



# Lompoc Community Benefit Foundation Regular Meeting MINUTES

**Thursday, May 25, 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.

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**

**Foundation Members Present:** Olivia Magana, Luis Castaneda, Susan Gallacher, Eric Oviatt  
Chair Jenelle Osborne.

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

## **CONSENT CALENDAR:**

**ACTION:** Motion/Second: Gallacher/Oviatt. By a 5-0-2 vote (Members Baker and Skinner were absent) the Foundation:

1. Approved the Minutes of the Lompoc Community Benefit Foundation Regular Meeting of April 25, 2023

## **UNFINISHED BUSINESS:**

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

The Foundation discussed the matter briefly, which included the need for having goals, following a fiscal year setup from July to June, and a possible review of the City's 2023-2025 Biennial Budget to identify any possible projects the Foundation may want to work towards help funding.

Public Comment: None

**ACTION:** Motion/Second: Magana/Gallacher. By a 5-0-2 vote (Members Baker and Skinner were absent) the Foundation approved to continue this matter to the next regular meeting.

**UNFINISHED BUSINESS:** (cont'd)

3. **Discussion Regarding and Possible Adoption of a Logo, Branding, and Marketing Materials and Strategy for the Lompoc Community Benefit Foundation.**

Chair Osborne provided a few mockup versions of logos for the Foundation. All members in attendance discussed the draft images and provided some feedback which included the logo and icon should be in a sans-serif font, no images to be added the word Lompoc, the draft icon will include only the letters LCBF with the L on top of all other letters and a single color version be included in the next round of drafts; and the tag line include "in collaboration with..."

Public Comment: None

**ACTION:** Motion/Second: Castaneda/Magana. By a 5-0-2 vote (Members Baker and Skinner were absent) the Foundation approved to continue this matter to the next regular meeting.

4. **Continued Discussion of and Possible Action to Adopt a Social Media Policy for the Foundation; Possible Appointment of Communications Manager.**

Public Comment: None

**ACTION:** Motion/Second: Oviatt/Castaneda. By a 5-0-2 vote (Members Baker and Skinner were absent) the Foundation approved the draft Social Media Policy with the revision of all mention of a **communications manager** to **social media team**; and appointed Dave Baker and Olivia Magana to be the Social Media Team for the Lompoc Community Benefit Foundation

**WRITTEN COMMUNICATIONS:** None

**MEMBER COMMENTS AND REPORTS:**

Foundation Member Magana asked how the Public Safety Chair position for the Foundation will be filled. Chair Osborne stated the Public Safety Commission does not currently have enough members to form a quorum, but when a new Public Safety Commission Chair is appointed, that person will have the opportunity to accept the appointment to the Lompoc Community Benefit Foundation or have another member of the Committee to serve on this Body.

Chair Osborne stated the Foundation Treasurer will provide updated information on the City's 2023-2025 Biennial Budget to the Foundation when the Budget has been adopted.

**ADJOURNMENT:**

Lompoc Community Benefit Foundation will adjourn to a Regular Meeting at 6:00 P.M. on a date to be determined.

**ADJOURNMENT:** At 6:42 P.M. Chair Osborne adjourned the Lompoc Community Benefit Foundation to a Regular Meeting on June 22, 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