



**Agenda**  
 Tuesday, February 4, 2020- 06:00 p.m.  
 Costa Mesa City Hall, Room 1A

**Guest Introductions/Public Comments: (limited to 3 minutes each)**

**Minutes: January 2020 Meeting (JoJo)**

**Treasurer Report: (Mary)**

**Committee Reports:**

**Grants (Celia)**

**Concerts in the Park (Mike)**

**Old Business:**

<b>Changes to Grant Process</b>	<b>Nichole Scott</b>
<b>Summary</b>	· <b>Need to set date for completion of Grant Process changes to be emailed to JoJo</b>

<b>Marketing and Social Media</b>	<b>Nichole Scott</b>
<b>Summary</b>	· <b>Discuss Erin's proposal for rebranding of Costa Mesa Foundation</b>

<b>New Business Cards</b>	<b>Nichole Scott</b>
<b>Summary</b>	· <b>Discussion of what information will be listed on each business card</b> · <b>All updates to business card will be due February 15<sup>th</sup>, 2020</b>

**New Business:**

<b>OCC Foundation</b>	<b>Nichole Scott</b>
<b>Summary</b>	· <b>Talk about donating to local residents affected by recent tragedy</b>

<b>Committee/Sub-committee Roster Generation</b>	<b>Nichole Scott</b>
<b>Summary</b>	· <b>Generate lists of which committees/sub-committees exist within the Foundation and which members are a part of those committees.</b>

<b>Sponsor Letter</b>	<b>Lisa Schultz</b>
<b>Summary</b>	<ul style="list-style-type: none"> <li>· <b>Finalize the sponsor letter</b></li> <li>· <b>Assign member to create a sponsor contract</b></li> </ul>

<b>Cost of Website</b>	<b>Nichole Scott</b>
<b>Summary</b>	<ul style="list-style-type: none"> <li>· <b>Currently, Foundation members have been paying recurring monthly fees to host our website and keep our domain</b></li> <li>· <b>Can this responsibility be transferred to the Foundation?</b></li> <li>· <b>If not whose turn is it?</b></li> </ul>

<b>Google Calendar</b>	<b>JoJo Crowley</b>
<b>Summary</b>	<ul style="list-style-type: none"> <li>· <b>Introduction to Google Calendar</b></li> </ul>

**Date of Next Meeting: Tuesday, March 3, 2020**

**Place of Next Meeting: Costa Mesa City Hall, Room 1A**

**Time of Next Meeting: 6:00 p.m.**