

**MINUTES OF THE
WEDNESDAY, APRIL 1, 2015
MEETING OF THE
MONTCLAIR COMMUNITY ACTION COMMITTEE**

**MONTCLAIR CITY COUNCIL CHAMBERS
5111 BENITO STREET
MONTCLAIR, CALIFORNIA**

CALL TO ORDER

Chairperson Banas called the meeting to order at 7:08 p.m.

SALUTE TO THE FLAG

Member Alba led those present in the salute to the flag.

ROLL CALL

Members Present: Chairperson Peggy Banas, Vice-Chairperson Hollis Judkins, Members Elizabeth Alba, Mary Fondario, Laurie Milhiser, Arturo Padilla, and City Council Liaison Bill Ruh

Members Absent: Member Elnie Vannatim

Also Present: Human Services Director Marcia Richter
Senior Human Services Supervisor Michelle Castillo
Administrative Technician Vanessa Tom

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Moved by Member Padilla, seconded by Vice-Chairperson Judkins, and carried unanimously to approve the minutes of the Community Action Committee meeting of March 4, 2015.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter read an e-mail from Member Elnie Vannatim dated March 27, 2015, in which Member Vannatim effectively resigned from her position on the Community Action Committee due to her current work location and schedule. Ms. Richter read aloud one thank you letter from Meals on Wheels thanking the Committee for their support through the Community Benefits Program. Ms. Richter then distributed invitations from the Ontario-Montclair YMCA, inviting Members to a Spring Good Faith Breakfast on Friday,

April 17 from 7:30 to 9:30 a.m. The last items Ms. Richter distributed were the latest newsletter from OPARC, Pomona Valley Workshop's annual report, and a flyer from the Montclair Chamber of Commerce inviting staff to the Montclair Police Officers and Employee Appreciation and Recognition Luncheon. The luncheon will be held on Wednesday, May 13 from 11:30 a.m. to 1:00 p.m. at Dolce Bistro and Bakery in Montclair.

OLD BUSINESS

A. 2015 Volunteer of the Year Program

Ms. Richter stated the following regarding event preparation:

- There are six nominees for Volunteer of the Year.
- All three judge's evaluation packets have been received; the scores will be tallied to find the winner.
- Ms. Richter confirmed that Members will arrive at 5:00 p.m. to help with event set-up. The event reception begins at 6:15 p.m. and everything must be set-up at that time.
- Name badges for honorees, a sign-in sheet, name tags, and programs will be prepared by Ms. Castillo for the ceremony.
- Guests will be checked in as they arrive, and those honored will get a corsage.
- Attendees will have refreshments, and at 6:45 p.m. they will be encouraged to take a seat for the ceremony, which is at the beginning of the City Council Meeting.
- At the end of the ceremony there will be a break allowing those present solely for the ceremony to exit into the lobby. The Volunteer of the Year will assist in cutting the cake. Ms. Castillo will ensure photos are taken. Afterwards, members and staff will assist with clean-up.
- Ms. Tom has contacted dignitaries via 'save the date' e-mails to confirm their attendance at the event and will send out formal invitations to the nominees, nominators, judges, and dignitaries on Monday, April 6, 2015.
- Any questions about event coordination should be directed to Ms. Castillo or Ms. Tom as Ms. Richter will not be present, and will be attending an event in which the City is receiving an award for the Montclair Online to College Program.

Ms. Richter listed the donations received so far from: the Rancho Cucamonga Quakes, Boston's Restaurant and Sports Bar, Dave & Buster's, Double Tree Hotel, Scandia Amusement Park, Aimgroup, Tutti Mangia Italian Grill, and products from Avon representative Marlene Schroeder. City Council Liaison Ruh confirmed that he would buy gift cards for the six nominees. He also noted that he would not be present at the event due to a meeting he will be attending in Sacramento in regards to the official drought announcement in California. Member Alba will follow up on the donation requested from Costco. Chairperson Banas will follow up in regards to a donation from the Claremont Club. Members Fondario and Padilla stated they will follow up one last time in an effort to obtain additional donations from Applebee's, Black Angus, Hometown Buffet, Los Portales, and Joey's BBQ. Member Milhiser will notify

Logan's Candy that they will need to provide six small bags of candy for our nominees; she will also pick up the six corsages and the table centerpiece from Montclair Florists & Gifts shortly before the 5:00 p.m. set-up time.

Ms. Castillo distributed a sample of the front cover of the program to all in attendance and asked for feedback on the design and color scheme. No suggestions were made, so she will use the design and color scheme to create the rest of the program. Ms. Richter stated that the food and cake had already been ordered. Ms. Castillo mentioned that a week before the program she would meet with Chairperson Banas to go through the program script. Ms. Richter asked Member Milhiser to be responsible for making sure gift bags are given to all volunteers at the conclusion of the ceremony. Ms. Richter concluded by stating that there are usually fifty or more attendees at the ceremony, and that it is a great way to honor those who make a difference in our community.

B. 2015 Memorial Day Program

Chairperson Banas confirmed that she will invite Wilbur Richardson, a Veteran and volunteer at Chino Planes of Fame museum, to attend the program.

Ms. Richter stated that she and Ms. Castillo had met with Mike McGehee, Facilities and Grounds Superintendent, and it was confirmed that he and his staff would switch the memorial walls so there would be enough space on the north-facing wall. Ms. Castillo mentioned that plaques will be taken down for a short length of time in order to move the walls. Ms. Castillo said that she would put in the order for the six purchased plaques next week.

Ms. Richter notified Member Milhiser that Sabrina Zavala who will be performing the National Anthem should arrive one hour before the start of the program. Ms. Richter also stated that dignitaries have received a 'save the date' e-mail for this event.

Ms. Richter inquired about the reading of the poem "The Noble and the Brave," and asked if Vice-Chairperson Judkins could read along with City Council Liaison Ruh. Vice-Chairperson Judkins agreed to read the poem, and both the Vice-Chairperson and City Council Liaison Ruh decide to alternate one stanza at a time during the reading. Ms. Richter read the outline of the 2015 Memorial Day Program and indicated which members would be assisting with each item on the outline.

Member Milhiser mentioned that Montclair does its Memorial Day Program in the evening, while many other programs are done in the daytime. City Council Liaison Ruh added that so many veterans and their families are attending other events in the daytime, and that the sunlight and heat can make the experience unpleasant for those attending, which makes the idea of an evening program desirable. City Council Liaison Ruh went over important anniversary dates to be added in the program possibly under the Mayor's comments. City Council Liaison Ruh informed the Committee that April 9, 2015 would be 150 years since the end of the Civil War, April 14, 2015 would be 150 years since the assassination of President Abraham Lincoln, May 2015 would be 70 years since Victory in Europe Day and the end of

World War II in Europe, and finally August 2015 would be 70 years since Victory over Japan Day and the end of World War II. City Council Liaison Ruh noted that these were events that changed the course of our country and world history.

NEW BUSINESS

A. 2015 Home Beautification Program

Ms. Castillo noted that all members will be involved in nominating and judging for the 2015 Home Beautification Program and will be assigned a general area in Montclair. Seven areas were sectioned out, but Member Vannatim's area will have to be re-distributed in her absence. Chairperson Banas agreed to take two areas.

Ms. Richter stated that each member would nominate two homes, and that previous winners from the last three years could not be nominated. The due date for nominations is May 25 at the Memorial Day Program. All nomination addresses are then sent to the Community Development Department who verifies all properties are up to code. Ms. Richter noted what makes a home eligible for the contest by stating that members should nominate homes that have shown major improvements in exterior finishing (e.g. paint and remodeling) and/or landscaping, homes that look aesthetically pleasing, and an award for the home with the best drought tolerant landscaping was discussed. This idea was due to a declaration from Governor Jerry Brown on March 31, 2015 that California is officially in a state of drought.

The Members' judging caravan is scheduled to meet at 5:00 p.m. at the Senior Center on Wednesday, June 17. Members discussed 'end of the year' dinner arrangements and Member Padilla suggested Olive Garden since there is a private room where Members can discuss the homes that were viewed and what award should be given to the winners. In past years, a restaurant gift card or Target card was awarded. Ms. Richter requested Members plan to attend the program award ceremony scheduled for Monday, July 20 at 7:00 p.m. in the Council Chambers.

ITEMS OF SPECIAL INTEREST

Ms. Castillo announced that all CAC members are invited to the Volunteer Recognition Dinner on Tuesday, April 28 at 5:00 p.m. in the Community Center. All invitations went out in the mail on April 1, 2015. The theme will be revealed on the invitation. Ms. Castillo reminded the CAC that volunteers are free and that guests must pay an additional \$20. The \$20 fee covers dinner, dessert, and entertainment. Ms. Castillo stated that upon receiving their invitations, members can RSVP and notify Ms. Tom if they are bringing a guest.

Ms. Castillo also mentioned that the Easter Eggstravaganza would be on Saturday, April 4 from 9:00 a.m. to 11:00 a.m. The Montclair Kiwanis club will be selling pancake breakfasts for \$4 and photos with the Easter Bunny will be \$3 for the city to

print the photo and \$1 if attendees take the photo with their own camera. There will be games for children ages ten and under, and they will receive Easter eggs as prizes. A bag of plastic Easter eggs from Member Padilla's wife was donated for the event.

Ms. Richter asked who would like to attend the Montclair Police Officers and Employee Appreciation and Recognition Luncheon mentioned earlier on in the meeting under Oral and Written Communications. Ms. Richter added that it would be \$45 for members and \$50 for non-members. The reservation will be paid by the city, but if a member does not attend they will be responsible for paying back the fee. Chairperson Banas, Vice-Chairperson Judkins, and Member Milhiser stated that they would like to attend.

Ms. Richter asked members to save the date for the Mayor's Prayer Luncheon on Thursday, May 7 at 11:30 a.m. in the Community Center. The luncheon will be \$15 a person.

Lastly, Ms. Richter mentioned that there will be a Bunco night held by the Montclair-Ontario Junior Women's Club on Friday, May 1 at 7:00 p.m. in the Senior Center. Tickets will be available at the Senior Center. Ms. Richter ended by stating that the next CAC meeting would be on Wednesday, May 6.

ADJOURNMENT

Chairperson Banas adjourned the meeting at 8:05 p.m.

Respectfully submitted,
Vanessa Tom
Administrative Technician