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

June 17, 2015
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:02 P.M.

Present: Marla Koosed, Chair
Jeannine Wisnosky Stehlin, Vice Chair
Ashley Rodgers, Treasurer
Celeste Anlauf, Board Member*
Regina Klein, Board Member

Absent: Leslie Jones, Secretary
Andrew Lachman, Board Member

Staff: Christine Byers, Cultural Affairs Coordinator
Susan Obrow, Special Events Coordinator

*Member Anlauf left the meeting at 5:02 P.M.

Chair Koosed observed that this would have been Member Jones's last meeting.

Member Klein received clarification that Member Lachman was still on the FoundationBoard.

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Pledge of Allegiance

The Pledge of Allegiance was led by Rachel Sine and Georges Chamchoum.

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Public Comment – Items Not On the Agenda

Chair Koosed invited public comment.

The following members of the audience addressed the Foundation Board:

Georges Chamchoum, Asian World Film Festival, provided background on the festival; he announced that the festival would be October 26 - November 2 at the ArcLight Cinema during the week, with weekend screenings at the iPic on Wilshire for the weekends; he indicated that the opening and closing gala would be in Culver City; he wanted the City to be involved; reported that they would be using the Culver Hotel and wanted to work with the City to use the Town Plaza area; he discussed the lack of exposure for Asian films; and the Academy Awards.

Rachel Sine, Asian World Film Festival, indicated that they wanted Culver City to be the destination as it is historic and filmmakers from Asia would be in attendance.

Discussion ensued between Board Members and the speakers regarding clarification that this is the first year of the festival; the films are feature length films; the festival is secure for five years; the hope that Culver City would be the home for the festival; encouragement to connect with the Downtown Business Association, the Chamber of Commerce, the School District and the Cultural Affairs Commission; public meetings and procedures; involvement of local businesses; and encouragement to connect with the Los Angeles World Affairs Council based in Culver City.

Cultural Affairs Coordinator

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Consent Calendar

Item C-1

Meeting Minutes

Chair Koosed commented on an item in the minutes suggesting that perhaps a portion of revenue, generated from the rental fees from performing arts-related Veterans Auditorium rentals, could be redirected from the City’s General Fund to benefit the technical enhancement of Veterans Memorial Auditorium.

Member Klein asserted that she had submitted comments for the meeting but had not seen them reflected in the minutes.

Chair Koosed indicated that they had been read into the record and that was mentioned.

Member Klein stated that under item A-3 in the minutes on page 5 of 10, the item regarding the Mission and Purpose Subcommittee and comments made by Member Anlauf, it should be noted that a suggestion was made that the Foundation would benefit from an annual revenue target and a related work plan timeline developed by the Board in conjunction with the needs, objective and budget of Cultural Affairs.

MOVED BY BOARD MEMBER ANLAUF AND SECONDED BY BOARD MEMBER RODGERS THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE MINUTES OF THE MARCH 18, 2015 REGULAR MEETING AS AMENDED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES:	ANLAUF, KOOSED, RODGERS,
NOES:	NONE
ABSENT:	JONES, LACHMAN
ABSTAIN:	KLEIN, WISNOSKY STEHLIN

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Action Items

Item A-1

(1) Approval of Financial Reports of the Cultural Affairs Foundation for FY 2014/15 through March 31, 2015; and, (2) Approval of the Schedule of Disbursements for FY 2014/15 through March 31, 2015

Chair Koosed invited public participation.

No speakers came forward and no cards were received.

Christine Byers, Cultural Affairs Coordinator, introduced the item and provided a brief summary of the material of record noting that she was working to resolve a $25 discrepancy that she had identified.

Discussion ensued between staff and Board Members regarding gross ticket sales from Eventbrite; contact information for sending a thank you/tax credit letter to those who bought tickets; thank yous for recurring donations; and donations and acknowledgement for the Summer Concert Series.

MOVED BY BOARD MEMBER RODGERS AND SECONDED BY BOARD MEMBER KLEIN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: REVIEW AND APPROVE FINANCIAL REPORTS OF THE CULTURAL AFFAIRS FOUNDATION FOR FY 2014/15 THROUGH MARCH 31, 2015 AND APPROVE THE SCHEDULE OF DISBURSEMENTS FOR FY 2014/15 TO MARCH 31, 2015.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES:	ANLAUF, KLEIN, KOOSED, RODGERS, WISNOSKY STEHLIN
NOES:	NONE
ABSENT:	JONES, LACHMAN

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Item A-2

(1) Review the Proposed Fiscal Year 2015/2016 Cultural Trust Fund Budget for Cultural Affairs; and, (2) Review, Approve, and Recommend to the City Council Adoption of the Foundation Budget for FY 2015/2016

Chair Koosed invited public input.

There were no cards received and no speakers came forward.

Christine Byers, Cultural Affairs Coordinator, provided a summary of the material record.

Susan Obrow, Special Events Coordinator, reported that a contractor for the Performing Arts Grants program was built into the Other Contractual Services budget line; she discussed funding for the grants; the technical enhancement of Veterans Memorial Auditorium; additional funds to fund the technical expert; and the potential NEA *Our Town* grant.

Christine Byers, Cultural Affairs Coordinator, reported that the budget had been developed in coordination with the Cultural Affairs Commission; she discussed outcomes of the dialogue with the Commission; part-time assistance funded by Fund

Administration in Other Contractual Services; and restarting the temporary art program.

Discussion ensued between staff and Board Members regarding the origin of the money; the Cultural Trust Fund; developer contributions; the current balance; restrictions on fund usage; and money allocated to the Summer Concert Series.

Christine Byers, Cultural Affairs Coordinator, distributed Revenue and Expense Summaries of the Foundation noting the pass through money from the Los Angeles County Arts Commission for the summer intern had not been included; she discussed incoming money earmarked for specific use; the balance of unrestricted contributions for next year; the Chief Executive Officer's proposed budget for next year; total anticipated Foundation expenditures for next year; contract staff; sponsorship for the Summer Concert Series; and additional fundraising to support Veterans Memorial Auditorium.

Discussion ensued between staff and Board Members regarding clarification that the Board acts as a pass through for the funds raised for the Summer Concert Series and the Veterans Memorial Auditorium enhancement; clarification that Members have approval to solicit grants; the Retained Earnings/Operating Loss category; money planned to offset operating expenses; donors that do not earmark funds; Board insurance; Errors and Omissions Insurance; whether fundraising for programs is possible; proactive fundraising; uses for unrestricted funds; Board votes for unrestricted funds; and previous allocation for the technical enhancement of Veterans Memorial Auditorium.

MOVED BY BOARD MEMBER KLEIN AND SECONDED BY BOARD MEMBER ANLAUF THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE AND RECOMMEND THAT THE CITY COUNCIL ADOPT THE FOUNDATION BUDGET FOR FISCAL YEAR 2015/2016.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES:	ANLAUF, KLEIN, KOOSED, RODGERS, WISNOSKY STEHLIN
NOES:	NONE
ABSENT:	JONES, LACHMAN

Susan Obrow, Special Events Coordinator,
thanked Member Anlauf for her work on the grant application for the Joseph Drown Foundation resulting in a $25,000 grant.

Christine Byers, Cultural Affairs Coordinator, indicated that she would provide information to Member Anlauf on the Board insurance.

* Member Anlauf exited the meeting at 5:02 p.m.

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Item A-3

(1) Consideration of a Motion Approving the Transmittal of $26,387.98 in Funds to the City to Support the Technical Enhancement of Veterans Memorial Auditorium; and, (2) Consideration of a Motion Approving the Transmittal of $7,850.00 in Funds to the City to Support the 2015 Culver City Summer Concert Series

Chair Koosed invited public participation.

No cards were received and no speakers came forward.

Christine Byers, Cultural Affairs Coordinator, thanked Member Anlauf, Member Jones, Member Rodgers, Chair Koosed and Thomas Small, for their work on the *architectureTALKS* series noting that $26,387.98 was ready to be transferred to the City; she discussed money raised to support the concert series; additional donations and the amended amount; and total net proceeds from all of the *architectureTALKS*.

Discussion ensued between staff and Board Members regarding appreciation to Board Members for their work; sponsorships; amending the amount to reflect the additional contributions to the Summer Concert Series; clarification that donations go to the Foundation in order for sponsors to be able to take advantage of certain tax deductions and the Foundation acts as a pass through for the funds; Senior Center donations to the City; raising awareness of the Foundation; making donations publicly at a ceremony with the City Council; staff agreement to investigate costs to print up a giant check; crafting a press release; publicity; serving as a pass through for other organizations; increased workload for staff; increasing sponsorships and grants; creating a protocol; the incentive for the Summer Concert Series; and residual benefits.

MOVED BY VICE CHAIR WISNOSKY STEHLIN AND SECONDED BY BOARD MEMBER KLEIN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD:

1. ADOPT A MOTION APPROVING THE TRANSMITTAL OF $26,387.98 IN FUNDS TO THE CITY TO SUPPORT THE TECHNICAL ENHANCEMENT OF VETERANS MEMORIAL AUDITORIUM; AND,

2. ADOPT A MOTION APPROVING THE TRANSMITTAL OF $8,344.20 IN FUNDS TO THE CITY TO SUPPORT THE 2015 CULVER CITY SUMMER CONCERT SERIES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: KLEIN, KOOSED, RODGERS, WISNOSKY STEHLIN
NOES: NONE
ABSENT: ANLAUF, JONES, LACHMAN

Christine Byers, Cultural Affairs Coordinator, reported that per the Foundation bylaws, two signatures are required for checks issued for more than $10,000, one from the City Manager or CEO and the other from the Chairperson or Treasurer of the Foundation.

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Item A-4

Adoption of a Resolution Setting the Dates of Two Semi-Annual Meetings for Fiscal Year 2015/2016

Chair Koosed invited public participation.

No cards were received and no speakers came forward.

Christine Byers, Cultural Affairs Coordinator, reported that the Foundation Board traditionally designated specific dates for semi-annual meetings, and she noted that for the past two years the Board had felt that four meetings were necessary but that going back to two meetings would be sufficient noting that special meetings could be called with a minimum of 24 hours' advance notice.

MOVED BY VICE CHAIR WISNOSKY STEHLIN AND SECONDED BY BOARD MEMBER RODGERS THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: ADOPT A RESOLUTION SETTING THE DATES OF THE REGULAR MEETINGS OF THE BOARD FOR FISCAL YEAR 2015/2016.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: KLEIN, KOOSED, RODGERS, WISNOSKY STEHLIN
NOES: NONE
ABSENT: ANLAUF, JONES, LACHMAN

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Item A-5

Consideration of (1) Reports from the Board's Ad-Hoc Subcommittees: Culver City Chamber of Commerce Subcommittee, Foundation Mission and Purpose Subcommittee, Fundraising Campaign and Events Subcommittee, Public Relations Subcommittee, and Veterans Memorial Auditorium Fundraising Subcommittee; and, (2) Discussion of the Reports and Potential Approval of Recommendations and/or Provide Direction

Chair Koosed invited public participation.

No cards were received and no speakers came forward.

Member Klein reported on the Culver City Chamber of Commerce subcommittee noting that there was not a meeting in May and no one was able to attend in June; she announced the upcoming Chamber of Commerce Expo; and she expressed support for continuing the membership to the Chamber of Commerce.

Member Rodgers commented on the difficulty of coordinating meeting attendance.

Chair Koosed reported that the Chamber of Commerce Expo would be on June 24 at Veterans Auditorium; she discussed her attendance last year; she supported attendance but not a booth; she discussed the monthly Chamber mixer on the third Wednesday of each month; and designating an annual fundraising event advertised for the Chamber membership.

Discussion ensued between staff and Board Members regarding the City table at the Chamber Expo; the benefits for Board Members to meet business members at the booth; contacting Susan Obrow to indicate who can attend; the chance to network on behalf of the Foundation; making a connection and following up; clarification that there is no cost to attend the Expo; costs to attend the mixers; restricted events; the monthly breakfast meeting; and consensus to renew the Chamber of Commerce membership.

Member Klein reported on the Foundation Mission and Purpose subcommittee noting that some of the material on the website needed to be updated and the updates were in progress; she indicated that the subcommittee had discussed looking at developing a strategic plan and setting a target goal and timeline; discussed the current budget target of $13,000 not including the Summer Concert Series; she felt that planning should be a function of the Mission and Purpose subcommittee; she asked that the topic of the subcommittee be broadened to include objectives and a timeline; she felt that setting objectives and a work plan would help in keeping a grant calendar and maximizing opportunities; and she asserted that no additional work would be created for staff.

Christine Byers, Cultural Affairs Coordinator, questioned whether a draft timeline would be available from the subcommittee at the next meeting.

Member Klein reported that the subcommittee had identified a number of organizations that are a good fit for Veterans Auditorium; she discussed the template developed; approval by the Board to submit; timelines and deadlines; and she noted that they were seeking approval from the Foundation for a corporate application process that is a match for Veterans Auditoriums needs.

Discussion ensued between staff and Board Members regarding seeking City Manager approval since the Board does not meet that often; having the subcommittee present a list of grant applications made at the next Foundation Board meeting; and ensuring that efforts are not duplicated.

MOVED BY BOARD MEMBER KLEIN AND SECONDED BY VICE CHAIR WISNOSKY STEHLIN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: ALLOW THE VETERANS MEMORIAL AUDITORIUM FUNDRAISING SUBCOMMITTEE TO SUBMIT GRANT APPLICATIONS WITH ONLY THE APPROVAL OF THE CITY MANAGER OR HIS DESIGNATE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES:	KLEIN, KOOSED, RODGERS, WISNOSKY STEHLIN
NOES:	NONE
ABSENT:	ANLAUF, JONES, LACHMAN

Susan Obrow, Special Events Coordinator, thanked the Veterans Memorial Auditorium Fundraising subcommittee for their work on the revitalization of the stage; she reported that the City was comfortable with the scope of work for a contractor; that there is now a working group including Parks, Recreation and Community Services and Public Works staff and Jeff Lee of Technology Artists; that a lighting contractor capable of doing all of the work had been identified; Public Works had expanded the scope of work to include the emergency lights and house lights; the candidate would take the scope and create a line item budget quote; other quotes and bids would be obtained for the City until due diligence is done and a contractor can be selected; and she noted that the working group was key to moving forward.

Discussion ensued between staff and Board Members regarding whether Public Works had grant money or General Fund money to spend toward the project; funding sources; the idea of revitalizing a performance space; other elements of the project added by Public Works; emergency lights; upkeep and maintenance of the building; and restricted funds.

Member Rodgers reported on the Public Relations subcommittee noting that the focus had been on promoting the Architecture Talks; she discussed post coverage with the Argonaut; and moving forward with a check presentation to the City Council.

Discussion ensued between staff and Board Members regarding clarification on the amount of money presented to the City Council; connecting Member Rodgers with Dan Jassim for information on creating the large check; the process for approving costs to create the check; and fact checking with the Argonaut.

Chair Koosed reported on the Fundraising and Events subcommittee; thanked Member Jones for her work on the *architectureTALKS*; indicated that she was speaking for herself, not the subcommittee; she felt that the events were great for raising awareness but did not yield enough funds; she suggested focusing on one event per year; she volunteered her services to help; and she expressed support for moving forward with the Giving Tuesday event.

Discussion ensued between staff and Board Members regarding clarification that the work has to be done in July and August, before the next Board meeting; assigning people to take the lead on the program; clarification that two Board Members would not be returning for the next year; uncertainty on the status of Member Lachman; whether a full Board would be in place by September; different districts to approach; a suggestion to create a card or information for the businesses to give out; conflicting with the major giving time of year; the original creation of Giving Tuesday for social services; citing a specific project to benefit; identifying a social aspect of Cultural Affairs; competition on Giving Tuesday; approaching the businesses in the summer; the lack of consensus from the Board to move forward with Giving Tuesday; appreciation for the Architecture Talks; and a suggestion to spotlight the three architects with a picture on the webpage.

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Public Comment – Items Not on the Agenda

Chair Koosed invited public comment.

No speaker cards were received and no speakers came forward.

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Items from Staff

Susan Obrow, Special Events Coordinator, thanked Marla Koosed for her diligent work on the Board and on the Commission during difficult times, and she discussed goals accomplished.

Christine Byers, Cultural Affairs Coordinator, thanked Chair Koosed and all the Board Members for their efforts and accomplishments.

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Items from Board Members

Board Member Klein echoed previous accolades for Chair Koosed; indicated that the Cultural Affairs Commission had thanked Chair Koosed at their meeting; and she noted that Chair Koosed had set an amazing example.

Vice Chair Wisnosky Stehlin thanked Chair Koosed for her guidance, passion, compassion and brains.

Chair Koosed discussed her tenure on the Board; previous members of the Board; the purpose of the Foundation to raise funds; allowing the community easy access to affordable cultural programming; the Cultural City Campaign; the Community Cultural Plan; she made recommendations for the future of the Board to be smarter, leaner and more efficient; and she extended thanks to fellow Board Members and staff for their extraordinary efforts for Cultural Affairs.

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Adjournment

There being no further business, at 6:15 P.M., the Cultural Affairs Foundation Board adjourned to a meeting to be held at 4:00 P.M. on September 16, 2015 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 ____________________

CHAIR of the Culver City Cultural Affairs Foundation Board

Minutes Preparation: Kristi Callan