



Culver CITY

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MARLYN MUSICANT, Commissioner
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CULTURAL AFFAIRS COMMISSION MEETING AGENDA TUESDAY, December 14, 2010

PUBLIC COMMENT

The Cultural Affairs Commission will listen to the public on any item on the agenda or item of interest that is not on the agenda. The Cultural Affairs Commission cannot legally take action on any item not scheduled on the agenda. Such items may be referred for administrative action or scheduled on a future agenda.

If you wish to speak to the Commission, please complete a Speaker's Card and present it to the Secretary before the agenda item is called. You will be called to the podium by name when it is your turn to speak to the Commission.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Persons wishing to speak on agenda items will be called at the time the agenda item is brought forward. Comments will generally be limited to five minutes per speaker; however, a three-minute limit may be declared by the Chair from time to time for agenda items for which many Speaker Cards have been submitted.

NOTE: AT OR ABOUT 11:00 P.M., COMMISSIONERS WILL DETERMINE WHETHER TO CONTINUE WITH DISCUSSION OF REMAINING ITEMS ON THE AGENDA OR TO CARRY SOME/ALL OF THE ITEMS OVER TO A FUTURE MEETING DATE.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

A total of twenty minutes shall be devoted to audience participation at the beginning of the agenda. Speakers will be called on in the order cards were received by the Secretary. If additional time is needed, the Chair will allow for some at the end of the agenda.

When the Secretary calls your name, please advance to the podium, state your name and city of residence. Speakers must limit their comments to five minutes in length. A three-minute time limit may be declared by the Chair if there are a large number of individuals desiring to address the Commission.

CELL PHONES AND OTHER DISTRACTIONS

Use of cell phones, pagers and other communication devices is prohibited while the Commission meeting is in session. Please turn all devices off or place on a silent alert and leave the Chambers to use. During the meeting, please refrain from applause or other actions that may be disruptive to the speakers and the conduct of City business.

MEETING INFORMATION

Cultural Affairs Commission meetings are regularly scheduled for the second Tuesday of every month. Commission Agenda information is available 72 hours before each meeting.

Cultural Affairs Commission meetings can be viewed live on Channel 35 by most Comcast subscribers. Meetings are also broadcast on the City's Radio Station AM 1690. To view the commission meetings on line please visit <http://www.culvercity.org/webcast>.

ALD

Assisted Listening Devices are available through Cultural Affairs staff.



Agendas are
available on the web @
www.culvercity.org

AGENDA

Cultural Affairs Commission

December 14, 2010

7:00 p.m.

Mike Balkman Council Chambers – Meeting

CALL TO ORDER & ROLL CALL:

Chair Ronnie Jayne
Vice Chair Marla Koosed
Commissioner Michelle Bernardin
Commissioner Marlyn Musicant
Commissioner Gayle Smashey

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – Items Not On the Agenda

CONSENT CALENDAR *Note: Consent Calendar items are considered to be routine in nature and may be approved by one motion. Public requests to discuss Consent Calendar items must be filed with the Secretary before the Consent Calendar is called.*

C-1. Receive and file Secretary's Report on Posting of Agenda. ***Approve report.***

C-2. Minutes of the November 9, 2010 Regular Meeting. ***Approve minutes.***

ACTION ITEMS *Public requests to discuss Action Items must be filed with the Secretary before the item is called.*

A-1. Consideration of Grant Opportunities Recommended by the Cultural Affairs Foundation Board. ***Make recommendation to the City Council.***

A.2 Nomination and Appointment of Board Member to the Culver City Cultural Affairs Foundation Board of Directors. ***Nominate and Appoint member.***

PUBLIC COMMENT - Items Not On the Agenda

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

Next Cultural Affairs Commission Meeting
Mike Balkman Council Chambers
January 14, 2010
7:00 PM

December 2010 Public Meeting Tentative Schedule --

Date	Day	Time	Location
City Council			
December 6,13	Monday	7:00 PM	Council Chambers
Redevelopment Agency			
December 6, 13	Monday	7:00 PM	Council Chambers
Parks and Recreation Commission			
December 7	Tuesday	7:00 PM	Council Chambers
Planning Commission			
December 8	Wednesday	7:00 PM	Council Chambers
Civil Service Commission			
No meeting			

- Times and dates may be changed.
- Meetings may be added or changed

**City of Culver City, California
Cultural Affairs Commission Agenda Item Report**

Meeting Date: December 14, 2010		Item Number: <u>A-1</u>
AGENDA ITEM: Consideration of Grant Opportunities Recommended by the Cultural Affairs Foundation Board.		
Contact Person/Dept.: Susan Obrow		Phone Number: 310-253-5762
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒
Public Hearing: ☐		Action Item: ☒ Attachments: ☐
Public Notification: Cultural Affairs Master Notification List (11/30/10); Cultural Affairs Foundation Board (11/30/10)		
Department Approval: Sol Blumenfeld (12/9/10)	City Manager Approval: N/A	

RECOMMENDATION:

That the Cultural Affairs Commission (Commission) considers selected private foundation grant opportunities for Calendar Year 2011 as recommended by the Cultural Affairs Foundation Board (Board) and makes a recommendation to the City Council.

BACKGROUND:

The Cultural Affairs Foundation (Foundation) is a non-profit organization and is able to seek grants from private foundations as well as from government entities to support the Cultural Affairs work programs of the City of Culver City and the Culver City Redevelopment Agency. Cultural Affairs staff is responsible for implementing the annual, City Council-approved work plan. As a result, a grants consultant has undertaken the responsibility of drafting Letters of Inquiry and grant applications for the Foundation.

Christopher Reiner concluded his work for the Foundation in summer 2010 and, subsequently, grant consultant Mark Stambler was contracted. Mr. Stambler is an independent consultant and grant writer who has served a long list of non-profit organizations including the Santa Monica Arts Foundation, Pacific Asia Museum, Social and Public Art Resource Center, Inner-City Arts and Ford Theatre Foundation.

Letters of Inquiry have been sent to the following potential funders:

**City of Culver City, California
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POTENTIAL FUNDER

CULTURAL AFFAIRS WORK PROGRAM

Roth Family Foundation

Music in the Chambers

Flora L. Thornton Foundation

Music in the Chambers

Dwight Stuart Youth Foundation

Rainbow Day

Mr. Stambler is currently preparing the grant application to The Kenneth T. and Eileen L. Norris Foundation which will request support for *Rainbow Day*.

DISCUSSION:

The Board directed staff to explore private, Culver City-based foundations for possible grant opportunities. Staff recommended the following potential funders for review at the Board meeting on October 27, 2010:

POTENTIAL FUNDER

CULTURAL AFFAIRS WORK PROGRAM

Carol and James Collins Foundation

Rainbow Day

The Fineshriber Family Foundation

Rainbow Day

The Ben and Evelyn Wilson Foundation

ARTWALK Culver City

Also, staff recommended the following potential foundations which are not based in Culver City but may respond favorably to its specific cultural programming:

POTENTIAL FUNDER

CULTURAL AFFAIRS WORK PROGRAM

The Lannan Foundation

Speak Easy

The Mauer Family Foundation

Music in the Chambers

The Ahmanson Foundation or
The NEA/Local Arts Agencies:
Access to Artistic Excellence

*Art in Public Places Program (for
conservation)*

**City of Culver City, California
Cultural Affairs Commission Agenda Item Report**

The Board has reviewed and approved a recommendation to the Commission to pursue the suggested grants. The Commission shall make a recommendation for final approval from the City Council.

FISCAL ANALYSIS:

The start-up costs for the Foundation are currently provided through an allocation by the Redevelopment Agency as part of the Redevelopment Agency budget. The allocation in the budget for Fiscal Year FY 2010-11 is \$7,000. This budget is utilized for financial organization, legal fees and grant administration.

MOTION:

That the Cultural Affairs Foundation:

1. Recommend to the City Council that the selected private foundation grant opportunities be approved for Calendar Year 2011.

City of Culver City, California
Cultural Affairs Commission Agenda Item Report

Meeting Date: December 14, 2010		Item Number: A-2	
AGENDA ITEM: Nomination and Appointment of Board Member to the Culver City Cultural Affairs Foundation Board of Directors			
Contact Person/Dept.: Susan Obrow/ Community Development		Phone Number: (310) 253-5762	
Fiscal Impact: Yes ☐ No ☒		Fiscal Impact: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Cultural Affairs Master Notification List (11/30/10); Culver City Cultural Affairs Foundation Board (11/30/10).			
Department Approval: Sol Blumenfeld (12/09/10)			

RECOMMENDATION:

That the Culver City Cultural Affairs Commission (CAC) nominate and appoint a new Board Member to the Culver City Cultural Affairs Foundation's (Foundation) Board of Directors.

BACKGROUND:

The Foundation was established in June 2006 by the City Council to promote and support existing Cultural Affairs work programs by actively pursuing outside funding sources. The Foundation enables Cultural Affairs programs to be competitive for a wide selection of private foundation grants.

The Bylaws and Articles of Incorporation for the Foundation (Attachment 1) state the purpose of the Foundation as follows:

- 1) To promote and support historic preservation, public art and cultural programming services in Culver City;
- 2) To act as an additional funding source to municipal financing for the public support required for historic preservation, public art and cultural programming services in Culver City;
- 3) To carry out the mission of the Culver City City Council and Cultural Affairs Commission, as it so relates to historic preservation, public art and cultural programming in Culver City; and

City of Culver City, California
Cultural Affairs Commission Agenda Item Report

- 4) To act as a coordinating organization to foster, promote, encourage and increase the knowledge, appreciation and practice of cultural affairs in the City of Culver City.

The Foundation's 501(c)(3) status requires the existence of a Board of Directors. The Board of Directors consists of eight (8) members as follows:

- 1) Each member of the Cultural Affairs Commission shall appoint one member to the Board;
- 2) The Chair and Vice-Chair of the Commission shall each serve as a member to the Board; and
- 3) The City Manager of the City of Culver City, or a person designated by the City Manager, shall serve as the Chief Executive Officer (the "CEO") of the Foundation.

The five appointed members of the Board shall only serve a maximum of two terms or up to eight years, whichever is greater and only for so long as the Commissioner who appointed that member remains on the Commission.

According to the Foundation's Bylaws, an individual must live, work or own property or a business within Culver City or have a special, widely-recognized interest in improving cultural affairs of the community or region in order to be eligible for appointment to the Board.

Staff and the CAC specifically addressed the following four criteria when discussing Board nominations at the March 2006 Cultural Affairs Commission meeting:

- 1) Commitment to supporting cultural and historic preservation programs in Culver City;
- 2) Ability to make connections to private foundations for possible grants;
- 3) Experience serving on a Board of Directors for a non-profit, fundraising organization;
- 4) Capacity for cooperation and collaboration to create the most effective working panel possible; and,
- 5) Availability to attend semi-annual Board meetings of the Foundation and to accept responsibility for preparation for those meetings.

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The overall composition of the Board reflects the diversity of Culver City's larger community. The original slate of Board members was appointed by the Cultural Affairs Commission four years ago, during the August 8, 2006 meeting.

DISCUSSION:

Board Member Rick Noguchi was appointed by Commissioner Clement Hanami in 2006. Clement Hanami left the Commission in July 2010 and was replaced by Michelle Bernardin. Mr. Noguchi has decided to complete his service to the Foundation by serving one term leaving a vacancy.

Commissioner Bernardin recommends the nomination and appointment of Culver City resident Arleen Chikami to fill the empty Board seat. Ms. Chikami is a free-lance grant writer and formerly managed the grants program for the Department of Cultural Affairs for the City of Los Angeles. She recently served on the Peer Review Panel for the 2011 Culver City Performing Arts Grants Program. Ms. Chikami's biographical statement is attached to this report (Attachment 1).

FISCAL ANALYSIS:

There is no anticipated fiscal impact.

ATTACHMENTS:

1. Biographical Statement for Ms. Arleen Chikami

MOTION:

That the Culver City Cultural Affairs Commission:

Nominate and Appoint Arleen Chikami to the Board of Directors of the Culver City Cultural Affairs Foundation.

MEETING DATE: December 14, 2010

AGENDA ITEM: **Nomination and Appointment of Board Member to the
Culver City Cultural Affairs Foundation Board of
Directors**

ATTACHMENTS

Pages

- | | |
|--|---|
| 1. Biographical Statement for Ms. Arleen Chikami | 1 |
|--|---|

ATTACHMENT 1

Biographical Statement Prospective Culver City Cultural Affairs Foundation Board Member

Arlene Chikami is a freelance grant writer and fundraiser with more than 15 years experience working in the nonprofit arts sector. Her fundraising practice is committed to helping talented artists create and present innovative new work that fosters meaningful connections with diverse audiences. She recently managed institutional giving and government relations for Film Independent, a nonprofit film organization that supports independent film and filmmakers, and produces the Los Angeles Film Festival, and the Independent Spirit Awards. Prior to Film Independent, she managed the grants program for the Department of Cultural Affairs for the City of Los Angeles for six years, awarding \$2.6 Million annually in project support to nonprofit arts organizations and individual artists working in one of the largest and most diverse cities in the nation. Ms. Chikami holds a masters degree in studio art from Claremont Graduate University. She lives in Culver City with her husband and young son.
