

## Item 2 Attachments

This item includes the following documents:

1. Staff Memo – Facilitator Update
2. Staff Memo – Planning Session Objectives Outline/Notes

1. Staff Memo – Facilitator Update



To: HCBF Board of Directors  
 From: Meghan Reese, Acting Executive Director  
 Date: September 28th, 2018  
 Subject: HCBF Facilitator Status (Agenda Item 2)

The purpose of this memo is to inform the Board about the current status of identifying a potential facilitator for the HCBF planning session in October.

Staff received referrals for facilitators from board members, as well as from other facilitators who are unable to commit the time at the moment. Staff would prefer additional time to be able to provide the board with additional options for facilitators.

Facilitator Name	Status	Notes/Comments
Zoot Velasco*	Available	Available for a Saturday meeting (prior to November) with the board to discuss options for Landscape Analysis and potential planning session.
Mari Rose Taruc	Unavailable	
Bob Lazzarini	Unavailable	Interested, but unable to take on new projects this year. He is compiling potential referrals and will forward.
Ron Milam	Unavailable	Referred several other consultants, including Bob Lazzarini
Tammy Bang Luu	No Response	

\*Zoot is the only confirmed facilitator with availability at this time

## ZOOT VELASCO

Zoot serves as the CEO of the Orange County Educational Arts Academy (OCEAA), a dual-language immersion, arts-and-technology-focused public charter school in Santa Ana, CA; as well as the Interim Director of the Gianneschi Center for Nonprofit Research at California State University Fullerton's Mihaylo College of Business & Economics. He teaches Business and Marketing and produces the Gianneschi G3X public benefit organizational conference. He teaches Nonprofit Management certificated courses of his own design at California Polytechnic Institute, Pomona and California State University, Long Beach, where he uses his text book, *The First 100 Days, Leading Small Nonprofits Out of The Wilderness*. Zoot also teaches a Certified course in Corporate & Governmental Leadership at Cal Poly. He provides leadership training camps and workshops, creates award-winning STEAM (Science Technology Engineering Arts & Math) curricula for schools, and Arts in Corrections programs for the California Arts Council and California Department of Corrections and Rehabilitation. He currently leads a reentry arts program for the Riverside Arts Council at Riverside County Jails.

Zoot holds a BA in dance from St. Mary's College of California, an MBA in nonprofit management from Hope International University, and professional designations in arts education, fundraising, leadership, management, and conflict resolution.

## 2. Staff Memo – Planning Session Objectives Outline/Notes



To: HCBF Board of Directors  
From: Meghan Reese, Acting Executive Director  
Date: September 28th, 2018  
Subject: HCBF Planning Session Objectives (Agenda Item 2)

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The purpose of this memo is to help inform the Board's discussion regarding planning session objectives.

HCBF's Acting Executive Director and Board Chair developed an outline to guide a pre-planning discussion amongst board members prior to a facilitated planning session in October. Below is an outline of potential questions and topics for the session.

#### HCBF Facilitated Planning Session Objective Notes

- I. Reaffirm Mission and Vision
- II. Questions/Discussion Topics for session
  - A. SWOT (Strengths, Weaknesses, Opportunities, Threats) Landscape Analysis
    1. What does HCBF do well?
    2. What are HCBF's weaknesses?
    3. What resources/assets are already available for HCBF to leverage?
    4. What community needs are we trying to address?
    5. What are opportunities in the communities?
    6. Who are the players in the communities?
    7. Are there organizations that do the work needed?
      - a) Conduct community forum
  - B. How do we use HCBF funds to benefit the communities?
  - C. How do we obtain additional funding/resources
  - D. What staffing do we need for HCBF to continue?
    1. ED Search
    2. Additional staff roles (project management?)
    3. Outreach