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

January 29, 2008
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:06 P.M.

Present: Christine Hardin, Vice Chair
Renae Williams Niles, Treasurer
Sofia Klatzker, Secretary
Luther Henderson, III
Rick Noguchi

Absent: Jerry Fulwood, CEO
Mercedes Paz-Slimp, Chair
Gayle Smashey

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Pledge of Allegiance

The Pledge of Allegiance was led by Public Art and Historic Preservation Coordinator Christine Byers.

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Public Comment - Items Not On the Agenda

None.

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Item C-1

Consent Calendar
Agenda Posting

Moved by Member Henderson, seconded by Member Williams Niles, and unanimously passed (absent Members Fulwood, Paz-Slimp and Smashey) 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 Member Williams Niles, seconded by Member Klatzker, and unanimously passed (absent Members Fulwood, Paz-Slimp and Smashey) to approve the minutes of the July 25, 2007 Semi-Annual Meeting and the December 13, 2007 Special Meeting as written.

Items are listed in the order considered.

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Item A-2

Discussion Regarding Insurance Coverage for the Foundation Board

Management Analyst Jeremy Green reported that the City's Risk Management Division recommended that the Foundation Board procure its own insurance and she provided an overview on different types of insurance options and costs involved.

Public Art and Historic Preservation Coordinator Christine Byers noted that the cost would have to be incorporated into an annual budget for the Foundation.

Member Williams Niles received clarification that staff would investigate and purchase insurance for the Foundation Board.

Responding to Board Member inquiries, Public Art and Historic Preservation Coordinator Byers explained that start-up funds for the Foundation were available to pay for the insurance. She added that incorporating the Foundation Board into City's insurance coverage would increase the liability to the City so separate Foundation Board insurance would come from an outside broker. She agreed to provide information to Members via email for review and comments before the insurance is purchased.

Member Williams Niles moved to have staff purchase the insurance.

Member Henderson proposed an amendment that the amount not exceed $1,600. Member Williams Niles accepted the amendment.

Moved by Member Williams Niles, seconded by Member Henderson, and unanimously passed (absent Members Fulwood, Paz-Slimp and Smashey) to have staff research and purchase insurance coverage for the Foundation Board using funds specifically allocated for such expenses with the annual amount not to exceed $1,600.

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Item A-3

Discussion Regarding Selection of an Advisory Committee

Performing Arts Coordinator and Special Events Producer Susan Obrow explained the function and makeup of the Advisory Committee and procedures for its formation.

Responding to Member Noguchi, Public Art and Historic Preservation Coordinator Byers clarified that the fundraising aspect of the Advisory Committee entailed endorsing the Foundation by allowing the use of one's name on the Advisory Committee.

The possibility of changing the name of the committee was discussed but since the name has already been specified, any change would require changes to the By-Laws.

The group's discussion included: procedures for handling Foundation money; financial statements; use of funds; use of the City seal; Foundation letterhead and creation of a logo to provide a distinction between the Foundation and the City; grant submissions; the pros and cons of appearing to be affiliated with the City; tax identification numbers; limits to the amount of tax deductible donations; which issues require City Council approval and reporting to the City Council; and the allowable extent of City staff assistance to the Foundation.

Moved by Member Klatzker and seconded by Member Henderson to have staff move forward with the compilation of a list of names to circulate via email to the Foundation Board for an Advisory Committee. The motion passed unanimously (absent Members Fulwood, Paz-Slimp and Smashey).

The Board discussed different types of Foundations and Public Art and Historic Preservation Coordinator Byers agreed to provide further clarification at the Special meeting in April.

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Item A-1

Discussion Regarding the Further Development of the Cultural Affairs Foundation, the Role of the Board, and Conflict of Interest Issues

Staff and Board Members: reviewed potential conflicts of interest; discussed procedures for pursuing donations and grants; noted that there is no budget for lunch meetings; discussed procedures for receipt of funds; discussed 501(c)(3) documentation and tax deduction information for those who donate; reviewed identifying sources of support for specific programs vs. general program support; discussed the process for distribution of funds; considered the perception of competition with small arts organizations for already limited funds; discussed recognition of organizations for donations; talked about grant writers and funds to pay for them; and reviewed policy clarification on Board Member/staff interaction.

Moved by Member Klatzker and seconded by Member Noguchi to direct staff and the Foundation to look into developing stationery and the Foundation logo and have staff further investigate the processing and handling of checks, dispersion of funds, as well as other financial details and the process of directing leads on grant opportunities. The motion passed unanimously (absent Members Fulwood, Paz-Slimp and Smashey).

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Item A-4

Selection of Date and Time for a Special Meeting of the Cultural Affairs Foundation Board in April 2008

Moved by Member Klatzker, seconded by Member Henderson and unanimously passed (absent Members Fulwood, Paz-Slimp and Smashey) that the Special Meeting of the Cultural Affairs Foundation Board be held on April 29, 2008 at 4:00 P.M.

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Items from Staff

Management Analyst Jeremy Green reported that Members would be receiving an invitation to the Mayor's Luncheon at the Vet's Building on Wednesday, March 26, 2008 at 11:30 A.M.

Responding to Member Williams Niles, Public Art and Historic Preservation Coordinator Byers indicated that staff had a two-year budget for FY 2007-2008 and FY 2008-2009 and would be conducting a mid-year budget review soon.

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Adjournment

There being no further business, at 5:25 P.M., the Cultural Affairs Foundation Board adjourned its meeting to a Special Meeting to be held at 4:00 P.M. on April 29, 2008 in the Mike Balkman Council Chambers at City Hall.

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Kristi Callan
Minutes Preparer

APPROVED

MERCEDES PAZ-SLIMP
CHAIR of the Culver City Cultural Affairs Foundation Board