



Lompoc Community Benefit Foundation Regular Meeting MINUTES

Thursday, October 27, 2022
City Hall, 100 Civic Center Plaza, Council Chamber

Pursuant to State Law, any member of the public may address the Foundation concerning any Item on the Agenda. Please be aware that Items on the Consent Calendar are considered to be routine and are normally enacted by one vote of the City Council. If you wish to speak on a Consent Calendar Item, please do so during "Public Comment on Consent Calendar Items".

Any documents produced by the City and distributed to a majority of the Foundation regarding any item on this agenda will be made available the Friday before a meeting at the City Clerk's Office at City Hall, 100 Civic Center Plaza, Monday through Friday between 9 a.m. and 5 p.m. and at the Information Desk at the Lompoc Library, 501 E. North Avenue, Lompoc, California, Monday - Thursday between 10 a.m. and 7 p.m. and Friday and Saturday between 1 p.m. and 5 p.m. The City may charge customary photocopying charges for copies of such documents.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, including review of the Agenda and related documents, please contact the City Clerk at (805) 875-8241 as soon as possible prior to the meeting. This will allow time for the City to make reasonable arrangements to ensure accessibility to the meeting.

OPEN SESSION – 6:00 P.M. – Council Chamber

Council Members Present: Brittany Skinner, Susan Gallacher, Olivia Magana, Luis Castaneda, Eric Oviatt, and Vice Chair Dave Baker.

Staff Present: Executive Director Dean Albro, Treasurer Christie Donnelly, Secretary Clerk Stacey Haddon, and Assistant City Attorney Brian Wright-Bushman.

PUBLIC COMMENT ON CONSENT CALENDAR ITEMS (Maximum of 3 Minutes): None

CONSENT CALENDAR:

ACTION: Motion/Second: Gallacher/Magana. By a 4-0-1 vote (Chair Gilda Cordova was absent) (Luis Castaneda and Eric Oviatt not yet seated), the Foundation:

1. Approved the Minutes of the Lompoc Community Benefit Foundation Regular Meeting of April 27, 2022

STAFF PRESENTATIONS/ANNOUNCEMENTS/REQUESTS:

Update from Treasurer on Foundation financial structure and related items – with Request to Board Members to Discuss and Consider.

Treasurer Christie Donnelly presented a report which outlined ways for the Foundation to be able to conduct business. After a brief discussion and with a general consensus, the Foundation agreed to postpone this discussion to after Agenda Item No. 2 was complete.

NEW BUSINESS:

- 2. Approval of Amendment to Bylaws to Change the Residency Requirements for Board Members Who Are Business Representatives and to Add Two Business Representative Alternates.**

Assistant City Attorney Brian Wright-Bushman presented the report and recommendations.

Public Comment: None

ACTION: Motion/Second: Gallacher/Magana. By a 4-0-1 vote (Chair Gilda Cordova was absent) (Luis Castaneda and Eric Oviatt not yet seated), the Foundation approved the amendment to the bylaws which will (a) require that business representatives on the board of directors must live in the 93436 area code but do not need to live within Lompoc city limits, and (b) provide for the appointment of two business representative alternates, to be appointed by City Council in the same manner as business representatives, who will serve on the board when the regular business representatives are unable to attend board meetings. Luis Castaneda and Eric Oviatt who were previously appointed by the City Council to serve as the business representatives to the Foundation, were seated on the dais after the vote was taken.

With a general consensus, the Foundation returned to the discussion of the Foundation's financial structure. The Foundation discussed this matter at great length which included how to obtain and track funding, possible restrictions for donations, who will be the beneficiaries of any donations received, how prioritization of the beneficiaries will be dictated, the costs of administrative services, and the requirements of financial reporting.

No action was taken by the Foundation at this time.

NEW BUSINESS: (cont'd)

- 3. Discussion of Volunteer Grant Writing Position for the Foundation.**

With a general consensus, the Foundation agreed to have this matter moved to a future meeting.

- 4. Discussion of a Social Media Policy for the Foundation.**

Foundation Member Skinner spoke about the proposed revisions she provided to the City of Lompoc Social Media Policy; with a general consensus, the Foundation moved this matter to a future meeting for further discussion.

No public comment was received on Items No. 3 and No. 4

UNFINISHED BUSINESS:

- 5. Continued Discussion of Purpose and Goals of Foundation and Next Steps for Pursuing Purposes and Goals.**

The Foundation discussed the item at great length and continued the item to a future meeting.

The stated purpose of the Foundation in the Bylaws is to "provide financial support for the programs and purposes of the City of Lompoc in order to benefit the Lompoc community." The Staff report presented to the Lompoc City Council discussed the following purposes: "(1) to create an entity that could apply for grants from non-governmental organizations (NGOs), and (2) to make it easier for individuals and entities to donate money for City purposes by allowing them to donate to a 501(c)(3) tax-exempt organization."

WRITTEN COMMUNICATIONS: None

MEMBER COMMENTS AND REPORTS:

Vice Chair Dave Baker requested the Foundation discuss and possibly approve a social media policy and a Foundation Identity which would include branding, logo, marketing, and a mission statement be brought forward to the next regular Foundation Meeting, and setup an ad-hoc committee to review and draft a possible financial policy, the committee will consist of Members Olivia Magana, Luis Castaneda, and Brittany Skinner; all requests were approved by a general consensus of the Foundation.

ADJOURNMENT: At 8:06 P.M. Vice Chair Baker adjourned the Lompoc Community Benefit Foundation to a Regular Meeting on a date to be determined in City of Lompoc Council Chamber.

Respectfully, submitted to Foundation for review on April 21, 2023 by: /Stacey Haddon/
Stacey Haddon, Secretary