

SUMMARY ACTION MINUTES
(Action Items Displayed in *Italics*)
Mission San Juan Capistrano, San Juan Capistrano, CA

I. ROLL CALL

Chair Johannes, Vice-Chair Yauger, and Commissioners Bunyan, Chinn, Harrell, De La Libertad (arrived 10:04 a.m.), Myers, Sarkis, Senft, and Thoms were present. Commissioners Sevilla and Epting were excused absences.

II. PUBLIC COMMENTS

At this time, members of the public may address the Commission on items of public interest that are within the jurisdiction of the Commission and are not contained in today's agenda.

No comments were received from the public.

III. CONSENT CALENDAR (Items A–B)

The following item on the consent calendar will be reviewed and accepted unless a Commission member requests a change to a specific item.

A. Review Summary Action Minutes for October 12, 2021.

Motion: Commissioner Meyers

2nd: Commissioner Sarkis

Approved: 9–0, Commissioner Thoms abstained.

B. Review Summary Action Minutes for November 2, 2021.

Motion: Commissioner Harrell

2nd: Commissioner Chinn

Approved: 10–0, Minutes approved as corrected.

IV. STAFF REPORT (Items A–B)

A. Cultural Resources Operations Facility Update

OC Parks will give an update on the recent happenings within the Cultural Resources Operations at each of the historical facilities.

Dennis Shaffer, OC Parks Operations Manager, gave an update on and answered questions about ongoing projects and upcoming events at various OC Parks historic facilities.

B. Review of Annual Meeting Dates and Meeting Locations

OC Parks Staff will present a draft 2022 Meeting Calendar and the list of meeting dates and locations for the year.

No comments or changes suggested.

V. COMMISSION ITEMS (Items A–E)

A. Aliso Viejo Ranch Historic Plaque

Discussion to approve the application by the City of Aliso Viejo, under the Orange County Historic Site Plaque Program, and approve the spending of up to \$500 for a historic plaque for Aliso Viejo Ranch.

RECOMMENDED ACTION:

Approve the historic site plaque application and spend up to \$500 for Aliso Viejo Ranch Historic Plaque.

Motion: Commissioner Bunyan

2nd: Commissioner Sarkis

Approved: 10–0

OC Parks staff to provide wording for consideration at January 2022 meeting.

B. Proposal of Website Changes

Commissioner Chinn will lead a discussion about the proposed changes to the website, including linking the historic site map link to the Preserve Orange County interactive map link.

RECOMMENDED ACTION:

Approve recommended changes.

Motion: Commissioner Chinn

2nd: Commissioner Thoms

Approved: 10–0

C. Notional Trust for Historic Preservation Annual Conference

Chair Johannes will lead a discussion about the recent National Trust for Historic Preservation Annual Conference.

RECOMMENDED ACTION:

Receive and file.

Chair Johannes presented some information from the conference.

D. Selection of Nominating Committee

Discussion and selection of committee to nominate candidates for Chair and Vice-Chair positions for the 2022 calendar year. Selection of officers will take place at the January 2022 Commission meeting.

Commissioners Myers, Thoms, and Bunyan volunteered for the nomination committee.

E. Action Teams Status Report

1. Planning Advisory Team
2. Collaboration Team
3. Finance Team
4. Administration Team
5. Public Engagement Team

Each Action Team leader will give a status report on their ongoing projects.

RECOMMENDED ACTION:

Receive and file.

Commissioner Bunyan, for the Planning Advisory Team, volunteered to do a report on the Ziggurat building and he will also be contacting retired commissioners to schedule/conduct the oral histories for the Oral History Program.

- *OC Parks staff will send a copy of the oral history training materials to the Planning Advisory Action Team.*

Finance Team requested information on the budget and visibility.

- *OC Parks staff will send a copy of the budget presentation and bylaws presented at a previous meeting to the Finance Team.*
- *OC Parks staff will provide a balance sheet for the Finance Team each month.*

VI. COMMISSION COMMENT AND REPORT

At this time Commissioners may comment on agenda or non-agenda matters and ask questions of or give direction to staff, provided that no action may be taken on off-agenda items unless authorized by law.

VII. ADJOURNMENT 11:18 a.m.