Culver CITY

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AGENDA
CULTURAL AFFAIRS FOUNDATION BOARD SPECIAL MEETING
Wednesday, September 25, 2013

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 11:00 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 semi-annually in March and September of each year. 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.

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

AGENDA
Cultural Affairs Foundation Board
Special Meeting

September 25, 2013
4:00 p.m.
Cathedral Room, City Hall
9770 Culver Boulevard
Culver City, CA 90232

CALL TO ORDER & ROLL CALL:

Arleen Chikami, Chair
Leslie Jones, Vice Chair
Maureen McGlynn, Treasurer
Regina Klein
Marla Koosed
Jeannine Wisnosky Stehlin

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 May 20, 2013 Semi-Annual 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 Chair and Secretary.***

A-2. Consideration of Appointments to Subcommittees. ***Consider appointments of Board Members to subcommittees.***

A-3. (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; and (2) Discussion of the Reports from These Subcommittees and Potential Approval of Subcommittee Recommendations and/or Provide Direction to the Subcommittees. ***Receive reports, approve subcommittee recommendations, and/or provide direction to place certain items on a future agenda for consideration, and/or provide direction to the Subcommittees.***

A-4. Adoption of a Motion Authorizing Certain Foundation Board Officers to Sign Correspondence on Behalf of the Board. ***Adopt motion.***

A-5. Consideration of a Motion Approving the Transmittal of $771 in Designated Funds and $1,689 in Undesignated Funds (a Total of $2,460) to the City of Culver City in Support of Culver City's Boulevard Music Summer Festival - 2013. ***Adopt motion.***

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 11, 2013

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

May 20, 2013
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:07 P.M.

Present: Arleen Chikami, Chair
Leslie Jones, Vice Chair
Gayle Smashey, Secretary
Maureen McGlynn, Treasurer
Christine Hardin
Marla Koosed
Jeannine Wisnosky Stehlin

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

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Pledge of Allegiance

The Pledge of Allegiance was led by Chair Chikami.

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Public Comment – Items Not On the Agenda

Chair Chikami invited public comment.

There was no response.

Martin Cole, Acting CEO, reported that written comments for items on the agenda had been received and would be distributed to Board Members.

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Consent Calendar

Item C-1

Meeting Minutes

Member Koosed indicated that her comment regarding the need for visual arts programming during the discussion of voting for funds going towards the work needed at Vets Memorial had not been included in the minutes.

Martin Cole, Acting CEO, suggested adding the wording "also consider visual arts programming;" on page 7 just before the motion.

Discussion ensued between staff and Board Members regarding providing a transcript of who said what at the meetings; the generic nature of the minutes; costs associated with producing verbatim minutes; and clarification that the minutes are produced to reflect actions taken.

MOVED BY MEMBER MCGLYNN, SECONDED BY CHAIR CHIKAMI AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE MINUTES OF THE MARCH 20, 2013 SEMI ANNUAL MEETING WITH AUTHORITY GIVEN TO THE CHIEF EXECUTIVE OFFICER TO AMEND THE MINUTES IF THE REVIEW OF THE MEETING REFLECTS THE DISCUSSION.

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Action Items

Item A-1

Adoption of a Resolution Setting the Dates of Two Semi-Annual Meetings and Two Additional Regular Meetings of the Foundation Board for Fiscal Year 2013/2014

Martin Cole, Acting CEO, provided a summary of the material of record.

Christine Byers, Public Art and Historic Preservation Coordinator, reported that current dates for the semi-annual meetings are the third Wednesday of each March and each September at 4:00 p.m.; additional meetings were proposed for the third Wednesday of each June and the second Wednesday of each December at 4:00 p.m.; the next meeting was scheduled for September 18 as the May 20 meeting was so close to the June 19 meeting; and quarterly meetings dates were listed as: June 19, 2013, September 18, 2013, December 11, 2013, March 19, 2014 and June 18, 2014.

Discussion ensued between staff and Board Members regarding the December date; staff commitments; the Tree Lighting Ceremony; meeting times; the need for a quorum; the ability to cancel and reschedule meetings; allowing people to plan; setting meetings for the year every June; and budget approval each June.

MOVED BY MEMBER HARDIN AND SECONDED BY MEMBER KOOSED THAT THE CULTURAL AFFAIRS FOUNDATION ADOPT THE FOLLOWING MEETING DATES FOR THE NEXT FISCAL YEAR: SEPTEMBER 18, 2013, DECEMBER 11, 2013, MARCH 19, 2014 AND JUNE 18, 2014. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, HARDIN, JONES, KOOSED, MCGLYNN, WISNOSKY STEHLIM
NOES: NONE
ABSTAIN: SMASHEY

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Item A-2

(1) Discussion of the Establishment of Subcommittees for Various Purposes and (2) (If Desired) Creation of Subcommittees and Appointment of Board Members Thereto

Martin Cole, Acting CEO, provided a summary of the material of record.

A discussion ensued between Board Members and staff regarding establishing ad hoc subcommittees for the fundraising campaign for the upcoming year; a suggestion to establish one for fundraising events and one for publicity for fiscal Year 2013-2014; the previous conversation regarding raising funds for Veterans Memorial Auditorium; whether an ad hoc subcommittee would be created for each event; concern that ad hoc subcommittees sunset; building improvement; grants; programming; visual arts; different interests of patrons and donors; the overall campaign and individual events; separating the Veterans Memorial Auditorium subcommittee from the others; a suggestion to strike the word 'event' from the Public Relations subcommittee; the allowable number of members per subcommittee; pooling resources; introducing programming with regard to art installations; clarifying the subcommittees; procedures; the importance of communication between the people doing the events and the people doing the fundraising; combining events and fundraising together into one subcommittee with three people; reporting opportunities for the subcommittees; cross dialogue; clarification that decisions of the subcommittee can't go into effect until the Board votes on them; creating a general public relations campaign for 2013-2014; broad discussions at the public meetings; giving a charge to the subcommittees; staff participation in subcommittee meetings; the limited nature of staff resources; the role of staff to provide the tools to help the subcommittees be effective; creating a successful process; the subcommittee structure; the overlap of the subcommittees; the ability to create and dissolve subcommittees; Brown Act issues; the intent to do the business of the public in public; the public vs. the private sector; clarification that two subcommittees can not meet at one time; the ability to share with staff; caution against serial meetings; information sharing; subcommittee forms; allowing flexibility for the subcommittees; eliminating the need for a formal agenda or place and time to meet; the inability to share information with non-subcommittee members outside of Board meetings; the intent to allow the public to participate in the process; and effectiveness of the process.

Further discussion ensued between staff and Board Members regarding previous discussions about fundraising for performance spaces; clarifying that the fundraising should be directed toward cultural enhancement for the performing arts areas at Veterans Memorial Auditorium; specifying that money would be used for the Auditorium floor and the stage; a suggestion that the mission of the subcommittee be as broad as possible to allow flexibility; a suggestion to call the third subcommittee the 2013-2014 Veterans Memorial Auditorium Cultural Enhancement Fundraising subcommittee; the role of the Fundraising and Events subcommittee to look at fundraising as a whole; the role of the Board to raise money; Working with Susan Obrow on the space and what shape it might take; the need and benefits of keeping the Veterans Memorial Auditorium subcommittee separate; Veterans Memorial Auditorium as connected to the Parks, Recreation and Community Services Department; concern that the Board would be mired in the structure; different needs between the general fundraising subcommittee; clarification that Foundation fundraising does not want to fund City agencies or City owned buildings; the VMB subcommittee task of doing research and looking into grants and sponsorship; capital improvements as opposed to programming; tasking different subcommittees with focusing on different aspects of Cultural Affairs; objectives of the fundraising; and fundraising specific to cultural programming.

MOVED BY MEMBER SMASHEY, SECONDED BY MEMBER KOOSED AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: CREATE THE AD HOC 2013-2014 FUNDRAISING CAMPAIGN AND EVENTS SUBCOMMITTEE, THE AD HOC FUNDRAISING PUBLIC RELATIONS SUBCOMMITTEE, AND THE AD HOC 2013-2014 VETERANS MEMORIAL AUDITORIUM FUNDRAISING SUBCOMMITTEE.

Discussion ensued between staff and Board Members regarding the number of members per ad hoc subcommittee; clarification that a new Foundation Member would be joining at the next meeting; procedures for moving forward; a suggestion that the new member be allowed to choose a subcommittee if a position needs to be filled, clarification that new subcommittee members can be appointed at any time; and clarification that members are appointed until they are off the Commission or off the Board or at such time as they choose not to serve.

MOVED BY CHAIR CHIKAMI, SECONDED BY VICE CHAIR JONES AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD:

1. APPOINT THREE MEMBERS TO THE AD HOC 2013-2014 FUNDRAISING CAMPAIGN AND EVENTS SUBCOMMITTEE, AND

2. APPOINT TWO MEMBERS ON THE AD HOC FUNDRAISING PUBLIC RELATIONS SUBCOMMITTEE, AND

3. APPOINT TWO MEMBERS ON THE AD HOC 2013-2014 VETERANS MEMORIAL AUDITORIUM FUNDRAISING SUBCOMMITTEE.

Discussion continued between staff and Board Members regarding Board Members who are timed out; the ability to serve; City Council policies; and clarification that members retain their seat until a replacement is certified.

MOVED BY MEMBER SMASHEY, SECONDED BY MEMBER MCGLYNN AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: MAKE THE FOLLOWING SUBCOMMITTEE ASSIGNMENTS FOR FISCAL YEAR 2013/2014:

1. APPOINT MEMBER KOOSED, CHAIR CHIKAMI, AND VICE CHAIR JONES TO SERVE ON THE AD HOC 2013-2014 FUNDRAISING CAMPAIGN AND EVENTS SUBCOMMITTEE; AND

2. APPOINT MEMBERS MCGLYNN AND SMASHEY TO SERVE ON THE AD HOC FUNDRAISING PUBLIC RELATIONS SUBCOMMITTEE; AND

3. APPOINT MEMBERS HARDIN AND WISNOSKY STEHLIN TO SERVE ON THE AD HOC 2013-2014 VETERANS MEMORIAL AUDITORIUM FUNDRAISING SUBCOMMITTEE.

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Item A-3

(1) Approval of a New Fundraising Plan for the Culver City Cultural Affairs Foundation and (2) Consideration and Approval of the First Fundraising Activity for Fiscal Year 2013/2014

Martin Cole, Acting CEO, introduced the item, and reported that written comments had been submitted by a member of the Cultural Affairs Commission.

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

Discussion ensued between Board Members regarding the advantages of a quick, efficient, standardized process; how Members present their fundraising ideas; getting as many potential dates as possible; the proposed Akasha fundraiser; addressing last minute fundraisers; press releases; procedures; Facebook and Twitter subscribers; City website postings; the number of page views for the City website; eblasts; the Cultural Affairs Commission page; fundraising for specific programs; eprocess; who to submit forms to; City Council approval for use of the proceeds; creating a verbal contract and commitment; legal obligations; generic disclaimers; good faith efforts to apply the funds for their intended purpose; fiscal analysis; direct costs to the fundraiser; the net amount available; staff costs; City Council direction; City Manager discretion; the general confines of what has been approved; the intent to have a successful event; clarification that the initiator is the contact for the event; and finalizing dates and moving forward.

Chair Chikami moved to approve the Akasha event.

Member Koosed discussed the proposed fundraising event at Akasha for *Music in the Chambers* and she requested input from staff on the date.

Additional discussion ensued between staff and Board Members regarding lead time to provide adequate publicity for events; considering regularly scheduled meetings; the ability to schedule special meetings in order to keep the momentum going;

the public relations subcommittee; expanding general promotion; and being attractive partners for potential donors.

Chair Chikami moved to approve the fundraising form.

Further discussion ensued between Members and staff regarding email received in connection with the item; determining how best to focus fundraising activities; successful fundraising; the desire of the Board to move forward; fundraisers appropriate for the current environment; limited staff resources; City Council approved work plan items; efforts to raise funds; staff resources to put the funds to work; capital programs; capital donors; making Veterans Memorial Auditorium a viable performance space; a feeling that the Board already addressed issues cited by Ms. Klein; collaboration between the Commission and the Foundation; separate legal entities; the specific charge of the Foundation vs. the charge of the Commission; Brown Act issues; having the fundraising subcommittee make a recommendation; enhancing communication; the needs of *Music in the Chambers*; and the Cultural Trust Fund.

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

1. APPROVE THE NEW FUNDRAISING PLAN AND FUNDRAISING ACTIVITY FORM TO ALLOW FOUNDATION BOARD MEMBERS TO INITIATE FUNDRAISING ACTIVITY; AND,

2. APPROVE MEMBER KOOSED'S FUNDRAISING EVENT AT AKASHA BENEFITTING *MUSIC IN THE CHAMBERS*, AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO GIVE FINAL APPROVAL ONCE ALL THE DETAILS ARE KNOWN.

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Item A-4

(1) Review and Approval of Financial Reports of the Cultural Affairs Foundation to May 15, 2013; (2) Approve the Schedule of Disbursements to May 21, 2013; and (3) Review, Approval, and Recommend to the City Council Adoption of the Foundation Budget for Fiscal Year 2013/2014

Martin Cole, Acting CEO, provided a summary of record.

Discussion ensued between Board Members and staff regarding the Sony grant; the intern; the proposed revenue budget; fundraising for a grant writer; the current grant writer under contract; fund administration; the Cultural Fund; the summer concert series; historical data; actuals; limited data; why Foundation funds would go to support the summer concert series; *Music in the Chambers*; unrestricted funds; Board recommendations to designate uncommitted funds; fundraising for specific programs; Culver City Performing Arts Grants; the work of the subcommittees that is approved by the Board; contributions from the City of Culver City; the Cultural Trust fund; Board insurance; direct administrative costs of running the Board; and targets.

MOVED BY MEMBER KOOSED, SECONDED BY MEMBER SMASHEY AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD:

1. REVIEW AND APPROVE THE FINANCIAL INFORMATION TO MAY 15, 2013; AND,

2. APPROVE THE SCHEDULE OF DISBURSEMENTS FOR THE PERIOD UP TO MAY 21, 2013; AND,

3. REVIEW, COMMENT ON, AND APPROVE THE CHIEF EXECUTIVE OFFICER'S PROPOSED BUDGET FOR FISCAL YEAR 2013/2014; AND,

4. RECOMMEND APPROVAL OF THE BOARD APPROVED BUDGET FOR FISCAL YEAR 2013/2014 TO THE CITY COUNCIL.

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Public Comment – Items Not on the Agenda

None.

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Items from Staff

Martin Cole, Acting CEO, reported on a conversation with the City Manager regarding ways to support Cultural Affairs; the dispersal of Cultural Affairs staff within City departments; multi-departmental coordination efforts; he indicated that he had been appointed Acting Chief Executive Officer of the Cultural Affairs Foundation Board and that he would be attending Cultural Affairs Commission meetings more often; he wanted to hear from the Commission as to where they want to see cultural programming in the City go; and he discussed better coordination of fundraising efforts.

Jeremy Green, Management Analyst, reaffirmed that all subcommittees had been formed and that work could begin.

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Items from Members

Member Koosed requested a current contact list for Foundation Members.

Martin Cole, Acting CEO, discussed the Brown Act and communication with other subcommittee members.

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Adjournment

There being no further business, at 6:19 P.M., the Cultural Affairs Foundation Board adjourned its meeting to the meeting to be held at 4:00 P.M. on September 18, 2013 in the Cathedral Conference 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 ____________________

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ARLEEN CHIKAMI
CHAIR of the Culver City Cultural Affairs Foundation Board

Minutes Preparation: Kristi Callan

City of Culver City, California

Agenda Item Report

Meeting Date: 09/25/13	Item Number: A-1
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: Jeremy Green, Management Analyst	Phone Number: (310) 253-5859
Fiscal Impact: Yes [] No [x]	General Fund: Yes [] No [x]
Public Hearing: [] Action Item: [X]	Attachments: [X]
Public Notification: Meetings and Agendas - Cultural Affairs Commission (09/18/13)	
	Chief Executive Officer Approval: Martin R. Cole (09/17/13)

RECOMMENDATION:

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.

BACKGROUND/ DISCUSSION:

INTRODUCTION OF NEW MEMBERS:

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 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 – the City Manager has designated the Assistant City Manager to be the Acting Chief Executive Officer 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.

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.

DISCUSSION:

Former Foundation Board Member Christine Hardin was originally appointed by (then) Cultural Affairs Commissioner Gayle Smashey in August, 2005 and was reappointed by former Commissioner Smashey for a second term in 2009. Having served her full eight years on the Commission, Ms. Smashey's term on the Cultural Affairs Commission has concluded and, therefore, so has her term on the Foundation Board (and as Board Secretary). With the departure of Ms. Smashey from the Commission, Ms. Hardin's term on the Foundation Board has also concluded (in accordance with the Bylaws).

Appointment of New Member by Newly Appointed Commissioner Susan Anderson

The City Council has appointed Ms. Susan Anderson to the Cultural Affairs Commission. Commissioner Anderson has assumed office and has been informed of her ability to make an appointment to the Foundation Board. As of the writing of this report, Commissioner Anderson had not yet announced her appointment to the Foundation Board. However, it is possible she may announce such appointment prior to the Foundation Board meeting of September 25, 2013. Should that occur, staff will notify the Foundation Board and invite the newly appointed Board Member to attend this meeting.

Appointment of New Members – Chair and Vice Chair of the Cultural Affairs Commission

On Tuesday, September 10, 2013, the Cultural Affairs Commission met and elected Marla Koosed as Chair and Regina Klein as Vice-Chair of the Commission. In accordance with the Bylaws, Chair Koosed and Vice-Chair Klein are now Members of the Foundation 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 Foundation Board adopted a resolution that designated September as the annual meeting at which officers are elected.

The Bylaws also state that “no member of the Board shall serve more than two (2) consecutive years as Chairperson.” Chair Arleen Chikami was elected at the September 2011 meeting and shall complete her two consecutive years as Chairperson at this meeting. As mentioned earlier, former Board Secretary Smashey has also concluded her service on the Foundation Board. Therefore, at this time, two offices need to be filled: Chair and Secretary.

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

(2) The newly elected Chair requests nominations for Secretary. The Foundation Board considers a motion to elect a new Chair from amongst those nominated.

FISCAL ANALYSIS:

There is no fiscal impact associated with this action.

ATTACHMENTS:

None.

MOTION:

That the Cultural Affairs Foundation Board:

1. Elect _______________ as Chair;

AND

2. Elect _______________ as Secretary.

City of Culver City, California

Agenda Item Report

Meeting Date: 09/25/13	Item Number: A-2
CULTURAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: Consideration of Appointments to Subcommittees.	
Contact Person/Dept.: Jeremy Green	Phone Number: (310) 253-5859
Fiscal Impact: Yes [] No [X]	General Fund: Yes [] No []
Public Hearing: [] Action Item: [X]	Attachments: [X]
Public Notification: Meetings and Agendas – Cultural Affairs Commission (09/18/13)	
	Chief Executive Officer Approval: Martin R. Cole (09/17/13)

RECOMMENDATION:

Staff recommends that the Cultural Affairs Foundation Board (Foundation Board) consider appointments of Board Members to subcommittees.

BACKGROUND/DISCUSSION:

At the Board Meeting of March 20, 2013, the Board created three Ad Hoc Subcommittees and appointed members as follows:

AD HOC:

2013-2014 Fundraising Campaign and Events: Chikami, Koosed, Jones

2013-2014 Fundraising/Public Relations: McGlynn, Smashey

2013-2014 Veterans Memorial Auditorium Fundraising: Hardin, Wisnosky-Stehlin.

Appointments

In July, Foundation Board members Gayle Smashey and Christine Hardin completed their terms and are no longer members of the Board. As the new Vice Chair of the Commission and new Foundation Board member, Ms. Klein may be considered for appointment to a subcommittee, as would Cultural Affairs Commissioner Anderson’s appointee, if selected and in attendance 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. Consider appointing a new member to the Ad Hoc 2013-2014 Fundraising Public Relations Subcommittee, and

2. Consider appointing a new member to the Ad Hoc 2013-2014 Veterans Memorial Auditorium Fundraising Subcommittee.

City of Culver City, California

Agenda Item Report

Meeting Date: 09/25/13	Item Number: A-3
CULTURAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: (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; and (2) Discussion of the Reports from These Subcommittees and Potential Approval of Subcommittee Recommendations and/or Provide Direction to the Subcommittees.	
Contact Person/Dept.: Jeremy Green	Phone Number: (310) 253-5859
Fiscal Impact: Yes [X] No []	General Fund: Yes [] No []
Public Hearing: [] Action Item: [X]	Attachments: [X]
Public Notification: Meetings and Agendas – Cultural Affairs Commission (09/18/13)	
	Chief Financial Office Approval: Martin R. Cole (09/17/13)

RECOMMENDATION:

Staff recommends that the Cultural Affairs Foundation Board (Foundation Board) receive reports from the Foundation Board's three Ad Hoc Subcommittees; and (if desired) discuss the reports from the Subcommittees, approve Subcommittee recommendations and/or provide direction to the Subcommittees.

BACKGROUND/DISCUSSION:

At the Foundation Board Meeting of March 20, 2013, the Foundation Board created the Ad Hoc subcommittees:

AD HOC:

2013-2014 Fundraising Campaign and Events

2013-2014 Fundraising Public Relations

2013-2014 Veterans Memorial Auditorium Fundraising

Each Subcommittee will provide an oral report (in some cases as a supplement to the meeting notes 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. The CEO will be prepared to advise the Foundation Board on this subject.

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.

ATTACHMENTS:

1. Subcommittee Meeting Notes

MOTION:

That the Cultural Affairs Foundation Board:

1. Receive and discuss reports from the Three Ad Hoc Subcommittees, and,

2. (If desired) Approve Subcommittee recommendations (or, if determined by the CEO, provide direction to place certain items on a future agenda for consideration) and/or provide direction to the Subcommittees.

Fundraising/Events Sub-Committee Meeting Notes

<u>Meeting #1</u>
Meeting Dates: June 6, 2013
Meeting Location: Marla Koosed's House
In attendance: Arleen Chikami, Leslie Jones, Marla Koosed
Start Time: 5:30 pm
End Time: 8:30 pm

<u>Meeting #2</u>
Meeting Dates: July 15, 2013
Meeting Location: Marla Koosed's House
In attendance: Arleen Chikami, Leslie Jones, Marla Koosed
Start Time: 5:30 pm
End Time: 9:30 pm

<u>Potential Fundraising Events</u>

- Dine and Donate (1)
  - Restaurants, Gift Stores, Arcana Bookstore
  - See Dine and Donate amounts from El Marino Language School for comparison

- Renewals (2)
  -Need to send out a new letter to people who have supported the foundation
  -Letter should highlight accomplishments and ...

- Architectural Tours (3)
  -Easy to do, but who would lead the tour
  -Panel Presentation?
  -Hayden Tract
  -Stephen Erlich
  -Thom Mayne, Morphosis
  -Eric Owen Moss
  -Studio Pali-Fekete

- Studio Visit Tours (3)
  - Karl Handel, Stas Orlavsky
  - Find out what artists have studios in Culver City
  - Pricing of West of the 405 Exhibition Studio Tours
  - Breakfast with the Artists
  - Ed Ruscha's studio. His assistant is very friendly, nice.

- Wine Tastings (<u>http://www.barnsdall.org/events/friday-night-wine-tastings/</u>
  -Chair Chikami will site visit and report back
  -try to meet with Barnsdall Fnd to see if they would be willing to share their expertise; how is the budget structured; what is the investment?; how

much $ does each one make?
- -Create a budget
- -Pilot 1-2 next summer in conjunction with Music Festival?
- -Where in Culver City?
- -Bottle Rocket wine bar
- -Uses Event Brite for tickets and reservations; very easy to use

- Visual Arts Exhibition Auction Benefit

- LA Urban Rangers/Urban Folklore Tours
  - -Needs more research
  - -Builds pride in our city
  - -Could incorporate History, Film
  - -Culminates at a Wine Bar

- Female Wrestlers - Eastside vs. Westside Rumble
  - -LAW donates portion of their proceeds to a nonprofit of their choosing

- Book Signing

- Culver City Galleries
  - -Ask Culver City galleries to host events
  - -Use their artists
  - -Mark Moore Gallery and Roberts + Tilton?

- KCRW and NPR
  - -Need to get public radio involved as media partners for our events
  - -Marla knows Edward Goldman of Art Talk (KCRW). Maybe he could lead a studio tour.

- Sculpture Scavenger Hunt

- Wealthy Individuals in Culver City
  - -Who are they?
  - -Wealth Engine database
  - -Marla is meeting Bronya Galef, an Otis Trustee

- Culver City Chamber of Commerce
  - -Marla wants to join to meet corporate members

- Creative Economy Meet n' Greet
  - -Something the Foundation does annually
  - -Not necessarily to raise money, but to create community
  - -Could invite the Chamber of Commerce members
  - -Invite grantees, creative economy businesses (use City's database)
  - -Fashion businesses in Hayden Tract

Fundraising/Events Sub-Committee Meeting Notes

-Possible location in front of Father's Office at the Helm's Building because good indoor/outdoor space or the Media Park in front of Actor's Gang
-Marla knows Wally Marks (Helms Bldg)
-Keg'r

- Jurassic Technology
  -Committee loves Jurassic Tech. maybe it can host an event for us

- Peter Sellars lives in Culver City, but no one knows where.
  -How could we use him?

<u>2011-12 Dine and Donate Results for El Marino Language School</u>

• Baja Fresh	113.70
• BJ's	211.08
• Border Grill	122.00
• CPK	380.35
• 5 Guys Bur	202.82
• Islands	389.62
• Kay n' Daves	305.00
• Souplantation	133.44
• Truxton's	121.13
• Abbot's Pizza	275.00
• Daphne's	<u>100.00</u>
	$2,300

<u>2012-13 Cultural Affairs Foundation Dine and Donate</u>

- Rush, City T. and Lundeen's $1,635

<u>Dine and Donate Tips</u>

- Focus on higher-end (those that serve alcohol) restaurant/retail
- If it's a low-price place like Menchies try to get an extended promotion (week-long)
- Start off with places that you have a personal connection
- Be prepared. Know in advance how much you need to raise and be familiar w/ programs, why it's important to support the arts in culver city; tie-in with an art event or holiday
- You can suggest that the money will support a specific program like Music in the Chambers or you can say it's to support all the programs (music in the chambers, made in culver city, and music festival); it will depend on the interests of the person.
- How much does it cost for Music in the Chambers and the other programs?

Culver City Architect and Artist Studio Tours

Draft Program Descriptions

Stephen Erlich/Kirk Douglas Theatre

Join Stephen Erlich for a talk about the history of re-creating the Culver Theatre into the Kirk Douglas Theatre. Tour the theatre through the eyes of the architect who listened to all stakeholders, incorporating their vision and his into something truly wonderful for the City of Culver City. Antidotes, original drawings and models will all be part of this lively experience along with a wine and cheese reception in the lobby at the conclusion of the talk.

Eric Owen Moss Studios/Architecture as Art event

Join Eric Owen Moss to learn how Architecture as Art became part of Culver City's Art in Public Places Ordinance. This idea is unique to Culver City and very few cities across the United States. Join Eric Owen Moss as he explains how this came to be and shares the positive effect it has had on Culver City. Mr. Moss will tour us around the Hayden Tract showing specific examples of Architecture as Art in action. To accompany further discussion on this subject a wine and cheese reception will be held at the events conclusion.

Thomas Mayne/Morphosis

Join Morphosis founder and design director Thom Mayne in the renowned architecture and design firm's new Culver City offices. After nearly forty years (?) in Santa Monica, Mayne will discuss their relocation to Culver City, as well as past and current projects, and his recent interest in making sculpture and fine art prints, some of which will be on view.

Culver City Artist's Open Studios

On a Saturday or Sunday afternoon, more than twenty Culver City-based artists will open their studios to the public for a rare, behind-the-scenes opportunity to meet and discuss their work and creative practices in person. At a designated check-in desk, paid participants will receive entry wristbands and maps indicating studio locations as well as cafes, eateries and other points of interest en route.

City of Culver City, California
Agenda Item Report

Meeting Date: 09/25/13	Item Number: A-4
CULTURAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: Adoption of a Motion Authorizing Certain Foundation Board Officers to Sign Correspondence on Behalf of the Board.	
Contact Person/Dept.: Martin R. Cole, Acting Chief Executive Officer	Phone Number: (310) 253-6000
Fiscal Impact: Yes [] No [X]	General Fund: Yes [] No []
Public Hearing: [] Action Item: [X]	Attachments: []
Public Notification: Meetings and Agendas – Cultural Affairs Commission (09/18/13)	
	Chief Financial Office Approval: Martin R. Cole (09/17/13)

RECOMMENDATION:

Staff recommends that the Cultural Affairs Foundation Board (Foundation Board) adopt a motion authorizing certain Foundation Board Officers to sign correspondence on behalf of the Board.

BACKGROUND/DISCUSSION:

From time to time, the Foundation may wish to issue correspondence. Some examples of this are: letters of thanks for donations received; to conduct official business with respect to Foundation fundraisers (especially with respect to accepting and finalizing dates for fundraising activities); and, for other business related purposes.

The Bylaws vest the Chief Executive Officer with authority to transact the day-to-day operations of the Foundation. This routinely includes the ability to issue correspondence in furtherance of Board policy, to implement specific policy direction of the Board, and to transact routine business of the Foundation. From time to time, it may be desirable for other Foundation Board officers to sign correspondence on behalf of the Foundation, most often the Chair.

The purpose of this agenda report is to seek Foundation Board approval for the following Foundation Board Officers to sign correspondence on behalf of the Foundation and the Foundation Board (with the concurrence of the CEO):

Board Chair
Board Vice-Chair (in the absence of the Chair)

FISCAL ANALYSIS:

This proposed action does not create a significant fiscal impact.

ATTACHMENTS:

None.

MOTION:

That the Cultural Affairs Foundation Board:

> Adopt a motion authorizing the Chair and Vice-Chair (in the absence of the Chair) to sign correspondence on behalf of the Foundation and the Foundation Board (with the concurrence of the CEO).

City of Culver City, California
Agenda Item Report

Meeting Date: 09/25/13	Item Number: A-5
CULTURAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: Consideration of a Motion Approving the Transmittal of $771 in Designated Funds and $1,689 in Undesignated Funds (a Total of $2,460) to the City of Culver City in Support of Culver City's Boulevard Music Summer Festival - 2013.	
Contact Person/Dept.: Martin R. Cole, Acting Chief Executive Officer	Phone Number: (310) 253-6000
Fiscal Impact: Yes [] No [X]	General Fund: Yes [] No []
Public Hearing: [] Action Item: [X]	Attachments: []
Public Notification: Meetings and Agendas – Cultural Affairs Commission (09/18/13)	
	Chief Financial Office Approval: Martin R. Cole (09/17/13)

RECOMMENDATION:

Staff recommends that the Cultural Affairs Foundation Board (Foundation Board) adopt a motion approving the transmittal of $771 in Designated Funds and $1,689 in Undesignated Funds (a total of $2,460) to the City of Culver City in support of Culver City's Boulevard Music Summer Festival - 2013.

BACKGROUND/DISCUSSION:

Article II, Section 4 of the Cultural Affairs Foundation's Bylaws (Bylaws) provide the following:

> "Whenever the Foundation receives any money, in cash, check or otherwise, it shall, as soon as possible, disburse that money to the City for use by the City, as determined appropriate by the majority of the members of the City Council of Culver City (the "City Council"), for the City's cultural affairs programs, including the administration of such programs and the operation of the Foundation. Whenever the Foundation receives any other asset, it shall, as soon as possible, convey ownership and possession of that asset to the City for use and disposition by the City, as determined appropriate by a majority of the members of the City Council for the City's cultural affairs programs, including the administration of such programs and the operation of the Foundation."

The Foundation is in receipt of $771 in funds that were donated to the Foundation with a designation for the "Music Festival." Further, the Foundation is in receipt of $1,689 in Undesignated Funds.

With the dissolution of the Culver City Redevelopment Agency in February, 2012, funding for Cultural Affairs programs was almost completely eliminated. Pursuant to City Council direction, the City Manager worked with Boulevard Music to ensure the City's summer concerts continued to be produced. As part of the production of Culver City's Boulevard Music Summer Festival – 2013, the City Council determined to allocate certain Foundation funds to this event.

Pursuant to the Bylaws and the above-referenced City Council determination, staff recommends the Foundation Board adopt a motion authorizing the CEO to transmit $771 in Designated Funds and $1,689 in Undesignated Funds to the City of Culver City.

FISCAL ANALYSIS:

This proposed action would authorize the transfer of $771 in Designated Funds and $1,689 in Undesignated Funds from the Foundation to the City.

ATTACHMENTS:

None.

MOTION:

That the Cultural Affairs Foundation Board:

> Adopt a motion approving the transmittal of $771 in Designated Funds and $1,689 in Undesignated Funds (a total of $2,460) to the City of Culver City in support of Culver City's Boulevard Music Summer Festival - 2013.