

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

September 25, 2013
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:13 P.M.

Present: Arleen Chikami, Chair
Leslie Jones, Vice Chair
Regina Klein
Marla Koosed
Ashley Rodgers*
Jeannine Wisnosky Stehlin

Absent: Maureen McGlynn, Treasurer

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

*Ashley Rodgers arrived at 4:35 P.M.

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Pledge of Allegiance

The Pledge of Allegiance was performed.

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Public Comment - Items Not On the Agenda

Chair Chikami invited public comment.

Jim Clarke discussed the upcoming Centennial; creating a 501(c)(3) and entering into a Memorandum of Understanding to create flexibility; membership; a suggestion to agendize a discussion of the issue; broad public involvement; fundraising; and involving multiple City organizations.

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Discussion ensued between Board Members and the speaker regarding status of the 501(c)(3) after the event; the Culver City Historical Society; and the involvement of other organizations and individuals in the City.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY MEMBER KOOSD AND SECONDED BY VICE CHAIR JONES THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE MINUTES OF THE MAY 20, 2013 SEMI-ANNUAL MEETING.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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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, reported that Ashley Rodgers had been appointed by Susan Anderson, and new Member Regina Klein was Vice Chair of the Cultural Affairs Commission.

Member Klein provided background on herself; discussed a recent meeting she attended of The National Association of Advisors in Philanthropy; fundraising; education; and resources and opportunities.

Discussion ensued between staff and Board Members regarding bylaws; procedures to appoint officers; duties of each

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position; the workload for the various positions; and nominations.

MOVED BY VICE CHAIR JONES AND SECONDED BY CHAIR CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION ELECT MEMBER KOOSD TO SERVE AS CHAIR OF THE CULTURAL AFFAIRS FOUNDATION FOR FISCAL YEAR 2013-2014.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

MOVED BY MEMBER CHIKAMI AND SECONDED BY VICE CHAIR JONES THAT THE CULTURAL AFFAIRS FOUNDATION ELECT MEMBER WISNOSKY STEHLIN TO SERVE AS BOARD SECRETARY OF THE CULTURAL AFFAIRS FOUNDATION FOR FISCAL YEAR 2013-2014.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-2

Consideration of Appointments to Subcommittees

Jeremy Green, Management Analyst, provided a summary of the material of record.

A discussion ensued between Board Members and staff regarding the number of members on each subcommittee; Brown Act issues; standing subcommittees; and concern with overlap.

Member Rodgers joined the meeting at 4:35 P.M. and members introduced themselves.

Discussion ensued between staff and Board Members regarding open positions on subcommittees; the Brown Act; and procedures.

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MOVED BY MEMBER CHIKAMI AND SECONDED BY VICE CHAIR JONES THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPOINT MEMBER RODGERS TO SERVE ON THE AD HOC 2013-2014 PUBLIC RELATIONS SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Discussion ensued between staff and Members regarding the nature of the Veterans Memorial Auditorium Fundraising subcommittee; the need to rehabilitate the facility; the City's centennial 501(c)(3); frequency of meetings; the specific mission of the subcommittee; outlining time commitments; maintaining the area of focus; and overlap.

MOVED BY MEMBER WISNOSKY STEHLIN AND SECONDED BY MEMBER CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPOINT MEMBER KLEIN TO SERVE ON THE AD HOC 2013-2014 VETERANS MEMORIAL AUDITORIUM FUNDRAISING SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-3

(1) Reports from the Board's Three Ad-Hoc Subcommittees: 2013-2014 Fundraising Campaign and Events Subcommittee, 2013-2014 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

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Jeremy Green, Management Analyst, provided a summary of the material of record.

Martin Cole, Acting CEO, discussed procedures.

Member Chikami reported distribution of notes to the Foundation Board and provided a report on actions of the 2013-2014 Fundraising Campaign and Events ad hoc subcommittee; discussed types of events to consider; the successful Akasha fundraiser; the Pitfire Artisan Pizza fundraiser on October 23; other potential restaurants for fundraisers; forms for events; soliciting previous donors; architectural tours; staff involvement; promotional efforts; keeping the work to a manageable level; ideas for feasible events; and a recent wine tasting event at Barnsdall Art Park.

Discussion ensued between Board Members and staff regarding the approval process; restaurant donation programs; donations for public art programs in the City; the database of previous donors; PayPal; solicitation letters; ticket prices; responsibilities of the ad hoc subcommittee; collective contacts and resources; strategies to proceed; studio tours; art walks; wine tasting events; different events that happen in the City; logistics; restrictions in Culver City parks; exceptions; state-owned land; parking; shuttles; the nuts and bolts of events; different components of each event; determining the viability of specific events; planning and brainstorming; staff time; involvement of Board Members; subcommittee direction; different types of art walk events; Otis College of Art and Design events; partnerships; combining concepts; monthly events; pricing; providing a variety of events; fundraising goals; events where the proceeds come to Cultural Affairs; a recent Whole 9 Gallery event; sponsorship requests; business solicitation forms; proceeds from Parcel B; NPR; Veterans Auditorium; female arm wrestling featuring theatre companies; appealing to a different clientele; roller derby; resources; City Council involvement; a suggestion to direct the subcommittee to focus upon 4-5 events; continuity; connecting the public art that exists in the City as part of the architectural tour; utilizing and exposing the City's assets; L.A. Urban Rangers; working with Julie Lugo Cerra; creating a sculpture scavenger hunt; talking points; focusing on the goals of the Foundation; where money is going; funding temporary art installations; future opportunities; the current

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focus; existing work plans; raising unrestricted funds and making recommendations; tying funds to existing staff work plans; the summer concert series; the Cultural Trust Fund; staffing; visibility; outreach and publicity; and branding.

Martin Cole, Acting CEO, summarized the top fundraising ideas to be pursued within the next year including renewals; architectural tours; studio tours; wine tastings; and the female arm wrestling event.

Further discussion ensued between Board Members and staff regarding educational tours and collaboration with the upcoming Otis event; studio visits, Culver City galleries and art walks; the ability to add things to the list; Dine and Shop; the year-end appeal; educational lectures by Culver City based artists; the wine event at Barnsdall; involving Joxer Daly's in the female arm wrestling event; presenting a timeline and budget at the December meeting; buying staff time; product marketing; and revenue generators.

MOVED BY MEMBER KLEIN AND SECONDED BY MEMBER WISNOSKY STEHLIN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: DIRECT THE FUNDRAISING AND EVENTS SUBCOMMITTEE TO MOVE FORWARD WITH FURTHER INVESTIGATION OF DINE, SHOP AND DONATE EVENTS; YEAR-END APPEAL LETTERS TO CURRENT/PAST FOUNDATION DONORS; EDUCATIONAL LECTURES BY CULVER CITY BASED ARCHITECTS; EDUCATIONAL TOURS OF CULVER CITY BASED ART STUDIOS, POSSIBLY WITH THE OTIS QUAD EVENT; WINE TASTING; AND A FEMALE ARM WRESTLING EVENT AT A LOCAL PUB.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Martin Cole, Acting CEO, proposed that the other subcommittees be directed to focus on the proposed events so all three subcommittees are working on the same general plan.

MOVED BY MEMBER WISNOSKY STEHLIN AND SECONDED BY MEMBER CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION BOARD DIRECT THE PUBLIC RELATIONS SUBCOMMITTEE AND VETERANS AUDITORIUM SUBCOMMITTEE TO FOCUS THEIR EFFORTS ON THE AFOREMENTIONED

PROPOSED EVENTS THAT THE EVENTS SUBCOMMITTEE WILL BE WORKING ON.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Chair Koosed provided an update on the Publicity subcommittee; discussed efforts to secure free space for a regular arts column in the local papers; media demographics; consistency; the local focus; arts and culture content for the local papers; blogs and formulation of general talking points.

Discussion ensued between Board Members and staff regarding the LA Weekly; partnerships; sponsorships of Fiesta La Ballona; and the Board spokesperson.

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Item A-4

Adoption of a Motion Authorizing Certain Foundation Board Officers to Sign Correspondence on Behalf of the Board

Martin Cole, Chief Executive Officer, provided a summary of the material of record.

MOVED BY MEMBER RODGERS AND SECONDED BY MEMBER CHIKAMI 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).

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item 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

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

Discussion ensued between Board Members and staff regarding Foundation recommendations regarding use of funds; concern regarding the inability to have input on the use of funds in this case; normal circumstances; timing; unrestricted funds; line items in the budget; improved communication; the current balance of undesignated funds; and reporting.

MOVED BY MEMBER CHIKAMI AND SECONDED BY MEMBER RODGERS 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.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Public Comment - Items Not on the Agenda

None.

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Items from Staff

Jeremy Green, Management Analyst, distributed fliers for upcoming events; announced IndieCade from October 3-6; an upcoming temporary art exhibit called *Interference* by Los Angeles Contemporary Exhibitions (LACE) in the Hayden Tract;

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the Los Angeles Antiques, Art and Design Show at 3Labs, 8641 Warner Avenue, on October 10-13; and the opening night party benefitting the Decorative Arts and Design Council of LACMA on October 9.

Susan Obrow, Special Events Coordinator, reported on upcoming performances by grantees at Veterans Memorial Building including Donna Sternberg and Dancers on November 10 and the Los Angeles Doctors Symphony Orchestra on November 17; she announced that WiFi was being installed; and reported a donation of a baby grand piano for the Rotunda Room.

Christine Byers, Public Art and Historic Preservation Coordinator, provided an update on permanent public art pieces in production that had been recently approved by the Cultural Affairs Commission.

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Items from Members

Member Wisnosky Stehlin reported on a recent Foundation donation.

Member Klein announced a meet and greet for visual artist Joyce Dallal as part of the LAX (airport) Art Walk on September 28 with a performance by composer Yuval Ron.

Member Rodgers encouraged everyone to attend the first LAX (airport) Art Walk with a performance by Sarah Elgart; discussion of the event; site-specific installations; the artists; and performances.

Member Wisnosky Stehlin announced a performance of August Strindberg's *Creditors* by her Culver City-based New American Theatre at the Odyssey Theatre beginning October 11.

Member Klein encouraged everyone to support local artists.

Martin Cole, Acting CEO, thanked Member Chikami for her service as Chair of the Foundation and congratulated subcommittee members for their hard work.

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Discussion ensued between staff and Board Members regarding a reminder to distribute ad hoc subcommittee forms and event forms to new members; the nature of funds raised at the Pitfire Artisan Pizza restaurant fundraiser; that the default for unrestricted funds is the cultural enhancement of Veterans Memorial Auditorium; and the ability of the Board to make recommendations to the City Council.

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Adjournment

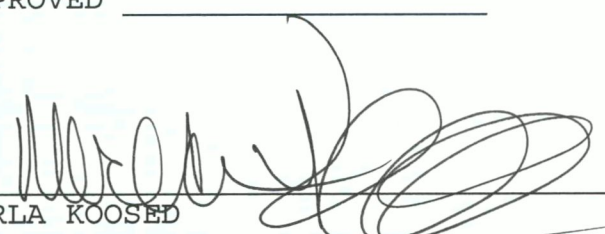
There being no further business, at 6:41 P.M., the Cultural Affairs Foundation Board adjourned its meeting to a meeting to be held at 4:00 P.M. on December 11, 2013 in the Cathedral Conference Room at City Hall.

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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 KOUSED
CHAIR of the Culver City Cultural Affairs Foundation Board

Minutes Preparation: Kristi Callan