SEMI-ANNUAL MEETING OF THE CULTURAL AFFAIRS FOUNDATION BOARD, CITY OF CULVER CITY, CALIFORNIA

July 29, 2008
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:06 P.M.

Present: Mercedes Paz-Slimp, Chair
Christine Hardin, Vice Chair
Renae Williams Niles, Treasurer
Marla Koosed
Gayle Smashey

Absent: Jerry Fulwood, CEO
Sofia Klatzker, Secretary
Rick Noguchi

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Pledge of Allegiance

The Pledge of Allegiance was led by Anita Luck, Aleshire & Wynde.

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Public Comment – Items Not On the Agenda

None.

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Item C-1

Consent Calendar
Agenda Posting

Moved by Member Williams Niles, seconded by Member Koosed, and unanimously passed (absent Members Fulwood, Klatzker and Noguchi) to receive and file the Secretary’s Report on the Posting of the Agenda.

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Item C-2

Meeting Minutes

Moved by Member Williams Niles, seconded by Member Hardin, and unanimously passed, with Members Smashey and Koosed abstaining, (absent Members Fulwood, Klatzker and Noguchi) to approve the minutes of the January 29, 2008 Semi-Annual Meeting as written.

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Item A-1

Introduction of New Members of the Board of the Culver City Cultural Affairs Foundation and Election of Officers

Administration and Special Projects Coordinator Jeremy Green explained that, per the By-Laws, the Chair and Vice Chair of the Cultural Affairs Commission become two of the Members of the Foundation Board and that at the July 8, 2008 Cultural Affairs Commission meeting Gayle Smashey was elected to Chair and Marla Koosed was elected Vice Chair.

Administration and Special Projects Coordinator Green also spoke about a discrepancy in the By-Laws noting that ARTICLE IV – OFFICERS: Section 2 states that the term of office for officers is two years but Section 3 states that each officer, other than the CEO, shall be elected annually.

Treasurer Williams Niles indicated that she was fine keeping her office for the two years as this was the expectation when she took office and she hoped that Secretary Klatzker would feel the same. Vice Chair Hardin expressed that she was agreeable with this decision as well.

Public Comment: Luther Henderson, III, as former Board member who worked on the creation of the By-Laws, clarified that the intention of Section 3 was to elect officers for any vacancies that might exist due to a change in the membership.

Member by Member Smashey, seconded by Member Koosed, and unanimously passed (absent Members Fulwood, Klatzker, and Noguchi) to clarify that the term of office for officers is two years.

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Item A-2

Update Regarding the Further Development of the Cultural Affairs Foundation, the Role of the Board, Conflict of Interest Issues, Insurance Coverage, Logos for the Foundation Board, and Advisory Committee Selection

Administration and Special Projects Coordinator Green presented the insurance quote document to all attendees as was promised at the last meeting. She clarified that the quote for $1,500 included general liability insurance and Board of Directors insurance.

Anita Luck, Aleshire & Wynde and provided background on herself and expressed excitement at working with the Foundation.

Public Art and Historic Preservation Coordinator Christine Byers indicated that Ms. Luck would act as Counsel for the Foundation. She reported on meetings with City Manager Fulwood and Jeff Muir to establish procedures for the Foundation and she updated the Board on efforts toward creating a Foundation logo noting that they were favoring a colorful abstract design.

A discussion between staff and the Board about the logo and letterhead included: the desire of the Board to be involved in the process; concerns about the length of the process; and City policies with branding and guidelines.

Public Art and Historic Preservation Coordinator Byers commented that most Foundations take two years to get set up and running, and she indicated that staff was working with the City Manager to clarify policies and procedures. Members expressed concern with the lack of Foundation letterhead as it inhibited the ability of the Foundation to move forward.

Additional discussion followed about: enabling the Foundation to move forward in the interim; the fact that work programs always come first and money has to be raised to support those; and the possibility of separate graphic artists for different aspects of the Foundation.

Staff and the Board discussed: the composition and role of the Advisory Committee; the process of putting together a list of names for the Committee; whether the Foundation is an extension of the Commission or a separate entity; clarification that the Foundation is a component of the City; grant writers and the grant process; the Center for Creative Innovation; concerns with the source of the operating budget; the importance of cognizance of specific grant guidelines; and the fact that funding requests are to expand upon existing programs.

Luther Henderson felt that the Foundation would be at its peak within five years; he expected the Foundation to find money to fund the work programs; and he pointed out that the Board could have special meetings to get things done in addition to the semi-annual meetings.

Responding to Member inquiries, staff: clarified that the Foundation was not restricted in seeking grants; reported speaking with several potential grant writers; indicated that clarification was needed from the City Council regarding restrictions with seeking other kinds of funding; noted that Redevelopment Agency funding of the Foundation could raise conflict of interest issues with businesses funding the Foundation; stated that individual donations were seen as a better option; and pointed out time constraints with soliciting and accepting individual donations.

Staff and Board members discussed: a suggestion that staff return with a presentation about the division between the Commission, Council and the Board; hiring a consultant to manage the individual giving; and the particulars of individual giving.

Moved by Member Smashey, seconded by Member Koosed, and unanimously passed (absent Members Fulwood, Klatzker, and Noguchi) to move forward with the actual purchase of insurance for the Foundation.

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<u>Item A-3</u>

Review and Update of City Council Adopted FY 2008-2009 & FY 2009-2010 Cultural Affairs Budget and Work Program

Public Art and Historic Preservation Coordinator Byers summarized the material of record.

Administration and Special Projects Coordinator Green provided an overview of the Fund and Administration budget.

Performing Arts and Special Events Coordinator Susan Obrow summarized current programs including: *Art Walk Culver City*; *Rainbow Day*; *Music in the Chambers*; *Made in Culver City*; the *Culver City Music Festival*; and Performing Arts Grants.

Public Art and Historic Preservation Coordinator Byers reported on the status of the Historic Structures Survey and summarized various items in the budget. She noted that there were new appropriations not included in the budget for a new historical and cultural element for the expanded Town Plaza; she indicated that she was also working on developing a booklet highlighting the Public Art program; and she noted that there were some larger, extended repairs not included in the budget. She reported working on a temporary art installation in Culver City; she spoke of the meeting and entryway sign program; and she discussed money earmarked for a Public Art Symposium and an Architecture as Art Symposium.

Performing Arts and Special Events Coordinator Obrow talked about *Speakeasy*, the spoken word event; the projected opening of Town Plaza which will include infrastructure for performances allowing use by performing arts grants recipients; money set aside for an opening program to welcome the community to the new space; and proposed children's programming in town using funds previously raised.

Item A-4

Selection of Date and Time for the Semi Annual Meeting of the Cultural Affairs Foundation Board in January 2009

Moved by Member Hardin, seconded by Member Williams Niles and unanimously passed (absent Members Fulwood, Klatzker and Noguchi) that the Semi Annual Meeting of the Cultural Affairs Foundation Board be held on January 27, 2009 at 4:00 P.M.

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Items from Staff

None.

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Items from Members

Staff and Members discussed the West LA Theatre; funding K-12 arts education in the Culver City School District; and the possibility of holding a Special Meeting.

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Adjournment

There being no further business, at 6:08 P.M., the Cultural Affairs Foundation Board adjourned its meeting to the next Semi Annual Meeting to be held at 4:00 P.M. on January 27, 2009 at City Hall.

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MERCEDES PAZ-SLIMP
CHAIR of the Culver City Cultural Affairs Foundation Board

Minutes Preparation: Kristi Callan