

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

September 19, 2012
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:04 P.M.

Present: Martin Cole, Acting CEO
Arleen Chikami, Chair
Leslie Jones, Acting Vice Chair
Gayle Smashey, Secretary*
Christine Hardin
Marla Koosed
Maureen McGlynn

* Member Smashey left the meeting at 5:21 P.M.

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Pledge of Allegiance

The Pledge of Allegiance was led by Christine Hardin.

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Public Comment - Items Not On the Agenda

None.

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Consent Calendar

Item C-1

Meeting Minutes

Discussion ensued between staff and Members regarding the timetable for receipt, the process to create and distribute the meeting minutes; clarification that Cultural Affairs Commissioners who serve on the Board provide a verbal

report to the Commission; and a request for an unapproved copy of minutes for Commissioner use.

MOVED BY MEMBER SMASHEY, SECONDED BY MEMBER KOOSSED AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE MINUTES OF THE MARCH 21, 2012 SEMI-ANNUAL MEETING.

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Item C-2

Receive and File Financial Statements for Fiscal Year 2011-2012 and for March 16, 2012 - September 14, 2012

A discussion ensued between Members and staff regarding payment for the Los Angeles County Arts Commission intern; mailed donations and use of PayPal; the current funds in the Foundation bank account; processing fees; monthly donations; a request to combine spreadsheets; clarification that financial statements reflect the full donation amount and the amount paid for processing; information regarding how contributions are allocated; and Foundation Board bank statements from Bank of America.

MOVED BY MEMBER HARDIN, SECONDED BY MEMBER MCGLYNN AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD RECEIVE AND FILE FINANCIAL STATEMENTS FOR FISCAL YEAR 2011-2012 AND FOR MARCH 16, 2012 - SEPTEMBER 14, 2012.

Martin Cole, Acting CEO, cautioned Members to limit discussion on posted agenda items, noting that a quorum of the Cultural Affairs Commission was present and Members should be careful not to raise any issues that might ultimately come to the Cultural Affairs Commission.

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Action Items

Item 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

Jeremy Green, Management Analyst, provided a summary of the material of record, clarified a misstatement on Page 3 and noted that Gayle Smashey is not a new Member.

Member Koosed introduced herself and discussed her experience as a Cultural Affairs Commissioner.

MOVED BY MEMBER HARDIN AND SECONDED BY MEMBER KOOSSED TO ELECT LESLIE JONES TO SERVE AS VICE CHAIR OF THE CULTURAL AFFAIRS FOUNDATION BOARD. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, HARDIN, KOOSSED, MCGLYNN, SMASHEY
NOES: NONE
ABSENT: NONE
ABSTAIN: JONES

Jeremy Green, Management Analyst, explained duties of the Treasurer position and noted that Members can only hold one position at a time.

Martin Cole, Acting CEO, clarified that staff would provide as much assistance as possible to the elected Treasurer.

MOVED BY MEMBER HARDIN AND SECONDED BY CHAIR CHIKAMI TO ELECT MAUREEN MCGLYNN TO SERVE AS TREASURER OF THE CULTURAL AFFAIRS FOUNDATION BOARD. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, HARDIN, JONES, KOOSSED, SMASHEY
NOES: NONE
ABSENT: NONE
ABSTAIN: MCGLYNN

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Item A-2

Update on Fundraising for Cultural Programming

Susan Obrow, Special Events Coordinator, provided a summary of the material of record.

Discussion ensued between staff and Members regarding matching donations; the National Endowment for the Arts *Our Town* Grant; the Community Cultural Plan Update; the Art Fund; the grant writer; grant levels; the importance of writing a competitive application; seeking funding for programming; timing of submission and notification for the

grant; the Community Cultural Plan as adopted in 2003; matching grant requirements; deadlines; length of the process; the Cultural Affairs Commission's Ad Hoc Subcommittee for the 2013 Community Cultural Plan Update; ideas for fundraising events; compliance with the Brown Act; caution against holding serial meetings; procedures for accepting cash donations; PayPal; processing credit card transactions; concern with not being able to take cash donations on the spot; A "Donate Now" button available on the City website; the mobile Culver City app; fundraising during Culver City's Boulevard Music Summer Festival; a suggestion for a special meeting of the Board; various options to accept credit card payments; the Rush Street fundraiser; notating donations on checks; clarification that City cultural events are fundraisers such as *Music in the Chambers*; e-blasts; the ability of Foundation Members to host a fundraiser without staff resources available; identifying funding for each program; clarifying goals; and establishing a General Fund to allow for more flexibility with allocating money to different programs.

At 5:21 P.M., Member Smashey exited the meeting.

Martin Cole, Acting CEO, reported that the quorum of the Cultural Affairs Commission was no longer in existence for the meeting.

Discussion continued between staff and Members regarding changing needs; City Council purview over use of unrestricted income; procedures of the Culver City Education Foundation; adding general descriptions to allow for more fluidity of use; concern with changing programs and specifically allocated funding; and adding a disclaimer to the donation language.

Member McGlynn moved the staff recommendation and Chair Chikami seconded the motion.

Additional discussion between staff and Members ensued regarding staff members working on Foundation issues; staff functions; work to maintain levels of service; money allocated to grant writing; the Art Fund; insurance for the Foundation; Measure Y; matching and in-kind funds; The Commission invited public input.

The following member of the audience addressed the Board:

Regina Klein discussed Board-driven grant programs where Board Members mentor a grant team of volunteers, review opportunities, and work with staff; she noted people in the community with background in the field; discussed utilizing volunteers; potential support; and she distributed information regarding *ArtPlace*.

Discussion continued between staff and Members regarding *ArtPlace* and the Veterans Memorial Complex.

MOVED BY MEMBER MCGLYNN AND SECONDED BY CHAIR CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION BOARD:

1. APPROVE THAT THE CULTURAL AFFAIRS FOUNDATION CONCLUDES FUNDRAISING CAMPAIGNS FOR *RAINBOW DAY* AND *SPEAK EASY*.
AND

2. APPROVE AN EXPANDED FUNDRAISING ROLE FOR MEMBERS OF THE CULTURAL AFFAIRS FOUNDATION BOARD. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, HARDIN, JONES, KOOSSED, MCGLYNN
NOES: NONE
ABSENT: SMASHEY
ABSTAIN: NONE

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Public Comment - Items Not on the Agenda

None.

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Items from Staff

Martin Cole, Acting CEO, noted the effectiveness of public notice for the meeting.

Susan Obrow, Special Events Coordinator, discussed the Veterans Memorial Building.

Discussion ensued between staff and Members regarding changes in Cultural Affairs; the Veterans Memorial facility; and appreciation for the work of staff.

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Items from Members

Member Hardin suggested an additional meeting before the regularly scheduled March Board meeting.

Discussion ensued between staff and Members regarding scheduling an additional meeting in January.

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Adjournment

There being no further business, at 5:48 P.M., the Cultural Affairs Foundation Board adjourned its meeting to 4:00 P.M. on January 16, 2013 in the Cathedral Room at City Hall.

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Gayle Smashey
SECRETARY of the Cultural Affairs Foundation

APPROVED _____

ARLEEN CHIKAMI
CHAIR of the Culver City Cultural Affairs Foundation Board
City of Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, City of Culver City, California and constitute the Official Minutes of said meeting.

Martin R. Cole
CITY CLERK

Date

By: _____

Minutes Preparation: Kristi Callan