

**COSTA MESA FOUNDATION**  
**Board Meeting, Tuesday, 6 September 2016**  
**Costa Mesa City Hall**  
**Minutes**

Meeting Opened at 6:00pm

Present: Dean Abernathy, Derek Sabori, Lea Lowe, Nicki Scott, Roy Duvall, Karen Ursini, Matt Vorona and Jennifer Christ.

**Meeting Minutes**

Need to approve both June 2016 and September 2016 minutes at next session. Due to an oversight, June 2016's minutes were not officially approved.

**Treasury** (Derek)

Derek reviewed the June-Aug 2016 numbers, including the 2016 CITP. The total income was \$51,471.30. The Expenses (excluding three pending items) were \$20,636.64. Profit equaled \$30,834.66. The inclusion of the pending expenses will lower this though the profitability of this year's concert is the highest number achieved during the CITP.

Motion to Accept to accept the Treasurer's report was raised by Dean; seconded by Lea; unanimously approved by the Board.

**Community Outreach** (Dean)

The Board discussed the outreach to the Seniors group invited to the CITP, the feedback received from the participants and how CMF can improve at future events. It was determined that:

1. The Board will receive additional feedback with the assistance of Roy.
2. The Board will consult with Fairview Development Center on this year's and for future events.
3. The CMF should reach out earlier in the CITP cycle in order to garner more participation from the portions of the community needing special consideration in order to participate.

New Outreach:

1. On September 26: The Newport-Mesa Unified School District Foundation will hold its annual State of the Schools Breakfast, 700-900am, at Newport Harbor High School. The Board is looking for members to attend to represent the CMF.
2. On October 6: The Public Safety Community BBQ will be held at 11:30am-1:00pm at the Fairgrounds. Board members are encouraged to attend.

At last year's Public Safety Community BBQ the CMF contributed certificates from Costa Mesa restaurants for public safety employees. A motion was raised by Matt to purchase \$500.00 worth of restaurant gift certificates for donation at this year's event. It was seconded by Lea and unanimously approved by the Board. Lea volunteered to get the gift certificates.

## **Post-CITP 2016**

We need access to the storage room at Fairview Park to look for remaining items that need to move to long term storage.

**The Post-CITP Dinner Event:** The event is to be catered by Stone Fire Grill. Beverages (ice water, tea, coffee) and food will be provided. Roy will check on the details for the dinner set-up arrangements at this event. We need to continue to work on getting an accurate headcount as there are many invitees who have not responded. We should add an invite to a representative (and guest) of Sonora Elementary who put on the musical that CMF helped fund.

Lea and Karen agreed to work on the centerpieces for the tables. They need to know the number of tables which depends upon final total number of guests who will attend.

Audio: We need to ask Ashley for assistance for the use of their hardware, plus labor to set it up, for this event.

## **Grant Committee** (Karen)

1. Costa Mesa Historical Society: (Previously reported in unpublished 5 July minutes). The Board agreed to issue a grant to this organization for \$1,000 in order to help support their activities to celebrate their 50<sup>th</sup> anniversary. Mary raised the motion; seconded by Lea; unanimously approved by the Board.
  
2. Costa Mesa High School Foundation: (Previously reported in the unpublished 5 July minutes). The Board agreed to issue a new check to the Costa Mesa High School Foundation for \$2,000 to replace the one issued previously by the CMF to the ASB to help fund a grand piano for the new performing arts center that will be used by both Estancia High School and Costa Mesa. Lea made the motion and Mary seconded the motion. The Board unanimously approved it.

## **New Business** (Dean)

1. The Board approved the various CITP Partner check amounts.
  - a. Australia Sister City Exchange Program, \$1,500.00
  - b. Costa Mesa Cheer, \$1,000.00
  - c. Fire Explorer Post 400, \$1,500.00
  - d. Police Explorer Post 198, \$1,500.00
  - e. Estancia Cheer, \$1,000.00
  - f. OCC Architecture Club, \$2,000.00
  - g. OCC BikeWays, \$1,000.00
  - h. Phi Theta Kappa Beta Mu Alpha, \$2,725.00
  - i. OCC Student Veterans Association, \$3,000.00
  - j. Costa Mesa-Newport Harbor Lions Club, \$500.00
  - k. Boys & Girls Club, \$1,087.00 (Raffle funds)
  - l. Save Our Youth, \$1,285.00 (Raffle funds)
  - m. Youth Employment Services, \$1,071.00 (Raffle funds)

A motion was raised by Lea to approve all the amounts; seconded by Karen. Unanimously approved by the Board.

2. The proceeds from the OCC PTK went to the city, so their partner check request will include this amount, too.
3. The I ❤️ Costa Mesa check request form was incomplete so we need to reach out to Erin.

**By Laws Review** (Dean)

A proposal for Board recruitment process was reviewed and the following schedule was discussed:

September: Invite potential members to the post-CITP party.

October: Hold interviews with prospective members.

November: Invite prospective members to the Board meeting.

January: The Board votes on them.

An Interview Committee was established that will consist of Lea, Nicki and Matt.

A motion was raised by Lea to change the by-laws to elect new executive board officers in November and to take office in January. It was seconded by Derek and unanimously approved by the Board.

An additional motion was raised by Matt to change the by-laws, Article VI, Section 1, to delete, "...and Board officers...". The motion was seconded by Lea and unanimously approved by the Board.

A Nominating Committee for Board officers was established that will consist of Mary, Lea and Lisa.

**Website Update** (Roy, Dean)

The board discussed the possibility to pay a student \$500 to help construct the website via an available template. The IT Committee will identify candidates to accomplish this task within the \$500 budget.

**Miscellaneous**

Motion raised to rent the CMF's white picket fence to the City for \$400.00 for the annual Snoopy Christmas event at City Hall. Motion raised by Matt; seconded by Nicki. Unanimously approved.

Will bring and distribute the June 2016 minutes to the next Board meeting in November.

Meeting Adjourned:

Next CMF Board Meeting: November 1, 2016, 6:00PM; City Hall, Room 1A.