ATTACHMENT 1

COSTA MESA COMMUNITY FOUNDATION MINUTES
February 23, 2010
Costa Mesa City Hall, Conference Room 5A

Board Members present: Bill Turpit, Tom Sutro, Gary Craig, Jeff Harlan, Karen Ursini, Steve Grant, Cindy Ronquillo, Councilmember Wendy Leece

City Staff present: Lynda Jenkins, Jana Ransom, Lisa McPherson

Board Members absent: Jeff Teller, Jennifer Christ, Tom Johnson

President Turpit called the meeting to order at 4:34 pm.
A quorum was present.

I. Public Comment. There were no public comments.

II. Minutes. The minutes of the January 26, 2010 meeting were considered by the Board.

Action: To approve the minutes as submitted; moved by Steve Grant, seconded by Karen Ursini; carried unanimously.

III. Cultural Arts Committee Sponsorship Program

Jana Ransom (Recreation Manager) and Lisa McPherson (Recreation Supervisor and Committee liaison) presented a draft pamphlet with minor revisions. CMCF is being requested to serve as the fiscal agent to receive funds donated to the program, and disburse funds for expenditures approved by the Cultural Arts Committee. Bill Turpit raised concerns about CMCF's tax status for certain activities. Tom Sutro suggested that CMCF set the sponsorship levels, not the City Council, to make administration easier for staff. Lisa McPherson has already submitted the CMCF account information form.

Action: To approve creation of an account (the Cultural Arts Committee); moved by Steve Grant, seconded by Tom Sutro; unanimously approved.

IV. Youth Assistance Program Fund

Jana Ransom presented the proposed program, which helps fund Costa Mesa youth who want to participate in recreational programs. Previously, youth sports were free, and now are fee-based (approximately $40/child). Valerie Torrelli has pledged $500 to the program as seed money. Jana envisions a coalition of city staff, the Recreation and Parks Commission, and CMCF to administer the program, with CMCF assisting in developing program guidelines, establishing an account to accept donations, and marketing the program. Lynda Jenkins offered to be the CMCF liaison with the city staff. Jana also provided an internal memo describing the program and submitted an account information form.

Action: To support the concept, look at program guidelines and structure with city staff, and bring the item back for an update at the next meeting; moved by Tom Sutro, seconded by Steve Grant; unanimously approved.

V. Summer Concerts in the Park

Lisa McPherson presented a timeline for coordinating and executing the concert series, tentatively scheduled for July 6, 13, 20, and 27, 2010 (the event's 10th year). Discussion covered music licensing, band selection, last year's donors, and budget. $14,000 would sponsor the entire concert series (one concert costs approximately $3,500), and agreements with the bands provide a 15-day cancellation period for the city. Karen Ursini offered to work with Jennifer Christ to help market the event with the city. Jeff Harlan offered to help raise matching funds to support a full concert series.

Action: To sponsor two concerts with CMCF funds, and support the 2010 concert series by soliciting financial pledges from donors by May 1, and receiving money by June 1; moved by Tom Sutro, seconded by Karen Ursini; unanimously approved.

VI. Treasurer's Report

Gary Craig reported cash in and cash out of the CMCF accounts.

Action: To accept the report as presented; moved by Tom Sutro, seconded by Cindy Ronquillo; unanimously approved.

VII. Committee Reports

Brick Committee: Cindy Ronquillo reported that there will be a memorial for Sgt. Jack Campbell on March 10, hosted by the Freedom Committee, and asked if others wanted to attend (Karen Ursini and Lynda Jenkins will join Cindy). Cindy has talked to the Freedom Committee and they welcome our participation with the veterans' organization. The issue was raised about the cost of the brick being too expensive, especially for veterans, and a suggestion was made to offer a discount for the Freedom Committee.

Action: To provide a reduced fee of $75/brick for Freedom Committee members; moved by Tom Sutro, seconded by Karen Ursini; unanimously approved.

VIII. Old Business

Community Run: Karen Ursini presented posters/flyers. Organizers are still looking for sponsors and event participants. There will be activities (bands, skate park) on April 23, the evening before the race.

Newport Mesa Schools Foundation Awards Dinner: CMCF, in conjunction with the Community Run, provided three grants to Costa Mesa schools: leapsters for a kindergarten class at California Elementary (Kerri Borderon), cellos for the music program at Kaiser Elementary (Audrey Seidman), and stereo equipment

for a physical education/running program at College Park Elementary (Julie Smith).

Mutt Mitts: Tom Sutro noted that he needs to work with Carol Proctor to make revisions to the K-9 program description.

IX. New Business

2010 Authorized Signatures: Motion by Tom Sutro, seconded by Cindy Ronquillo, to approved Bill Turpit, Tom Sutro, Gary Craig and Colleen O'Donoghue as authorized signatories for purchasing documents for CMCF business; unanimously approved.

Organizing for 2010 CMCF Success: Bill Turpit introduced documents for consideration by Board members to help us achieve the 2010 goals. Committee assignments were also made:

Executive: Bill, Tom, Gary, Jeff
Board Development: Bill, Karen, Gary
Administrative: Tom, Gary
Grants Program: Karen, Steve
Veterans' Memorial Bricks: Cindy
Marketing: Jeff, Tom Johnson, Gary
Program and Events: Jennifer

New Grant Application: A grant application was received by the Kiwanis for $1,350 for Kelly's Closet, which provides clothes and supplies for children in poverty. Referred to the Grants Committee for consideration.

Costa Mesa Chamber of Commerce Scholarships: The Chamber submitted a request for CMCF to sponsor student scholarships at the May 14, 2010 Les Miller Student Awards Breakfast. Referred to Grants Committee for consideration, with a proposed recommendation by the next board meeting.

X. Director Comments

Jeff Harlan suggested an event opportunity to work with the Cultural Arts Committee. He offered to e-mail an article which explains a unique concept to promote and commission local art.

Next Meeting: March 23, 2010

Adjournment: 6:35 pm

Submitted by Jeff Harlan