

**MINUTES OF THE  
WEDNESDAY, JANUARY 8, 2014  
MEETING OF THE  
MONTCLAIR COMMUNITY ACTION COMMITTEE**

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

**CALL TO ORDER**

Vice-Chairperson Havlena called the meeting to order at 7:05 p.m.

**SALUTE TO THE FLAG**

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

**ROLL CALL**

Members Present: Vice-Chairperson Maureen Havlena, Members Peggy Banas, Mary Fondario, Hollis Judkins, Arturo Padilla, and Mayor Pro Tem Bill Ruh

Members Absent: Chairperson Pat Wooton

Also Present: Human Services Director Marcia Richter  
Senior Human Services Supervisor Michelle Castillo  
Office Specialist Christine Smiderly

**APPROVAL OF MINUTES**

Moved by Member Fondario, seconded by Member Judkins, and carried unanimously to approve the minutes of the Community Action Committee meeting of November 6, 2013.

**ORAL AND WRITTEN COMMUNICATIONS**

Ms. Richter distributed a Christmas card from the Montclair Fire Department.

**OLD BUSINESS**

***A. Community Benefits Funding Program***

Ms. Richter stated that funding recommendations submitted by the CAC were approved by City Council and contribution checks will be mailed the end of January.

## ***B. Tree Lighting Ceremony***

Vice-Chair Havlena stated she thought the event was a success and she enjoyed assisting with the Santa photos. She also commented that despite the cold weather, staff and volunteers were cheerful and festive. Mayor Pro Tem Ruh agreed and commented that staff and volunteers did a great job and it appeared the public loved the event. Member Fondario stated that the group CAC photo came out great and she enjoyed participating in this event. All Members and staff present agreed that the 6:00 p.m. start time worked out well. Member Padilla stated there were approximately 550 attendees per his counter. Ms. Richter stated the Santa letters were down in number by almost one hundred letters and that 98% of the letters were written in English this year. All Members agreed that the clean up was quick and organized and Member Padilla thanked staff for their help during clean up.

## ***C. Holiday Home Decoration Contest***

Vice-Chair Havlena stated that she enjoyed all aspects of this event, especially the caravan and judging. Member Banas asked how many outside nominations were submitted. Ms. Castillo stated she only received two nominations from residents and that one of the nominations was from a mobile home resident. Members discussed the challenges surrounding allowing mobile homes and townhomes to enter this contest as it was difficult to locate and view the mobile home during the caravan. Members agreed that the contest application needs to be updated to clearly state that only single family homes are eligible for the Holiday Home Decoration Contest. Ms. Castillo will update the application for next year's contest.

## ***D. Military Banner Programs***

Ms. Castillo stated that the banners for discharged service members will be presented at the next City Council meeting on Tuesday, January 21, 2014. Ms. Castillo stated that there were six discharged service members and she is in the process of confirming their availability to attend the banner presentation.

Ms. Castillo stated that all banners for those currently serving in the armed forces will once again be hung at the end of January or early February. There are fourteen new banners going up; providing the information submitted on each application is verified.

## **NEW BUSINESS**

### ***A. 2014 Volunteer of the Year Program***

Ms. Richter stated that the 2014 Volunteer of the Year program will be held on Monday, April 21, 2014 in Council Chambers. Items discussed:

- Members reviewed last year's list of organizations that were sent nomination applications. Members approved the list with a few updates to contact names and addresses. The Incredible Edible Community Garden was added. Ms. Smiderly will mail the nomination applications by the end of January.

- Deadline for returning applications is March 3, 2014. Applications will then be mailed to the judges who will sort and return them by the end of March to allow time for dignitaries and staff to prepare certificates and gift bags for the nominees.
- Ms. Richter requested that Members submit names and addresses for a total of three judges. Members will bring their recommendations to the next CAC meeting.
- Members reviewed last year's list of organizations that donated gifts. Members agreed to personally deliver request letters as listed below:
  - Vice-Chairperson Havlena will distribute letters to Applebees Bar & Grill, Candlelight Pavilion Dinner Theater, Chili's, Dragon 99 Restaurant, and Red Lobster.
  - Member Banas will distribute letters to Los Portales, Montclair Florist, Starbucks, and The Claremont Club.
  - Member Fondario will distribute letters to Elephant Bar Restaurant and Olive Garden.
  - Member Judkins will distribute letters to Costco, Stater Bros. Market, and Trader Joe's.
  - Member Padilla will distribute letters to Burger King, Carl's Jr. (both locations), Hometown Buffet, and Joey's Bar-B-Q.
- Ms. Smiderly will mail the remaining donation request letters by the end of January.
- Members discussed the theme and agreed to use the same theme as last year "Hats Off to Our Volunteers", but a new color scheme will be used. The new color scheme will match Kentucky Derby themed hats. Members asked the very creative Ms. Castillo if she could create new decorations. Members commented that last year's decorations were fantastic. Ms. Castillo stated she will get some ideas together to review with Members at the next CAC meeting.
- Member Banas will contact Montclair Florist and find out if they will donate a centerpiece for the event. Members agreed to purchase a corsage or boutonniere for each nominee from Montclair Florist.
- Refreshments will be the same as last year (rolls and veggie trays, fruit, cheese and crackers, cake, cream puffs and brownies, water and sparkling cider).
- Members agreed to start the program reception at 6:15 p.m. this year and Members agreed to arrive to help set up at 5:30 p.m.

### ***B. 2014 Memorial Day Program***

Vice-Chairperson Havlena stated the 2014 Memorial Day Program will be held on May 26, 2014 at 6:00 p.m. Members agreed to arrive at 4:00 p.m. to help set up. Items discussed:

- Ms. Castillo stated the Memorial Wall plaque application deadline is Thursday, February 21, 2014. The cost to purchase a plaque is \$300 (cost of plaque). Applications to purchase plaques can be found in the Human Services Activities and Programs Brochure, on the City website, and at the Front Desk of the Recreation and Senior Centers. Ms. Castillo stated no applications have been received to date.

- Members agreed to invite the Chino Planes of Fame Museum to participate again as they were very impressed with the veteran who attended the last two years. Member Banas will contact the Museum and find out if they are interested in participating.
- Member Fondario will contact Colony High School in Ontario to see if they have someone available to play TAPS live. Ms. Richter stated that she can contact last year's performer if a local individual cannot be found.
- Ms. Richter will contact Chaplain Vicki Brobeck for the opening prayer.
- Ms. Richter will contact Montclair High School and find out if the JROTC is available to perform again this year.
- Members agreed to invite the Montclair Walkers Choral Group to perform. Ms. Richter will contact the Choral Group and find out if they are available.
- Ms. Richter suggested including a barbershop quartet that performs a patriotic act. Members liked this idea and Ms. Richter will make contact with a member of the senior center that is in a barbershop quarter and find out if he is interested.
- Member Padilla offered to inquire with one of his contacts who might be interested in attending as a military guest of honor who might be available to lead the flag salute on the event date.
- Members agreed to serve patriotic cookies, punch, and water again this year.
- Members agreed to continue the tradition of reading a patriotic poem at the end of the ceremony. Members will look for a patriotic poem and bring their selections to the February meeting.
- Ms. Richter stated that Ms. Smiderly will email local dignitaries this month requesting they "save the date" and then a formal letter is mailed inviting the dignitaries to the program closer to the event date.

#### **ITEMS OF SPECIAL INTEREST**

Ms. Richter stated that the stipend payments for November and December 2013, and January 2014 will be combined and paid on January 21, 2014.

#### **ADJOURNMENT**

Vice-Chairperson Havlena adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Christine Smiderly  
Office Specialist