

SUMMARY ACTION MINUTES
(Action Items Displayed in *Italics*)
Irvine Ranch Historic Park, Irvine, CA

1. ROLL CALL

Commissioners Barbara Force Johannes, Phil Chinn, Bob Bunyan, Lee Ramos, Marilyn Thoms, Lynne Yauger, Pamela Harrell, Helen Myers, Don Dobmeier, and Alexandria Coronado Hughes.

Absent: Commissioner Mechelle Lawrence-Adams (excused), Steve Adamson (excused), and Steve Sarkis (excused).

Marta Crane, OC Parks
Heather Glasgow, OC Parks
Sue McIntire, OC Parks
Dennis Shaffer, OC Parks
Scott Thomas, OC Parks

2. REVIEW OF SUMMARY ACTION NOTES

No changes.

3. COMMISSION STAFF REPORTS

Dennis Shaffer gave an update on ongoing capital improvement projects at Key Ranch and the Old Courthouse. Key Ranch is waiting for the final punch list walk before construction is concluded. Furniture will be moved back into the house the first week of December, with the goal of an opening event in March 2020, depending on staffing. The contract for stone façade restoration at the Old Courthouse has been awarded to KC Restorations and the project will move forward in the coming months.

Shaffer mentioned that the recruitments for the Archaeology and Paleontology Curators are underway along with a position for Historic Park Curator. Plan is to have staff hired on at the Lab by the new year.

4. OC PARKS STAFF REPORTS

Marta Crane, Project Manager with OC Parks Design, gave an update on the condition of the historic Sampson Overlook Gazebo in Dana Point Harbor. She outlined the study that was completed, as well as the current plans for the restoration of the gazebo.

5. SELECTION OF NOMINATING COMMITTEE

Nominating Committee for the 2020 Commission Officers are as follows: Commissioners Coronado Hughes, Thoms, and Yauger.
Committee will present the slate of nominees at the December 2019 meeting.

6. ACTION ITEM: APPROVE THE USE OF UP TO \$100 FROM THE OCHC TRUST FUND TO PURCHASE A MOUNTED CERTIFICATE TO BE

PRESENTED AS A PRESERVATION AWARD TO THE BALBOA ISLAND MUSEUM

1st- Commissioner Coronado Hughes

2nd- Commissioner Thoms

10-0, Commissioners Lawrence-Adams, Adamson, and Sarkis absent.

7. DISCUSSION OF UPCOMING GRANT OPPORTUNITIES

Sue McIntire, from OC Parks Grants informed the Commission of an upcoming grant opportunity. As was discussed, Commissioner Myers will be leading the application process with the help of a City of Anaheim employee on behalf of the Commission in order to create a documentary that celebrates the 100th anniversary of the Anaheim Halloween Parade. The Commission will not be spending any money to apply for the grant, and if awarded the grant, the Commission would seek a formal partnership with the City of Anaheim. As more information becomes available Commissioner Myers will bring updates to the Commission.

8. ACTION TEAMS STATUS REPORT

- Collaboration Team- Planning a social gathering and networking event for members of historical societies and organizations on April 30, 2020. Alternate food options will need to be researched, as the caterer on site is too expensive.
 - *Team will look into prepared sandwich and dessert trays from a supermarket and seek wine and beer donations.*
 - *Team will prepare a save the date flyer to be sent out before the new year.*
 - *Staff will research new give away items to be ordered and bring 5 options to the next meeting.*
 - *Staff will inventory table linens on hand at the Old Courthouse.*
 - *A finalized event plan with all venue and food details arranged, giveaways selected, entertainers confirmed, and final price for event will be brought to the February 2020 meeting for approval.*
- Planning Advisory Team- A project tracking document has been created and will be updated by staff with current and future projects and ideas broken down by action team.
- Finance Team- *Current account balance for the Trust Fund will be sent to the Finance Team.*
- Administration Team- No report.
- Public Engagement Team- Commissioner Ramos has organized the December 2019 meeting at the Balboa Island Museum. Lunch will be provided along with a tour of the museum. Meeting information and parking instructions will be sent out in the mailing packets for December. Carpool arrangements can be made if there is interest.

9. COMMISSIONER REPORTS

Commissioners gave updates on the recent happenings in their communities and individual historical societies.

Commissioner Yauger thanked Commissioners that attended the OC Archives Bazaar.

Commissioner Harrell

Commissioner Johannes was provided with a signed letter and photo of the Commission to be included in the Dana Point time capsule.

10. PUBLIC COMMENTS

None.

ADJOURNMENT: 12:14 p.m.