



# Board Meeting Minutes

Date: Tuesday, May 7, 2019

Costa Mesa City Hall

Time of Opening of Meeting: 6:11 p.m.

### Board Members Present:

- Lisa Schultz
- Nichole Scott
- Mary Fewel
- JoJo Crowley
- Dean Abernathy
- Gerard Ladalardo
- Jesus Perez
- Mike Carey
- Ali Hayes
- Celia Rios
- Rosario Reyes
- Andrew Nielson
- Linda Tenno

### Associate Members Present:

- Karen Ursini
- Matt Vorona
- Lea Lowe

### City Staff Present:

- Jennifer Christ
- Jennifer King
- Ashley Thomas

### Guests:

(None)

### Minutes:

<b>Topic</b>	<b>Approval of Minutes</b>
<b>Presenter</b>	JoJo Crowley
<b>Summary</b>	Review of minutes from last meeting.
<b>Proposal</b>	Approve the Minutes of the last meeting.
<b>Person to Make Motion</b>	Mary Fewel
<b>Person to Second Motion</b>	Andrew Nielson
<b>Board Approval</b>	Unanimously Approved

**Treasurer Report:**

<b>Topic</b>	<b><i>Treasurer Report</i></b>
<b>Presenter</b>	<i>Mary Fewel</i>
<b>Summary</b>	<i>Update of the Treasurer Report.</i>
<b>Proposal</b>	<i>Approval of Financial Report.</i>
<b>Person to Make Motion</b>	<i>Mike Carey</i>
<b>Person to Second Motion</b>	<i>Celia Rios</i>
<b>Board Approval</b>	<i>Unanimously Approved</i>

**Grants:**

<b>Topic</b>	<b><i>Costa Mesa Chamber of Commerce Les Miller Outstanding Students Recognition Ceremony</i></b>
<b>Presenter</b>	<i>Karen Ursini</i>
<b>Summary</b>	<i>Since 1979, the Les Miller Award has been presented annually (at our May ceremony) to students earning high grade point averages or outstanding athletic achievement. Student recipients are also considered to be good stewards to their fellow peers and leaders in the community. We did not give anything in 2016. We have given them \$1,250 in the last two years. We usually have a few Board of Directors go to the event.</i>
<b>Proposal</b>	<i>Motion to grant \$1,250.</i>
<b>Person to Make Motion</b>	<i>Linda Tenno</i>
<b>Person to Second Motion</b>	<i>Celia Rios</i>
<b>Board Approval</b>	<i>Unanimously Approved</i>

<b>Topic</b>	<b><i>Trellis / Costa Mesa</i></b>
<b>Presenter</b>	<i>Karen Ursini</i>
<b>Summary</b>	<i>Used to be Neighbors for Neighbors. Cleaning up of homes. Volunteers are invited to have breakfast at 9 am. Our money goes towards items they will need for cleanup (wood or paint). They are asking for \$2,000. We may have the opportunity to have a booth there to scope prospective volunteers for CITP. Volunteer subcommittee hopes to go to event to scope out volunteers.</i>
<b>Proposal</b>	<i>Motion to grant \$2,000.</i>
<b>Person to Make Motion</b>	<i>Nichole Scott</i>
<b>Person to Second Motion</b>	<i>Celia Rios</i>
<b>Board Approval</b>	<i>Unanimously Approved</i>

<b>Topic</b>	<b><i>Sound Library</i></b>
<b>Presenter</b>	<i>Karen Ursini</i>
<b>Summary</b>	<i>Mesa Verde Library has been approved.</i>

<b>Topic</b>	<b>Run Trojan Run</b>
<b>Presenter</b>	Karen Ursini
<b>Summary</b>	Needs enough money to buy two treadmills. She deals with children who are special learners. This is from Twinkle Middle School.
<b>Proposal</b>	(To be decided at next meeting because this item was not on the agenda.)

<b>Topic</b>	<b>New Scanner</b>
<b>Presenter</b>	Karen Ursini
<b>Summary</b>	Needs new scanner at school. She is the science department chair at Tewinkle Middle School.
<b>Proposal</b>	(To be decided at next meeting because this item was not on the agenda.)

**New Business:**

<b>Topic of Discussion #</b>	1
<b>Topic</b>	<b>Meeting with NPO Expert</b>
<b>Presenter</b>	Andrew Nielson
<b>Summary</b>	Andrew met with a consultant for non-profits. If we wanted to really grow, we could tell a story of how we put on the concert series. We could double or triple how much we make in grants by focusing on city projects. Our name "foundation" hinders us in that we sound like a well-funded group of paid employees.

<b>Topic of Discussion #</b>	2
<b>Topic</b>	<b>Request for Public Art Account</b>
<b>Presenter</b>	Ashley Thomas
<b>Proposal</b>	Open an account for Public Art
<b>Summary</b>	Love Costa Mesa came about and they wanted a mural on the side of the police department. It would be overseen by the Cultural Arts Committee. Ashley Thomas would be there liaison. The funds would be used for any art mural, Sound Library at Mesa Verde Library.
<b>Person to Make Motion</b>	Mary Fewel
<b>Person to Second Motion</b>	Dean Abernathy
<b>Board Approval</b>	Unanimously Approved

<b>Topic of Discussion #</b>	3
<b>Topic</b>	<b>Concerts Entry Report</b>
<b>Presenter</b>	Mike Carey
<b>Summary</b>	Ashley sent out the final request for W9's for the bands which are due this coming Monday. Layout for the B&W Garden went well. Jennifer King will need copies of the W-9 for the checks. Volunteer groups will

<b>Topic of Discussion #</b>	4
<b>Topic</b>	<i>need to fill out W-9. We talked about getting a popup for behind the stage.</i>
<b>Presenter</b>	<b>CITP Selfie Spot</b> <i>Ali Hayes (Not present).</i>
<b>Proposal</b>	<i>Not applicable.</i>
<b>Summary</b>	<i>Not applicable.</i>

<b>Topic of Discussion #</b>	5
<b>Topic</b>	<b>CITP Layout</b>
<b>Presenter</b>	<i>Dean Abernathy</i>
<b>Summary</b>	<i>Lea had said she was going to meet with the Chargers but they have yet to respond. Erin's booth will be near the B&amp;W Garden entrance against the fence. She will take over our social media for about a month in exchange for her presence at the CITP series.</i>

<b>Topic of Discussion #</b>	6
<b>Topic</b>	<b>Beer and Wine Garden</b>
<b>Presenter</b>	<i>Nichole Scott</i>
<b>Summary</b>	<i>Gunwale will be present during the first and third weeks. Each vendor, although they are donating kegs of beer, need to fill out all risk forms required by the city. These breweries want to deliver, serve, and talk about their product to guests. In the past we have had paid kegs delivered to us and picked up at the end of the concert. There will not be Coors Light. Sell beer at \$8 per and wine at \$6 per. Last year we had a problem with guests bringing in hydro flasks into the B&amp;W Garden. We need a bigger sign. Nichole to email Jennifer about additional wording about not bringing in outside beverages into the B&amp;W Garden. Nichole to call San Diego Credit Union in Costa Mesa for volunteer participation. We need 7-9 adults volunteering at the B&amp;W Garden.</i>

<b>Topic of Discussion #</b>	7
<b>Topic</b>	<b>Sponsors Update</b>
<b>Presenter</b>	<i>Mary Fewel</i>
<b>Summary</b>	<i>Sponsorship from city of Costa Mesa is not determined. They will be voting on Travel Costa Mesa. Chargers \$5000. Garcia \$2500. New Vision Credit Union \$2500. Lea still waiting on Costa Mesa Courtyard. Newport Rib is in. Patrick's Pub \$2000.</i>

<b>Topic of Discussion #</b>	8
<b>Topic</b>	<b>Volunteer Committee</b>
<b>Presenter</b>	Rosario Reyes
<b>Proposal</b>	Request for budget of \$200 for lanyards and \$100 for shirts.
<b>Summary</b>	How do we track accountability of what volunteers do during the CITP. How can we maintain communication? How can we be more visible as CMF Board of Directors? Online form to send out to organizations who are volunteering. Can we have this information accessed from our website? We need to figure out shift times. Can we make our volunteers more visible to us? Lanyards with name tags. Trellis website is a hub for volunteers that we should advertise a need for CITP volunteers. We should have at least 6 walkie talkies plus 4 that Parks and Recs recently purchased. Budget for shirts TBD.
<b>Person to Make Motion</b>	Dean Abernathy
<b>Person to Second Motion</b>	Celia Rios
<b>Board Approval</b>	Unanimously Approved

<b>Topic of Discussion #</b>	9
<b>Topic</b>	<b>Update from City of Costa Mesa</b>
<b>Presenter</b>	Jennifer Christ
<b>Summary</b>	Ashley and Mike have been working hard on the bands. Signage is being purchased. Paul Nguyen might be the new Christian.

<b>Topic of Discussion #</b>	10
<b>Topic</b>	<b>CITP Swag</b>
<b>Presenter</b>	JoJo Crowley
<b>Summary</b>	Potential swag was presented. The board was agreed to allow for the budget for the following: \$100 for notebooks, \$200. Board of Directors must keep receipts for reimbursements. The OCC Architecture Club will assist JoJo in the fabrication of most of the swag.
<b>Person to Make Motion</b>	Dean Abernathy
<b>Person to Second Motion</b>	Celia Rios
<b>Board Approval</b>	Unanimously Approved

**Closing Statements:** Everyone is excited for the Concerts series.

**Date of Next Meeting:** Tuesday, June 11, 2019

**Time of adjournment:** 8:00 p.m.