

REGULAR MEETING OF THE
CULTURAL AFFAIRS COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

July 8, 2008
7:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Commission was called
to order at 7:03 P.M.

Present: Chair Luther Henderson
Vice Chair Gayle Smashey
Commissioner Clement Hanami
Commissioner Marla Koosed
Commissioner Ronnie Jayne

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Pledge of Allegiance

The Pledge of Allegiance was led by Mim Shapiro.

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Presentation

**Administration of the Oath of Office to the Reappointed
Member**

City Clerk and Assistant City Manager Martin Cole thanked
Chair Henderson and Vice Chair Smashey for their service to
the City, and administered the Oath of Office to
Commissioner Jayne.

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Public Comment - Items Not On the Agenda

None.

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**Consent Calendar
Agenda Posting**

Item C-1

Moved by Commissioner Jayne, seconded by Commissioner Koosed, and unanimously passed to receive and file the Secretary's Report on the Posting of the Agenda.

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Item C-2

Meeting Minutes

Moved by Commissioner Koosed, seconded by Commissioner Jayne, and unanimously passed to approve the minutes of June 10, 2008.

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Action Items

Item A-1

Election of Officers and Assignment of Commissions to Sub-Committees for Fiscal Year 2008-2009

Moved by Chair Henderson, seconded by Commissioner Hanami, and unanimously passed to elect Vice Chair Smashey to serve as Chair of the Cultural Affairs Commission and Commissioner Koosed to serve as Vice Chair of the Cultural Affairs Commission for Fiscal Year 2008-2009.

Moved by Commissioner Henderson, seconded by Commissioner Hanami, and unanimously passed to appoint the following Commissioners the following subcommittees:

Education and Lifelong Learning - Commissioner Hanami and Chair Smashey

Facilities - Commissioners Hanami and Jayne

Festivals and Events - Commissioners Henderson and Jayne

Fundraising - Vice Chair Koosed and Chair Smashey

Grants and Artists Services - Commissioner Henderson and Chair Smashey

Historic Preservation - Commissioner Hanami and Vice Chair Koosed

Image and Public Relations - Vice Chair Koosed and Chair
Smashy

Public Art - Commissioner Hanami and Vice Chair Koosed

Cultural Affairs Commission/City Council Subcommittee:
Commissioners Henderson and Jayne

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Item A-2

**Consideration of Draft Notice of Funding Availability
(NOFA) for the 2009 Performing Arts Grant program**

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

The Commission and staff discussed: the California Cultural
Data Project and Pew Charitable Trust's funding of the
project; revised applications; benefits of the centralized
process; Sony's annual contribution; a requirement that
non-profit performing arts organizations have a Culver City
business license; a fiscal receiver for multiple
applicants; a requirement that applicants attend the
Cultural Affairs Commission meeting at which grant
recommendations are considered; and consistency with order
of listing disciplines and notation.

Moved by Commissioner Henderson, seconded by Vice Chair
Koosed and unanimously passed to approve the NOFA with
noted changes.

Moved by Commissioner Henderson, seconded by Commissioner
Jayne and unanimously passed to approve the 2009 Funders
Report from the California Cultural Data Project with any
noted changes.

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Item A-3

**Consideration of Request for Proposals (RFP) for a
Consultant to Complete a Citywide Historic Resources
Inventory Update and Recommendation to the City
Council/Redevelopment Agency**

Public Art and Historic Preservation Coordinator Christine Byers provided a summary of the material of record.

Staff and the Commission discussed reasonable time frames for responses; the Culver City survey as compared to adjacent cities; frequency of surveying; maintaining compliance with state requirements; the California Environmental Quality Act definition of a historical resource; the California Historical Register; whether there is an association of firms specializing in historic preservation; guidelines as to who is professionally qualified to conduct the surveys; allocation of funds; composition of the City committee selecting the consultant; RFP requirements; payment schedule; profit and overhead; and a not-to-exceed amount.

Moved by Vice Chair Koosed, seconded by Commissioner Hanami and unanimously passed to recommend that the City Council and Redevelopment Agency approve the RFP for a Citywide Historic Resources Inventory Update and authorize staff to proceed.

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Public Comment for Items Not on the Agenda

None.

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Receipt of Correspondence

None.

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Items From Staff

Performing Arts and Special Events Coordinator Obrow reported that the Culver City Music Festival would begin on July 10. She announced performing arts grant recipient performances and distributed pocket calendars listing those events. She also reported on Culver City-based performing arts organizations participating in the California Cultural Data Project.

Public Art and Historic Preservation Coordinator Byers thanked Commissioners for their service this year and

reported on the progress of: the survey of maintenance of public art on private property, the repair work for Ed Carpenter's *Hanging Garden*; and the printed brochure on the City's public art program.

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Items From Commissioners

Responding to an inquiry from Vice Chair Koosed regarding the Culver City Music Festival subcommittee, Performing Arts and Special Events Coordinator Obrow reported that the City Manager had requested additional background information. She added that the Current Economic Development subcommittee would not be meeting with the Commission and she noted that the City Manager would determine how to proceed once he received the requested information.

Vice Chair Koosed reported on an event in Santa Monica scheduled for July 19th called *Glow* and she suggested holding a comparable event in Culver City.

Commissioner Hanami thanked everyone for their service over the past year.

Commissioner Henderson reported attending the Actors' Gang production of *1984*; he distributed a copy of The Unusual Suspects Newsletter; and he thanked everyone for their hard work this year.

Commissioner Jayne echoed thanks to everyone for their hard work, she was looking forward to the Culver City Music Festival and she announced Fiesta la Ballona on August 22-23.

Vice Chair Koosed thanked Commissioner Henderson for his leadership and congratulated Chair Smashey on being appointed Chair.

Responding to Chair Smashey, Public Art and Historic Preservation Coordinator Byers explained that scaffolding for the repairs to *Hanging Garden* would be reviewed and approved by a structural engineer and the City's Building Official.

Performing Arts and Special Events Coordinator Obrow reported planned security efforts during the Culver City

Music Festival to ensure the safety and security of attendees while *Hanging Garden* is being repaired.

Chair Smashey commented on work being done at Park Century School on Landmark Street and she thanked staff and Commissioners for their hard work over the past year.

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Adjournment

There being no further business, at 8:40 P.M., the Cultural Affairs Commission adjourned its meeting to a tour of historic sites in Culver City to begin at 6:30 P.M. on July 14, 2008 in the City Hall Courtyard.

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GAYLE SMASHEY

CHAIR of the Culver City Cultural Affairs Commission

Minutes Preparation: Kristi Callan