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**CITY OF DANA POINT  
CHARITABLE GRANT SUBCOMMITTEE  
ACTION MINUTES**

Monday, July 16, 2007  
3:00 p.m.

City Hall Offices  
Administrative Conf. room (#203)  
33282 Golden Lantern  
Dana Point, CA 92629

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**CALL TO ORDER**

The meeting was called to order at 3:01 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**          Judy Davison, Gwen Drenick, and Nancy Jenkins

All Subcommittee members were present.

**1.    INTRODUCTION**

Each Subcommittee member introduced themselves and provided their background on grant processes.

**2.    PUBLIC COMMENTS**

There were no Public Comments.

**3.    NEW BUSINESS**

A.    Brown Act

City Clerk Ward summarized the Brown Act and provided a copy of the Brown Act from the League of California Cities for their review and information.

B.    First Filing Window – October 1, 2007

The Subcommittee and staff discussed the first filing window of October 1<sup>st</sup>. Staff will provide a format on the application/approval process to the Subcommittee for their review. Staff will also print legal ads in the Dana Point News about the new grant funding process.

Subcommittee Member Jenkins asked that legal opinions be provided on two items:

- 1)    Whether the Subcommittee can legally make financial decisions on the grant applications or whether they are only making these decisions in an advisory capacity for the City Council.

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- 2) Subcommittee voting conflicts – what happens if they don't have a quorum?

The Subcommittee asked staff for several items before the first filing window:

- 1) Spreadsheet on the City's grant history
- 2) Demographics of the City

**4. STAFF REPORTS**

There were no staff reports.

**5. SUBCOMMITTEE COMMENTS**

There were no Subcommittee comments.

**ADJOURNMENT**

The meeting was adjourned at 4:20 p.m. The next regular meeting will be scheduled in late October.