

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, Mechelle Lawrence-Adams, Steve Adamson, Steve Sarkis, and Alexandria Coronado Hughes (10:12am).

Absent: Commissioner Kristina Senft (excused).

Heather Glasgow, OC Parks
Dennis Shaffer, OC Parks

2. REVIEW OF SUMMARY ACTION NOTES

Roll Call- Add the names of Newport Beach City Council members who attended the meeting.

7. Fix spelling of remarks.

3. COMMISSION STAFF REPORTS

Appointed to the 4th District, new Commissioner Kristina Senft was not able to attend the meeting. It was announced that the Commissioners will introduce themselves and their backgrounds to Commissioner Senft at the February meeting.

Dennis Shaffer gave an update on ongoing capital improvement projects at Key Ranch and the Old Courthouse. Key Ranch has had the furniture moved back on site. Staff is now working on the interpretive plan and deciding what furniture will be used. Any furniture not used will be offered to the Key family. The grand opening event will take place on Saturday March 28th. More details will follow. The contract for stone façade restoration at the Old Courthouse has been awarded to KC Restorations and the project will begin this month.

Shaffer reported on recent reorganization of the Historical Operations Group. With the Archaeo/Paleo section newly formed and included with the historic parks, the group has been renamed the Cultural Resources Operations Group, to better reflect all that OC Parks has to offer within the system. Offers have been made to several people for the position of Historic Parks Curator and once officially accepted, they will be introduced to the Commission. Hiring is continuing and a few offers have been made for the positions at the Archaeo/Paleo lab. Once people officially come on board, they will be introduced to the Commission.

4. OC PARKS STAFF REPORTS

None.

5. ELECTION OF OFFICERS

Chair- Helen Myers

Vice Chair- Lee Ramos

1st- Commissioner Thoms

2nd- Commissioner Sarkis

13-0, unanimous pass, Commissioner Senft absent.

6. DISCUSSION OF PHIL BRIGANDI

Shaffer brought forth the idea of honoring the memory of local OC historian, Phil Brigandi. Ideas are to name one of the historical preservation awards after Mr. Brigandi or creating an all new award for authors named after him. Commissioner Lawrence-Adams also brought forward the passing of Joan Irvine Smith, and the possibility of creating an award named for her in the field of conservation.

7. MEETING LOCATION SUBMITTAL

Heather Glasgow handed out a list of suggested meeting locations for 2020 for a general discussion with the Commission. Staff asked Commissioners Yauger and Harrell reach out to the Nixon Library for the possibility of hosting a meeting. Commissioner Lawrence-Adams was asked to coordinate with the Egan House or other sites of interest in San Juan Capistrano. Other suggested sites included Crystal Cove, Aliso Viejo Ranch, Floral Park in Santa Ana, and George Key Ranch.

Commissioners Ramos, Coronado Hughes, and Thoms will look into a historic site plaque at Crystal Cove.

Commissioners will review the list, send any suggestions to staff, and then accept the list formally at the February meeting.

8. ACTION TEAMS STATUS REPORT

- Planning Advisory Team- Project tracking document will be updated by staff with current and future projects and ideas broken down by action team.
- Collaboration Team- Planning for the Meet, Greet, and Eat event is underway
 - *Invitation will be sent out in January by staff to keep all communication through one source.*
 - *Updated directory will be used for invitation list. List will be sent to Commission for any final edits or additions before invitations are sent.*
 - *Formal event proposal with approval for funds will be on the February agenda.*
- Finance Team- Commissioner Senft will be added to the Finance Team. A financial report at the end of the fiscal year will be created to show the spending for the year, and any expected future spending in the new year.

- Administration Team- The most recent new Commissioner handbook will be sent to the team for review.
- Public Engagement Team- The team will continue to network within Orange County and look for possible recipients for the Commission awards.

9. COMMISSIONER REPORTS

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

Commissioner Bunyan asked the Chair for the opportunity to invite members of the Moulton Foundation to come give a presentation about the ongoing Aliso Viejo Ranch project.

- *With approval from the Chair, Commissioner Bunyan will coordinate the presentation for the February meeting.*

Commissioner Lawrence-Adams gave an update on recent changes within the docent group at Mission San Juan Capistrano.

Commissioner Johannes is seeking help to receive training on the Past Perfect museum software in order to archive the collection for the Dana Point Historical Society.

Commissioner Harrell invited the Commission to the OC Docent League event on March 25th at Bowers Museum.

Commissioner Thoms asked the Commission to research what oral history programs currently exist and what topics they cover in order to set up a unique area of focus for the Commission to work within.

10. PUBLIC COMMENTS

None.

ADJOURNMENT: 12:06 p.m.