

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

July 25, 2007
7:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 7:12 P.M.

Present:

Foundation: Jerry Fulwood, CEO
 Christine Hardin
 Luther L. Henderson, III
 Sofia Klatzker
 Rick Noguchi
 Mercedes Paz-Slimp
 Gayle Smashey
 Renae Williams

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

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Invocation/Pledge of Allegiance

The Pledge of Allegiance was led by Julie Lugo Cerra.

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Public Comment

Julie Lugo Cerra offered the help of the Culver City Historical Society and invited the Cultural Affairs Commission and Culver City Foundation Board to a preview of their first exhibit at Fiesta La Ballona.

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**Consent Calendar
Agenda Posting**

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

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Responding to Commissioner Jayne, Chief Executive Officer Fulwood explained proper protocol.

Moved by Commissioner Jayne and seconded by Commissioner Koosed that the need to take action came to the attention of City staff subsequent to the agenda being posted -- pursuant to California Government Code section 54954.2(b) -- and for the discussion and adoption of the Bylaws of the Culver City Cultural Affairs Foundation to be placed on the agenda. A voice vote reflected unanimous approval.

Public Art and Historic Preservation Coordinator Byers explained that the Bylaws were before them for consideration and she pointed out several small changes in the document.

Responding to Commissioner Koosed, Performing Arts Coordinator and Special Events Producer Obrow explained that the Advisory Committee for the Foundation would be comprised of distinguished leaders in their various fields, such as historic preservation, music, theatre or dance, whose role is to support fundraising for City programs by allowing the City to use their names on Foundation letterhead.

Responding to Member Williams, Chair Henderson explained that Board Members would provide input as to Advisory Committee membership.

Moved by Commissioner Smashey and seconded by Commissioner Koosed to adopt the Bylaws of the Culver City Cultural Affairs Foundation as amended on July 25, 2007. A voice vote reflected unanimous approval.

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Item A-1

Action Items

**Installation of Members of the Board of the Culver City
Cultural Affairs Foundation and Election of Officers**

Chair Henderson moved that Member Paz-Slimp serve as Chair of the Cultural Affairs Foundation Board. Member Klatzker seconded the motion and a voice vote reflected unanimous approval.

Moved by Member Paz-Slimp and seconded by Member Noguchi that Member Hardin serve as Vice Chair of the Cultural Affairs Foundation. A voice vote reflected unanimous approval.

Moved by Member Smashey and seconded by Member Noguchi that Member Williams serve as Treasurer of the Cultural Affairs Foundation. A voice vote reflected unanimous approval.

Moved by Member Williams and seconded by Chief Executive Officer Fulwood that Member Klatzker serve as Secretary of the Cultural Affairs Foundation. A voice vote reflected unanimous approval.

Chair Henderson explained that positions would be assumed tomorrow and he would continue to Chair the meeting.

Chief Executive Officer Fulwood indicated that he was a non-voting member and that the last motion would have to be reconsidered.

Moved by Member Williams and seconded by Member Paz-Slimp to reconsider the previous motion. A voice vote reflected unanimous approval.

Moved by Member Williams and seconded by Member Noguchi that Member Klatzker serve as Secretary of the Cultural Affairs Foundation. A voice vote reflected unanimous approval.

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Item A-2

Overview of the History of Cultural Affairs in Culver City

Chair Henderson provided a summary of the material of record noting that the community had charged the Commission with six goals that were adopted by the City Council. He reported that the Commission had created an action plan with short-term and long-term outcomes and he indicated that the Community Cultural Plan would need to be revisited in 4-5 years.

Public Art and Historic Preservation Coordinator Byers provided background on Cultural Affairs in Culver City and explained how she and Performing Arts Coordinator and Special Events Producer Obrow work together to cover all aspects of the arts in the City.

Performing Arts Coordinator and Special Events Producer Obrow distributed information on arts programs in the City.

Public Art and Historic Preservation Coordinator Byers reported on consistent efforts to upgrade outreach and work to seize on opportunities as they arise. She added that ARTWALK Culver City had evolved and staff had capitalized on it to make it work within the Cultural Plan.

In response to inquiries, Public Art and Historic Preservation Coordinator Byers indicated that the Fundraising subcommittee could work with the Foundation Board.

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Item A-3

Action Items

Review of Adopted Community Cultural Plan and Accomplishments

Chair Henderson noted that the item had been previously covered by staff reports in item A-2 and he encouraged Foundation Board members to attend monthly Commission meetings.

Public Art and Historic Preservation Coordinator Byers indicated that the plan could be viewed online at www.culvercity.org.

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Item A-4

**Review of City Council Adopted FY 07-08 and FY 08-09
Cultural Affairs Work Programs and Budget**

Public Art and Historic Preservation Coordinator Byers distributed a handout and explained that Cultural Affairs is within the City's Redevelopment Agency which is part of the Community Development Department.

Public Art and Historic Preservation Coordinator Byers and Performing Arts Coordinator and Special Events Producer Obrow explained funding sources, public art allocations, performing arts grants and the many programs offered, including those in Redevelopment project areas.

Public Art and Historic Preservation Coordinator Byers indicated that Historic Preservation was divided between Cultural Affairs and the Planning Commission with Cultural Affairs being the first layer of review for historical sites. She reported that the last City-wide structure survey had been completed in 1987 and money was budgeted to conduct a new one.

Performing Arts Coordinator and Special Events Producer Obrow reported that the proposed jazz program was intended to revitalize the west end of Washington Boulevard. She reported investigating many different venues on the west side.

Responding to inquiry, Chair Henderson explained that the Culver City Symphony Orchestra was funded through performing arts grants and he explained grant procedures.

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Item A-5

Overview of Cultural Affairs Funding Sources

This information was covered under item A-4.

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Item A-6

Discussion Regarding the Culver City Cultural Affairs Foundation Including the Need for Funding Enhancements and the Role of Board Members

Performing Arts Coordinator and Special Events Producer Obrow provided a brief summary of the work plan noting that things would change as new items emerge in the City. She clarified that the plan is funded by the Redevelopment Agency which will sunset and by the Art Fund which is dependent on developer's fees so a need was recognized to seek other monies for program support. She stated that the Foundation is an alternate way to generate funds to support arts in the City by targeting resources otherwise not available to the City. She noted that the Foundation would focus on private foundation grants as the City would not solicit corporate contributions because of ties to the Redevelopment Agency. In addition, the Foundation would not solicit individual donations or produce fundraising events due to limited staff resources.

Chair Henderson read excerpts of the Articles of Incorporation noting that Members should run anything they are not sure of by the City Manager first.

Chief Executive Officer Fulwood explained that City funds could be used to hire a grant writer and all grants that fall in the work plan would be sought but they would need to make sure there were no strings attached that could create added problems that they could not commit to.

Member Williams questioned whether individual or corporate donations should be sought.

Chair Henderson explained that they were not to solicit funds but if an individual or a corporation wanted to donate, the City would accept donations.

Performing Arts Coordinator and Special Events Producer Obrow clarified that staff resources were not available to administer an individual giving campaign.

Responding to inquiry, Chief Executive Officer Fulwood explained that the Foundation was a fiscal receiver because the City cannot accept direct donations. He also clarified that Board members did have to be accountable for the fund and he emphasized the importance of recordkeeping. He indicated that a regular audit by a CPA is part of the process and accountability reports to the Commission and the City are necessary.

Responding to Member Noguchi, Public Art and Historic Preservation Coordinator Byers read from the Articles of Incorporation which indicate that "no member of the Board shall be liable for the acts or omissions of any other member of the Board..."

Chair Henderson explained that a restricted funds account would be created by the City.

Public Art and Historic Preservation Coordinator Byers added that the City staff would handle all accounting and auditing duties for the Foundation and funds would be separately earmarked.

Responding to Commissioner Smashey, Performing Arts Coordinator and Special Events Producer Obrow explained that the Board would have input on how funds were spent and she noted that the Board met twice per year.

Chair Henderson clarified that the function of the Foundation was to supplement the Community Cultural Plan and the goals of the Commission.

Chief Executive Officer Fulwood clarified that the Foundation provided a process for accessing funding sources the City would otherwise not be able to access and he noted that the City Council would approve a budget process.

Chair Henderson suggested the Foundation have a session with the City Manager and City Attorney prior to 2008.

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Public Comment - Items Not On the Agenda

None.

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Adjournment

There being no further business, at 9:08 P.M., the Cultural Affairs Foundation adjourned its meeting to January 2008 a date, time and place to be determined.

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Kristi Callan
Minutes Reporter

APPROVED January 29, 2008

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