>1,051.63</b>	<b>1,448.37</b>	<b>57.93 %</b>

**Minutes of the Regular Military Support  
Committee Meeting on  
March 15, 2021**

**Agenda Item No. 3**

**MINUTES OF THE  
CITY OF LAGUNA NIGUEL  
MILITARY SUPPORT COMMITTEE REGULAR MEETING  
March 15, 2021 @ 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**

Dan Abrams, Carole Allen, Melissa Caldwell, Elena Faita-Nguyen, Debra Garnreiter, Lynn Hoskins, John Humphrey, Matt Kenney, Kathy Khalifa, Reed Malleck, Frank McGrath, Caroline Swift, Bill Sundin, David Tuma, John Ulrich, David Weiss, Stephanie Winstead; Councilmember Sandy Rains, (Co-Chair), Councilmember Rischi Paul Sharma (Co-Chair)

Command Master Chief, Robles, USS Stockdale  
Sebrina King, 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines  
Tabby Jones, Stockdale FRG President  
Adam Liquori, Laguna Niguel Military Support Foundation  
Representative

**Absent**

John Harms, David Weiss

**City Staff**

Russell Narahara, Senior Management Analyst  
Tamberlyn Luketich, Police Services Secretary

**INVOCATION**

Committee Member Khalifa led the Invocation.

**PLEDGE OF  
ALLEGIANCE**

Committee Member Malleck led the Pledge of Allegiance.

**PRESENTATION**

None

**PUBLIC COMMUNICATIONS**

None

**DISCUSSION ITEMS**

**1. Report on Laguna Niguel Military Support Foundation's Background/Purpose – Adam Liquori, Representative of the Laguna Niguel Military Support Foundation**

Representative Adam Liquori gave an overview of the Laguna Niguel Military Support Foundation as a 501 c 3 non-profit organization. The independent Board of Directors has five members and there has been no turnover. Robert Ming is the

founding member. He discussed receiving request for funds approximately two weeks in advance.

**2. Foundation Financial Report**

Report received and filed.

**3. City Military Support Committee Account**

Tamberlyn Luketich, Police Services Secretary, was available for questions.

Report received and filed.

**4. Minutes of the Regular Military Support Committee Meeting on February 8, 2021**

**A MOTION** was made by Committee Member McGrath, seconded by Committee Member Ulrich to approve the Minutes of the February 8, 2021 Regular Meeting of the Military Support Committee.

**Motion Carried 17-0-3**, with Committee Member Abrams arriving at 12:47p.m., and Committee Members Harms and Weiss being absent.

**5. Review Military Support Committee Renewal Responsibilities**

Co-Chair Sharma gave an overview of the renewal process and stated that the yearly roster includes the Committee Members' expiration dates. Committee Member Allen requested an exception for Committee Member Encinas. Committee Member Sundin expressed the value Committee Member Encinas had on the Committee. Co-Chair Sharma reached out to Committee Member Encinas and reiterated that he was welcome to volunteer until renewals for next year. Co-Chair Rains agreed with the renewal process staying consistent.

**6. Review Fundraising Assignments**

Co-Chair Sharma delegated fundraising assignments as follows:

Corporate Donors – Committee Members Malleck & Khalifa. Committee Member Khalifa would like to create a corporate donor letter to be approved by the Co-Chairs for future use.

Recycling Event – Committee Members McGrath, Abrams, Sundin, Faita-Nguyen, Weiss, Hoskins & Winstead.

Wine Tasting Event – Committee Members Ulrich, Harms, Malleck, Swift, Weiss, Faita-Nguyen & Kenney.

Web Opportunities – Committee Members Abrams, Garnreiter, Khalifa, Humphrey, Hoskins & Calwell.

Virtual Bingo – Committee Members, Humphrey, Tuma, Allen, Hoskins, McGrath, Sundin & Weiss.

PR Campaign – Committee Members, Hoskins Winstead & Caldwell.

Co-Chair Sharma requested the sub-committees have timeframes, goals, costs, hurdles and the next steps to pursue these events, available for the Military Support Committee meeting on April 19, 2020.

**7. Check Request for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines Wives Easter Celebration Breakfast Baskets**

No action taken.

**8. Final Report on the Valentines for Veterans Program**

Committee Member Winstead had over 1,200 Valentines collected, primarily from elementary schools. The program was a success and she is hoping for it to grow in numbers next year. Co-Chair Rains suggested meeting with the city and social media liaisons to create a veterans list to have available for events. Committee Member Khalifa inquired if thank you cards were sent to the elementary schools. Committee Member Winstead asked for direction on if sending a picture of an individual receiving a card would be ok to send out. Co-Chair Rains asked that permission be given for photos. Committee Member Khalifa will create a thank you letter to be distributed to individual schools.

**9. Review Girl Scout Cookies Thank You Notes for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines**

Committee Member Hoskins was in contact with Girl Scout member Hannah White. On April 12<sup>th</sup> she will plan on distributing 600-1,000 boxes of cookies from different Girl Scout Troops with a thank you note which will be delivered to the troops. If the public participates in creating thank you notes, possibly the community center lobby could be a location for collection. If the public is unable to participate, Committee Member Winstead will contact the Lions Club and Committee Member Caldwell can contact the ASB Student and PTSA members for note collection. Committee Member Khalifa asked for contact information to buy cookies. Co-Chair Sharma stated that the lobby of city hall is open for collection.

**10. Update on Memorial Bench for the Fallen Marines and Sailor**

Committee Member Humphrey has contacted companies for the Memorial Bench and for the plaques and possibly placing the bench at Battalion Headquarters. The cost would be approximately \$740-\$1200 not including the plaques. Committee Member Ulrich will give Committee Member more companies to receive quotes for the bench. Committee Member McGrath will also check into a quote from San Juan Capistrano golf course.

## 11. Committee Reports

Sebrina King, 1<sup>st</sup> Battalion 4<sup>th</sup> Marines, Homecoming will be late May or early June. She will check on an August/September timeframe for a car wash fundraiser. The Drive- Thru Easter event went well. In late April or early May, Operation Healthy Hero will help get the rooms ready for homecoming.

Command Master Chief Robles, USS Stockdale stated that the integrated phase of training will begin within the next couple of weeks with their carrier strike group. Next month will be the 12 year anniversary of the USS Stockdale. The USS Stockdale is still on for a mid- summer departure and will start pre-deployment briefs within the next three to four weeks.

## ADJOURNMENT

There being no further business before the Committee, Co-Chair Sharma adjourned the meeting at 1:20 p.m. to the Regular Military Support Committee Meeting to be held on April 19, 2021, at 12:00 p.m. via Zoom, **in Memory of**

*Dennis Mulvaney*



**Check Request for 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines  
Homecoming Support**

**Agenda Item No. 6**

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

EVENT/ACTIVITY INFORMATION	
Event Name:	<u>Homecoming Support</u>
Description:	<u>Light snacks &amp; drinks</u>
Location:	<u>Camp Horno</u>
Event Date:	<u>TBD May 21-24</u> Date Funds Required By: <u>April 26, 2021</u>

Request Submitted by:	<u>John Humphrey</u>		
	Sub-Committee Co-Chair	Sub-Committee Co-Chair	

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 \$
Light Snack & Drinks		NTE \$1500.00
<b>Total Amount Requested</b>		<b>NTE \$1500.00</b>

CHECK PAYABLE TO:	<u>Sebrina King</u>		
STREET ADDRESS:	<u>1034 Eliot St.</u>		
CITY:	<u>Oceanside</u>	STATE:	<u>CA</u> ZIP: <u>92057</u>
TELEPHONE:	<u>760-500-2539</u>	EMAIL:	<u>sebrina.king@usmc.mil</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](mailto:wjk@kelleyandkelleylaw.com)

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

**Check Request for 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines  
Operation Help-A-Hero**

**Agenda Item No. 7**

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

EVENT/ACTIVITY INFORMATION	
Event Name:	<u>Operation Help A Hero</u>
Description:	<u>To purchase towel sets</u>
Location:	<u>Camp Horno</u>
Event Date:	<u>May 15</u> Date Funds Required By: <u>May 1, 2021</u>

Request Submitted by:	<u>John Humphrey</u>			
	<small>Sub-Committee Co-Chair</small>	<small>Sub-Committee Co-Chair</small>		

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 \$
Towel Sets		NTE \$1500.00
<b>Total Amount Requested</b>		<b>NTE \$1500.00</b>

CHECK PAYABLE TO:	<u>Operation Help A Hero (send to Sebrina King)</u>		
STREET ADDRESS:	<u>1034 Eliot St.</u>		
CITY:	<u>Oceanside</u>	STATE:	<u>CA</u> ZIP: <u>92057</u>
TELEPHONE:	<u>760-500-2539</u>	EMAIL:	<u>sebrina.king@usmc.mil</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](mailto:wjk@kelleyandkelleylaw.com)

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