

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

**1. ROLL CALL**

Commissioners Barbara Force Johannes, Phil Chinn, Steve Sarkis, Lynne Yauger, Pamela Harrell, Helen Myers, Steve Adamson, Don Dobmeier, and Alexandria Coronado Hughes.

Absent: Commissioner Mechelle Lawrence-Adams(excused), Bob Bunyan (excused), Lee Ramos (excused), and Marilyn Thoms (excused).

Heather Glasgow, OC Parks  
Dennis Shaffer, 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, and a contract for stone the façade restoration at the Old Courthouse has been awarded.

Shaffer also reported that OC Parks has come up with a plan for the preservation of the historic gazebo in Dana Point Harbor. *A member from the OC Parks design division will be at the November meeting to give a report.*

Shaffer mentioned that the recruitments for the Archaeology and Paleontology Curators are underway along with a position for Historic Park Curator.

Heather Glasgow informed the Commission that Commissioner Ramos has arranged for the December 2019 meeting to be held at the Balboa Island Museum with a luncheon following, provided by the museum. *Agenda item for discussion of preservation award for Balboa Island Museum will be added to the November agenda.*

**4. OC PARKS STAFF REPORTS**

Glasgow handed out information for the October events at Heritage Hill Historical Park.

**5. ACTION ITEM: APPROVE THE USE OF UP TO \$3,000 FROM THE OCHC TRUST FUND FOR CATERING SERVICES, AND ASSOCIATED EVENT NEEDS IN ORDER TO HOST THE “SHERMAN GARDENS MEET AND GREET MIXER” ON THURSDAY APRIL 30, 2019.**

Shaffer asked that the action item be moved to a later meeting agenda, as OC Parks management as asked that staff research further into spending policies for the Trust Fund.

## **6. ACTION TEAMS STATUS REPORT**

- Collaboration Team- Planning a social gathering and networking event for members of historical societies and organizations on April 30, 2020. The Sherman Library and Gardens will host the event, and provide a speaker for the program, as well as coffee and water. A request for cost estimates for appetizers and desserts has been requested from the caterer. A save the date card will also be created.
- Planning Advisory Team- A project tracking document will be created and included in the monthly staff reports, along with the list of Action Teams.
- Finance Team- Opening for submissions for grants to complete the video project with the Anaheim Halloween Parade will happen soon. Team will look into requirements for applying and an item will be places on the November agenda to discuss if the Commission will move forward.
- Administration Team- No report.
- Public Engagement Team- Commissioner Ramos has organized the December 2019 meeting.

## **7. COMMISSIONER REPORTS**

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

Commissioner Yauger passed around a signup sheet for working the OC Archives Bazaar on October 26, 2019.

Commissioner Johannes brought information about the time capsule being placed in Dana Point. *The Commission will write a letter and include a picture to be submitted in the capsule. The letter will be brought to the November meeting for review and signing.*

## **8. PUBLIC COMMENTS**

None.

**ADJOURNMENT: 11:30 a.m.**