

**SUMMARY ACTION MINUTES**  
**(Action Items Displayed in *Italics*)**

Irvine Ranch Historic Park, Irvine, CA

**1. ROLL CALL**

Commissioners Barbara Force Johannes, Marilyn Thoms, Steve Sarkis, Margrit Kendrick, Lynne Yauger, Pamela Harrell, Helen Myers, Lee Ramos, Bob Bunyan, Steve Adamson, Alexandria Coronado, and Don Dobmeier.

Absent: Commissioners Mechelle Lawrence-Adams (excused), and Phil Chinn (excused).

Heather Glasgow, OC Parks  
Raylene Salcido, OC Parks  
Dennis Shaffer, OC Parks

**2. REVIEW OF SUMMARY ACTION NOTES**

Note in minutes the time a Commissioner arrives at a meeting if after roll call.

**3. COMMISSION STAFF REPORTS**

Dennis Shaffer gave an update on George Key Ranch. Construction is ongoing with a tentative completion date in June 2019.

Shaffer also informed the Commission that the position of Lab Manager is open to the public. They are posting the opening nationwide, hoping to attract well qualified applicants. The job posting will remain open on a continuous basis but the first round of consideration will begin in March.

- *Staff will send the job posting out to the Commission for distribution.*

**4. OC PARKS STAFF REPORTS**

None.

**5. COMMISSION CHAIR ANNUAL GOALS**

Commissioner Myers gave a report on the projects the Commission will focus on in the coming year.

1. OCHC website updates
  2. Utilizing event calendar on OCHC website for historic events
  3. Awards opportunities
  4. Publications
- *Staff will add all events within OC Parks historic parks to the Commission website calendar.*

**6. DISCUSSION OF DONATION TO THE ORANGE COUNTY HISTORICAL SOCIETY CENTENNIAL**

The Commission will vote to make a \$100 donation to the Historical Society to be included in the centennial events, which the Commission Chair will attend on behalf of the entire group.

- *Action item to approve the \$100 payment will be added to the March agenda.*

## **7. ADVISORY TEAM REPORT**

Commissioner Bunyan introduced the goals for the team:

1. Rename to Planning Advisory Team
  2. Team Lead- Commissioner Chinn
  3. First project is to focus and prioritize projects and update the annual work calendar
- *Staff will send the existing work calendar to the team.*
  - Commissioners compile ideas for new projects to give to the team for review

## **8. PUBLIC ENGAGEMENT TEAM REPORT**

Commissioner Harrell introduced the goals for the team:

1. Team Lead- Commissioners Harrell and Ramos
2. First project is the annual Jamboree event in April and the plaque unveiling ceremony in March.

## **9. COLLABORATION TEAM REPORT**

Commissioner Johannes introduced the goals for the team:

1. Team Lead- Commissioner Yauger
  2. First project is updating the historical society and organizations directory
- *Staff will send out the current directory divided by district*
  - Commissioners will work within their districts to update or add contact information for societies within their district

## **10. FINANCE TEAM REPORT**

Commissioner Coronado introduced the goals for the team:

1. Team Lead- Commissioner Coronado
  2. First project is to meet with OC Parks and Budget staff
- *Staff will schedule a time for the team to meet with Budget*

## **11. ADMINISTRATIVE TEAM REPORT**

Commissioner Adamson introduced the goals for the team:

1. Team Lead- Commissioner Adamson
2. First project is looking at the plaque application and updating where needed.

## **12. COMMISSIONER REPORTS**

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

Commissioner Ramos gave an update on the plaque unveiling ceremony at the Diego Sepulveda Adobe to be held on February 9<sup>th</sup> at 10am.

Commissioner Harrell asked staff to look into the historic irrigation system at Featherly Park.

- *Staff will inquire with the Rangers Featherly Park and report back.*

### **13. PUBLIC COMMENTS**

None.

**ADJOURNMENT: 12:16 p.m.**