

**COSTA MESA FOUNDATION**  
**Board Meeting, Tuesday, 3 January 2017**  
**Costa Mesa City Hall**  
**Minutes**

Meeting Opened at 6:05m

Board Members Present: Dean Abernathy, Lea Lowe, Roy Duvall, Karen Ursini, Matt Vorona, Mary Fewel, Lisa Schultz and Gerard Ladalardo. And City Representative, Jennifer Christ. Board member absent: Nikki Scott.

Prospective Board Members present: Mike Carey, Linda Tenno, Jesus Perez. Teva Crowley is up for membership but was not present.

**Meeting Minutes**

1 November 2016 minutes were reviewed and approved “as is” by the Board.

**Treasury** (Lea)

Insurance: Discussion by the Board on the need for liability insurance for each band performing at the CITP events. Question posed about the cost to add coverage to our policy. Alternatively, can the City take care of this coverage and then be reimbursed by the CMF for the expense? Mary agreed to find out the cost to add to our policy and will let Jennifer and Ashley know.

Lea made a Motion to transfer \$10k to General Grants fund. Seconded by Matt. Unanimously approved by the Board.

Motion to accept the Treasurer’s report was made by Karen; seconded by Lea; unanimously approved by the Board.

**Community Outreach** (Dean)

New Outreach:

1. Board seeks to expand participation by the less mobile, including the elderly, within our community to the CITP. Dean asked Jesus and Jojo to help with this effort. Roy volunteered.
2. Y.E.S. will hold a career networking night at Golden West College Student Center on 12 January. Mike Carey volunteered to attend on behalf of the CMF.

**CITP 2017** (Mary)

**The Vision for the 2017 CITP:**

“People, then Process and Product”

ASANA: For each functional area there is a Team responsible for planning and execution of the tasks and responsibilities within that area. Start with the Bands, then Stage, Sound and Power.

Steadily bringing each area in ASANA into shape.

All team members will have access to their functional area.

Schedule: Roy & Mary to meet every Wednesday to go thru the ASANA CITP teams.

New Concert Team Positions: need volunteers to lead or help with some teams, some of which are new.

An ASANA Kick-Off Party was proposed. Roy wants to meet with each Team owner; transfer understanding and then transfer ownership. Would be helpful to cluster these meetings to shorten the process.

On 4 January proposed that Mike, Roy and Mary to meet at Mary's office to kick-off this process.

Are we changing the CITP Sponsor plans? Consensus by the Board is that we do not. And we will not highlight that there are 3 concert events this year.

Can Erin do an Event Brite for each of sponsors?

An ASANA meeting on Sponsorship will be held towards the end of February. Exact date not yet decided.

### **ASANA Update (Roy)**

Roy will give an update at the February CITP meeting.

### **Grant Committee (Karen)**

1. **SOY:** The grant given to SOY for the Women's Journey Conference so 10 girls could attend for free in part due to our grant. We've asked SOY for testimonials.
2. **Y.E.S.:** The Networking night in January partly funded by CMF will have CMF sponsorship signs there.

### **New Grants:**

1. **Sonora Elementary:** Asking for \$3,500.00 from the CMF to help stage "Jungle Book" at the school in May 2017 for the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades. Will cover costs associated with 20 kids. We proposed \$2,275.00 for 13 kids. Karen raised the motion for this grant. Seconded by Matt. Unanimously approved by the Board for \$2,275.00.

### **New Business (Dean)**

**CMF Website:** Tabled for now.

Post-2017 Concert Dinner Date: Wednesday, 27 September, proposed and agreed upon by the Board as our target date.

Board Meeting Schedule for 2017: March 7; May 2; September 5; November 7. There will be a separate CITP Meeting on June 6.

A CITP “Operational” Meeting to coordinate with volunteers and other community groups involved in supporting the Concert. Target a meeting around mid-June. A date will be fixed for this event during the February ASANA meeting.

**New Board members:** Voted onto the Board during this meeting:

Mike Carey; Linda Tenno; Teva “JoJo” Crowley; Jesus Perez.

Matt will prepare a final roster and distribute, including to the City (Colleen). Roy will set the new members up with new Costa Mesa Foundation email address and into ASANA. We need to prepare business cards for the new members. Karen will take care of the name badges for all Board members.

Meeting Adjourned at 7:45 pm.

Next CMF Board Meeting: Tuesday, March 7, 2017, 6:00PM; City Hall, Room 1A.