



## Board Meeting Minutes

Date *Tuesday, February 4, 2020*

Costa Mesa City Hall, Room 1A

**Time of Opening of Meeting:** 6:06 p.m.

**Board Members Present:**

- Alison Wright
- Celia Rios
- Dean Abernathy
- JoJo Crowley
- Linda Tenno
- Lisa Schultz
- Mary Fewel
- Mike Carey
- Nichole Scott
- Rosario Reyes
- Andrew Nielson

**Associate Board Members Present:**

- Gerard Ladalardo
- Karen Ursini
- Lea Lowe

**City Staff Present:**

- Jennifer Christ
- Jennifer King
- Yvette Aguilar
- Ashley Thomas

**Guests:**

Lin Aldridge

**Minutes:**

<b>Topic</b>	Approval of Minutes of the January 2020 CMF Meeting
<b>Presenter</b>	JoJo Crowley
<b>Summary</b>	The board will review the minutes as presented by the Secretary and suggest amendments if any are necessary.
<b>Proposal</b>	Motion to approve the minutes after adding Celia under "Board Members Present" as she was there during the January 2020 meeting. Also, remove Jesus' name from the roll call.
<b>Person to Make Motion</b>	Mike Carey
<b>Person to Second Motion</b>	Celia Rios
<b>Board Approval</b>	Unanimously Approved

**Treasurer Report:**

<b>Topic</b>	Treasurer Report
<b>Presenter</b>	Mary Fewel
<b>Summary</b>	Outstanding check reimbursement to JoJo. JoJo has deposited the check into his own account. There is also an outstanding check that has yet to be deposited by an OCC partner. Need confirmation on who is handling it and whether they received it or not.

**Grants:**

<b>Topic</b>	Grant #1
<b>Presenter</b>	Celia Rios
<b>Summary</b>	Kiwanis Club of Costa Mesa requests \$2,100. Kelly's Closet is a program for low income families. The event day is tentatively August 15. We have partnered with this group for at least 7 years.
<b>Proposal</b>	Grant \$2,100 to Kiwanis Club.
<b>Person to Make Motion</b>	Nichole Scott
<b>Person to Second Motion</b>	Celia Rios
<b>Board Approval</b>	Unanimously Approved

<b>Topic</b>	Grant #2
<b>Presenter</b>	Celia Rios
<b>Summary</b>	Someone Cares Soup Kitchen has applied for a grant that will enable them to have a mural created for them.
<b>Proposal</b>	Send grant application back to committee for further research.
<b>Person to Make Motion</b>	Mary Fewel
<b>Person to Second Motion</b>	Nichole Scott
<b>Board Approval</b>	Unanimously Approved

**Concerts in the Park:**

<b>Topic</b>	Concerts in the Park Committee
<b>Presenter</b>	Mike Carey
<b>Summary</b>	There was a meeting today for potential bands Tijuana Dogs will be final closing band. Kevin will be interim for Tijuana Dogs. Other potential bands include Yachty by Nature, Flashpants, and Redneck Rodeo. Nichole and Lisa saw Redneck Rodeo in Huntington Beach and had a great time. They have good reviews, are engaging, clean, and fun. They have a charity rate at \$2,000 and they have a “thirsty” following. Zones for the CIP include Beer and Wine Garden (Nikki), sponsors (Andrew), volunteers (Rosario and Linda), Stage and Backstage, Layout (Andrew, Mary, and Lisa), and Layout (Dean and JoJo). We need to ask Parks and Rec about the POD. We need to limit each sponsor to one space. Lisa asks if we should keep the center aisle open for walking (to be discussed at a later meeting). Snoopy House can lend us fencing for the Beer and Wine Garden. Kevin will call and ask for rates on potential bands. Onsite POD for storage for the full month won’t get moved. This presents a problem of security.

**Old Business:**

<b>Topic</b>	Changes to Grant Process
<b>Presenter</b>	Nichole Scott
<b>Summary</b>	Celia Rios goes over her new edit of the Grant Application and proposes changes. She has presented a typed document that needs to be turned into a PDF by the secretary. The grant sent in by Kelly’s Closet was used as an example of our current Grant form. We need to inform potential recipients of a time frame in which grants will be taken into consideration and that processing can take 8 weeks. We would not accept grant requests from June through August. Applicants must complete the request with a W9 form attached.
<b>Proposal</b>	Accept new form with addition of new time frame. New form must be completed by end of the month. We also need to remove Karen’s email address from the CMF website.
<b>Person to Make Motion</b>	Nichole Scott
<b>Person to Second Motion</b>	Mary Fewel
<b>Board Approval</b>	Unanimously Approved

<b>Topic</b>	Marketing and Social Media
<b>Presenter</b>	Nichole Scott
<b>Summary</b>	The proposal of services made by Erin Huffstetter was too expensive. City liaison needs to check if we can use the proposed group motto. We are synonymous with Concerts in the Park. There is a lot to process. There is a lot of information to go over. There is a hesitation to hire Erin to provide the proposed services. Solution: pick out what we would like her to do and propose it to her.

## New Business

<b>Topic</b>	New Business Cards
<b>Presenter</b>	Nichole Scott
<b>Summary</b>	JoJo will update all email addresses and information on business cards. A contact sheet with new email addresses will be distributed to Board by next meeting.
<b>Proposal</b>	Motion to continue with new changes
<b>Person to Make Motion</b>	Dean Abernathy
<b>Person to Second Motion</b>	Lisa Schultz
<b>Board Approval</b>	Unanimously Approved

<b>Topic</b>	OCC Foundation
<b>Presenter</b>	Nichole Scott
<b>Summary</b>	Nikki suggests we donate to residents who were directly affected by recent helicopter crash involving Kobe Bryant and several others from the Costa Mesa area. In addition to Bryant, 41, and his daughter, 13, the crash claimed the lives of Payton Chester, 13; Sarah Chester, 45; Alyssa Altobelli, 14; Keri Altobelli, 46; John Altobelli, 56; Christina Mauser, 38; and the helicopter's pilot, Ara Zobayan, 50.
<b>Proposal</b>	Transfer \$1000 from Grant to General Donations to be donated to OCC Foundation for Coach Altobelli. Funds to come out of General Donations.
<b>Person to Make Motion</b>	Mary Fewel
<b>Person to Second Motion</b>	Nichole Scott
<b>Board Approval</b>	Unanimously Approved

<b>Topic</b>	Committee/Sub-Committee Roster Generation
<b>Presenter</b>	Nichole Scott
<b>Summary</b>	Nichole wants a list of the committees and subcommittees and which are members are in which committee. Word document will be distributed to Board after list is generated.

<b>Topic</b>	Sponsor Letter
<b>Presenter</b>	Lisa Schultz
<b>Summary</b>	We need to finalize a letter for sponsors to create unity. Change vehicles # on sponsorship poster. Make changes to city, new poster.

<b>Topic</b>	Cost of Website
<b>Presenter</b>	Nichole Scott
<b>Summary</b>	Nichole and Dean have made recurring payments to pay for the cost of our CMF website and would like to be reimbursed for their payments. Dean and Nichole need to email Mary proof of purchase and CC JoJo in the email. How can we setup our own account to be able to take over these recurring payments? Jennifer to King to find out.

<b>Topic</b>	Google Calendar
<b>Presenter</b>	JoJo Crowley
<b>Summary</b>	JoJo went over how to use Google Calendar as part of an ongoing series of tutorial introducing the Board to Google and its many apps. The board will be using these Google apps as a means of file storage organization and as a way of communicating.

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

**Time of adjournment:** 7:53 p.m.