

OLD FS 62 AD HOC COMMITTEE REGULAR MEETING

Co-Chairs: Sharon Commins and Rachel Swanger

DATE: Wednesday, October 21, 2009

LOCATION: St Andrews Lutheran Church, 11555 National Blvd.

This meeting chaired by Sharon Commins

1. Call to Order: 7:13
2. Approval of Minutes:
3. Rachel Swanger agreed to record minutes
4. Introductions & Public Announcements/Comments:
 - a. Evy Nelson announced that she had established a blog and passed out the blog url and email. She invited everyone to check it out and submit content.
 - b. Len Nguyen announced that the Facebook group is up and running and suggested that people who wished to join "friend" him.
 - c. Sharon Commins announced that FS62 has been adopted as an official MVCC benefit project.
5. New Business
 - a. There was general discussion about next steps. It was mentioned that finding the rest of the plans for the building was critical as was obtaining written permission from the city for use of the facilities. Community Partners will require a detailed budget and a letter from General Services stating that we have a right to the property (a so-called operational use agreement) if they are to consider our application to join their incubation program.
 - b. Len mentioned that he had contacted someone in General Services (John Sheppard?) and told him we would need such an agreement. The city will enter into an agreement with the MVCC Ad Hoc Committee to gain access to Historic FS62 to work on our rehabilitation project. Once we have this agreement in place we should be able to get keys to the building. Mr. Griego, the City Attorney, has said that a full lease agreement won't be required until after the rehab project has been completed.
 - c. Len said went to Central Records and requested the complete set of plans. He hopes to be able to pick up copies tomorrow. He will also get a copy of a draft agreement and give it to Sharon to forward to Albert Olson for signature. A member raised the question who should review the agreement. It was suggested that DONE would be involved.
 - d. Sharon reported on a conversation she had with Tom Griego, a city attorney. He said the project was a community improvement project worth pursuing within the Charter Mandate. He said the final formal agreement will be done by ordinance, but that will come at the end of the project. The city attorney's office will help facilitate at that point. The green angle may be key.
 - e. Formation of a 501 c-3 (Non-profit organization). Roy and Sharon spoke about the incubation workshop they attended at Community Partners which provided guidance on how to form a 501 c-3. In our case, we would need to link to MVCC. It was agreed that we should do our best to get accepted in this incubator program. Eric Medina gave the workshop. Sharon asked him about their attitude towards working with government organizations. He admitted it had challenges. Other questions arose such as how does CP treat donations of time and materials. They take a percentage of cash, but what happens if most of your donations are non-cash. Al Olson said it would be important to figure out if MVCC would have to come up with cash in this case. Sharon said she would ask her contact at Rec and Parks who works closely with CP, but she said that DONE wasn't bothered by a partnership with CP. Al said in the end it would be up to the MVCC Board. They would have to approve the partnership. Someone asked if DONE would also join this partnership. We will have to look into this. Admissions to CP are open every month. It was suggested we should probably aim for January or February. It normally takes about 6 weeks to receive a response. We may need to have MVCC look over our proposal prior to submission. There was discussion about aiming to submit something to the MVCC Board by December. The question was asked what does CP look for in a successful application. Sharon listed the components as follows: widespread community participation; pledges that show buy-in; progress every quarter. The typical incubation period is 2 years.
 - f. A motion was put forward to change the name to Historic Fire Station 62 Ad Hoc Committee. This was seconded and passed unanimously (9-0) Sharon said she would ask the MVCC Board to approve this.
 - g. Al mentioned that there would be a shareholder meeting in Jan/Feb to focus on historic Mar Vista and suggested that we should prepare information on the Fire Station for this meeting.
 - h. Rachel said she would look for the DVD of historic fire stations to share with those who were interested including Josh, Debra, Roy and Evy.
 - i. Sharon mentioned that she had updated the flow chart.
6. Public Comment: There was no public comment
7. Future Agenda Items: CERT, Access, tour of the building
8. The meeting adjourned at 9:00 pm.

The next meeting will be held at St. Andrews on November 18 at 7 pm.