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

January 27, 2009
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:11 P.M.

Present: Mercedes Paz-Slimp, Chair
Christine Hardin, Vice Chair
Renae Williams Niles, Treasurer
Sofia Klatzker, Secretary
Marla Koosed
Rick Noguchi
Gayle Smashey

Absent: Jerry Fulwood, CEO

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Pledge of Allegiance

The Pledge of Allegiance was led by Gayle Smashey.

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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 SMASHEY, SECONDED BY MEMBER HARDIN, AND UNANIMOUSLY CARRIED 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 NILES, SECONDED BY MEMBER KOOSED, AND UNANIMOUSLY PASSED, WITH MEMBER KLATZKER ABSTAINING DUE TO HER ABSENCE FROM THAT MEETING, TO APPROVE THE MINUTES OF THE JULY 29, 2008 SEMI-ANNUAL MEETING AS WRITTEN.

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Item A-1

Consideration of Recommendation to the Cultural Affairs Commission of a Financial Policy to Establish a $1,000 Minimum Threshold for Individual Donations

Staff provided a summary of the material of record and introduced Shally Lin from the City’s Finance Department who provided background on her experience working with non-profit organizations.

Jeremy Green, Cultural Affairs Administration & Special Projects Coordinator, provided an update on the status of establishing the Foundation’s financial processes noting that funds for the independent audit and taxes were already in place.

Discussion between the Board and staff ensued regarding: audit services; minimum threshold for incoming checks; time involved with processing checks; ability of Board members to make donations; conflict of interest policies; clarification that Board members are not required to solicit donations; marketing efforts; clarification that corporate donations are not limited to the minimum threshold; allocation to the City; check processing procedures; clarification that this is the City’s first non-profit Foundation; clarification on how the funds are used and who determines how they are used; fiscal accountability; and restricted funds.

MOVED BY MEMBER KLATZKER, SECONDED BY MEMBER NILES, AND UNANIMOUSLY CARRIED TO RECOMMEND TO THE CULTURAL AFFAIRS COMMISSION THAT A FINANCIAL POLICY TO ESTABLISH A $1,000 MINIMUM THRESHOLD FOR INDIVIDUAL DONATIONS.

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Item A-2

Consideration of Recommendation to the Cultural Affairs Commission of Potential Grant Opportunities

Susan Obrow, Performing Arts and Special Events Coordinator, provided a summary of the item and distributed resumes from freelance grant consultants, Christopher Reiner, Mark Stambler and Jennifer Edwards. She summarized grant opportunities; explained procedures; and clarified that Christopher Reiner would be the main contact with the other grant writers on call in the case of conflicting deadlines so no opportunities are lost.

Discussion between the Board and staff included: clarification that the resumes distributed had been previously presented to the Board; possible conflicts of interest; whether funders consider percentage of the budget vs. the grant request; Christopher Reiner's previous experience and qualifications; the work of the consultant to match up grant programs with funders; relationships already established with the other grant consultants; compensation for grant writers; clarification that the Foundation's status as the pass-through for the City would be made clear to funders; clarification that grant opportunities for this year are limited to those specified in the staff report; clarification that additional grant opportunities will be considered at the next Foundation meeting; an observation that the grant opportunities specified are private foundations and government entities; clarification that corporate support is not being sought due to potential conflict of interest issues with the Redevelopment Agency; existing corporate support from Sony Pictures Entertainment; and clarification that grant writers do not receive commission on the funds they raise.

MOVED BY MEMBER HARDIN, SECONDED BY MEMBER NOGUCHI, AND UNANIMOUSLY PASSED TO RECOMMEND EIGHT POTENTIAL GRANT OPPORTUNITIES TO THE CULTURAL AFFAIRS COMMISSION AS SPECIFIED.

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Item A-3

Consideration of Letterhead Layout for the Cultural Affairs Foundation

Staff provided background on the item.

Discussion between the Board and staff included: enhancing the colors; listing the Foundation Board on the letterhead; placement of Advisory Committee member names below Board Member names once they are determined; standard practice with regard to listing names and position; and increasing the font size of the address.

MOVED BY MEMBER SMASHEY, SECONDED BY MEMBER NILES, AND UNANIMOUSLY CARRIED TO RECOMMEND THE LETTERHEAD LAYOUT FOR THE CULTURAL AFFAIRS FOUNDATION WITH BOARD MEMBERS NAMES APPEARING ON THE LETTERHEAD AND THE FONT SIZE OF THE ADDRESS TO BE ENLARGED.

Member Hardin received clarification that the envelopes would be modeled after the design of the stationery.

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Item A-4

Update on Advisory Committee Selection Process

Staff provided background information on the item and the challenge of selecting the names without violating the Brown Act.

Discussion ensued between the Board and staff regarding: procedures to select the committee; forming a subcommittee to determine Advisory Committee participants; Council involvement; including the Commission and Council in the process; concern with announcing names in advance of the people receiving the invitations; an existing list of names to begin the process; and assurances that the Board would have input.

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Item A-5

Review of Proposed Cultural Affairs Work Plan for 2009 and Update on Projects Completed in 2008

Staff provided a summary of the material of record.

Discussion between staff and the Board included: congratulations on the work done; the change of date for ARTWALK Culver City; status of the MoCA partnership;

scheduling; the range of grants and the budget; the process for participating in ARTWALK Culver City; criteria for listing; crowd control and oversight; participants; ARTWALK Culver City as an educational event and part of a life long learning goal; and funding for Cultural Affairs programs.

MOVED BY MEMBER NOGUCHI, SECONDED BY MEMBER HARDIN, AND UNANIMOUSLY CARRIED TO RECEIVE AND FILE THE REPORT.

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Item A-6

Selection of Date and Time for the Semi-Annual Meeting of the Cultural Affairs Foundation Board in July 2009

MOVED BY MEMBER NILES, SECONDED BY MEMBER KLATZKER, AND UNANIMOUSLY CARRIED (WITH MEMBER SMASHEY ABSTAINING AS SHE WILL NO LONGER BE ON THE BOARD AT THAT TIME) TO ESTABLISH JULY 21, 2009 AT 4:00 P.M. AS THE DATE OF THE SEMI-ANNUAL MEETING OF THE CULTURAL AFFAIRS FOUNDATION BOARD.

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Items from Staff

None.

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Items from Members

Staff and Members discussed the effect of the economy on cultural activities in the City.

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Adjournment

There being no further business, at 5:59 P.M., the Cultural Affairs Foundation Board adjourned its meeting to the next Semi-Annual Meeting to be held at 4:00 P.M. on July 21, 2009 in the Mike Balkman Council Chambers at City Hall.

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

Minutes Preparation: Kristi Callan