



Lompoc Community Benefit Foundation Regular Meeting MINUTES

Thursday, June 22, 2023
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.

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OPEN SESSION – 6:10 P.M. – Council Chamber

ROLL CALL:

Foundation Members Present: Olivia Magana, Luis Castaneda, Eric Oviatt, and Chair Jenelle Osborne.

Staff Present: Treasurer Christie Donnelly and Secretary Clerk Stacey Haddon.

CONSENT CALENDAR:

Item No. 1 was pulled by Chair Osborne.

1. **Approval of Minutes** of the Lompoc Community Benefit Foundation Regular Meeting of May 25, 2023

UNFINISHED BUSINESS:

Item No. 3 was pulled from this Agenda by Chair Osborne and will be continued to the next meeting.

2. **Continued Discussion and Possible Adoption of First-year Goals for the Lompoc Community Benefit Foundation.**

The Foundation discussed the drafted First Year Goals as provided by Chair Osborne. The listed goals are as follows:

1. Setup Foundation Financial Structure that includes ability to take online/recurring donations
2. Setup Social Media policy and committee
3. Setup Online donation and website
4. Design Logo
5. Create donor letter and donation card
6. Pull together potential donor list
7. Raise _____ dollars in one year through donations, grants, and other NGO resources
8. Identify current projects the city may need additional financial support for review adopted budget or aske each represented committee to provide top 5 projects or needs for LCBF review
9. Put potential project funding opportunities as options on donor list and website

UNFINISHED BUSINESS: (cont'd)

Item No. 2

All members in attendance provided feedback on the list which included making **setup website** its own goal. Chair Osborne stated she will bring back this draft list at the next meeting for the Foundation to review and possibly adopt.

There was no public comment received.

This item was pulled from this agenda.

3. **Continued Discussion and Possible Adoption of a Logo for the Lompoc Community Benefit Foundation.**

4. **Discussion and Possible Adoption of Donation Letter Template.**

Chair Osborne provided draft letters, all members in attendance reviewed and provided suggestions of revision. Member Oviatt requested the letter include the Foundation's website. Chair Osborne stated she will forward the draft letter and donor card to the City of Lompoc City Attorney's Office for review and bring forward the documents to the Foundation at the next meeting for review, discussion, and possible adoption.

Public Comment: None

ACTION: Motion/Second: Osborne/Magana. By a 5-0-2 vote (Members Baker and Gallacher were absent) the Foundation approved the donation letter template and donor card pending final approval from the City Attorney's Office.

WRITTEN COMMUNICATIONS: None

MEMBER COMMENTS AND REPORTS:

Foundation Member asked about the website and email setup and how those will be funded, who will be point of contact for website and email and will this be connected to the City's website. Chair Osborne will confer with the City Attorney's Office, the City Manager, and the Finance Director to confirm how best to set up the Foundation website and email structures and will bring back the information at the next meeting.

Treasurer Christie Donnelly stated an update on a financial structure for the Foundation will be provided at the next meeting.

ADJOURNMENT: At 6:53 P.M. Chair Osborne adjourned the Lompoc Community Benefit Foundation to a Regular Meeting on July 20, 2023 at 6:00 P.M., in City of Lompoc Council Chamber.

Respectfully, submitted to the Foundation for review on August 25, 2023 by: /Stacey Haddon/
Stacey Haddon, Secretary