



Culver CITY

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MARLA KOOSSED, CHAIR
LESLIE JONES, VICE CHAIR
JEANNINE WISNOSKY STEHLIN,
SECRETARY
CELESTE ANLAUF
REGINA KLEIN
ANDREW LACHMAN
ASHLEY RODGERS

JOHN NACHBAR, CEO

AGENDA CULTURAL AFFAIRS FOUNDATION BOARD REGULAR (SEMI-ANNUAL) MEETING Wednesday, September 17, 2014

PUBLIC COMMENT

The Cultural Affairs Foundation Board will listen to the public on any item on the agenda or item of interest that is not on the agenda. The Cultural Affairs Foundation Board 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 Foundation Board, 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 Board.

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 6:00 P.M., FOUNDATION BOARD MEMBERS 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, 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 Foundation Board.

CELL PHONES AND OTHER DISTRACTIONS

Use of cell phones, pagers and other communication devices is prohibited while the Foundation Board meeting is in session. Please turn all devices off or place on a silent alert and leave the room 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 Foundation meetings occur quarterly. Foundation Board Agenda information is available 72 hours before each meeting. To view the Cultural Affairs Foundation meeting agendas on line please visit <http://www.culvercity.org>.

ALD

Assisted Listening Devices are available through Cultural Affairs staff.



Culver CITY

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

AGENDA

Cultural Affairs Foundation Board

Regular (Semi-Annual) Meeting

September 17, 2014

4:00 p.m.

Cathedral Room, City Hall

9770 Culver Boulevard

Culver City, CA 90232

CALL TO ORDER & ROLL CALL:

Marla Koosed, Chair
Leslie Jones, Vice Chair
Jeannine Wisnosky Stehlin, Secretary
Celeste Anlauf
Regina Klein
Andrew Lachman
Ashley Rodgers

John Nachbar, CEO

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. Minutes of the June 18, 2014 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. Introduction of New Members of the Board of the Culver City Cultural Affairs Foundation, Review of Duties of Officers, and Election of Officers. ***Elect Vice Chair and Treasurer.***

- A-2. Consideration of: (1) the Creation of a Subcommittee Related to the Foundation Board's Relationship with the Culver City Chamber of Commerce and Appointments to Existing Subcommittees and any Newly Created Subcommittee(s). ***Consider creation of new subcommittee and appointments of Board Members to subcommittees.***
- A-3. (1) Approval of Financial Reports of the Cultural Affairs Foundation to June 30, 2014; and, (2) Approve the Schedule of Disbursements to June 30, 2014. ***Approve the financial reports, and receive and file the Schedule of Disbursements.***
- A-4. Presentation of Fiscal Year 2014/2015 Adopted Budget for Cultural Affairs, Work Program Priorities and Available Staff Resources. ***Provide comment and feedback as deemed appropriate.***
- A-5. Consideration of (1) Reports from the Board's Ad-Hoc Subcommittees: Foundation Mission and Purpose Subcommittee, Fundraising Campaign and Events Subcommittee, Public Relations Subcommittee, and Veterans Memorial Auditorium Fundraising Subcommittee; (2) Report from Board Members Attending the Culver City Chamber of Commerce Meetings and Events in July 2014; and, (3) Discussion of the Reports and Potential Approval of Recommendations and/or Provide Direction. ***Receive reports, approve recommendations, and/or provide direction to place certain items on a future agenda for consideration, and/or provide direction.***

PUBLIC COMMENT - Items Not On the Agenda (Continued)

ITEMS FROM STAFF

ITEMS FROM BOARD MEMBERS

ADJOURN

**Next Cultural Affairs Foundation Board
Regular Meeting
City Hall – Cathedral Conference Room – Third Floor
December 10, 2014**

REGULAR MEETING OF THE
CULTURAL AFFAIRS FOUNDATION BOARD,
CULVER CITY, CALIFORNIA

June 18, 2014
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:11 P.M.

Present: Marla Koosed, Chair
Maureen McGlynn, Treasurer
Jeannine Wisnosky Stehlin, Secretary
Arleen Chikami*
Regina Klein

*Member Chikami arrived at 4:51 P.M.

Absent: Leslie Jones, Vice Chair (excused)
Ashley Rodgers (excused)

Staff: Martin Cole, Acting Chief Executive Officer
Christine Byers, Public Art and Historic
Preservation Coordinator
Susan Obrow, Performing Arts and Special Events
Coordinator
Jeremy Green, Management Analyst

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Pledge of Allegiance

The Pledge of Allegiance was led by Councilmember Jim B. Clarke.

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Public Comment – Items Not On the Agenda

Chair Koosed invited public comment.

The following member of the public addressed the Foundation Board:

Jim B. Clarke thanked Martin Cole and the Cultural Affairs Foundation for allowing fundraising to be done on behalf of the Summer Concert Series; presented a personal contribution toward the series; suggested having a donation table at the series; reported City Council approval of a separate 501(c)3 Centennial Committee for lead up events to September 20, 2017; discussed the formation of the Board of Directors and subcommittees for the Centennial Committee; and requested input for ideas, projects and events related to the Centennial.

Discussion ensued between Members and Mr. Clarke regarding email blasts from neighborhood associations; publicity; outreach; whether the 501(c)3 is a fundraising entity or a planning entity; clarification that organizations can put together a budget and fundraising plan for the event they propose; grant funding; City funds; compiling a list of projects, identifying a list of needs and approaching the business community to participate; similarities to performing arts grants; coordination of schedules; formulating a list of proposed projects, ideas and a timetable; profit making ventures; representatives from non-profits; the bylaws; Brown Act issues; encouragement to organizations to participate; tying regular events and activities into the Centennial; and Mr. Clarke asked for help in getting the word out.

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Consent Calendar

Item C-1

Meeting Minutes

Chair Koosed noted that in the second paragraph of page 5, the proper title of the subcommittee cited in the motion should have been the Public Relations subcommittee rather than the Fundraising subcommittee.

MOVED BY MEMBER KLEIN AND SECONDED BY MEMBER MCGLYNN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE MINUTES OF THE DECEMBER 13, 2013 SEMI ANNUAL MEETING AS AMENDED. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: KLEIN, KOOSSED, MCGLYNN, WISNOSKY STEHLIN
NOES: NONE

ABSENT: CHIKAMI, JONES, RODGERS

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Action Items

Item A-1

1) Review and Approval of Financial Reports of the Cultural Affairs Foundation to March 31, 2014; (2) Approve the Schedule of Disbursements to March 31, 2014; and (3) Review, Approval, and Recommend to the City Council Adoption of the Foundation Budget for Fiscal Year 2014/2015

Martin Cole, Acting Chief Executive Officer, introduced the item.

Jeremy Green, Management Analyst, summarized documents distributed to Board Members.

Discussion ensued between Board Members and staff regarding the time period covered by the balance sheet; PayPal charges; money in undesignated funds; the proposed budget; contract services; Made in Culver City; money allocated to the Summer Concert Series from the Cultural Trust Fund; additional fundraising; unallocated funds; the Veterans Memorial stage; donor restrictions; Music in the Chambers; concern that there has not been an RFP for the Summer Concert series in many years; benefits to the Cultural Affairs Foundation from publicity generated by the marketing of the Summer Concert series; fundraising targets; insurance actuals; overhead; the need to adopt the budget before the end of the fiscal year; the authority to make expenditures; making amendments to the budget; creating a fundraising plan; and capacity building.

MOVED BY MEMBER WISNOSKY STEHLIN AND SECONDED BY MEMBER MCGLYNN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD:

1. REVIEW AND APPROVE THE FINANCIAL INFORMATION TO MARCH 31, 2014; AND,

2. APPROVE THE SCHEDULE OF DISBURSEMENTS FOR THE PERIOD UP TO MARCH 31, 2014; AND,

3. REVIEW, COMMENT ON, AND APPROVE THE CHIEF EXECUTIVE OFFICER'S PROPOSED BUDGET FOR FISCAL YEAR 2014/2015; AND,

4. RECOMMEND APPROVAL OF THE BOARD APPROVED BUDGET FOR FISCAL YEAR 2014/2015 TO THE CITY COUNCIL. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: KLEIN, KOOSSED, MCGLYNN, WISNOSKY STEHLIN

NOES: NONE

ABSENT: CHIKAMI, JONES, RODGERS

Member Chikami arrived at 4:51 P.M.

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Item A-2

Consideration of a Motion Approving the Transmittal of \$599.15 in Designated Funds to the City of Culver City in Support of Culver City's Boulevard Music Summer Festival - 2014

Martin Cole, Acting Chief Executive Officer, provided a summary of the material of record noting that the amount indicated should be amended to reflect the recent donation by Councilmember Clarke.

MOVED BY MEMBER MCGLYNN AND SECONDED BY MEMBER KLEIN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD ADOPT A MOTION APPROVING THE TRANSMITTAL OF \$599.15 IN DESIGNATED FUNDS TO THE CITY OF CULVER CITY IN SUPPORT OF CULVER CITY'S BOULEVARD MUSIC SUMMER FESTIVAL - 2014 WITH COUNCILMEMBER CLARKE'S DONATION ADDED FOR A TOTAL OF \$799.15. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, KLEIN, KOOSSED, MCGLYNN, WISNOSKY STEHLIN

NOES: NONE

ABSENT: JONES, RODGERS

Chair Koosed expressed concern that the fundraising was skewed to the performing arts rather than the visual arts; she discussed existing staffing and future staffing; and programming.

Secretary's note: An additional amount of \$25.00 was received prior to the end of the 2013-14 Fiscal Year, and a clerical error was corrected (amount in report should have read \$529.15, not \$599.15. The total amount transmitted to the City will be \$754.15.

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Item A-3

Adoption of a Resolution Setting the Dates of Two Semi-Annual Meetings and Two Additional Regular Meetings of the Foundation Board for Fiscal Year 2014/2015

Martin Cole, Acting Chief Executive Officer, indicated that the item proposed keeping the status quo.

Jeremy Green, Management Analyst, discussed meeting dates and scheduling.

Discussion ensued between Board Members and staff regarding meeting bi-monthly; City Council direction regarding Cultural programming; creation of a subcommittee; concern with adequate staff support; determining the focus of the Foundation; the fact that the Foundation did not meet in March; City Manager direction that Christine Byers will likely become the City Manager representative and Martin Cole will return to duties in the City Manager's office; Brown Act issues; the difficulty of coordinating subcommittee actions with quarterly meetings; the need for staff participation; communication; realistic expectations; and special meetings.

MOVED BY MEMBER MCGLYNN AND SECONDED BY MEMBER CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION BOARD ADOPT A RESOLUTION SETTING THE DATES OF THE REGULAR MEETINGS OF THE BOARD. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, KLEIN, KOOSD, MCGLYNN, WISNOSKY STEHLIN
NOES: NONE
ABSENT: JONES, RODGERS

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Public Comment – Items Not on the Agenda (Continued)

This item was considered out of order.

Chair Koosed invited public comment.

The following member of the audience addressed the Board:

Andrew Lachman reported applying for the Cultural Affairs Commission; provided background on himself; and he indicated an interest in serving on the Foundation Board.

Martin Cole, Acting Chief Executive Officer, discussed the process for appointing Members to the Board.

Staff and Board Members thanked Member Chikami for her service on the Foundation Board.

Member Chikami thanked the Board for the opportunity to serve.

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Item A-4

(1) Reports from the Board's Three Ad-Hoc Subcommittees: 2013-2014 Fundraising Campaign and Events Subcommittee, 2013-2014 Fundraising Public Relations Subcommittee, 2013-2014 Veterans Memorial Auditorium Fundraising Subcommittee; (2) Discussion of the Reports from These Subcommittees and Potential Approval of Subcommittee Recommendations and/or Provide Direction to the Subcommittees; (3) Authorization to Proceed with the Planning of the Consideration of the Series of Architectural Talks and Direction to the Subcommittee to Prepare a Budget for Consideration by the Board at the September 2014 Meeting; (4) Consideration and Potential Approval of a New Logo for the Foundation; and (5) Appointment of an Ad-Hoc Subcommittee to Review the Foundation's Mission and Operational Model and, if Desired, Appoint Members to Such Subcommittee

Susan Obrow, Performing Arts and Special Events Coordinator, provided a report on the Veterans Memorial Auditorium Fundraising Subcommittee; distributed copies of the invitation sent out to performing arts groups to attend a lunch forum at Veterans Memorial Building; reported on the success of the event; discussed attendees; facilitation of collaboration; brainstorming; sound challenges in the auditorium; creating a small Black Box Theatre; and creating three performing spaces.

Discussion ensued between staff and Members regarding utilizing the space; flexibility; input from performing arts organizations before creating a fundraising plan; money budgeted for enhancement of the cultural venue; activities at

the Veterans Memorial Complex; cultural organizations using the space; the summer intern; Fire Department approval; square footage of the space; lighting; flexibility to serve different groups with differing needs; portable mirrors; future meetings with non-profits and dance companies; necessary equipment; the Veterans Memorial Building budget; appreciation to Susan Obrow for the lunch forum; Music in the Chambers; and the intimacy of music in the small space.

Member Klein reported attending a recent performance of the Culver City Symphony Orchestra at the Kirk Douglas Theatre.

Chair Koosed provided an update on the Fundraising and Events subcommittee noting that background material had been distributed to provide detail.

Discussion ensued between staff and Members regarding the Architecture Talks; conversion of the space to the Kirk Douglas Theatre; redundancy; the Culver City Historical Society; different demographics; moving the event later; creating a budget; having the Kirk Douglas Theatre handle refreshments in-house; ticket price; catering with the Muddy Leek; Akasha; the Kirk Douglas Community Theatre Access Program; concern with taking away from the grantees; the number of events; scheduling; creating a series; and the Venice Family Clinic.

MOVED BY MEMBER KLEIN AND SECONDED BY MEMBER MCGLYNN TO APPROVE AUTHORIZATION FROM THE BOARD TO CONTINUE PLANNING THE SERIES OF ARCHITECTURE TALKS WITH THE SUBCOMMITTEE TO PREPARE A PROPOSED BUDGET FOR PRESENTATION TO THE BOARD AT THE SEPTEMBER 2014 MEETING. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, KLEIN, KOOSSED, MCGLYNN, WISNOSKY STEHLIN
NOES: NONE
ABSENT: JONES, RODGERS

Chair Koosed reported that the Open Studios and Arm Wrestling events had been tabled.

Discussion ensued between staff and Members regarding a scaled down version of the Arm Wrestling event; feasibility; and resources necessary.

Member McGlynn exited the room.

MOVED BY MEMBER WISNOSKY STEHLIN AND SECONDED BY MEMBER CHIKAMI THAT THE CULTURAL AFFAIRS BOARD TABLE THE FOLLOWING EVENTS: OPEN STUDIOS EVENT, ARM WRESTLING EVENT. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, KLEIN, KOOSSED, WISNOSKY STEHLIN
NOES: NONE
ABSENT: JONES, MCGLYNN, RODGERS

Member McGlynn rejoined the meeting.

Chair Koosed discussed costs to join the Chamber of Commerce and participation by the Board.

Discussion ensued between Board Members and staff regarding raising the money to join the Chamber; the active membership; the non-profit committee of the Chamber; the Chamber website; a suggestion to authorize the Executive Officer to approve the application subject to the meeting schedule; Chamber general meetings; fee based events; looking at Chamber members to make contact with; corporate philanthropy; developing relationships; networking opportunities; outreach; public relations; marketing; rotating participation; paying the membership fee from existing appropriations; the Parks, Recreation and Community Services department table; and materials to distribute.

MOVED BY MEMBER KLEIN AND SECONDED BY MEMBER CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION JOIN THE CULVER CITY CHAMBER OF COMMERCE AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO FILL OUT AND EXECUTE AN APPLICATION FOR MEMBERSHIP TO THE CULVER CITY CHAMBER OF COMMERCE WITH THE CHAIR TO SERVE AS REPRESENTATIVE FOR THE FIRST MEETINGS. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, KLEIN, KOOSSED, MCGLYNN, WISNOSKY STEHLIN
NOES: NONE
ABSENT: JONES, RODGERS

Member Klein discussed banks in the area; non-profits; territory; which Foundations can connect; allowable relationships; and other non-profits in the Chamber.

Member Chikami discussed Dine and Donate; holding a City-wide event to coincide with Giving Tuesday; and the Mar Vista Family Center fundraiser.

Discussion ensued between staff and Members regarding having an event in conjunction with National Arts and Humanities month in October; hosting a shop and donate in November; the ongoing Culver City Education Foundation fundraiser at Akasha; concern with events two months in a row; Dine and Donate attendees; having a friendraiser; doing a Chamber event; the Summer Solstice Event; the location of the Chamber at the Westfield Shopping Center; working with clusters or focused areas rather than the entire City; Chamber connections and contacts; focusing on Arts and Humanities month; coordinating a City-wide Dine and Donate event with the Chamber; Foundation support days on Thursdays during the Summer Music Festival; the Downtown Business Association (DBA) and the Summer Music series; the receptivity of the DBA; partnering with Westfield and the Chamber; the Arts District and Culver Village; and timing of the fundraiser.

MOVED BY MEMBER MCGLYNN AND SECONDED BY MEMBER KLEIN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER IN CONSULTATION WITH THE CHAIR TO APPROVE ONE FUNDRAISER WITH EITHER THE DOWNTOWN BUSINESS ASSOCIATION OR THE CHAMBER OR WESTFIELD CULVER CITY TO HOLD A FUNDRAISER FOR ARTS AND HUMANITIES MONTH IN OCTOBER. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, KLEIN, KOOSSED, MCGLYNN, WISNOSKY STEHLIN
NOES: NONE
ABSENT: JONES, RODGERS

Chair Koosed noted that the budget would be adopted on June 23, 2014 and she felt that the Foundation should weigh in to show unity.

Discussion ensued between staff and Members regarding timing; availability of the Members to sign the letter; content of the letter; support of the Cultural Affairs Commission recommendations; a suggestion to consider the item later for the next year; concern with rushing the item; redundancy; having the report serve as the basis for a case study; and a feeling that the Foundation should be aware of the report and provide feedback.

Chair Koosed noted that since new Members would be appointed in September it could be premature to appoint subcommittee members at this point.

Member Wisnosky Stehlin discussed grant writing; the mission of the Foundation; how the Foundation raises funds; impacts to the community; the transition from advisory body to working board; programming; fundraising; publicity; the need to reexamine the mission; she suggested having a committee look at issues and make recommendations to address changes; she discussed the non-profit model; sustainability; maintaining momentum; staffing issues; donor confusion; she suggested changing the name of the Board and increasing the number of Board members; she discussed the workload; the labor intensive nature of fundraising events; finding high capacity donors; and separation between the Board and the City.

Discussion ensued between staff and Members regarding public relations; prestige associated with the word Foundation; educating supporters; a suggestion to create a subcommittee; the original mission of the Foundation; City Council direction; an independent Board; staff support; operating under a Memorandum of Understanding; forming an ad hoc subcommittee to explore the Foundation's mission and model of operations; goals for the year; an annual strategic planning process; establishing a timeline; creating an end of the year letter; the logic model; money raised in the last year; a need to improve efforts; the strategic planning process; staff time and City resources; the City grant writer; stationery; the proposed advisory committee; the California Endowment; a suggestion to hold a workshop so the Foundation and Commissioners can come together; allocation of resources; clarification that staff would work with the subcommittee; re-writing the mission statement; focusing on the function of the Foundation; the sun setting of the Redevelopment Agency; the Art Fund; the ability to solicit funds; programming; igniting interest in the performing arts to build audiences; initial efforts of the Foundation; a suggestion to email questions to staff; a suggestion that the ad hoc subcommittee consist of one person from each subcommittee; Brown Act issues; whether the Foundation should eventually sunset; the Transfer of Wealth; the name change suggestion; clarification that individual Members are being appointed regardless of the subcommittees they already serve on; the name of the ad hoc subcommittee; a suggestion to meet with the Culver City

Education Foundation; and Members expressed interest in serving.

MOVED BY MEMBER WISNOSKY STEHLIN AND SECONDED BY MEMBER CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION BOARD ESTABLISH THE AD-HOC FOUNDATION MISSION AND PURPOSE SUBCOMMITTEE TO EXPLORE THE FOUNDATION'S MISSION AND MODEL OF OPERATIONS AND APPOINT MEMBER MCGLYNN, MEMBER KLEIN AND CHAIR KOOSD TO SERVE. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, KLEIN, KOOSD, MCGLYNN, WISNOSKY STEHLIN
NOES: NONE
ABSENT: JONES, RODGERS

Discussion ensued between staff and Members regarding creation of a logo; colors; complimenting the City's existing materials; the designer, Weina Dinata; branding; usage; flexibility; creating an identity guide for use; template; banners; next steps in the process; echoing the City logo; where the eye is drawn to in the logo; complimentary colors; the contemporary feel; capturing the excitement and diversity of Culver City arts; a feeling that the logo is a little bit too uniform and safe; marrying the message and readability; simplicity; concern that the logo is generic and not artistic enough; sending feedback to the artist; the acronym; the importance of color; how many changes can be expected of an artist providing free work; the potential name change; and agreement to provide feedback to the artist.

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Items from Staff

Susan Obrow, Performing Arts and Special Events Coordinator, discussed her duties in the Parks, Recreation and Community Services Department; announced upcoming performances by Culver City Performing Arts grantees; and she thanked Member Chikami for her efforts.

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Items from Members

Chair Koosed thanked outgoing Member Chikami for her work on the Board.

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Adjournment

There being no further business, at 7:25 P.M., the Cultural Affairs Foundation Board adjourned to a meeting to be held at 4:00 P.M. on September 17, 2014 in the Cathedral Conference Room at City Hall.

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Martin Cole
CITY CLERK of Culver City, California
EX-OFFICIO CLERK of the City Council of Culver City,
California

APPROVED _____

MARLA KOOSSED
CHAIR of the Culver City Cultural Affairs Foundation Board

Minutes Preparation: Kristi Callan

**City of Culver City, California
Agenda Item Report**

Meeting Date: 09/17/14		Item Number: <u>A-1</u>	
CULTRUAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: Introduction of New Members of the Board of the Culver City Cultural Affairs Foundation, Review of Duties of Officers, and Election of Officers.			
Contact Person: Christine Byers, City Manager's Office		Phone Number: (310) 253-6003	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Meetings and Agendas - Cultural Affairs Commission (09/12/14)			
		Chief Executive Officer Approval: Martin R. Cole (09/12/14)	
<u>RECOMMENDATION:</u> Staff recommends that the Culver City Cultural Affairs Foundation Board (Foundation Board) introduce new board member(s) of the Culver City Cultural Affairs Foundation (Foundation), review the duties of officers, and elect officers. <u>BACKGROUND/ DISCUSSION:</u> The Foundation's 501(c)(3) status requires the existence of a Board of Directors. Pursuant to the Foundation's Bylaws (Bylaws), the Board of Directors consists of eight (8) members as follows: 1) Each member of the Cultural Affairs Commission (CAC) shall appoint one member to the Board (Five Members); 2) The Chair and Vice-Chair of the Commission shall each serve as a member to the Board (Two Members); 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 (One Member). The five appointed members of the Board shall serve a maximum of two terms, for so long as the Commissioner who appointed that member remains on the Commission, for up to eight years.			

City of Culver City, California
Agenda Item Report

According to the 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.

Appointment of New Members by Cultural Affairs Commissioners Len Dickter, Thomas Small, and John B. Williams.

In June 2014, the City Council appointed two new Cultural Affairs Commissioners to offices vacated by Susan Anderson and Michelle Bernardin. (Ms. Anderson moved out of the area and resigned her seat on the Cultural Affairs Commission in March of this year. Ms. Bernardin had served one full term and opted not to reapply.) Len Dickter was appointed to the office vacated by Ms. Anderson, and Thomas Small was appointed to the office vacated by Ms. Bernardin.

Foundation Board Member Ashley Rodgers was originally appointed by (then) Cultural Affairs Commissioner Susan Anderson in 2013. Commissioner Dickter announced his reappointment of Board Member Rodgers at the August 12, 2014 CAC meeting.

Former Board Member Arleen Chikami was appointed by (then) CAC Commissioner Michelle Bernardin and served four years on the Foundation Board through June 2014. In light of other commitments, Ms. Chikami decided she was not able to consider the possibility of reappointment to the CAF Board. Commissioner Small has appointed Andrew Lachman to the Foundation Board to replace Ms. Chikami, making the announcement at the CAC meeting on September 9, 2014.

John B. Williams was appointed to the Cultural Affairs Commission by the City Council in 2013 and reappointed Maureen McGlynn to the Foundation Board at that time. For personal reasons, Ms. McGlynn resigned from the CAF Board in July 2014. Commissioner Williams has appointed Celeste Anlauf to replace Ms. McGlynn and made an announcement at the September 9 2014 CAC meeting.

With these appointments, all eight seats on the CAF Board are now occupied.

City of Culver City, California
Agenda Item Report

Chair and Vice Chair of the Cultural Affairs Commission

On Tuesday, July 8, 2014, the CAC met and reelected Marla Koosed as Chair and Regina Klein as Vice Chair. In accordance with the Bylaws, Chair Koosed and Vice Chair Klein are Members of the CAF Board.

Appointment of Officers

As stated in Article V of the Bylaws, the primary duties of the Officers are as follows: the Chairperson shall preside at all Board Meetings; the Vice Chairperson shall preside at meetings in the absence of the Chairperson; the Secretary shall provide notice of all Board meetings and maintain a set of minutes of all Foundation Board meetings (staff supports the Secretary in this role); the Treasurer, at least semi-annually, shall submit a written report reflecting the current financial condition of the Foundation and shall prepare a year-end financial statement detailing the financial status of the Foundation (staff supports the Treasurer in this role).

The Bylaws state that “each officer other than the CEO shall be regularly elected at the Semi-Annual Meeting of the Board designated by the Board in a resolution. Each officer shall assume office upon election.” At the October 27, 2010 Foundation Board meeting, the CAF Board adopted a resolution (Resolution No. CAF 2010-001) that designated September as the annual meeting at which officers are elected.

The Bylaws also state that “.... the term of each officer shall be for two (2) years” Vice Chair Leslie Jones was elected at the September 2012 meeting and shall complete her two consecutive years as Vice Chair at this meeting. Maureen McGlynn served as Treasurer of the Foundation Board from September 2012 until her resignation. Therefore, at this time, two offices need to be filled: Vice Chair and Treasurer.

Procedure: (1) Chair Koosed requests nominations for Vice Chair and Treasurer. The Foundation Board considers a motion to elect a new Vice Chair and Treasurer from amongst those nominated.

FISCAL ANALYSIS:

There is no fiscal impact associated with this action.

City of Culver City, California
Agenda Item Report

ATTACHMENTS:

None.

MOTION:

That the Cultural Affairs Foundation Board:

1. Elect _____ as Vice Chair; and,
2. Elect _____ as Treasurer.

**City of Culver City, California
Agenda Item Report**

Meeting Date: 09/17/14	Item Number: <u>A-2</u>
CULTURAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: Consideration of: (1) the Creation of a Subcommittee Related to the Foundation Board's Relationship with the Culver City Chamber of Commerce and Appointments to Existing Subcommittees and any Newly Created Subcommittee(s).	
Contact Person/Dept.: Christine Byers/ City Manager's Office	Phone Number: (310) 253-6003
Fiscal Impact: Yes ☐ No ☒	General Fund: Yes ☐ No ☐
Public Hearing: ☐	Action Item: ☒ Attachments: ☐
Public Notification: Meetings and Agendas – Cultural Affairs Commission (09/12/14)	
Chief Executive Officer Approval: Martin R. Cole (09/12/14)	

RECOMMENDATION:

Staff recommends that the Cultural Affairs Foundation Board (Foundation Board) consider the creation of a subcommittee related to the Foundation Board's relationship with the Culver City Chamber of Commerce and consider appointments of Board Members to subcommittees.

BACKGROUND/DISCUSSION:

Based on action taken at the Foundation Board meetings in 2013 and June 18, 2014, there are currently four (4) ad hoc subcommittees with the following appointed members. Members who were appointed but who are no longer on the Foundation Board appear in parenthesis.

AD HOC:

- 2013-2014 Fundraising Campaign and Events: (Chikami), **Koosed, Jones**
- 2013-2014 Public Relations: (McGlynn), **Rodgers**
- 2013-2014 Veterans Memorial Auditorium Fundraising: **Klein, Wisnosky-Stehlin**
- Foundation Mission and Purpose: (McGlynn), **Klein, Koosed**

Creation of a fifth ad hoc subcommittee was addressed at the June 2014 Foundation Board meeting but no formal action was taken with regard to establishing the subcommittee. (The Foundation Board decided that Chair Koosed would serve as the initial representative to the Chamber of Commerce

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until subcommittee members could be appointed at the September meeting.) This subcommittee's purview would relate to the Foundation Board's decision to join the Culver City Chamber of Commerce. As an alternative to creating a subcommittee, the Board could simply designate one or more members (but not more than a quorum) as representatives of the Board to the Culver City Chamber of Commerce.

The Foundation Board determined to create the Ad Hoc Subcommittee on the Foundation Mission and Purpose. Because the work of this subcommittee will provide significant information that the Board may wish to consider regarding the future operation of the Foundation, staff recommends maintaining the status quo with respect to the current ad hoc subcommittees and does not recommend dissolving any subcommittees at this meeting.

FISCAL ANALYSIS:

There is no fiscal impact associated with this proposed action.

ATTACHMENTS:

None.

MOTION:

That the Cultural Affairs Foundation Board:

1. (If desired) Create the Ad Hoc Culver City Chamber of Commerce Subcommittee; and
2. Consider appointing a new member (or members) to the Ad Hoc Culver City Chamber of Commerce Subcommittee; OR alternately designate one or more members as Representatives of the Board to the Culver City Chamber of Commerce; and,
3. Consider appointing a new member to the Ad Hoc 2013-2014 Fundraising Campaign and Events Subcommittee; and
4. Consider appointing a new member to the Ad Hoc 2013-2014 Public Relations Subcommittee; and

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5. Consider appointing a new member to the Ad Hoc Foundation Mission and Purpose Subcommittee.

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Meeting Date: 09/17/14		Item Number: <u>A-3</u>	
CULTURAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: (1) Approval of Financial Reports of the Cultural Affairs Foundation to June 30, 2014; and, (2) Approve the Schedule of Disbursements to June 30, 2014.			
Contact Person: Jeremy Green, Management Analyst		Phone Number: (310) 253-5859	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Meetings and Agendas – Cultural Affairs Commission (09/12/14)			
Departmental Approval: N/A		Chief Executive Office Approval: Martin R. Cole (09/12/14)	
<u>RECOMMENDATION:</u> Staff recommends that the Cultural Affairs Foundation Board (Board) (1) receive and file the financial information presented; and, (2) approve the schedule of disbursements to June 30, 2014. <u>BACKGROUND/ DISCUSSION:</u> Staff presents financial statements for review and approval by the Board at each of the Regular meetings of the Board. The quarterly financial statements for the fourth quarter (April-June 2014) will be presented at the meeting. A year-end financial statement has been completed and will be presented for review at the Board meeting on September 17, 2014. The schedule of disbursements April 1, 2013-June 30, 2014 will be presented at the meeting. <u>FISCAL ANALYSIS:</u> None.			

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ATTACHMENTS:

None – Staff will make a presentation and distribute the quarterly financial statements, year-end statement, and the schedule of disbursements during the meeting.

MOTION:

That the Cultural Affairs Foundation Board:

1. Review and approve the financial information to June 30, 2014; and,
2. Approve the Schedule of Disbursements for the period up to June 30, 2014.

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Meeting Date: 09/17/14		Item Number: <u>A-4</u>	
CULTRUAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: Presentation of Fiscal Year 2014/2015 Adopted Budget for Cultural Affairs, Work Program Priorities and Available Staff Resources.			
Contact Person: Christine Byers/City Manager's Office Susan Obrow/PRCS		Phone Number: (310) 253-6003 (310) 253-6628	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Meetings and Agendas - Cultural Affairs Commission (09/12/14)			
		Chief Executive Officer Approval: Martin R. Cole (09/12/14)	
<u>RECOMMENDATION:</u> Staff recommends that the Culver City Cultural Affairs Foundation Board (Foundation Board) receive a presentation from staff regarding the Fiscal Year 2014/2015 adopted budget for Cultural Affairs with an overview of work programs and project priorities for the coming year and information on available staff resources. <u>BACKGROUND/ DISCUSSION:</u> At the September 9, 2014 Cultural Affairs Commission (CAC) meeting, an item was placed on the agenda pertaining to the Fiscal Year 2014/2015 adopted Cultural Affairs budget, work programs and staff resources. Staff and the CAC concurred that this item should also be presented to the Foundation Board at the September meeting. A copy of the CAC staff report and adopted budget are attached hereto. <u>FISCAL ANALYSIS:</u> There is no fiscal impact associated with this action.			

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ATTACHMENTS:

1. CAC September 9, 2014 staff report pertaining to Fiscal Year 2014/2015 adopted budget, work programs and available staff resources.
2. Budget Outline for Uses of Funds from the Cultural Trust Fund for Fiscal Year 2014/2015.

MOTION:

That the Cultural Affairs Foundation Board:

Consider the presentation from staff and provide comment and feedback as deemed appropriate.

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Meeting Date: September 9, 2014		Item Number: A-2	
CULTURAL AFFAIRS COMMISSION AGENDA ITEM: Discussion of Presentation of FY 14/15 Adopted Budget for Cultural Affairs, Work Program Priorities and Available Staff Resources.			
Contact Person/Dept:		Phone Number:	
Christine Byers/City Manager's Office & Susan Obrow/PRCS		(310) 253-6003 (310) 253-6628	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Meetings and Agendas – Cultural Affairs Commission (09/04/14)			
Department Approval: N/A		City Manager's Approval: John Nachbar (09/04/14)	

RECOMMENDATION:

Staff recommends the Cultural Affairs Commission (CAC) receive a presentation from staff regarding the FY 14/15 adopted budget for Cultural Affairs with an overview of work programs and project priorities for the coming year and information on available staff resources.

BACKGROUND:

At the January 14, 2014 and March 25, 2014 meetings, the CAC considered agenda items pertaining to the FY 14/15 budget process as they related specifically to Cultural Affairs. After considering input from the various City commissions, committees, and boards, together with public comment, the City Manager presented his proposed FY 14/15 budget to the City Council on May 12, 2014. The City Manager's proposed budget included the reinstatement of one full-time Cultural Affairs position (Cultural Affairs Coordinator) in the City Manager's Office. On June 23, 2014, the City Council adopted the FY 14/15 budget which included the City Manager's recommendations for Cultural Affairs staffing and the budget appropriations from the Cultural Trust Fund (CTF) as presented to the CAC earlier in the year.

DISCUSSION:

Over the last year, CAC agenda items pertaining to cultural affairs programs have included the term "Four Pillars" to identify the four major Cultural Programs currently offered by the City. These are:

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(1) Historic Preservation

The City's Historic Preservation Program (HPP) is set forth in Chapter 15.05 of the Culver City Municipal Code (CCMC). The HPP was last updated in 2004.

Significant components of the HPP are linked with the California Environmental Quality Act. Because of the sensitivity and importance of these links, it is very important that the HPP and the Historic Preservation Ordinance remain up to date. Pending City Council direction, an update of the HPP as outlined in the CCMC will be part of the FY 14/15 work program and will involve working closely with staff from the City Attorney's Office and the Community Development Department.

In addition, development projects affecting historical resources are on-going and require additional staff review and input. Current projects include a comprehensive plan amendment for The Culver Studios, on-going alterations at The Culver Hotel, and tenant improvements at The Helms Complex.

(2) Performing Arts Programming (Including the Performing Arts Grants)

The CTF has traditionally funded performing arts programming, in significant part by providing major funding for the annual Culver City Performing Arts Grant Program. The grant program was established in 1994 and is included in the CCMC under Section 15.06.160. The Culver City Performing Arts Grant Program is currently under the purview of the Parks, Recreation and Community Services Department (PRCS). PRCS staff member Susan Obrow manages the program with assistance from a part-time contractor.

The program requires year round administration and performance promotion. The calendar also includes the following milestones:

- Application Release – July
- Application Workshop – August
- Application Deadline – September
- Peer Review Panel Meeting– October
- Cultural Affairs Commission Review and Recommendation – November
- City Council Review and Approval – December

Further, Ms. Obrow's primary responsibilities are to manage the Veterans Memorial Building (VMB) and Veterans Memorial Complex Rental Operation for PRCS. VMB has recently increased its profile as a cultural center. The facility accommodates performances, rehearsals and performing arts classes, including many of the City's senior and recreation programs, in addition to meetings, parties, services and special events. The CTF provides annual funding for the enhancement of City-owned and

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City-operated cultural venues. The current focus for the CTF funding is Veterans Memorial Auditorium which requires new technical equipment for its stage.

(3) Art in Public Places Program

Culver City has a long-standing and distinguished Art in Public Places Program (APPP). The CAC and staff invested significant time and effort in preparing a complete and thorough update of the program by updating the APPP ordinance, which was adopted by the City Council on March 26, 2013. Additionally, significant funding for the APPP (for both maintenance of existing and creation of new pieces of public art) is provided by the CTF.

The level of development in Culver City has been increasing steadily in the last year. Over the past two years, the CAC considered seven action items pertaining to permanent public art associated with development projects on private property (not including tonight's action item pertaining to Greystar's "Access Culver City" project). There is on-going coordination and follow-up on staff's part that typically continues for a year or two after the CAC has taken action (depending on the construction timeline). This includes review of the completed artwork to ensure compliance with the CAC approved concept, coordination between the developer and/or artist and the City's Planning and Building Safety divisions, drafting and recordation of covenants, obtaining final copies of materials and maintenance information for each artwork, and uploading photographs and descriptions of the artwork to the City's website.

To date, there are already four public art related projects that staff has been working on that will require CAC review in the coming year:

- 11957 Washington Blvd.
- 5901 Green Valley Circle
- 12712 Washington Blvd.
- 11924-60 Washington Blvd.

The above list does not include the former Culver City Redevelopment Agency projects that were stalled due to the dissolution of redevelopment in California in 2012. These projects include a one-block site on Washington Boulevard formerly occupied by the Baldwin Motel; two sites at the intersection of Washington Boulevard and Centinela Avenue; the site adjacent to the Metro Expo Line Station at Washington and National Boulevards; and, the site in downtown referred to as "Parcel B". At this time, it is estimated that the Parcel B project will be the first project to begin construction, but no sooner than in the summer of 2015.

On average, a CAC action item pertaining to public art on private property (whether it be for the commission of new public art or the decommissioning or relocation of an artwork) requires approximately 40 hours of staff time. This includes general coordination between the developer and artist(s) with the Planning and Building Safety Divisions of the Community Development Department, coordination and oversight of

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the preparation of the draft proposal and meeting with the CAC Public Art Subcommittee, preparation of the CAC meeting agenda item, and follow-up after CAC review and approval.

Currently there are approximately 100 individual permanent artworks commissioned through (or grandfathered into) the City's Art in Public Places Program; approximately half of these are owned by the City. Prior to February 2012, oversight and implementation of maintenance and periodic restoration was a significant part of staff's responsibility, and this was implemented with the assistance of Getty Foundation funded summer interns. While maintenance of artwork on private property is the responsibility of the property owner, it is often incumbent upon City staff to monitor the condition of individual artworks (or periodically inventory the public art collection to ensure that artworks have not been removed or relocated without City approval). Often the owner is not aware that an artwork on their property is part of the APPP and asks for copies of information on the artwork at the time it was commissioned, including information from City files on materials and maintenance. The owner may also require assistance in contacting a qualified conservator or the artist for purposes of maintenance and/or restoration. One past example was working with PepBoys on Sepulveda Blvd. to facilitate the restoration of an artwork created for the site in the by Paul Tzanetopoulos.

In the past month, certain City-owned sculptures have been cleaned and waxed and staff is moving forward with reinstating a City-wide monitoring and maintenance program, keeping in mind that while utilizing interns is cost-effective on the one hand, this approach requires a significant investment of staff time in terms of training and oversight.

In addition to regular maintenance, permanent artworks require periodic restoration. New contracts are now in place for the rewiring of the utility boxes in downtown (originally completed in 2004) and the retrofitting of the artwork entitled, *Truth or Fiction* (adjacent to the Kirk Douglas Theatre and across from City Hall) with LED lights that will be a cost effective and more durable alternative to the metal halide bulbs used to date. The FY 14/15 budget appropriations from the CTF also include money for restoring the paint finish on Don Merkt's *Crossed Currents* located at the City Transportation Facility.

While what is outlined above is not intended to be a comprehensive list, it hopefully provides the CAC with enough information for purposes of knowing what is involved to address the core responsibilities of the Art in Public Places Program. In addition, staff will have to devote time in the coming year to reviewing and reconciling all issued Building Permits with the "in-lieu" payments to the CTF and update the relevant sections of the City's website which has not been done in over two years.

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(4) Community Cultural Plan

The Culver City Community Cultural Plan was first adopted in November of 2003 and has been updated annually over the past 10 years. This document provides six foundational goals for the City's cultural programming.

The Community Cultural Plan is an umbrella document that references the other three "Pillars" outlined above. However, given the continued validity of the six goals, the higher recommended priority of the three other "Pillars," and the already stretched staff and financial resources currently available, staff does not recommend a full-scale update of the Community Cultural Plan at this time.

Additionally, the FY 14/15 adopted budget and work program include development of a Creative Economy Report for Culver City. While the exact approach has not yet been determined, it is anticipated that a large portion of the report will be based on financial and other data relating to the creative economy of Culver City (similar to information included in the annual Otis Report on the Creative Economy) and that this report will inform the visioning process for cultural affairs in the near future, including future iterations of the Community Cultural Plan events such as the annual Cultural Affairs Town Hall.

Administration/Staff to the CAC and Cultural Affairs Foundation (CAF):

With the reinstatement of the full-time Cultural Affairs Coordinator position, it was intended that the incumbent (Christine Byers) would assume the role of secretary to both the CAC and CAF. While in FY 13/14 most of these duties and responsibilities were carried out by the Assistant City Manager and City Clerk's Office, for the coming year, Ms. Byers will be the primary contact. This involves oversight and coordination of meeting agenda packets (and staff reports), public noticing, attending CAC and CAF meetings, and follow-up (e.g., review and posting of minutes). While regular CAC meetings are scheduled for the second Tuesday of each month, based on the number of agenda action items in the past two year, the CAC typically meets ten times per year. The CAF is scheduled to meet once each quarter, with the next meeting on Wednesday, September 17, 2014.

Ms. Obrow's responsibilities in the PRCS Department, which also include administrative services for the entertainment, marketing and sponsorship components of Fiesta La Ballona, limit her ability to provide general administration for the CAC and CAF. She will prepare and present the staff reports to the Cultural Affairs Commission, regarding the performing arts, and to the Cultural Affairs Foundation, regarding the technical enhancement of the VMA performance and audience areas, when required.

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FISCAL IMPACT:

There is currently no fiscal impact associated with this agenda item.

ATTACHMENTS:

1. Budget Outline for Uses of Funds from the Cultural Trust Fund for Fiscal Year 2014/2015.
2. Staff Report and Attachments from January 8, 2013 Cultural Affairs Town Hall.

MOTION:

That the Cultural Affairs Commission:

Consider the presentation from staff and provide comment and feedback as deemed appropriate.

ATTACHMENT NO. 2



Cultural Affairs Budget - FY 14/15 (Cultural Trust Fund - CTF)

Based on Payments to CTF of \$400,000 in FY 13/14

CULTURAL TRUST FUND (Formerly ART FUND)			<u>NOTES</u>	
41300502	PZ502	Fund Administration (Max. 15% of \$400,000)	\$	60,000
		Office Expenses - 512100	\$	2,000
		Printing and Binding - 512200	\$	1,000
		Departmental Special Supplies - 514100	\$	4,000
		Training & Education - 516100	\$	-
		Conferences & Conventions - 516500	\$	4,000
		Special Events & Meetings - 516600	\$	2,000
		Memberships & Dues - 516700	\$	2,000
		City Commission Expenses - 517000	\$	5,000
		Subscriptions - 517100	\$	100
		Advertising and Public Relations - 517300	\$	3,000
		Other Contractual Services - 619800	\$	35,000
		IT Equipment (Hardware) - 732150	\$	900
		IT Equipment (Software) - 732160	\$	1,000
41300614	PZ614	Performing Arts (Max. 25% of \$400,000)	\$	100,000
		Performing Arts Grant Program	\$	50,000
		Summer Concert Series	\$	50,000
NEW	NEW	Cultural Facility Enhancement	\$	10,000
41300634	PZ634	Art Maintenance (Max. 5% of \$400,000)	\$	60,000
41300676	PZ676	Temporary Art Displays and Exhibits	\$	-
41300822	PZ822	Historic Designation Plaques	\$	5,000
41300824	PZ824	Art Conservation (Restoration) Program	\$	60,000
41300877	PZ877	Historic Structures Survey	\$	-
41300954	PZ954	Historic Preservation Consulting Services	\$	10,000
41300959	PZ959	Community Cultural Plan	\$	-
Totals			\$	305,000

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Meeting Date: 09/17/14	Item Number: <u>A-5</u>
CULTURAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: Consideration of (1) Reports from the Board's Ad-Hoc Subcommittees: Foundation Mission and Purpose Subcommittee, Fundraising Campaign and Events Subcommittee, Public Relations Subcommittee, and Veterans Memorial Auditorium Fundraising Subcommittee; (2) Report from Board Members Attending the Culver City Chamber of Commerce Meetings and Events in July 2014; and, (3) Discussion of the Reports and Potential Approval of Recommendations and/or Provide Direction.	
Contact Person/Dept.: Christine Byers/ City Manager's Office	Phone Number: (310) 253-6003
Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☐ No ☒
Public Hearing: ☐	Action Item: ☒ Attachments: ☒
Public Notification: Meetings and Agendas – Cultural Affairs Commission (09/12/14)	
Chief Executive Officer Approval: Martin R. Cole (09/12/14)	

RECOMMENDATION:

Staff recommends that the Cultural Affairs Foundation Board (Foundation Board) receive reports from the Foundation Board's four Ad Hoc Subcommittees and from Foundation Board members attending the Culver City Chamber of Commerce Meetings and Events in July 2014; and (if desired) discuss the reports, approve the recommendations and/or provide direction.

BACKGROUND/DISCUSSION:

Based on action taken at the Foundation Board meetings in 2013 and June 18, 2014, there are currently four (4) Ad Hoc Subcommittees.

AD HOC:

- 2013-2014 Fundraising Campaign and Events
- 2013-2014 Public Relations
- 2013-2014 Veterans Memorial Auditorium Fundraising
- Foundation Mission and Purpose

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Creation of a fifth ad hoc subcommittee relating to the Culver City Chamber of Commerce was addressed at the June 2014 Foundation Board meeting but no formal action was taken with regard to establishing the subcommittee. (The Foundation Board decided that Chair Koosed would serve as the initial representative to the Chamber of Commerce until the subcommittee was created and members could be appointed at the September meeting.) For purposes of this agenda item, however, the report and recommendations of Foundation Board Members Koosed and Klein are submitted in the Ad Hoc Subcommittee format and attached hereto.

Each Subcommittee will have the opportunity to provide an oral report (in some cases as a supplement to the Summary of Meeting(s) provided) to the Foundation Board. Depending on the subject matter and particular circumstances, items from the Subcommittees that require action by the full Foundation Board may need to be placed on a future meeting agenda for action.

Foundation Mission and Purpose Subcommittee

This subcommittee has provided the attached Summary of Meeting for their meetings held on 08/04/14 and 08/20/14.

The subcommittee requests the following actions from the Board:

1. Appoint a third subcommittee member (to replace Board Member McGlynn);
2. Consider that the subcommittee should have staff support (i.e., involvement at subcommittee meetings);
3. Consider hiring a part-time professional consultant to facilitate work of the subcommittee with regard to future mission and function of the CAF;
4. Consider update of CAF page on City's website to reflect current role of CAF.

Staff Comments: With the adoption of the FY 14/15 City Budget, the City Council included funding from the Cultural Trust Fund (up to \$50,000) for the development of a Creative Economy Report for Culver City. This report is intended to be modelled after the annual Otis Report on the Creative Economy, provide updated data on Culver City, inform future budgets for programs and staffing for cultural affairs, and potentially become the basis for an updated Community Cultural Plan. The direction of the City Council, combined with limited staff resources for FY 14/15 (one full-time Cultural Affairs Coordinator

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who oversees the public art and historic preservation programs and is the primary support for both the Cultural Affairs Commission and Foundation Board) means that moving forward with a professional facilitator at this time would be premature.

Fundraising Campaign and Events Subcommittee

This subcommittee has provided the attached Summary of Meeting for their meetings held on 07/15/14 and 08/07/14.

The subcommittee requests the following actions from the Board:

1. Consider approving a request for presentation of a proclamation in honor of Arts & Humanities Month at the first City Council meeting in October 2014;
2. Consider publicizing Arts & Humanities Month via social media and City e-notification and to solicit CAF donations;
3. Review draft Giving Tuesday outreach letter and donation form, make comments as necessary, and support recommendation to distribute letter to Downtown Business Association, Culver City Chamber of Commerce, Culver City Arts and Culver Village Business Districts, and Westfield Culver City;
4. Review Architecture Talks event description and budget and provide comments as necessary.

Staff Comments: Generally, staff concurs with the recommendations of the Subcommittee. However, given other workload priorities, there are insufficient staff resources to allocate to the proposed Architecture Talks event(s).

Report from Board Members Attending the Culver City Chamber of Commerce Meetings and Events in July 2014

Chair Koosed and Member Klein have provided the attached Summary of Meeting for their meetings held on 08/04/14 and 08/20/14.

The following actions from the Board are requested:

1. Formally establish an Ad Hoc Culver City Chamber of Commerce Subcommittee and appointment members;

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OR

Consider assigning attendance at Chamber non-profit meetings and events to the CAF's Ad Hoc Public Relations Subcommittee; and,

2. Consider CAF free listing in the Chamber of Commerce publication, *The Guide*.

Staff Comments: The Board may also wish to consider appointing Representatives to the Culver City Chamber of Commerce in lieu of the creation of a Subcommittee. The Board may appoint up to three such representatives.

FISCAL ANALYSIS:

Discussion of the Subcommittees' reports will not, by itself, create a fiscal impact. The fiscal impact of various proposals will depend on the ultimate decision of the Foundation Board.

With respect to the Fundraising Campaign and Events Subcommittee's requests, the fiscal impacts are as described in the Subcommittee's report.

ATTACHMENTS:

1. Summary of Meeting – Foundation Mission and Purpose Subcommittee
2. Summary of Meeting – Fundraising Campaign and Events Subcommittee
3. Summary of Meeting – Culver City Chamber of Commerce

MOTION:

That the Cultural Affairs Foundation Board:

1. Receive and discuss reports from the Ad Hoc Subcommittees and that relating to the Culver City Chamber of Commerce; and,
2. (If desired) Approve recommendations (or, if determined by the CEO, provide direction to place certain items on a future agenda for consideration) and/or provide direction.
3. Specifically for the Foundation Mission and Purpose Subcommittee:

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- a. Appoint a third subcommittee member (to replace Board Member McGlynn); and,
- b. Consider that this subcommittee should have staff support (i.e., involvement at subcommittee meetings); and,
- c. Consider hiring a part-time professional consultant to facilitate work of subcommittee with regard to future mission and function of CAF (including the identification of funding therefore – such request for funding may be subject to City Council review and approval); and,
- d. Consider an update of CAF page on City's website to reflect current role of CAF.

4. Specifically for the Fundraising Campaign and Events Subcommittee:

- a. Consider approving a request for presentation of a proclamation in honor of Arts & Humanities Month at the first City Council meeting in October 2014; and,
- b. Consider publicizing Arts & Humanities Month via social media and City e-notification and to solicit CAF donations; and,
- c. Review draft Giving Tuesday outreach letter and donation form, make comments as necessary, and support recommendation to distribute letter to Downtown Business Association, Culver City Chamber of Commerce, Culver City Arts and Culver Village Business Districts and Westfield Culver City; and,
- d. Review Architecture Talks event description and budget and provide comments as necessary.

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5. Specifically for the Update on the Culver City Chamber of Commerce:

- a. Formally establish an Ad Hoc Culver City Chamber of Commerce Subcommittee and appointment members (this action item would be considered as part of Item A-2 at this meeting);

OR

Consider assigning attendance at Chamber non-profit meetings and events to the CAF's Ad Hoc Public Relations Subcommittee; and,

- b. Consider CAF free listing in the Chamber of Commerce publication, *The Guide*.

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Cultural Affairs Foundation
Ad-Hoc Subcommittee Summary of Meeting

Please note: This document may become part of a staff report to the full Foundation Board and/or the City Council. To comply with the Brown Act, Ad-Hoc Subcommittees must refrain from discussing items outside of their subject matter jurisdiction. Also, discussion of the contents of an Ad-Hoc Subcommittee meeting with other Foundation Board Members shall occur only during a duly noticed and public meeting of the full Foundation Board.

Name of Ad-Hoc Subcommittee: Ad-Hoc subcommittee to explore original purpose of the CAF Mission and Function	Date of Meeting: 8/14/14 & 8/20/14
Members of Subcommittee in Attendance: Marla Koosed and Regina Klein (Maureen McGlynn resigned in July)	
Location/Start Time/End Time: Marla's home 8/4/14 7-9:45PM Hammer Museum Ammo Restaurant 8/20/14 5:30-7:30PM	
Topics Discussed (This can be as detailed as desired, but at a minimum should include the subjects and a summary of the important points discussed. If additional space is needed, please use a separate sheet. Also, if the Foundation Board has provided direction to the Subcommittee on any topics discussed, please note such direction): 8/4/14: Discussed the initial intent of the CAF as an entity to receive grant money or money for CAC work programs knowing re-development funds would sunset; discussed bi-laws and articles of incorporation; ability to apply for grants; how does the CAF currently function or not; CAF logo work may be premature if we are exploring the CAF mission and function and not clear about the message we need to send, i.e. the CAF purpose; showed stationary with advisory committee letterhead which also has the CAF typestyle/logo that could be used in the interim; the CAF was active through May 2012 in pursuit of grants per the 2012 Community Cultural Plan update, even though the board met twice/year; prior to May 2012 the CAF and CAC had 3 full time staff dedicated to furthering the CAF's mission. Several questions arose: Is there a desire to cease or sunset the CAF and it's activities? Is the CAF's function a convenient pass-thru mechanism for donations? Per the 2007 bi-laws should grant making be more of a priority? Does the CAF and it's Board have the capacity or desire to be more purposeful in determining how much to raise and how best to do it? What are the resources available to the CAF on an annual basis? Can the CTF (Cultural Trust Fund) support some of the CAF work? Per the 5013c designation, what real power do the members have to function as the oversight board for the CAF? Would more	

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autonomy increase productivity and results? How can the CAF support each priority set forth by the CAC and the Cultural Plan? How much of the CAF activities should be drawn from the CAC? Is a CAF run by government viable? Are there any City's with success in this type of partnership or endeavor? Are other resources available including government grants for Vet's? Action items discussed were: Should the CAF website information be updated to accurately reflect the CAF's current situation i.e. as a minor pass-thru fundraising vehicle or include Vet's auditorium subcommittee efforts? Should we research other City CAF for successful models, branding, i.e. 'Friends of the Library'? Should we consider hiring a contractual part time coordinator to increase productivity through effective planning, events, grant calendaring and meeting deadlines?

8/20/14: After pondering all of the above we agreed that we are not capable to effectively evaluate, answer or spearhead this effort without staff and perhaps a professional facilitator to help us evaluate our current CAF model. Plus we lost a committee member in the interim. We discussed the task of this subcommittee and agreed that we should explore the model of the CAF for 2014 and beyond, re-form the subcommittee with 3 members and staff as was initially recommended per the Fundraising and Events subcommittee notes in June. Our task would be to re-visit the CAF business model and find the most strategic path forward towards sustainability with a current staffing level of 1. And if staffing levels remain the same or limited after the 2014/15 fiscal year then how does the CAF model work?

Results/Conclusions (Report any consensus reached by the Subcommittee):

We recommend evaluating the current staff resources available to the CAF for 2014/15, as this will determine what the CAF can realistically accomplish. Re-form the ad-hoc subcommittee with staff, a part time professional facilitator with experience in Foundation evaluation work, (facilitator should have background experience working with City run Foundations) and 3 subcommittee members to spend the next year reviewing the CAF's mission and function with an eye towards sustainability and salvaging the work that was done to establish the CAF between 2003 to 2007. This subcommittee could effectively guide the CAF in a productive process assuring a solid outcome of choices for the board to consider. Perhaps the City could pay for the consultant ensuring that the CAF's evaluation process is done carefully and thoughtfully, making sure the CAF remains healthy during this exploration period. The

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CAF is a City run Foundation with City Council having full control and the Board advising - - which is the rationale for asking the City to consider absorbing the cost. If necessary perhaps the Cultural Trust Fund could be considered as a resource to share a portion of the expense with the City. Marla researched a few consultant referrals on her own, see attachment section below. Look at the CAF website content (see attachment section) and consider if it reflects where the CAF is currently at. (This subcommittee should not review this, as it has not been tasked to do so). If possible perhaps staff and the PR subcommittee could evaluate and determine if the wording reflects the CAF's current status i.e. a pass-thru funding vehicle and include the work/vision of the Vet's auditorium subcommittee. Additionally we thought it prudent to look at all current CAF subcommittee's making sure their work and efforts make sense during this transitional time, understanding that the Board has become a volunteer working board, not just advisory since 2013/2014 fiscal year. We found that all 5 subcommittee's (Vet's, PR, Fundraising & Events, Chamber, CAF Exploration/Evaluation) all seem to work during this time of transition. Lastly we recommend that the CAF continue to do minor fundraising with pass-thru donations as we spend the next 6-12 months evaluating a sustainable path forward.

Fiscal Impact/Resources (Are there any financial, staff, or Foundation Board Member resources needed to accomplish the recommended action? If so, please estimate such resources here):

Re-establish board members to serve on this subcommittee, perhaps one from each of the subcommittee's, currently need someone from PR. This subcommittee must meet with staff (13+ years of institutional knowledge, colleague information from neighboring cities and a City representative). Pursue costs associated with hiring a part time consultant/facilitator to assist us in our work. Ask staff and the PR subcommittee to consider reviewing the CAF website wording as a pass-thru funding vehicle perhaps adding the work/vision for the Vet's subcommittee and update if necessary. Staff time is a valuable resource that we need along with dollars for a part time facilitator.

Attachments (Please provide any attachments you'd like to share with the Foundation Board pertinent to the items discussed at this Subcommittee meeting):

ATTACHMENT NO. 1

Karen Constine
Public Affairs & Arts/Culture Management
Karenconstine.com
Los Angeles
See website page

David Plettner-Saunders
The Cultural Planning Group
San Diego
See website page

Kate Rosloff
KR Associates
Culver City
See website page

Ad-Hoc Subcommittee Recommendation to the Full Foundation Board (If the Subcommittee is prepared to make a recommendation to the Foundation Board, please summarize such recommendation. If a progress report – without a recommendation – please state PROGRESS REPORT):

Board to consider re-establishing the subcommittee, we are one member short (person was with the PR subcommittee); Board to agree moving forward that this subcommittee be staffed; request staff to discuss the work of this subcommittee and the recommendation to hire a part time consultant with the City Manager; Board to consider requesting staff and the PR subcommittee to evaluate the CAF website content, considering Vet's auditorium, etc.

ATTACHMENT NO. 1

Karen Constine

public affairs & arts/culture management consultant



KAREN CONSTINE is a consultant to arts & culture, entertainment and economic development nonprofits, government agencies and corporate clients.

KAREN CONSTINE specializes in providing program and policy development; capacity building and strategic planning; feasibility studies and business planning; strategic communications; fundraising and resource development; civic/cultural engagement and providing interim leadership services. Karen frequently works with agencies, nonprofits and business entities, where arts and culture are intrinsically linked and tied to economic and community development programs and strategies.

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Start. **What.** How. Who. Us. Now.

What.

The field of arts and culture faces unprecedented challenges that include rapid and unpredictable change. Our focus is to help our clients address change and develop appropriate solutions. Our services include:

Planning

Cultural and Creative Economy Planning
Strategic Planning
Public Art Planning and Project Management
Creative Placemaking
Cultural Facilities Planning
Leadership and Organizational Transition
Support for Urban Planning
Assessment and Capacity Building

Philanthropic Effectiveness

Program Design and Assessment

Innovating

Projects Reflecting Change in the Field

Recent Posts

Thinking About Creative Placemaking

Planning

Cultural / Creative Economy Planning

We believe that arts and culture are among a community's most powerful assets. Cultural planning allows a community to chart its own cultural future, leveraging and enhancing those assets.

Effective cultural planning holds up a mirror to the community. The goal is to reflect and advance the community's unique aspirations, opportunities, needs and heritage. Through inclusive community engagement, we craft a cultural vision and a roadmap to achieve it.

People now create and participate in culture in an enormous range of ways – as amateurs, professionals and students. Their cultural interests range from fine arts to popular culture; from the mainstream to new artistic and cultural expressions; from heritage-based to community-based activities; and from nonprofit to commercial to do-it-yourself enterprises. People also participate as digital communities that vet art and culture without the traditional roles of professional curator or critic. Individuals curate their own artistic experiences and cultural journeys. Cultural planning must address the full range of these cultural expressions.

Cultural planning is no longer arts development. The creative sector of the economy is now understood to be an important asset for many communities and one that is frequently unplanned. Artists are often entrepreneurs and are drivers of regional economies. Creative businesses are often small businesses that drive job growth. Creative places have greater vitality and help attract and retain a desirable workforce. Good cultural planning integrates cultural and economic development. This is the most effective path to economic growth that simultaneously enriches the cultural life of the community.

Sample Projects:

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CreativeBROWARD 2020, Broward County (Ft. Lauderdale), Florida

Creative Capital, Santa Monica, California

The Cultural Collaborative, San Antonio, Texas

Strategic Planning

Arts and cultural organizations increasingly have to be mission-driven and market-responsive. Organizations that can fully articulate their purpose and competitive advantages, and that use constant feedback from their constituents, are better able to engage their audiences and thrive in a world of rapid change. We have developed strategic plans for a great variety of organizations and have deepened our expertise. While planning is not formulaic, we typically conduct an in-depth assessment of an organization's artistic programs, business model, finances, and culture. This understanding allows organizations to identify and make choices about critical issues. In our view, organizations are intermediaries that add value to the work of artists and their expressions. By clarifying an organization's value-added, we can help identify specific ways to remain vital in an increasingly competitive environment.

Sample Projects:

PennPraxis, PennDesign, University of Pennsylvania

Chamber Music Hawai'i

Ohio Arts Council

Public Art Planning and Project Management

Over the past 50 years, more than 600 municipalities and states have adopted percent for art legislation, allocating one- to two-percent of capital improvement budgets for public art. Many of these programs also require public art in new private development. We provide assistance in all aspects of public art planning and project management, whether developing a new program, master planning for an existing program or managing specific projects from artist selection through artwork installation.

Sample Projects:

San Diego Public Art Master Plan

Scottsdale Public Art

Design Broward

Creative Placemaking

Creative placemaking has become an opportunity for many American cities, large and small. These cities are aware that they are in competition—for jobs, for business relocations, for creative young people, for tourists and visitors. Beyond these economic benefits, creative places make communities more livable for their citizens and reflect the diversity of our multicultural society. Successful creative places harness the energy and innovation of their citizens and build collaborative partnerships among government, business, education and the arts. We understand that cultural development is no longer limited to supporting artists and cultural institutions and that synergistic partnerships can foster vibrant, dynamic communities. Our practice identifies such collaborations to support creative placemaking for our clients.

Sample Projects:

Los Alamos Creative District Plan

Northeast Minneapolis Arts Action Plan

Dallas Arts District

Cultural Facilities Planning

Many communities want to develop new cultural facilities – performing arts halls, museums and art centers. Cities pursue these facilities for a number of reasons, to provide exhibition and performance space for local and touring programs, to promote economic development, to revitalize neighborhoods. We assist with planning for such cultural facilities, assessing potential audiences and nonprofit usage,

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developing short and long term operating costs and assessing community readiness to provide the private funding needed to support capital and operating costs.

Sample Projects:

Northeast Minneapolis Arts Action Plan
City of Tracy, Grand Theatre Center for the Arts
Yerba Buena

Leadership and Organizational Transition

Many arts and cultural organizations face a substantial shift in leadership as founders and long-term leaders prepare to turn their organizations over to a new generation of leadership. A thoughtful, intentional and disciplined process of preparing both the leader and the organization—current leadership, board, staff, and key stakeholders—enables a transition focused on future success. We help illuminate the distinct strengths of the organization and its leadership, and identify potential challenges. We offer a range of professional development opportunities from a short workshop on preparing for transition to an extensive yearlong program to prepare long-term leaders and founders for the process.

Sample Projects:

Art Sanctuary
LEONARDO

Support for Urban Planning

Traditionally, municipal comprehensive planning has focused on land use—creating policies that govern where residential, commercial and industrial enterprises may locate. Over the last three decades, general planning and city visioning has been expanded to include elements that address transportation, economic development, education, human services, character and design and recreation and leisure. These comprehensive plans are important because they constitute the policy framework that drives municipal decision-making. Increasingly, cities have begun to include an arts and cultural element in their general plans. To support this process, we assess the arts and cultural assets of the community, identify gaps in the local cultural ecology, and develop policies and strategies that support the community's vision

Sample Projects:

Upland, California

Assessment and Capacity Building

Underlying much of our work is our expertise in assessment and capacity building. Capacity building refers to a broad range of organizational change that better enables an organization to fulfill its mission. Assessment is a way of understanding an organization's capacities to identify leverage points for improvement. It can include the adaptation of best practices to fit a new situation. We have a variety of formal tools to assess different aspects of organizational capacity. In addition, we use assessment in communities to identify cultural characteristics, shared vision, and ways to achieve a shared goal.

Sample Projects:

National Endowment for the Arts
The San Diego Foundation

Philanthropic Investment Effectiveness

Program Design and Assessments

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Effective programs benefit from constant feedback. We have experience in designing grant making, capacity building, leadership and other programs, and we often use assessment (process evaluation) to help foundations and government agencies achieve their goals.

Sample Projects:

[Emily Hall Tremain Foundation](#)

Innovating

Projects Reflecting Change in the Field

We take on selected projects intended to demonstrate or lead change in the arts and culture field. These projects often draw on our expertise in analytic thinking and problem-solving.

Sample Projects:

[Local Arts Index](#)

[Ennis House Foundation](#)

[LEONARDO](#)

[Start.](#) [What.](#) [How.](#) [Who.](#) [Us.](#) [Now.](#)

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Ndwh#Jrvor i#

Owner, KR Associates - Nonprofit Excellence: interim staffing, proposal development, prospect mining

Greater Los Angeles Area | Nonprofit Organization Management

Join LinkedIn and access Kate Rosloff's full profile. It's free!

As a LinkedIn member, you'll join 300 million other professionals who are sharing connections, ideas, and opportunities.

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Kate Rosloff's Overview

Current **Owner at KR Associates**

Past Director of Philanthropy at March of Dimes
 Director of Philanthropy, Calif. Chapter at March of Dimes
 Director of Development at Union Station Homeless Services
 see all ▾

Education University of California, Los Angeles
 Palisades High School

Connections **500+** connections

Kate Rosloff's Summary

Bringing a passion for helping charities realize their important charitable missions and with 30 years of experience KR Associates, a non-profit consulting practice, assists charitable organizations and non profit consultants develop their capacity and expand their reach through targeted and strategic support.

Owner Kate Rosloff is a warm and highly effective collaborative leader who is adept at promoting change within an organization. She is a conscientious professional who possesses strong non-profit management experience, is a problem solver, known for substantial attention to detail, has exceptional organizational and writing skills, and has an outstanding background in philanthropic grant funding, private giving opportunities, event execution, program planning, volunteer management, and data-mining and analysis.

Working in the areas of higher education, performing arts, social services and health, she has developed the systems and capacities of organizations to increase their fundraising diversity, board involvement in fundraising and staff capabilities. Kate has also been active in her professional organizations and served as a volunteer trainer covering management and fundraising topics.

Client list:

American Friends of the US-Israel Binational Science Foundation (AFBSF)
 Baby Quest
 Beverly Hospital
 Doheny Eye Institute
 EmpowHer
 EMQ FamiliesFirst
 Life Steps Foundation
 MAZON: The Jewish Response to Hunger
 Project Angel Food
 Simi Dabah Sculptures
 Streetwise Media
 United States-Israel Binational Science Foundation (BSF)
 The Unusual Suspects Theatre Company
 USC Verdugo Hills Hospital Foundation
 Wise and Healthy Aging
 WriteGirl

Specialties:

Proposal development
 Interim staffing for Director of Development
 Broad Retreats
 Preparation for major gift solicitation
 Prospect research
 Prospect list development
 Data-mining and analysis
 Cultivation strategies
 Staff and volunteer coaching to prepare for donor calls
 Event planning and execution

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Kate Rosloff's Experience

Owner**KR Associates**

August 2011 – Present (3 years 2 months) | Greater Los Angeles Area

Individualized, hands-on assistance to non profit organizations that will build capacity and help reach your important charitable mission. Primary services are: interim staffing, proposal development, board retreats, major gift campaign readiness (prospect research, prospect list development, data mining, cultivation strategies and coaching staff and volunteers to prepare for donor calls), and event planning and execution.

Director of Philanthropy**March of Dimes**

Nonprofit; 1001-5000 employees; Nonprofit Organization Management industry

January 2011 – July 2011 (7 months)

Assisted in the launching of a fundraising campaign to support the new cutting edge March of Dimes Prematurity Research Center at Stanford University School of Medicine.

Director of Philanthropy, Calif. Chapter**March of Dimes**

Nonprofit; 1001-5000 employees; Nonprofit Organization Management industry

August 2007 – December 2010 (3 years 5 months)

Director of Development**Union Station Homeless Services**

Nonprofit; 51-200 employees; Nonprofit Organization Management industry

April 2004 – July 2007 (3 years 4 months)

Director of Development**Discovery Eye Foundation**

Nonprofit; 1-10 employees; Health, Wellness and Fitness industry

1998 – 2004 (6 years)

Development Director**Center for the Partially Sighted**

1992 – 1998 (6 years)

Director of Development**The Maple Counseling Center**

Nonprofit; 11-50 employees; Nonprofit Organization Management industry

1990 – 1991 (1 year)

Director of the Annual Fund, Center for the Performing Arts**UCLA**

Educational Institution; 10,001+ employees; Higher Education industry

1981 – 1990 (9 years)

Last position at UCLA was as the Annual Fund director of the Center for the Performing Arts. Other positions held: Associate Director of Development, College of Fine Arts; Director Support Services; and Director of Prospect Research

President**The Ensemble**

1976 – 1981 (5 years)

Consultant practice serving small and medium sized nonprofit organizations. Activities included fund development, grant writing, board development, marketing, long-range planning and seminars

Guest Services Director**Pritikin Longevity Center**

Privately Held; 51-200 employees; Health, Wellness and Fitness industry

1978 – 1979 (1 year) | Santa Monica, California

Also served as Assistant to the General Manager

Kate Rosloff's Skills & Expertise

Grant Writing Web Project Management Web Content Fundraising Hands-on Training Non-profit Board Development
 Collateral Materials Development Project Management Event Management Proposal Writing Prospect Research Grants
 Planned Giving Fundraisers Stewardship Board Development Philanthropy Donor Management Management
 Donor Recognition

View All (39) Skills ▼

Kate Rosloff's Volunteer Experience & Causes

Causes I care about:

- Arts and Culture
- Children
- Civil Rights and Social Action
- Education
- Health

Organizations I support:

- Lev Eisha
- Center for the Partially Sighted
- Rotary International
- Design for Sharing
- UCLA

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- Human Rights
- Social Services

Kate Rosloff's Organizations

Optimist International

Club president, Zone president, member of national committee for the Rose Parade Float
1993 to 2011

Member, Board of Directors Optimist Youth Home and Family Services 2001-2003

Rotary International

2008 to Present

Culver City Rotary

Member 2013 - current

Board member, 2013 - 2014

Club Secretary, 2014 - current

LA 5 Rotary

Sergeant at Arms, LA 5 Rotary, 2012 - 2013

Member, Grants Committee, LA 5 Rotary, 2011 - 2013

Member, LA 5 Rotary, 2008 - 2013

Co-chair, Membership event Committee, LA 5 Club, 2010-2011

Rotary Rose Parade Float Committee, member 2010 - current

Committee Secretary 2013-2014 and... more

Association of Fundraising Professionals

AFP GLAC Board Member 2012 - 2013

2003 to Present

Regional Philanthropy Conference, committee member 2004 - 2006

Conference Chair, 2005

Conference Co-Chair, 2012

AFP GLAC Board member 2003-2005, 2008 and 2012-2013

Culver City High School FIRST Robotics Team 702 "Bagel Bytes"

November 2011 to Present

Mentor, Marketing and Fundraising

Kate Rosloff's Education

University of California, Los Angeles

BA, Dance

1973 - 1976

Palisades High School

1968 - 1971

Kate Rosloff's Additional Information

Interests:

Reading, dancing, scrapbooking, decorating Rose Parade Floats and baking iced sugar cookies

Groups and
Associations:

Rotary, Optimist International, AFP



American Grant Writers Association



Association of Consultants to Nonprofits



Association of Fundraising Professionals, Greater Los Angeles Chapter (AFP GLAC)



BoardSource



Broads Circle - Driving Revenue & Growing Capital for Women



Bruin Professionals



CPS: The Center for the Partially Sighted



California Advancement Researchers Association



Center for Nonprofit Management, Southern California



Consulting Chicks

ATTACHMENT NO. 1



LA Chapter, Advisors in Philanthropy



Los Angeles Area Nonprofits



Non Profit Professionals



People to People Fundraising



Philanthropy Leaders in Foundation & Corporate Grantmaking --Mojalink



Professional Speakers on Fundraising & Philanthropy



The Chronicle of Philanthropy



The Nonprofit Interim Executives Network



UCLA Arts & Architecture (Not Official)

Contact Kate for:

- career opportunities
- job inquiries
- reference requests
- consulting offers
- expertise requests
- getting back in touch

View Kate Rosloff's full profile to...

- See who you and **Kate Rosloff** know in common
- Get introduced to **Kate Rosloff**
- Contact **Kate Rosloff** directly

[View Kate's full profile](#)

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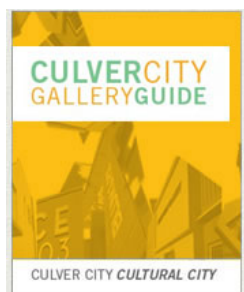
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Cultural Affairs Foundation

Text Size: [+](#) [-](#)

*You can help save our free cultural events
which provide arts enrichment and education
as well as community engagement!*

The Culver City Cultural Affairs Foundation is a nonprofit organization which promotes and supports historic preservation, public art, and cultural programming in Culver City by seeking out and securing private and public sector funding. The Cultural City Campaign accepts grants, business contributions and individual donations.

The City of Culver City has a history of offering free, accessible, and quality cultural programming for the community. Past programming has included the *Culver City Music Festival*, an annual summer concert series; *Made in Culver City* film program celebrating the classic films produced in "The Heart of Screenland"; and *Music in the Chambers* featuring musicians from the Los Angeles Philharmonic Association. Donations from Culver City residents and business owners will help save our cultural events which provide opportunities for arts enrichment, education, and community engagement.

Please consider supporting the following cultural events which have lost their funding due to the elimination of the Culver City Redevelopment Agency. These programs are presented annually and are free, open to the public, and accessible for all audiences.

Culver City Music Festival

The Culver City Music Festival is an annual summer series. The series, which attracts hundreds of people to each concert, features World Music and authentic American sounds.

[View the 2011 program flyer.](#)

Made in Culver City

Made in Culver City celebrates the golden classics that were produced in "The Heart of Screenland". The annual screening, which commemorates the City's anniversary of incorporation, is presented under the stars in City Hall Courtyard and in association with the UCLA Film & Television Archive.

[View the 2011 program flyer.](#)

Music in the Chambers

Music in the Chambers, a classical concert program, is presented with the Los Angeles Philharmonic Association and features members of the Los Angeles Philharmonic. This free "Neighborhood Chamber Music Concert", a program of the Los Angeles Philharmonic, is presented annually in the wintertime in the Mike Balkman Council Chambers at City Hall.

[View the 2011 program flyer.](#)

Donate Now!
to the Cultural City Campaign

ATTACHMENT NO. 2

**City of Culver City
Cultural Affairs Foundation
Ad-Hoc Subcommittee Summary of Meeting**

Please note: This document may become part of a staff report to the full Foundation Board and/or the City Council. To comply with the Brown Act, Ad-Hoc Subcommittees must refrain from discussing items outside of their subject matter jurisdiction. Also, discussion of the contents of an Ad-Hoc Subcommittee meeting with other Foundation Board Members shall occur only during a duly noticed and public meeting of the full Foundation Board.

Name of Ad-Hoc Subcommittee: Fundraising and Events Sub-Committee	Date of Meeting: 7/15/14 & 8/7/14
Members of Subcommittee in Attendance: Marla Koosed and Leslie Jones (Arleen Chikami no longer on Board)	
Location/Start Time/End Time: Marla's home 7/15/14 4:00 to 5:40PM Marla's home 8/7/14 4:00 to 5:20PM	
Topics Discussed (This can be as detailed as desired, but at a minimum should include the subjects and a summary of the important points discussed. If additional space is needed, please use a separate sheet. Also, if the Foundation Board has provided direction to the Subcommittee on any topics discussed, please note such direction): 7/15/14: Discussed what happened during our 6/18/14 board meeting to bring Leslie up to speed; Jim Clarke presentation, Andrew Lachman comments, 2 new CA commissioners to appoint 2 new board members, reviewed financials, established an ad-hoc sub-committee to explore original purpose of CAF, etc., reviewed logo, continue planning architecture events, join Chamber of Commerce and appoint 3 board members to rotate attending meetings, board prefers one donation event per year, suggested choosing one and work with local groups, PR sub-committee continues to work with CC news, etc., vets auditorium sub-committee continued work i.e. black box theatre for stage, etc. Discussed working on bones of National Arts and Humanities month event for October and/or Giving Tuesday in December, Leslie to work on outreach letter for Chamber/DBA/Westfield Culver, etc. Marla to get new dates/commitments for architecture talks and work on budget, etc. 8/7/14: Discussed Giving Tuesday letter, event to be held on Tuesday December 2, 2014, Leslie to send final draft to share with board in September. After letter approved Marla to coordinate with staff and outreach to: Chamber, DBA, Westfield, Culver Village and Culver Arts District principles to distribute letter and get business' to sign on. Although the board suggested the sub-committee focus on one dine/donate event, the	

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sub-committee felt that National Arts and Humanities month could be an event that would require very little staff time to promote and perhaps garner additional pass-thru donations. We wanted the board to re-consider this event. It would take place in October to help with CAF awareness. There could be a commendation (as was done last year) announcing October as Arts and Humanities Month at the first City Council meeting in October. A photo of the commendation (proclamation) could be publicized via the PR sub-committee and the city e-blast list, soliciting donations via pay pal. This event is nationwide and 60 arts leaders representing over half of the US have registered to lead local NAHM celebrations. Marla responded on behalf of Culver City with the understanding that a commendation could be arranged. This is organized via Americans for the Arts. Discussed architecture talk dates for November, January and February along with catering budgets, costs, utilizing a moderator and finding vendors to underwrite the events so they become 100% profit for the CAF.

Results/Conclusions (Report any consensus reached by the Subcommittee):

ARTS & HUMANITIES MONTH EVENT: Would like the board to consider that a commendation be given acknowledging October as Arts and Humanities Month during the first City Council meeting in October; suggest PR sub-committee coordinate with staff to photograph commendation (proclamation) event in City Council chambers and use photos to publicize the event via the city e-blast list, soliciting donations via pay pal to honor the month.

GIVING TUESDAY EVENT: Would like board to review the outreach letter (see attached) and endorse the recommendations for the letter to be sent to: DBA, CC Chamber, Culver City Arts and Culver Village business districts and Westfield Culver to be sent to their business's to sign onto event, fill out form, etc. The event would take place on Tuesday, December 2, 2014.

ARCHITECTURE TALK EVENTS: Would like the board to review final event description, details and proposed budget. All is described in the attached document.

Fiscal Impact/Resources (Are there any financial, staff, or Foundation Board Member resources needed to accomplish the recommended action? If so, please estimate such resources here):

ARTS & HUMANITIES MONTH EVENT: Staff to get approval to place this on the

ATTACHMENT NO. 2

agenda for the first City Council meeting in October, coordinate photos with PR sub-committee for City to send via e-blasts and all other social media it has available to encourage pass-thru donations via pay-pal.

GIVING TUESDAY EVENT: Staff to assist with how to best streamline the coordination of gathering forms, etc. and how to best gather funds afterwards. Marla along with other Board members could assist in this effort. PR sub-committee to publicize the event along with city staff utilizing city e-blasts and all other social media it has available.

ARCHITECTURE TALK EVENTS: Board to review attachments and advise, PR sub-committee to assist with publicizing these events and staff to coordinate the use of e-brite for ticket sales. Will need staff support to publicize event via all the social media venues it has available, including e-blasts. Will need Board members to vigorously promote this event ensuring the event sells out. If Board members know of business' that may wish to underwrite event please advise.

Initially utilize foundation resources to pay for costs associated with event.

Reimburse foundation after accounting of event has concluded, calculating underwriting of the event, ticket sales paying for costs, etc. Not sure if CAF pays in advance of services or billed afterwards. The Kirk Douglas Theatre will require the Foundation or the City to sign the agreement in order to utilize the theatre for the Ehrlich talk, in advance of the event. Will update the Board during the September meeting regarding underwriting and payment timing.

Attachments (Please provide any attachments you'd like to share with the Foundation Board pertinent to the items discussed at this Subcommittee meeting):

See word documents titled: Arts and Humanities Month Event, Giving Tuesday Event, Giving Tuesday Donation Form, Giving Tuesday letter, Architecture Talk Events, Architecture Talk Budget, Kirk Douglas, Akasha and Muddy Leek proposals.

Ad-Hoc Subcommittee Recommendation to the Full Foundation Board (If the Subcommittee is prepared to make a recommendation to the Foundation Board,

ATTACHMENT NO. 2

please summarize such recommendation. If a progress report – without a recommendation – please state PROGRESS REPORT):

ARTS & HUMANITIES MONTH EVENT: Board approval to acknowledge October Arts & Humanities month with a commendation, given at the first City Council meeting in October 2014. Board to see if PR sub-committee could coordinate with city staff to publicize the event via social media and City e-blasts, to assist with CAF awareness and pass-thru donations via pay pal.

GIVING TUESDAY EVENT: Board to approve event letter as described and approve outreach to the business community suggested. Board to acknowledge that the PR sub-committee, staff and other Board members will be needed to assist in making this event a success.

ARCHITECTURE TALK EVENTS: Board to approve event as described, budget and underwriting efforts. Board to acknowledge that the PR sub-committee, staff and other Board members to assist with coordinating a successful event through vigorous promotion to sell the event out and perhaps suggesting and securing underwriting partners for the event.

ATTACHMENT NO. 2

NATIONAL ARTS AND HUMANITIES MONTH EVENT

Coinciding with National Arts and Humanities month, a nationwide effort coordinated by Americans for the Arts we thought Culver City should participate. In 2013 Culver City had 2 Foundation Board members attend the City Council meeting announcing that October was National Arts and Humanities month. I don't recall if a commendation was given at the time. This year we recommend that an official annual commemoration for the Arts in Culver City be given during the first City Council meeting in October. This commendation would highlight the Cultural Affairs Foundation and the role it plays supporting the arts in Culver City. We would like photographs taken at the event and publicized via the PR sub-committee. This effort should increase Foundation awareness and donations via paypal. Over 60 arts leaders representing over half of the US have registered to lead local NAHM celebrations in October. Culver City should be part of that community.

The PR sub-committee and staff would need to coordinate for maximum public awareness. Additionally it would be advised that Foundation board members attend the City Council meeting if at all possible when receiving the proclamation.

ATTACHMENT NO. 2

GIVING TUESDAY EVENT

The Giving Tuesday event consists of sub-committee members speaking with the Culver City Chamber, Downtown Business Association, Westfield Culver and the Culver Village and Arts District business's to solicit their support in participating on "Giving Tuesday". The event is simple in concept. Each organization would receive a copy of the letter addressed to the Culver City Business owner, requesting their participation. The sign up sheet is attached, much like the dine and donate events the Foundation did last fall.

In order for the Foundation to publicize their participation a deadline should be discussed and imposed in order to give PR time to list those business. However business could sign up anytime prior to December 1st and still participate, they just wouldn't be included in the Foundation PR efforts.

The letters would be gathered or sent via email to a central location for coordination and staff may have suggestions on how to best facilitate this. The fundraising/events sub-committee members would help with this effort.

Please look at the letter and the form and approve as well.

ATTACHMENT NO. 2

Dear Culver City Business Owner:

I'm writing to announce Culver City's first citywide celebration of "Giving Tuesday"—a day when local commerce and restaurants will have an opportunity to give back to the community AND increase business. Initiated in 2012 "Giving Tuesday" (the first Tuesday following Thanksgiving) channels the generous spirit of the holiday season to inspire charitable giving. This year "Giving Tuesday" falls on December 2nd, 2014 and you can participate by agreeing to donate a percentage of your profits made on that day to the Culver City Cultural Affairs Foundation and support continued (and hopefully increased) cultural events in the city.

In acknowledgment of your support, the City will publicize "Giving Tuesday" widely and provide a list of participating businesses with the aim of increased traffic to your establishments on that day. Customers can enjoy a meal or start their holiday shopping AND contribute to culture in Culver City. But the success of "Giving Tuesday" depends on the enlightened collaboration of business owners like you. Please help make Culver City's first "Giving Tuesday" a success and contribute to this great new tradition of generosity.

Please complete the enclosed form and send to:

If you have any questions whatsoever, please feel free to contact me.

[Closing]

ATTACHMENT NO. 2

Giving Tuesday Donation Form December 2, 2014

Business Name_____

Owner Name_____

Address_____

Website_____

Phone_____

Email_____

Contact (if different from above)

Name_____

Email_____

Phone_____

Donation

_____ 15% of sales

_____ 20%

_____ 25%

_____ Other

ATTACHMENT NO. 2

The Foundation is able to provide the following promotional assistance:

- +Press release to local press
- +Facebook
- +Twitter
- +City website posting
- +Cable slide for Culver City Time Warner Cable and Verizon FIOS Subscribers
- +Electronic Cable Crawler
- +E-blast to 10,000 subscribers

We welcome additional promotional assistance through your business's means of outreach.
Please list where applicable:

Press release _____

Facebook _____

Twitter _____

E-blast _____

Website _____

Other _____

ATTACHMENT NO. 2

ARCHITECTURE TALKS:

A CONVERSATION WITH ARCHITECT KULAPAT YANTRASAST, CREATIVE DIRECTOR OF WHY – IDEAS, BUILDINGS, OBJECTS, GROUNDS, AT HIS STUDIO IN CULVER CITY....

WHEN: Sunday, November 16, 2014, 2-4PM
WHERE: 9520 Jefferson Boulevard, Culver City 90232
WHO: Kulapat Yantrasast
MODERATOR: Thomas Aujero Small

Schedule of Events:

2PM Arrive
2:15-3:15PM Conversation Begins
3:15-4PM Wine/Cheese Reception

Architect, Creative Director and Founding Partner of WHY, Kulapat Yantrasast orchestrates the creative dialogue between WHY's 4 workshops: ideas, buildings, objects, grounds. A relentless drive to wrest from each project its unique identity and express it with unapologetic enthusiasm sets his work apart from his peers. Headquartered in Culver City, WHY is both think tank and architecture firm, one of the most intriguing and admired design studios of our generation, worldwide. Join Kulapat Yantrasast and architectural writer Thomas Aujero Small to discuss projects that range from the world's first LEED Gold Art Museum to the new master plan for the historic Chicago park that hosted the 1893 Worlds Fair. A wine and cheese reception catered by Akasha or Muddy Leek will conclude the event.

A CONVERSATION WITH ZOLTAN PALI IN THEIR GALLERY SPACE AT SPF: ARCHITECTS IN THE CULVER CITY ARTS DISTRICT...

WHEN: Sunday, January 18 or 25, 2015, 2-4PM
WHERE: 8609 West Washington Boulevard, Culver City, 90232
WHO: Zoltan Pali
MODERATOR: Thomas Aujero Small

Schedule of Events:

2PM Arrive
2:15-3:15PM Conversation Begins
3:15-4PM Wine/Cheese Reception

Join Zoltan Pali, FAIA as he discusses his work on creating the Wallis Annenberg Center for the Performing Arts in Beverly Hills and how it would relate to his approach to updating Culver City's own Veteran's Auditorium into a contemporary performance venue. The recently completed and much celebrated "Wallis" transformed a classical Spanish Mission Revival Post Office with the addition of a stunningly modern, state-of-the-art concert hall and performance space. A catered wine and cheese reception by Muddy Leek will follow our conversation with Zoltan Pali, moderated by architectural writer Thomas Aujero Small.

ATTACHMENT NO. 2

A CONVERSATION WITH STEVEN EHRLICH AT THE KIRK DOUGLAS THEATRE....

WHEN: Monday, February 23, 2014, 7-9PM
WHERE: Kirk Douglas Theatre
9820 West Washington Boulevard, Culver City 90232
WHO: Stephen Ehrlich
MODERATOR: Thomas Aujero Small

Schedule of Events:

7PM Arrive

7:15-7:30PM Start tour with Stephen Ehrlich

7:30-8:30PM Conversation Begins in the rehearsal theatre

8:30-9PM Dessert Reception in the lobby

Join renowned architect Stephen Erlich, FAIA for a tour through the re-creation and transformation of the historic Culver Theatre into the Kirk Douglas Theatre. This intimate, flexible venue for traditional and experimental theatre in downtown Culver City is the western outpost of the Center Theatre Group, one of Southern California's most important theatrical presenters. This adaptive reuse of a classic neon and terrazzo movie theater inserted a new 300-seat venue into the existing historic shell. Anecdotes, original drawings, and models will bring this history to life. A walk through the theatre space itself will set the stage for a discussion between Steven Ehrlich and architectural writer Thomas Aujero Small. Enjoy a catered dessert reception in the lobby afterwards.

ATTACHMENT NO. 2

ARCHITECTURE TALK BUDGET/DETAILS

wHY ARCHITECTURE EVENT

Sunday, November 16, 2014 2-4pm

SPF EVENT

Sunday, January 18 or 25, 2015 2-4pm

Steven Ehrlich EVENT

Monday, February 23, 2014 7-9pm

FOUNDATION BENEFIT:

Ideally 100% of the proceeds from ticket sales will go towards the Foundations efforts towards making Vet's Auditorium a functioning and welcoming space for Culver City's performing art grantees and others in the arts community.

PARKING:

wHY Architecture EVENT; street parking available and will look into additional parking at their facility, event takes place on a Sunday afternoon with plenty of available street parking on Jefferson.

SPF EVENT: Architecture event; street parking available and some spaces behind the building, event takes place on a Sunday afternoon with plenty of available street parking on Washington.

Steven Ehrlich EVENT; City Hall garage parking and lot across from the Kirk Douglas on Washington, event takes place on a Monday evening with plenty of parking spaces available.

TICKETS:

\$40 per person per event

\$100 per person for series (3) (Series @\$33.33/ticket)

BUDGETS:

wHY ARCHITECTURE EVENT

60 people maximum @ \$40/ticket = \$2400.00

60 people maximum @ \$33.33/ticket for series pricing = \$2000.00

ATTACHMENT NO. 2

wHY CATERING DETAILS:

Muddy Leek catered event 60 guests @ \$14.70 per person = \$882.00
Includes; set up/tear down, glassware, 1 food attendant and 1 bartender

Menu;

Artisan cheese, season accompaniments w/house breads
Valrhona chocolate truffles
Premium red and white wines

Alternative Caterer

Akasha catered event 60 guests @ \$10.28/per person = \$617.58
includes; food/wine/utensils/delivery

Additional costs:

\$50 glassware rental = \$50

2 servers @\$25/hour for 2 hours = \$100

60 guests @ \$12.80/per person = \$767.58

Menu;

Artisan cheese, spiced nuts, Akasha's chutney, crostini & ciabatta
Antipasti, prosciutto, salami rosa olives, roasted peppers, artichokes, crostini & ciabatta
White & red wine

wHY event NET:

-Gross Sales; Full Occupancy: **\$2,000.00 - \$2,400.00** ticket sales (60)

-Catering Costs **\$767.58 - \$882.00**

Maximum net: \$1,632.42 (Akasha- 60 guests @ \$40 ticket)

Minimum Series net: \$1,117.80 (Muddy Leek- 60 guests @\$33.33/series ticket)

SPF: ARCHITECTURE EVENT

120 people maximum @\$40/ticket = \$4,800.00

120 people maximum @\$33.33/pp series price = \$4,000.00

SPF CATERING DETAILS:

Muddy Leek Catered event @ \$14.70 per person = \$1764.00
Includes; set up/tear down, glassware, 1/ food attendant and 1 bartender

ATTACHMENT NO. 2

Menu;

Artisan cheese, spiced nuts, Akasha's chutney, crostini & ciabatta
Antipasti, prosciutto, salami rosa olives, roasted peppers, artichokes, crostini & ciabatta
White & red wine

SPF event NET:

-Gross Sales; Full Occupancy: **\$4,000.00 - \$4,800.00** ticket sales (120)
-Catering Costs **\$1,764.00 (120 guests)**
-Net (w/o Sponsorship) \$2,235.60 - \$3,036.00

Steven Ehrlich EVENT:

60 people maximum @\$40/ticket = \$2,400.00
60 people maximum @\$33.33/pp series ticket = \$2,000.00

CATERING AND USE OF KIRK DOUGLAS THEATRE COSTS:

Desserts and Additional Costs; \$1053.14
Includes; rentals, staffing costs, use of theatre, food and beverages

Menu;

Reception of small desserts, coffee/wine and beverages
by Essential Chocolates in Culver City

Steve Ehrlich event NET:

-Gross Sales; Full Occupancy: **\$2,000.00 - \$2,400.00** ticket sales (60)
-Catering & Theater Fees **\$1,053.14**
-Net Revenue w/ full occupancy \$946.66-\$1,346.86

UNDERWRITING:

Marla Koosed and Thomas Small will collaborate on securing underwriting for all associated costs. Business' that sponsor these events will be thanked at the event for their sponsorship and included in all PR materials associated with these events.

ATTACHMENT NO. 2



Almanson Theatre | Mark Taper Forum | Kirk Douglas Theatre
OFFICES 601 West Temple Street, Los Angeles, CA 90012
CenterTheatreGroup.org

KIRK DOUGLAS THEATRE
Cultural Affairs Foundation- Architecture Talk
RENTAL COSTS AND FACILITY INFORMATION

<u>BASIC SCHEDULE</u>	
	# HRS
5 PM - 7 PM Set Up	2
7:00 PM Check In	1
8 - 9 PM Tour & Lecture	1
9 - 10 PM Reception	1
10 PM - 11 PM Clean Up	1
TOTAL HRS	6

<u>BASIC REHEARSAL ROOM PACKAGE</u>
Allows for rehearsal room event capacity of 50
KDT Facilities Staff
Rehearsal room sound system
Overhead room lights and skylights
No production support provided
Seating for 60- folding chairs
No additional lighting beyond room lighting
Music stands & stools as available at KDT
Additional items to be brought in as needed

<u>A. BASIC STAFFING COSTS</u>	TOTAL incl. burden
Based on a 8-hr day	
Assistant Technical Director	n/a
Master Electrician	n/a
Audio Engineer	n/a
Deck Manager	n/a
Light Board Operator	n/a
House Manager	n/a
Front of House Lead	\$91.50
Front of House Staff	\$252.54
Stage Door Personnel	\$128.10
Security Guard (for City Hall Garage)	\$81.00
TOTAL	\$553.14

<u>B. ADDITIONAL COSTS</u>	TOTAL
Catering (Food)	\$300.00
Catering (Beverages)	\$200.00

Center
Theatre
Group

Ahmanson Theatre | Mark Taper Forum | Kirk Douglas Theatre

OFFICES 601 West Temple Street, Los Angeles, CA 90012

CenterTheatreGroup.org

TOTAL \$ 553.14 (fixed)

TOTAL \$ 500.00 (to be estimated by lessee)

Catering (Food)
Catering (Beverages)

Budget
\$ 300.00
\$ 200.00

TOTAL WAIVED

General, Production and Theatre Management
Office Usage (Phone, Fax, Internet, Photocopy, Printer, Etc.)

W A I V E D

Waived

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ATTACHMENT NO. 2



CULTURAL AFFAIRS FOUNDATION
ATTN: MARLA KOOSSED / mkoosed@mac.com
SUNDAY, NOVEMBER
2:00 – 4:00 PM
50 / 60 GUESTS

MENU

ARTISAN CHEESE – 2 small - \$190.00
Spiced nuts, akasha's chutney,
crostini & ciabatta

ANTIPASTI – 2 small - \$190.00
Prosciutto, salami rosa, olives, roasted peppers, artichokes
crostini & ciabatta

WINE

White – 6 - \$150.00

Rose – 6 - \$150.00



ATTACHMENT NO. 2



CULTURAL AFFAIRS FOUNDATION
ATTN: MARLA KOOSSED / mkoosed@mac.com
SUNDAY, NOVEMBER
2:00 – 4:00 PM
50 / 60 GUESTS

Costs:

Food:	380.00
Wine:	300.00
Delivery:	25.00
Subtotal:	705.00
Less Discount: (20%)	141.00
Tax:	53.58
Total:	617.58

ATTACHMENT NO. 2

Muddy Leek Emails Architecture Talks 2014-2015

Thanks for all the information thus far. I will get back to you shortly! In the meantime please secure the tentative dates I have for both talks, SPF Architecture and wHY Architecture. November 9 or 16 & January 18 or 25.

On Aug 6, 2014, at 10:44 PM, "info@muddyleek.com" <info@muddyleek.com> wrote:

Hi Marla

Nice to talk with you yesterday. Whit said you left a message with a count of 120.

I think to keep it simple we can do it on a per person bases...

lets say something like this

1-2 hour event

artisan cheese, season accompaniments with house breads
valrhona chocolate truffles
premium red and white wines

\$14 per person all in

will you be needing glassware?

Let me know if this sounds good on your end

Best

Julie

<mllogowindow158x178.jpg>

Muddy Leek Restaurant

310.838.2281

info@muddyleek.com

Hi Marla

I would need to rent the glassware

they are 70 cents per glass

<mllogowindow158x178.jpg>

Muddy Leek Restaurant

310.838.2281

info@muddyleek.com

ATTACHMENT NO. 3

**City of Culver City
Cultural Affairs Foundation
Ad-Hoc Subcommittee Summary of Meeting**

Please note: This document may become part of a staff report to the full Foundation Board and/or the City Council. To comply with the Brown Act, Ad-Hoc Subcommittees must refrain from discussing items outside of their subject matter jurisdiction. Also, discussion of the contents of an Ad-Hoc Subcommittee meeting with other Foundation Board Members shall occur only during a duly noticed and public meeting of the full Foundation Board.

Name of Ad-Hoc Subcommittee: Culver City Chamber of Commerce	Date of Meeting: 8/4/14 & 8/20/14
Members of Subcommittee in Attendance: Marla Koosed and Regina Klein (Maureen McGlynn, resigned in July)	
Location/Start Time/End Time: Marla's home 8/4/14 7:00 to 9:45PM Hammer Museum Ammo Restaurant 8/20/14 5:30 to 7:30PM	
Topics Discussed (This can be as detailed as desired, but at a minimum should include the subjects and a summary of the important points discussed. If additional space is needed, please use a separate sheet. Also, if the Foundation Board has provided direction to the Subcommittee on any topics discussed, please note such direction): 8/4/14: Discussed Regina's attendance and mine at the non-profit Chamber meeting, held monthly, the last Friday @ Antioch University, reviewed Culver City Guide and advertising deadline, Marla attended Chamber Expo event on July 21 st with an eye towards Vet's funders and collected a handful of business cards. 8/20/14: Discussed how to move forward as a member of the Chamber, who should attend monthly meetings, Chamber prefers one person per meeting to RSVP and participate on behalf of the whole, etc., CAF membership to be seen as a community partner, strengthening community relationships with other non-profits, be the face/voice of the Foundation, more of a PR role, agree that we should just be listed in the Culver City Chamber Business Guide, free with membership. It seems premature and costly to spend on an advertorial or advertisement when the CAF is figuring it's way forward this fiscal year, i.e. the ad-hoc sub-committee to explore the Foundation's model.	

ATTACHMENT NO. 3

Results/Conclusions (Report any consensus reached by the Subcommittee):

Thought that this loose sub-committee formed from one member per each of the sub-committee's isn't sustainable. Suggest that the face of the CAF should fall under the PR sub-committee for the next fiscal year, with an eye towards strengthening and informing the Chamber about the CAF, low key. The CAF is in transition, committing too much more at this time seems premature. However the Chamber relationship if utilized could cultivate strong business bonds and awareness during the 2014/15 fiscal years. The 2015/16 fiscal years could be spent working on future donations for Vet's (after the sub-committee has determined what is needed) along with other CAF programming and coordinating grant efforts when applicable. Meetings are on the last Friday of every month at Noon at Antioch, \$10 lunch served and could be reimbursed by the Foundation, RSVP for meetings directly to the Chamber is required and Ms. Byers needs to be notified of your attendance as the membership was done via CAF/City staff. We recommend that CAF participation in The Guide (annual Chamber business magazine) be a free listing at this time, decide how it will read, example included as attachment for non-profit listings. (Marla's business was listed under Art Advising last year and did not receive one inquiry, so we don't anticipate staff being burdened by including a phone number in the listing).

Fiscal Impact/Resources (Are there any financial, staff, or Foundation Board Member resources needed to accomplish the recommended action? If so, please estimate such resources here):

Board needs to determine who will be responsible to participate on this sub-committee or determine if the role falls under the PR sub-committee. Marla Koosed, currently serving on this sub-committee will no be able to serve from September onward. A replacement decision needs to be made for the upcoming Chamber meeting on Friday, September 26, 2014. Board needs to determine how it wishes to participate in The Guide (annual Chamber business magazine) free listing is recommended with the CAF website and perhaps CAF staff number listed.

Attachments (Please provide any attachments you'd like to share with the

ATTACHMENT NO. 3

Foundation Board pertinent to the items discussed at this Subcommittee meeting):

See word documents: Chamber minutes for June 27, Chamber minutes for July 25, Chamber nonprofit committee survey results, Chamber Sept. mtg. agenda, Culver City 2014 Rate Card, Culver City Distribution, Tell your story in the CC guide, scan pdf of 2013 nonprofit guide listing.

Ad-Hoc Subcommittee Recommendation to the Full Foundation Board (If the Subcommittee is prepared to make a recommendation to the Foundation Board, please summarize such recommendation. If a progress report – without a recommendation – please state PROGRESS REPORT):

Board decides if it wishes to move forward with a sub-committee (understanding that someone needs to attend meetings monthly, preferably the same person if possible) or if the PR sub-committee thinks it makes sense to put this under their purview. Board needs to assign a replacement for Marla Koosed, effective September for this sub-committee. Board needs to decide if it wishes to participate in 'The Guide' with a free listing, showing the CAF website address and perhaps including a staff phone number.

ATTACHMENT NO. 3

Culver City Chamber of Commerce Nonprofit Committee (4CNC) Meeting Minutes

June 27, 2014

Next meeting location: Antioch University Los Angeles
Next meeting topic: Advancing your Organization through Social Media - Presented by Debbie Laskey, Director of Marketing and Communications for Exceptional Children's Foundation
Next meeting date: July 25, 2014

- I. Presentation: Jim Clarke: Strengthening Grant Proposals through Partnerships
- II. Other Items:
 - a. Survey results: Please see attached document for result specifics.
 - i. Summary: based on the majority of the results, meeting will remain of the final Friday of each month, with the option of lunch offered.
 - ii. Suggestions for how to move the committee forward were in line with the planning sessions held during January and April. **Meeting agendas will begin to reflect those priorities as of the August meeting.**

Meeting minutes submitted on July 10, 2014 by,

Sierra Smith
Chair,
Nonprofit Committee:
Culver City Chamber of Commerce

ATTACHMENT NO. 3

Chamber minutes from July 25, 2014

Discussed survey results on how to move forward, non-profit graduate study by Antioch students to be shared later in the year, meet on the last Friday of every month.

Debbie Laskey, Director of Marketing and Communications gave a presentation on how non-profits can best utilize the merits of social media. Fruitful presentation. See below:

Where do we start?

...Shared some statistics

...Defining social media

S.A.P.CO.T.E.

Strategy

Audience

Platforms

Content

Timing

Evaluation/Metrics

Secrets from 5 Successful Brands

Why Social Media was designed for Nonprofits

Nonprofit Examples

Final note: make sure all social media links go back to non-profits main website so you don't lose the value of efforts on Facebook, LinkedIn, etc.

Summary: Good information for CAF PR sub-committee; asked Debby about how to find the right social media platform for specific non-profits, i.e. CAF, answered by saying they use Neilson and others to evaluate and she would be willing to speak with the CAF further if they had specific questions.

Official Chamber minutes to be distributed prior to the next Chamber meeting to take place on Friday, August 29, 2014.

Debbie Laskey, MBA

Director Marketing and Communications for the Exceptional Children's Foundation

8740 Washington Blvd.

Culver City, CA 90232

1-310-204-3300

Direct line: 1-310-845-8067

Email: DLaskey@ECF.net

ATTACHMENT NO. 3

CC Chamber Nonprofit Committee Survey Results

June 27, 2014

Number of Respondents: 13

Regular attendees: 10

Non-regular attendees: 3

Preferred frequency of meetings: Monthly	(7 = monthly, 3 = every other month, 3 = quarterly)
Preferred meeting time: Midday	(9 = mid-day, 2 = morning, 1 = evening)
Provided food preference: lunch provided	(8 = preferred lunch,
Most Valuable Committee Benefits: Presentations, Networking, Access to info	Presentations = 10, Info = 10, Networking = 8
Top Committee Priorities for members:	Development (Fundraising, grants, etc.) Coalition Building • for/nonprofit, as well as non/non profit • bridging service gaps • Collective Impact Building Board Capacity Best practices / Info sharing Social Media
Willingness to participate on Subcommittee	50% = Yes 50% = Maybe
Events and Subcommittees of interest	• Board Speed Networking • High School Recruitment Fair • Grant Collaboration • Events that raise sector awareness collectively
Additional Ideas	• Increase awareness of the committee using social media • Increase membership by including non-chamber organizations • Formalize a grant collaboration process • Encourage cause related marketing through gift giving of for-profit sector to not for profit sector • Clustering events and activities so similar organizations can find ways to collaborate



Culver City Chamber of Commerce Nonprofit Committee

Dear Culver City Chamber Nonprofit
Colleague,

This meeting will be used as a breakout session to begin collaborating on the areas we've identified that we would like to have impact. The potential subcommittees that were identified in our January and April strategy meetings were:

1. Grant Partnership Subcommittee -
 1. Purpose: to identify Grants that may be applicable to our membership and help cultivate partnerships based on requirements, to make proposals more competitive and comprehensive
2. Advocacy Subcommittee -
 1. Preliminary Purpose: to identify issues relating to and advocate on behalf of the committee. To cultivate relationships within the governmental and political arenas which benefit committee nonprofits
3. BoD Networking Committee -
 1. Purpose: to plan and execute the next BoD Networking Event.
4. Funder's Forum for the Committee -
 1. Purpose: to plan and execute a series of funders' forums benefiting Committee members.

Additionally, we will begin discussions of how to move forward with the data from the Culver City State of the Nonprofit Sector.

Please come with ideas about which subcommittees you'd like to be a part of and ways you'd like to improve the the visibility and the viability of the nonprofit sector in our community.

DATE: Friday, August 29, 2014

TIME: 12:00 - 1:30 PM

FEE: \$10 for LUNCH will be collected at event (receipts are available)

PLACE: Antioch University 400 Corporate Pointe A1000 Culver City 90230

ATTACHMENT NO. 3

PARKING: Validated parking in the 400 Corporate Pointe parking structure. To receive validated parking, please bring your parking ticket with you to the meeting

RSVP: By 1PM Thursday, August 28 2014

Please consider this an open invitation. You are welcome to attend even if you were not able to attend previous meetings.

Please RSVP to the Chamber by 1PM Thursday, August 28

Register Now!

We look forward to collaborating with you soon.

Sincerely,

Sierra Smith
External Relations Manager
for Graduate Management Programs
Antioch University Los Angeles

Steven J. Rose, ACE
President/CEO
Culver City Chamber of Commerce



[Forward email](#)



This email was sent to marla.koosed@culvercity.org by ssssteve@culvercitychamber.com | [Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).



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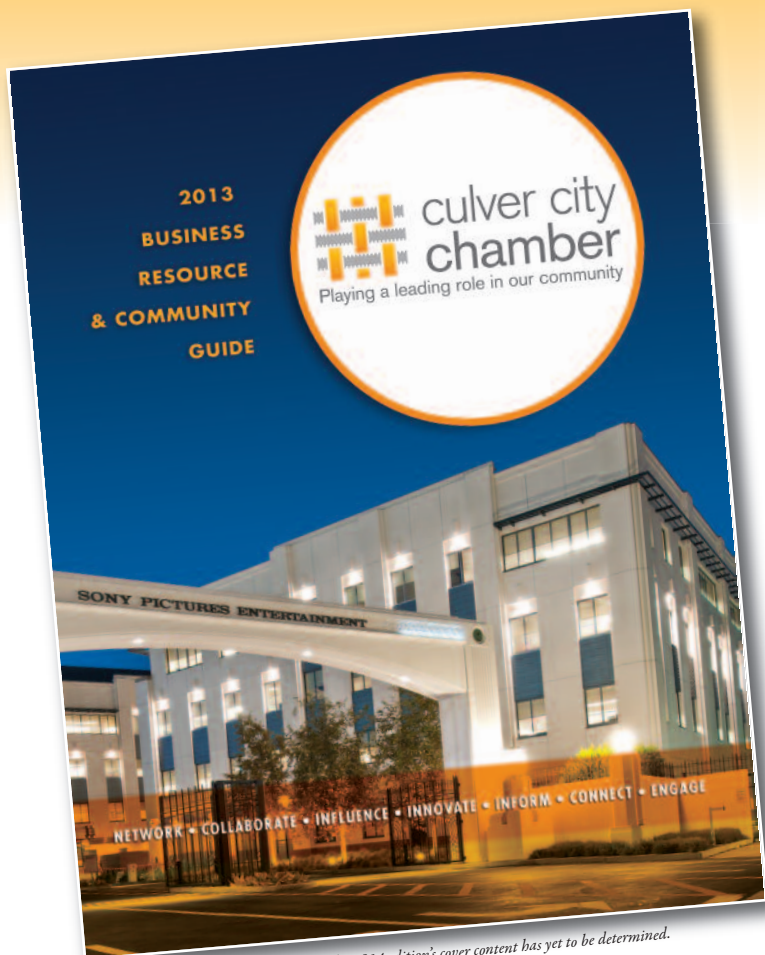
Culver City Chamber of Commerce | 6000 Sepulveda Blvd Suite# 1260 | Culver City | CA | 90230

Reach 15,000+ Businesses, Residents & Visitors

Culver City Chamber's Annual Business Directory & Community Guide

Culver City

The Guide



Cover shown is from the 2013 edition. The 2014 edition's cover content has yet to be determined.

Bundle & Save!

Bundle and take advantage of discounted rates across the board!

Make the most of your advertising budget by bundling your advertising opportunities. Build your 2013-14 promotional campaign by featuring your business or service message in the Guide, eNewsletter and on the Chamber's Website.

TRIPLE BUNDLE

SAVE 10%

By advertising in all three:

- Culver City The Guide
- Chamber's Website AND
- Chamber's Weekly Newsletter

WEBSITE ADVERTISING

24/7 Month Long Exposure \$100
You must purchase a minimum 6 months to qualify for the bundle discount.

NEWSLETTER ADVERTISING

Includes 4 Issues Per Month \$100
You must purchase a minimum 6 months to qualify for the bundle discount.

COVER/PREMIUM POSITIONS

Front Cover	\$ 4,995
Outside Back Cover	\$ 3,295
Inside Back Cover	\$ 2,995
Inside Front Cover	\$ 2,995
Page I	\$ 2,395
Between Page I & TOC	\$ 2,395
Opposite Table of Contents	\$ 2,295
Opposite Chairman's Message	\$ 2,195

FEATURED EDITORIAL SECTION

Your ad appears in the forward section, where the featured editorial content of this year's issue appears.

Full Page	\$ 2,195
2/3 Page	\$ 1,795
1/2 Page	\$ 1,495

SPECIAL GUIDE SECTIONS ADS

May include Dining & Hospitality, Shopping, Professional Services, Health & Fitness, Education, Banks & Financial Services, and Real Estate.

TRADITIONAL DISPLAY STYLE AD

Full Page	\$ 1,995
2/3 Page	\$ 1,695
1/2 Page	\$ 1,395
1/3 Page	\$ 995
1/6 Page	\$ 595

EDITORIAL STYLE AD

Full Page Editorial (450 words + 3 photos) . . .	\$ 1,995
2/3 Page Editorial (350 words + 2 photos) . . .	\$ 1,295
1/3 Page Editorial (250 words + 1 photo) . . .	\$ 695

B/W BUSINESS DIRECTORY

Full Page	\$ 1,895
2/3 Page	\$ 1,395
1/2 Page	\$ 995
1/3 Page	\$ 695
1/6 Page	\$ 495

Ad Production/Design

If you need assistance with producing a display Ad, please ask us for a price quote.

Reserve Your Space Today!
Molly Lauren Zanit (310) 287-3850

or email molly@culvercitychamber.com

ATTACHMENT NO. 3
CULVER CITY CHAMBER OF COMMERCE
THE GUIDE
Culver City

— DISTRIBUTION INFORMATION —

The 2014-15 Culver City The Guide is distributed at:

Distribution Points
9,000 single family homes in Culver City
Area hotels Including • Doubletree • Four Points Courtyard by Marriot • The Culver Hotel
The Promenade At Howard Hughes Center
Westfield Mall Culver City
Julian Dixon Library
Sony Studios
Brotman Hospital
City Hall's business license & planning dept.
Culver City School District
Regional Hospital of Southern California
Senior Citizens Center

Quantity Printed - 15,000
Digital Flipbook Available All Year Round 24/7
on Chamber's Website!

For advertising opportunities contact Molly Zanit at:
molly@culvercitychamber.com or (310) 287-3854



ATTACHMENT NO. 3

Byers, Christine

From: Culver City Chamber <barbara@culvercitychamber.ccsend.com> on behalf of Culver City Chamber <ssssteve@culvercitychamber.com>
Sent: Tuesday, July 08, 2014 10:03 AM
To: mkoosed@mac.com
Subject: Tell Your Story in The Culver City Guide

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Greetings!



THE GUIDE

Culver City

Advertising sales have started for the 2015 edition of Culver City *The Guide* - Don't miss the opportunity to be a part of this valuable publication. Can you imagine telling your story to thousands of business owners, affluent residents and visitors? Culver City *The Guide*, the Chamber's annual Community Guide and Business Directory is the best way to reach that market for a full year.

MULTIPLE MARKETING OPTIONS

Choose from a traditional display ad, or tell your story with an advertorial; give us your best photo(s), some text, a logo, and contact information and we tell your story in the magazine, in print, online and on tablets!

BROAD DISTRIBUTION & ONLINE VISIBILITY

A minimum of 15,000 copies of the print edition are delivered to visitor locations, area businesses and residents in key neighborhoods of Culver City and other locations throughout the area. The digital flipbook is available 24/7 on the Chamber's website, reaching locally and beyond.

ATTACHMENT NO. 3

Over the next few weeks, **Molly Zanit** will be in touch with more information on this exclusive opportunity. Advertising space is limited, so reply today to secure the best advertising position for your business.

I encourage you to secure your place in Culver City *The Guide* today by calling 310.287.3854 or by email to molly@culvercitychamber.com for more information.

Sincerely,

Steve J. Rose, ACE
President/CEO

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www.culvercitysymphony.org

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www.culvercitysistercitycommittee.org

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www.ecf.net

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