

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

March 21, 2012
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:05 P.M.

Present: Arleen Chikami, Chair
Gayle Smashey, Secretary
Leslie Jones
Maureen McGlynn
Marlyn Musicant*

John Nachbar, CEO

Absent: Christine Hardin (excused)
Rena Williams Niles, Treasurer (excused)

* Member Musicant left the meeting at 5:12 P.M.

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Pledge of Allegiance

The Pledge of Allegiance was led by Maureen McGlynn.

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Public Comment - Items Not On the Agenda

None.

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Consent Calendar

Item C-1

Meeting Minutes

Member Musicant noted that on page 3 of the minutes, Rena Williams Niles was listed as elected to be Secretary when in fact she was elected Treasurer.

MOVED BY MEMBER SMASHEY AND SECONDED BY MEMBER JONES THAT
THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE MINUTES
OF THE SEPTEMBER 21, 2011 SEMI ANNUAL MEETING AS CORRECTED.

AYES: CHIKAMI, JONES, MCGLYNN, MUSICANT, SMASHEY
NOES: NONE
ABSENT: HARDIN, WILLIAMS-NILES
ABSTAIN: NONE

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Item C-2

Receive and File Financial Statements

A discussion ensued between Members and staff regarding clarification on the staff report; the statement of activity on year-end revenues and expenses for the year; the bottom line; clarification that expenses equal revenues; bank accounts; seed money from the City; payment procedures; year-to-date expenses; and the elimination of the state's Redevelopment Agencies.

MOVED BY MEMBER MUSICANT AND SECONDED BY CHAIR CHIKAMI,
THAT THE CULTURAL AFFAIRS FOUNDATION BOARD RECEIVE AND FILE
FINANCIAL STATEMENTS. THE MOTION CARRIED BY THE FOLLOWING
VOTE:

AYES: CHIKAMI, JONES, MCGLYNN, MUSICANT, SMASHEY
NOES: NONE
ABSENT: HARDIN, WILLIAMS-NILES
ABSTAIN: NONE

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Item A-1

**Introduction of New Member of the Board of the Culver City
Cultural Affairs Foundation and Consideration of Whether to
Appoint an Acting Vice Chair**

Jeremy Green, Cultural Affairs Administration and Special Projects Coordinator, provided a summary of the material of record and introduced new Member of the Board, Maureen McGlynn.

Member McGlynn provided background on herself.

A discussion ensued between Members and staff regarding having a Vice Chair to act as Chair in the event of an absence by the Chair; whether additional meetings might be held; and responsibilities.

MOVED BY MEMBER MUSICANT AND SECONDED BY MEMBER SMASHEY THAT LESLIE JONES SERVE AS VICE CHAIR OF THE CULTURAL AFFAIRS FOUNDATION BOARD. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, MCGLYNN, MUSICANT, SMASHEY
NOES: NONE
ABSENT: HARDIN, WILLIAMS-NILES
ABSTAIN: JONES

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Item A-2

Consideration of a Fundraising Plan for Cultural Programming

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

Discussion ensued between staff and Members regarding clarification that all donation amounts are acceptable but paper receipts are only generated for donations of \$20 and above; clarification that cash will not be accepted; PayPal; different types of receipts; the amount of money necessary to produce events; a donation bucket in City Hall or at events; security; allocating funds to certain programs; devising a donation form; unrestricted funds; administrative costs; cash collection methods used by Grand Performances; being public with the need for funding; accomplishing as many program goals as possible under restrictive circumstances; concern that those who can give will determine the programming; providing a voice to those who cannot give; indicating costs to produce each event with a status as to how much has been raised; whether those who signed up for e-lists want to be solicited; getting the word out; use of social media; the cable station and electronic crawlers; the assistance of Sony Pictures Entertainment; business sponsorships; promoting on Culver City Gives; what happens if there is not enough money to

accomplish a specific program; time limits; allocating funds to other programs; the existing grant funder list; cultural partnering; the grant writing process; the Cultural Affairs Foundation webpage; Member input on the webpage; financial goals; Culver City-based foundations; in-kind services;; a request for information regarding the Board and staff of Foundations being approached; the Art Fund; the Art in Public Places Ordinance; maintenance; possible changes to prescriptive allocation categories; altering the percentage required; programs previously funded by Redevelopment; past litigation related to the Art in Public Places Program; a request for guidelines when asking for donations; who not to approach for assistance; improving visibility at events; advocating for programs; sending leads to staff; and caution against electronic discussions that could create Brown Act issues.

MOVED BY MEMBER MUSICANT AND SECONDED BY MEMBER MCGLYNN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD REDUCE THE THRESHHOLD FOR PROVIDING A TAX-DEDUCTIBLE RECEIPT FOR INDIVIDUAL DONATIONS FROM \$1,000.00 to \$20.00.

AYES: CHIKAMI, JONES, MCGLYNN, MUSICANT, SMASHEY
NOES: NONE
ABSENT: HARDIN, WILLIAMS-NILES
ABSTAIN: NONE

MOVED BY MEMBER JONES AND SECONDED BY CHAIR CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE FUNDRAISING PLAN FOR FUTURE CULTURAL PROGRAMS AS OUTLINED IN THE STAFF REPORT AND IMPLEMENT THROUGH THE CULTURAL AFFAIRS FOUNDATION.

AYES: CHIKAMI, JONES, MCGLYNN, MUSICANT, SMASHEY
NOES: NONE
ABSENT: HARDIN, WILLIAMS-NILES
ABSTAIN: NONE

Member Musicant requested that meeting minutes be distributed to Members within 30 days of the meeting.

* Member Musicant exited the meeting at 5:12 P.M.

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Public Comment - Items Not on the Agenda

None.

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Items from Staff

Susan Obrow, Performing Arts and Special Events Coordinator, invited everyone to attend *Music in the Chambers* on March 22; noted that Performing Arts Grant funding was still available; and indicated that Members would be kept apprised of upcoming performances.

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Items from Members

Member Smashey suggested that ex-Commissioners continue to be involved.

Jeremy Green, Cultural Affairs Administration and Special Projects Coordinator, clarified that bylaws would have to be re-written to enable continued involvement but she noted that one could participate as a member of the public and future Board participation was not precluded.

Chair Chikami received clarification regarding the process for calling special meetings if a need arises.

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Adjournment

There being no further business, at 5:20 P.M., the Cultural Affairs Foundation Board adjourned its meeting to the next Semi Annual Meeting to be held at 4:00 P.M. on September 19, 2012 in Cathedral Room at City Hall.

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Martin Cole

CITY CLERK of the City of Culver City, California

EX-OFFICIO CLERK of the City Council, City of Culver City,
California

APPROVED _____

ARLEEN CHIKAMI

CHAIR of the Culver City Cultural Affairs Foundation Board

Minutes Preparation: Kristi Callan