

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

September 16, 2015
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:01 P.M.

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

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

Jeannine Wisnosky Stehlin left the meeting at 5:45 P.M.
Susan Obrow left the meeting at 6:02 P.M.

Christine Byers, Cultural Affairs Coordinator reported that Andrew Lachman had submitted his resignation.

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Pledge of Allegiance

The Pledge of Allegiance was led Christine Byers.

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Public Comment – Items Not On the Agenda

Vice Chair Wisnosky Stehlin invited public comment.

No cards were received and no speakers came forward.

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Consent Calendar

Item C-1

Meeting Minutes

Board Member Klein pointed out a typographical error on page 3 of the minutes where objective should read "objectives", and she expressed concern that the amount raised by the *architectureTALKS* was unclear in paragraph 3 of item A-3 on page 6.

Discussion ensued between staff and Board Members regarding the total amount transferred to the City; the total amount raised by the *architectureTALKS*; the format of the minutes; the item addressed at the June meeting; and it was agreed to add a period after "*architectureTALKS* series" in the third paragraph under A-3.

MOVED BY BOARD MEMBER ANLAUF AND SECONDED BY BOARD MEMBER KLEIN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE MINUTES OF THE JUNE 17, 2015 REGULAR MEETING AS CORRECTED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ANLAUF, KLEIN, RODGERS, WISNOSKY STEHLIN
NOES: NONE
ABSTAIN: DICKTER

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Action Items

Item A-1

Introduction of New Members of the Board of the Culver City Cultural Affairs Foundation, Review of Duties of Officers and Election of Officers

Christine Byers, Cultural Affairs Coordinator, reported that former Chair Koosed had termed out; Leslie Jones had completed her first term; Regina Klein had been appointed Chair of the Cultural Affairs Commission; new Member Dickter had been appointed as Vice Chair of the Cultural Affairs Commission; the

Chair and Secretary positions were vacant; and she provided information regarding duties for the positions.

Len Dickter introduced himself; discussed his experience; and he felt that there were many opportunities available to the Board.

Discussion ensued between staff and Board Members regarding not having the Cultural Affairs Commission Chair also serve as Board Chair and adding to the collaborative aspect.

MOVED BY BOARD MEMBER ANLAUF, SECONDED BY BOARD MEMBER DICKTER AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: ELECT JEANNINE WISNOSKY STEHLIN AS CHAIR, REGINA KLEIN AS VICE CHAIR AND CELESTE ANLAUF AS SECRETARY.

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Item A-2

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 Recommendations and/or Provide Direction

Christine Byers, Cultural Affairs Coordinator, introduced the item.

Susan Obrow, Special Events Coordinator, provided an update on efforts to improve Veterans Memorial Auditorium; reported obtaining a quote from a lighting company for a full lighting package on the stage; she discussed different elements; fundraising partners; the fundraising goal; life safety features; money set aside to date; potential grants; and obtaining two additional quotes.

Discussion ensued between staff and Board Members regarding funding for emergency lighting; life safety quotes; the back lighting panel; the dimmer system; how the Public Works Department input affects the theatrical lighting equipment list and installation; ; clarification that sound is not included in the quote; stage rigging; the fire curtain; obtaining three quotes; clarification that the Foundation is not responsible for

the rigging; and the focus of the Foundation to find money for the lighting project.

Vice Chair Klein discussed the process of reviewing the stage at Veterans Memorial Auditorium; how priorities were established; and foundations that she has reached out to for support. Discussion ensued between staff and Board Members regarding other foundations identified with a past history of supporting similar projects; additional places to target; and the template.

Chair Wisnosky Stehlin moved that the Board approve the continued efforts of the Veterans Memorial Auditorium Fundraising Subcommittee. Board Member Anlauf seconded the motion and the discussion continued.

Additional discussion ensued between staff and Board Members regarding integrating the work of the Foundation with the Cultural Affairs work programs and the Cultural Affairs Commission the Centennial Committee; expanding the Subcommittee; subcommittees for Fiscal Year 2015-2016; the ability to create additional subcommittees; amending the purview of existing subcommittees; and clarification that ad hoc subcommittees are time or project specific.

MOVED BY CHAIR WISNOSKY STEHLEN, SECONDED BY BOARD MEMBER ANLAUF AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: APPROVE THE CONTINUED EFFORTS OF THE VETERANS MEMORIAL AUDITORIUM FUNDRAISING SUBCOMMITTEE AS THEY PURSUE MORE GRANTS FOR THE TECHNICAL ENHANCEMENT OF VETERANS MEMORIAL AUDITORIUM.

Vice Chair Klein provided an update on the Chamber of Commerce subcommittee noting that she had been unable to attend the August meeting; she indicated that there were several meetings coming up this week; and she reported meeting with Steve Rose.

Discussion ensued between staff and Board Members regarding the role of the Chamber of Commerce Subcommittee; the non-profit subcommittee meeting of the Chamber; building bridges; length of time that the Subcommittee has been in existence; reimbursement of costs; regular networking events; technology opportunities and businesses in the City; different levels of events; frequency of events; establishing an annual cap for expenses; and non-reimbursement for alcohol at events.

Several high school students from Miguel Contreras High School joined the meeting to observe.

Additional discussion ensued between staff and Board Members regarding evening mixers; the price of admission to events; and the amount to allocate for the year.

MOVED BY BOARD MEMBER DICKTER, SECONDED BY BOARD MEMBER RODGERS AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: APPROVE UP TO \$250.00 TO REIMBURSE COSTS ASSOCIATED WITH CHAMBER OF COMMERCE EVENTS.

Additional discussion ensued between staff and Board Members regarding the ability of a private citizen to attend Chamber meetings and the Brown Act.

Christine Byers, Cultural Affairs Coordinator, indicated that the Foundation Mission and Purpose subcommittee and the Fundraising Campaign and Events subcommittee had been wrapped up at the previous meeting and she reported that the *architectureTALKS* had raised \$3,987.59.

Board Member Rodgers reported that the Public Relations subcommittee had finished the *architectureTALKS* and she suggested continuing finding ways to keep the name of the Foundation in the press.

Discussion ensued between staff and Board Members regarding the idea discussed at the previous meeting about presenting an oversized check to the City Council for the transfer of money; creating a summary press release on the work of the Foundation for December; scheduling opportunities in 2016 for promotion of the Foundation; letting the community know about the impact of the Foundation; the revamp of the City website; opportunities to present information; the bi-weekly City Manager's report; clarification that there is not a media relations employee on staff or a Public Information Officer; and highlighting those that benefit from the work of the Foundation.

MOVED BY BOARD MEMBER RODGERS, SECONDED BY VICE CHAIR KLEIN AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: APPROVE THE DRAFTING OF A PRESS RELEASE RECAPPING THE 2015 EFFORTS OF THE BOARD INCLUDING FUNDS RAISED; GRANTS RECEIVED AND IMPACT TO THE COMMUNITY AND VETERANS AUDITORIUM.

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Item A-3

Consideration of (1) Dissolution of the Ad Hoc Culver City Chamber of Commerce Subcommittee, Foundation Mission and Purpose Subcommittee, 2013-2014 Fundraising Campaign and Events Subcommittee, 2013-2014 Public Relations Subcommittee, and 2013-2014 Veterans Memorial Auditorium Fundraising Subcommittee; and, (2) Creation of the 2015-2016 Ad Hoc Culver City Chamber of Commerce Subcommittee, 2015-2016 Public Relations Subcommittee, and the 2015-2016 Veterans Memorial Auditorium Fundraising Subcommittee; and 3) Assignment of Board Members to Subcommittees for Fiscal Year 2015/2016

Christine Byers, Cultural Affairs Coordinator, provided a summary of the material of record; discussed recommendations; current subcommittee members; and vacancies.

Discussion ensued between staff and Board Members regarding filling vacant positions on the Board and in the subcommittees; new meetings; scheduling; whether a special meeting is needed; bylaws and amended bylaws; consideration of enhancing subcommittees for the next year; integrating meetings with the Commission, the Foundation and City Council; capacity building; effective outreach; responding to grant opportunities; extending the amount given to performing arts grants; supporting the Commission; staff support; and clarification that Board Members are always free to suggest action items.

MOVED BY BOARD MEMBER DICKTER, SECONDED BY CHAIR WISNOSKY STEHLIN AND UNANIMOUSLY CARRIED THAT THE CULTURAL AFFAIRS FOUNDATION BOARD DISSOLVE THE EXISTING FIVE AD HOC SUBCOMMITTEES.

Discussion ensued between staff and Board Members regarding creating a more active Foundation working in harmony with the Commission; the frequency of Board meetings; making a stronger impact for the benefit of the City; the October Cultural Affairs Commission meeting; continuing fundraising and public interface; a suggestion to create a broader fundraising subcommittee; concern with causing confusion; the Council approved work program of the Commission; the Foundation mission to raise funds to fulfill the needs of the work program; the small budget item for technical enhancement for City owned and operated performance venues; line items in the Cultural Trust Fund; serving as a pass

through organization for sponsorship monies; the work of the subcommittees between the Foundation meetings; the number of subcommittees; whether subcommittees can work together; changing the name and general purview of the fundraising subcommittee; and specifying the focus going forward.

MOVED BY BOARD MEMBER DICKTER, SECONDED BY CHAIR WISNOSKY STEHLIN AND UNANIMOUSLY CARRIED THAT THE CULTURAL AFFAIRS FOUNDATION BOARD CREATE THE 2015-2016 CULVER CITY CHAMBER OF COMMERCE SUBCOMMITTEE, THE 2015-2016 PUBLIC RELATIONS SUBCOMMITTEE AND THE 2015-2016 FUNDRAISING SUBCOMMITTEE WITH THE FOCUS OF RAISING MONEY FOR VETERANS MEMORIAL AUDITORIUM.

Additional discussion ensued between staff and Board Members regarding which Members would serve on what subcommittees; available positions for new Board Members; bridging communication to other entities; additional support for Public Relations; outreach; participation in different meetings; sharing information with the Commission; and the process relating to the appointment of two additional Members.

MOVED BY CHAIR WISNOSKY STEHLIN, SECONDED BY BOARD MEMBER RODGERS AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS FOUNDATION APPOINT CHAIR WISNOSKY STEHLIN, VICE CHAIR KLEIN AND BOARD MEMBER ANLAUF TO SERVE ON THE FUNDRAISING SUBCOMMITTEE; VICE CHAIR KLEIN AND BOARD MEMBERS DICKTER AND RODGERS TO SERVE ON THE PUBLIC RELATIONS SUBCOMMITTEE; AND CHAIR WISNOSKY STEHLIN, BOARD MEMBER RODGERS AND VICE CHAIR KLEIN TO SERVE ON THE CHAMBER OF COMMERCE SUBCOMMITTEE.

* Chair Wisnosky Stehlin exited the meeting at 5:45 P.M.

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(1) Approval of Financial Reports of the Cultural Affairs Foundation for FY 2014/2015 to June 30, 2015; and (2) Approval of the Schedule of Disbursements for FY 2014/2015 to June 30, 2015

Vice Chair Klein invited public input.

No cards were received and no speakers came forward.

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

Discussion ensued between staff and Board Members regarding ensuring that those who make donations are thanked; sponsor relationships; Fiesta donations; marketing vs. donations; target audience; goals in mind; those looking for a tax write-off vs. those looking to have their name in public; the designated signatory of letters; and clarification regarding miscellaneous costs for the *architectureTALKS*.

MOVED BY VICE CHAIR KLEIN, SECONDED BY BOARD MEMBER RODGERS AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS COMMISSION: ACCEPT THE FINANCIAL REPORT AND LIST OF EXPENDITURES AS PRESENTED AND AUTHORIZE BOARD MEMBER ANLAUF TO ASSIST WITH THANK YOU LETTERS TO DONORS.

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* Susan Obrow, Special Events Coordinator, left the meeting at 6:03 P.M.

Items from Staff

Christine Byers, Cultural Affairs Coordinator, discussed insurance renewals; liability insurance; fundraising activities; listing the City as an additional insured; and she indicated that she would be providing an updated confidential roster for the Board and the subcommittee assignments by email.

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Public Comment – Items Not on the Agenda

Vice Chair Klein invited public comment.

William Mendez, Miguel Contreras Learning Complex, received clarification regarding the function of the Foundation and details about fundraising events.

Discussion ensued between staff, Board Members and students regarding a student assignment to come up with an event to bring people to Culver City; procedures for public speaking; other City meetings; speaker cards; agendas and minutes; webcasts; the basis for being appointed to the Board; making

Culver City a destination; arts in the City; the experiences of the students in the City; the history of Culver Studios; and encouragement to the students to explore the City further.

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Items from Board Members

None.

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Adjournment

There being no further business, at 6:22 P.M., the Cultural Affairs Foundation Board adjourned to a meeting to be held at 4:00 P.M. on March 16, 2016 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 _____

JEANNINE WISNOSKY STEHLIN
CHAIR of the Culver City Cultural Affairs Foundation Board

Minutes Preparation: Kristi Callan