



Culver CITY

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CULVER CITY, CALIFORNIA 90232-0507
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MARLA KOOSSED, CHAIR
LESLIE JONES, VICE CHAIR
MAUREEN MCGLYNN, TREASURER
JEANNINE WISNOSKY STEHLIN,
SECRETARY
ARLEEN CHIKAMI
REGINA KLEIN
ASHLEY RODGERS

MARTIN R. COLE, ACTING CEO

AGENDA CULTURAL AFFAIRS FOUNDATION BOARD REGULAR MEETING Wednesday, December 11, 2013

PUBLIC COMMENT

The Cultural Affairs Foundation Board will listen to the public on any item on the agenda or item of interest that is not on the agenda. The Cultural Affairs Foundation Board cannot legally take action on any item not scheduled on the agenda. Such items may be referred for administrative action or scheduled on a future agenda.

If you wish to speak to the Foundation Board, please complete a Speaker's Card and present it to the Secretary before the agenda item is called. You will be called to the podium by name when it is your turn to speak to the Board.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Persons wishing to speak on agenda items will be called at the time the agenda item is brought forward. Comments will generally be limited to five minutes per speaker; however, a three-minute limit may be declared by the Chair from time to time for agenda items for which many Speaker Cards have been submitted.

NOTE: AT OR ABOUT 11:00 P.M., FOUNDATION BOARD MEMBERS WILL DETERMINE WHETHER TO CONTINUE WITH DISCUSSION OF REMAINING ITEMS ON THE AGENDA OR TO CARRY SOME/ALL OF THE ITEMS OVER TO A FUTURE MEETING DATE.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

A total of twenty minutes shall be devoted to audience participation at the beginning of the agenda. Speakers will be called on in the order cards were received by the Secretary. If additional time is needed, the Chair will allow for some at the end of the agenda.

When the Secretary calls your name, please advance, state your name and city of residence. Speakers must limit their comments to five minutes in length. A three-minute time limit may be declared by the Chair if there are a large number of individuals desiring to address the Foundation Board.

CELL PHONES AND OTHER DISTRACTIONS

Use of cell phones, pagers and other communication devices is prohibited while the Foundation Board meeting is in session. Please turn all devices off or place on a silent alert and leave the room to use. During the meeting, please refrain from applause or other actions that may be disruptive to the speakers and the conduct of City business.

MEETING INFORMATION

Cultural Affairs Foundation meetings occur semi-annually in March and September of each year. Foundation Board Agenda information is available 72 hours before each meeting. To view the Cultural Affairs Foundation meeting agendas on line please visit <http://www.culvercity.org>.

ALD

Assisted Listening Devices are available through Cultural Affairs staff.



Agendas are
available on the web @
www.culvercity.org

AGENDA
Cultural Affairs Foundation Board
Special Meeting

December 11, 2013
4:00 p.m.
Cathedral Room, City Hall
9770 Culver Boulevard
Culver City, CA 90232

CALL TO ORDER & ROLL CALL:

Marla Koosed, Chair
Leslie Jones, Vice Chair
Maureen McGlynn, Treasurer
Jeannine Wisnosky Stehlin, Secretary
Arleen Chikami
Regina Klein
Ashley Rodgers

Martin R. Cole, Acting CEO

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – Items Not On the Agenda

CONSENT CALENDAR *Note: Consent Calendar items are considered to be routine in nature and may be approved by one motion. Public requests to discuss Consent Calendar items must be filed with the Secretary before the Consent Calendar is called.*

C-1. Minutes of the September 25, 2013 Semi-Annual Meeting. ***Approve Minutes.***

ACTION ITEMS *Public requests to discuss Action Items must be filed with the Secretary before the item is called.*

A-1. Oral Presentation from Acting Chief Executive Officer on Tips for a Productive Meeting.
Receive and file report from Acting CEO.

A-2 (1) Review and Approval of Fiscal Year 2012/2013 Year End and Quarterly (Fiscal Year 2013/2014 Q1) Financial Reports Foundation and (2) Receive and File the Schedule of

Disbursements for the First Quarter of Fiscal Year 2013/2014 (July 1, 2013 – September 30, 2013). ***Approve the financial reports and receive and file the Schedule of Disbursements.***

- A-3.** (1) Reports from the Board's Three Ad-Hoc Subcommittees: 2013-2014 Fundraising Campaign and Events Subcommittee, 2013-2014 Fundraising Public Relations Subcommittee, 2013-2014 Veterans Memorial Auditorium Fundraising Subcommittee; (2) Discussion of the Reports from These Subcommittees and Potential Approval of Subcommittee Recommendations and/or Provide Direction to the Subcommittees; (3) Authorize the Fundraising Campaign and Events Subcommittee to Begin Planning the Series of Architecture Talks, Culver City Open Studios Event, and Arm Wrestling Event; and (4) Request Staff Investigate the EventBrite Online Event Registration and Payment System and Present Additional Information on this System at the Next Regular Board meeting in March, 2014. ***Receive reports, approve subcommittee recommendations, and/or provide direction to place certain items on a future agenda for consideration, and/or provide direction to the Subcommittees.***

PUBLIC COMMENT - Items Not On the Agenda (Continued)

ITEMS FROM STAFF

ITEMS FROM BOARD MEMBERS

ADJOURN

**Next Cultural Affairs Foundation Board
Regular Meeting
City Hall – Cathedral Conference Room – Third Floor
March 19, 2014**

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

September 25, 2013
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:13 P.M.

Present: Arleen Chikami, Chair
Leslie Jones, Vice Chair
Regina Klein
Marla Koosed
Ashley Rodgers*
Jeannine Wisnosky Stehlin

Absent: Maureen McGlynn, Treasurer

Staff: Martin Cole, Acting Chief Executive Officer
Christine Byers, Public Art and Historic
Preservation Coordinator
Susan Obrow, Special Events Coordinator
Jeremy Green, Management Analyst

*Ashley Rodgers arrived at 4:35 P.M.

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Pledge of Allegiance

The Pledge of Allegiance was performed.

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Public Comment – Items Not On the Agenda

Chair Chikami invited public comment.

Jim Clarke discussed the upcoming Centennial; creating a 501(c)(3) and entering into a Memorandum of Understanding to create flexibility; membership; a suggestion to agendaize a discussion of the issue; broad public involvement; fundraising; and involving multiple City organizations.

Discussion ensued between Board Members and the speaker regarding status of the 501(c)(3) after the event; the Culver City Historical Society; and the involvement of other organizations and individuals in the City.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY MEMBER KOOSSED AND SECONDED BY VICE CHAIR JONES THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE MINUTES OF THE MAY 20, 2013 SEMI-ANNUAL MEETING.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, JONES, KOOSSED, WISNOSKY STEHLIN
NOES: NONE
ABSENT: MCGLYNN, RODGERS
ABSTAIN: KLEIN

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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

Jeremy Green, Management Analyst, reported that Ashley Rodgers had been appointed by Susan Anderson, and new Member Regina Klein was Vice Chair of the Cultural Affairs Commission.

Member Klein provided background on herself; discussed a recent meeting she attended of The National Association of Advisors in Philanthropy; fundraising; education; and resources and opportunities.

Discussion ensued between staff and Board Members regarding bylaws; procedures to appoint officers; duties of each

position; the workload for the various positions; and nominations.

MOVED BY VICE CHAIR JONES AND SECONDED BY CHAIR CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION ELECT MEMBER KOOSSED TO SERVE AS CHAIR OF THE CULTURAL AFFAIRS FOUNDATION FOR FISCAL YEAR 2013-2014.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, JONES, KLEIN, KOOSSED, WISNOSKY STEHLIN
NOES: NONE
ABSENT: MCGLYNN, RODGERS

MOVED BY MEMBER CHIKAMI AND SECONDED BY VICE CHAIR JONES THAT THE CULTURAL AFFAIRS FOUNDATION ELECT MEMBER WISNOSKY STEHLIN TO SERVE AS BOARD SECRETARY OF THE CULTURAL AFFAIRS FOUNDATION FOR FISCAL YEAR 2013-2014.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, JONES, KLEIN, KOOSSED, WISNOSKY STEHLIN
NOES: NONE
ABSENT: MCGLYNN, RODGERS

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Item A-2

Consideration of Appointments to Subcommittees

Jeremy Green, Management Analyst, provided a summary of the material of record.

A discussion ensued between Board Members and staff regarding the number of members on each subcommittee; Brown Act issues; standing subcommittees; and concern with overlap.

Member Rodgers joined the meeting at 4:35 P.M. and members introduced themselves.

Discussion ensued between staff and Board Members regarding open positions on subcommittees; the Brown Act; and procedures.

MOVED BY MEMBER CHIKAMI AND SECONDED BY VICE CHAIR JONES THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPOINT MEMBER RODGERS TO SERVE ON THE AD HOC 2013-2014 FUNDRAISING PUBLIC RELATIONS SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, JONES, KLEIN, KOOSSED, RODGERS,
WISNOSKY STEHLIN
NOES: NONE
ABSENT: MCGLYNN

Discussion ensued between staff and Members regarding the nature of the Veterans Memorial Auditorium Fundraising subcommittee; the need to rehabilitate the facility; the City's centennial 501(c)(3); frequency of meetings; the specific mission of the subcommittee; outlining time commitments; maintaining the area of focus; and overlap.

MOVED BY MEMBER WISNOSKY STEHLIN AND SECONDED BY MEMBER CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPOINT MEMBER KLEIN TO SERVE ON THE AD HOC 2013-2014 VETERANS MEMORIAL AUDITORIUM FUNDRAISING SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, JONES, KLEIN, KOOSSED, RODGERS,
WISNOSKY STEHLIN
NOES: NONE
ABSENT: MCGLYNN

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Item A-3

(1) Reports from the Board's Three Ad-Hoc Subcommittees: 2013-2014 Fundraising Campaign and Events Subcommittee, 2013-2014 Fundraising Public Relations Subcommittee, 2013-2014 Veterans Memorial Auditorium Fundraising Subcommittee; and (2) Discussion of the Reports from These Subcommittees and Potential Approval of Subcommittee Recommendations and/or Provide Direction to the Subcommittees

Jeremy Green, Management Analyst, provided a summary of the material of record.

Martin Cole, Acting CEO, discussed procedures.

Member Chikami reported distribution of notes to the Foundation Board and provided a report on actions of the 2013-2014 Fundraising Campaign and Events ad hoc subcommittee; discussed types of events to consider; the successful Akasha fundraiser; the Pitfire Artisan Pizza fundraiser on October 23; other potential restaurants for fundraisers; forms for events; soliciting previous donors; architectural tours; staff involvement; promotional efforts; keeping the work to a manageable level; ideas for feasible events; and a recent wine tasting event at Barnsdall Art Park.

Discussion ensued between Board Members and staff regarding the approval process; restaurant donation programs; donations for public art programs in the City; the database of previous donors; PayPal; solicitation letters; ticket prices; responsibilities of the ad hoc subcommittee; collective contacts and resources; strategies to proceed; studio tours; art walks; wine tasting events; different events that happen in the City; logistics; restrictions in Culver City parks; exceptions; state-owned land; parking; shuttles; the nuts and bolts of events; different components of each event; determining the viability of specific events; planning and brainstorming; staff time; involvement of Board Members; subcommittee direction; different types of art walk events; Otis College of Art and Design events; partnerships; combining concepts; monthly events; pricing; providing a variety of events; fundraising goals; events where the proceeds come to Cultural Affairs; a recent Whole 9 Gallery event; sponsorship requests; business solicitation forms; proceeds from Parcel B; NPR; Veterans Auditorium; female arm wrestling featuring theatre companies; appealing to a different clientele; roller derby; resources; City Council involvement; a suggestion to direct the subcommittee to focus upon 4-5 events; continuity; connecting the public art that exists in the City as part of the architectural tour; utilizing and exposing the City's assets; L.A. Urban Rangers; working with Julie Lugo Cerra; creating a sculpture scavenger hunt; talking points; focusing on the goals of the Foundation; where money is going; funding temporary art installations; future opportunities; the current

focus; existing work plans; raising unrestricted funds and making recommendations; tying funds to existing staff work plans; the summer concert series; the Cultural Trust Fund; staffing; visibility; outreach and publicity; and branding.

Martin Cole, Acting CEO, summarized the top fundraising ideas to be pursued within the next year including renewals; architectural tours; studio tours; wine tastings; and the female arm wrestling event.

Further discussion ensued between Board Members and staff regarding educational tours and collaboration with the upcoming Otis event; studio visits, Culver City galleries and art walks; the ability to add things to the list; Dine and Shop; the year-end appeal; educational lectures by Culver City based artists; the wine event at Barnsdall; involving Joxer Daly's in the female arm wrestling event; presenting a timeline and budget at the December meeting; buying staff time; product marketing; and revenue generators.

MOVED BY MEMBER KLEIN AND SECONDED BY MEMBER WISNOSKY STEHLIN THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: DIRECT THE FUNDRAISING AND EVENTS SUBCOMMITTEE TO MOVE FORWARD WITH FURTHER INVESTIGATION OF DINE, SHOP AND DONATE EVENTS; YEAR-END APPEAL LETTERS TO CURRENT/PAST FOUNDATION DONORS; EDUCATIONAL LECTURES BY CULVER CITY BASED ARCHITECTS; EDUCATIONAL TOURS OF CULVER CITY BASED ART STUDIOS, POSSIBLY WITH THE OTIS QUAD EVENT; WINE TASTING; AND A FEMALE ARM WRESTLING EVENT AT A LOCAL PUB.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, JONES, KLEIN, KOOSSED, RODGERS,
WISNOSKY STEHLIN
NOES: NONE
ABSENT: MCGLYNN

Martin Cole, Acting CEO, proposed that the other subcommittees be directed to focus on the proposed events so all three subcommittees are working on the same general plan.

MOVED BY MEMBER WISNOSKY STEHLIN AND SECONDED BY MEMBER CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION BOARD DIRECT THE PUBLIC RELATIONS SUBCOMMITTEE AND VETERANS AUDITORIUM SUBCOMMITTEE TO FOCUS THEIR EFFORTS ON THE AFOREMENTIONED

PROPOSED EVENTS THAT THE EVENTS SUBCOMMITTEE WILL BE WORKING ON.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, JONES, KLEIN, KOOSSED, RODGERS,
WISNOSKY STEHLIN
NOES: NONE
ABSENT: MCGLYNN

Chair Koosed provided an update on the Publicity subcommittee; discussed efforts to secure free space for a regular arts column in the local papers; media demographics; consistency; the local focus; arts and culture content for the local papers; blogs and formulation of general talking points.

Discussion ensued between Board Members and staff regarding the LA Weekly; partnerships; sponsorships of Fiesta La Ballona; and the Board spokesperson.

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Item A-4

Adoption of a Motion Authorizing Certain Foundation Board Officers to Sign Correspondence on Behalf of the Board

Martin Cole, Chief Executive Officer, provided a summary of the material of record.

MOVED BY MEMBER RODGERS AND SECONDED BY MEMBER CHIKAMI THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: ADOPT A MOTION AUTHORIZING THE CHAIR AND VICE-CHAIR (IN THE ABSENCE OF THE CHAIR) TO SIGN CORRESPONDENCE ON BEHALF OF THE FOUNDATION AND THE FOUNDATION BOARD (WITH THE CONCURRENCE OF THE CEO).

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, JONES, KLEIN, KOOSSED, RODGERS,
WISNOSKY STEHLIN
NOES: NONE
ABSENT: MCGLYNN

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Item A-5

Consideration of a Motion Approving the Transmittal of \$771 in Designated Funds and \$1,689 in Undesignated Funds (a Total of \$2,460) to the City of Culver City in Support of Culver City's Boulevard Music Summer Festival - 2013

Martin Cole, Acting CEO, provided a summary of record.

Discussion ensued between Board Members and staff regarding Foundation recommendations regarding use of funds; concern regarding the inability to have input on the use of funds in this case; normal circumstances; timing; unrestricted funds; line items in the budget; improved communication; the current balance of undesignated funds; and reporting.

MOVED BY MEMBER CHIKAMI AND SECONDED BY MEMBER RODGERS THAT THE CULTURAL AFFAIRS FOUNDATION BOARD: ADOPT A MOTION APPROVING THE TRANSMITTAL OF \$771 IN DESIGNATED FUNDS AND \$1,689 IN UNDESIGNATED FUNDS (A TOTAL OF \$2,460) TO THE CITY OF CULVER CITY IN SUPPORT OF CULVER CITY'S BOULEVARD MUSIC SUMMER FESTIVAL - 2013.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHIKAMI, JONES, KLEIN, RODGERS, WISNOSKY STEHLIN
NOES: NONE
ABSENT: MCGLYNN
ABSTAIN: KOOSD

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Public Comment – Items Not on the Agenda

None.

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Items from Staff

Jeremy Green, Management Analyst, distributed fliers for upcoming events; announced IndieCade from October 3-6; an upcoming temporary art exhibit called *Interference* by Los Angeles Contemporary Exhibitions (LACE) in the Hayden Tract;

the Los Angeles Antiques, Art and Design Show at 3Labs, 8641 Warner Avenue, on October 10-13; and the opening night party benefitting the Decorative Arts and Design Council of LACMA on October 9.

Susan Obrow, Special Events Coordinator, reported on upcoming performances by grantees at Veterans Memorial Building including Donna Sternberg and Dancers on November 10 and the Los Angeles Doctors Symphony Orchestra on November 17; she announced that WiFi was being installed; and reported a donation of a baby grand piano for the Rotunda Room.

Christine Byers, Public Art and Historic Preservation Coordinator, provided an update on permanent public art pieces in production that had been recently approved by the Cultural Affairs Commission.

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Items from Members

Member Wisnosky Stehlin reported on a recent Foundation donation.

Member Klein announced a meet and greet for visual artist Joyce Dallal as part of the LAX (airport) Art Walk on September 28 with a performance by composer Yuval Ron.

Member Rodgers encouraged everyone to attend the first LAX (airport) Art Walk with a performance by Sarah Elgart; discussion of the event; site-specific installations; the artists; and performances.

Member Wisnosky Stehlin announced a performance of August Strindberg's *Creditors* by her Culver City-based New American Theatre at the Odyssey Theatre beginning October 11.

Member Klein encouraged everyone to support local artists.

Martin Cole, Acting CEO, thanked Member Chikami for her service as Chair of the Foundation and congratulated subcommittee members for their hard work.

Discussion ensued between staff and Board Members regarding a reminder to distribute ad hoc subcommittee forms and event forms to new members; the nature of funds raised at the Pitfire Artisan Pizza restaurant fundraiser; that the default for unrestricted funds is the cultural enhancement of Veterans Memorial Auditorium ; and the ability of the Board to make recommendations to the City Council.

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Adjournment

There being no further business, at 6:41 P.M., the Cultural Affairs Foundation Board adjourned its meeting to a meeting to be held at 4:00 P.M. on December 11, 2013 in the Cathedral Conference Room at City Hall.

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

APPROVED _____

MARLA KOUSED
CHAIR of the Culver City Cultural Affairs Foundation Board

Minutes Preparation: Kristi Callan

City of Culver City, California
Agenda Item Report

Meeting Date: December 11, 2013		Item Number: <u>A-2</u>	
CULTURAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: (1) Review and Approval of Fiscal Year 2012-2013 Year End and Fiscal Year 2013/2014 First Quarter Financial Reports and (2) Receive and File the Schedule of Disbursements for Fiscal Year 2013/2014 First Quarter (July 1, 2013 to September 30, 2013).			
Contact Person: Jeremy Green, Management Analyst		Phone Number: (310) 253-5859	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Meetings and Agendas - Cultural Affairs Commission (12/03/13)			
		Chief Executive Officer: Martin R. Cole (12/03/13)	
<u>RECOMMENDATION:</u> Staff recommends that the Cultural Affairs Foundation Board (Board) review and approve the Fiscal Year 2012/2013 Year End and Fiscal Year 2013/2014 First Quarter Financial Reports and (2) Receive and File the Schedule of Disbursements for Fiscal Year 2013/2014 First Quarter (July 1, 2013 to September 30, 2013). <u>BACKGROUND/ DISCUSSION:</u> Staff has prepared the year-end Statement of Revenues and Expenditures for Fiscal Year 2012/2013, which includes all revenues and expenses for the that fiscal year, as well as the Year End Balance Sheet showing net assets of \$9,377.33 as of June 30, 2013. Also attached are the Balance Sheet and Statement of Revenues and Expenditures for the first quarter of Fiscal Year 2013/2014, which occurred between July 1, 2013 and September 30, 2013. Staff requests that the Board review and approve the reports. A separate to date accounting of donations by category will be presented at the meeting. Also attached is the Schedule of Disbursements for the first quarter of Fiscal Year 2013/2014. Please note that this Schedule of Disbursements includes two items previously approved by the Board.			

**City of Culver City, California
Agenda Item Report**

Staff requests that the Board receive and file the Schedule of Disbursements.

FISCAL ANALYSIS:

The two disbursements have already occurred and therefore will have no additional fiscal impact.

ATTACHMENTS:

1. Cultural Affairs Foundation Year End Balance Sheet for FY 2012/2013.
2. Cultural Affairs Foundation Statement of Revenues and Expenditures for FY 2012/2013.
3. Cultural Affairs Foundation Balance Sheet for Quarter 1, FY 2013/2014
4. Cultural Affairs Foundation Statement of Revenues and Expenditures for Quarter 1, FY 2013/2014.
5. Fiscal Year 2013/2014 First Quarter Schedule of Disbursements.

MOTION:

That the Cultural Affairs Foundation Board:

Approve the financial statements and receive and file the Schedule of Disbursements.

MEETING DATE: December 11, 2013

AGENDA ITEM: **CULTURAL AFFAIRS FOUNDATION BOARD AGENDA
ITEM: (1) Review and Approval of Fiscal Year 2012-2013
Year End and Fiscal Year 2013/2014 First Quarter
Financial Reports and (2) Receive and File the Schedule of
Disbursements for Fiscal Year 2013/2014 First Quarter
(July 1, 2013 to September 30, 2013).**

ATTACHMENTS

	<u>Pages</u>
1. Cultural Affairs Foundation Year End Balance Sheet for FY 2012/2013	1
2. Cultural Affairs Foundation Statement of Revenues and Expenditures for FY 2012/2013	2-4
3. Cultural Affairs Foundation Balance Sheet for Quarter 1, FY 2013/2014	5
4. Cultural Affairs Foundation Statement of Revenues and Expenditures for Quarter 1, FY 2013/2014	6-7
5. Fiscal Year 2013/2014 First Quarter Schedule of Disbursements.	8

Fiscal Year 2012-2013 Year End Balance Sheet

30-Jun-13

Current Assets

Cash	
City Account	\$0.00
Bank of America Account	8,492.68
PayPal Account	948.77
Other	
Total Assets	9,441.45

Current Liabilities

Accounts payable	
Unearned revenue	
Other	
Total Liabilities	0.00

NET ASSETS	9,441.45
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CULTURAL AFFAIRS FOUNDATION

Statement of Revenues and Expenditures July 1, 2012 - June 30, 2013

Fund Balance, July 1, 2012: **\$4,535.94**

Revenues

Location	Date	Description 1	Description 2		
City	7/1/2012	General Revenue	Redevelopment Start-up Funds	\$1,550.00	\$1,550.00
BofA	xxxxxx4037				\$7,476.68
	7/20/2012	90% of Grant for LACAC Internship 2012*	LACAC	\$3,150	
	7/20/2012	Donation deposit	Jamie Zimmer	20.00	
	8/14/2012	Donation deposit	Regina Klein	100.00	
	8/14/2012	Donation deposit	Lionel Smith	50.00	
	8/14/2012	Donation deposit	Priscilla Wilke	25.00	
	8/14/2012	Donation deposit	Joan Thomas	40.00	
	9/13/2012	Donation deposit	Maureen and Joel Moskowitz	100.00	
	9/13/2012	Donation deposit	Anonymous	250.00	
	9/13/2012	Donation deposit	Stanley Berman	30.00	
	9/13/2012	Donation deposit	Susan Tewksbury	50.00	
	10/18/2012	10% of Grant for LACAC Internship 2012*	LACAC	350.00	
	10/18/2012	Donation deposit	individual campaign (Alan Russo)	20.00	
	10/18/2012	Donation deposit	Fundraiser (Wilshire Partners)	537.00	
	10/18/2012	Donation deposit	Fundraiser (Culver City Partners)	858.00	
	10/18/2012	Donation deposit	Fundraiser (Lundeen's)	240.00	
	12/20/2012	Donation deposit	Betty and Gerald Sallus	100.00	
	12/20/2012	Donation deposit	Measure Y +???	1,256.68	
	1/3/2013	Donation deposit	Gayle Smashey	200.00	



CULTURAL AFFAIRS FOUNDATION

Statement of Revenues and Expenditures

July 1, 2012 - June 30, 2013

	1/3/2013	Donation deposit	Laura Frakes	100.00	
PayPal					\$958.00
	7/11/2012	Donation deposit	Meghan Sahli-Wells	20.00	
	7/18/2012	Donation deposit	anissa di vincente	1.00	
	8/2/2012	Donation deposit	Maureen McGlynn	250.00	
	8/11/2012	Donation deposit	Meghan Sahli-Wells	20.00	
	8/23/2012	Donation deposit	Lawrence Feinberg	30.00	
	8/31/2012	Donation deposit	Casey keeney	5.00	
	9/11/2012	Donation deposit	Meghan Sahli-Wells	20.00	
	9/30/2012	Donation deposit	Casey Keeney (recurring)	5.00	
	10/2/2012	Donation deposit	Felice Peres	20.00	
	10/2/2012	Donation deposit	Arthur Kassan	50.00	
	10/2/2012	Donation deposit	Chase Holtman	7.00	
	10/4/2012	Donation deposit	Bernie Eichenberger	50.00	
	10/11/2012	Donation deposit	Meghan Sahli-Wells (recurring)	20.00	
	10/29/2012	Donation deposit	Jane Montgomery	100.00	
	10/31/2012	Donation deposit	Casey Keeney (recurring)	5.00	
	11/11/2012	Donation deposit	Meghan Sahli-Wells (recurring)	20.00	
	11/30/2012	Donation deposit	Casey Keeney (recurring)	5.00	
	12/2/2012	Donation deposit	Ann Chen	40.00	
	12/11/2012	Donation deposit	Meghan Sahli-Wells (recurring)	20.00	
	12/31/2012	Donation deposit	John Nachbar	100.00	
	1/11/2013	Donation deposit	Meghan Sahli-Wells (recurring)	20.00	
	2/11/2013	Donation deposit	Meghan Sahli-Wells (recurring)	20.00	
	3/11/2013	Donation deposit	Meghan Sahli-Wells (recurring)	20.00	
	4/11/2013	Donation deposit	Meghan Sahli-Wells (recurring)	20.00	



CULTURAL AFFAIRS FOUNDATION

Statement of Revenues and Expenditures

July 1, 2012 - June 30, 2013

5/11/2013	Donation deposit	Meghan Sahli-Wells (recurring)	20.00
6/11/2013	Donation deposit	Meghan Sahli-Wells (recurring)	20.00
6/20/2013	Donation deposit	Casey Keeney	50.00

Total Revenues

\$9,984.68

Expenditures

	Date	Payee	Descripton 2	Expenditures Year-to-Date
City	41178.000000	All Cal Insurance Company	Board Insurance	1,550.00
BofA	5/22/2013	City of Culver City	Reimbursement for 2012 LACAC Intern	3,500.00
PayPal	7/1/2012 - 6/30/2013	PayPal	Fees	29.17

Total Expenditures

\$5,079.17

Est. Fund Balance, June 30, 2013:

\$9,441.45

Balance Sheet: Fiscal Year 2013-2014 Quarter 1

30-Sep-13

Current Assets

Cash	
City Account	\$0.00
Bank of America Account	10,684.68
PayPal Account	1,152.65
Other	
Total Assets	11,837.33

Current Liabilities

Accounts payable	
Check in Transit	2,460.00
Unearned revenue	
Other	
Total Liabilities	2,460.00

NET ASSETS	9,377.33
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CULTURAL AFFAIRS FOUNDATION

Statement of Revenues and Expenditures

Q1: July 1, 2013-September 30, 2013

Fund Balance, July 1, 2013:

\$9,441.45

Revenues

Location	Date	Description 1	Description 2		
City	7/1/2013	General Revenue	Redevelopment Start-up Funds	1,550.00	\$1,550.00
BofA	xxxxxx4037				\$2,192.00
	7/25/2013	Donation deposit	Michael and Ruth Berry	50.00	
	7/25/2013	Donation deposit	Bette and Gerald R. Sallus	50.00	
	8/2/2013	Donation deposit	Organiques LLC/dba Akasha	857.00	
	8/2/2013	Donation deposit	Carolyn DeVinny	35.00	
	9/15/2013	Donation deposit	Karen Wilson	1,200.00	
PayPal					\$210.00
	7/11/2013	Donation deposit	Meghan Sahli-Wells (recurring)	20.00	
	7/30/2013	Donation deposit	Kate Cregor	50.00	
	7/31/2013	Donation deposit	Gayle Smashey	100.00	
	8/11/2013	Donation deposit	Meghan Sahli-Wells (recurring)	20.00	
	9/11/2013	Donation deposit	Meghan Sahli-Wells (recurring)	20.00	
<i>Total Revenues</i>					\$3,952.00

CulverCITY CULTURAL AFFAIRS FOUNDATION

Statement of Revenues and Expenditures Q1: July 1, 2013-September 30, 2013

Expenditures

	Date	Payee	Description 2	Expenditures Year-to-Date
City	9/11/2013	All Cal Insurance Company	Board Insurance	\$1,550.00
BofA	9/30/2013	City of Culver City	Music Festival 2013 donation*	2,460.00
PayPal	7/1/2013 - 9/30/2013	PayPal	Fees	6.12
<i>Total Expenditures</i>				\$4,016.12

Est. Fund Balance, September 30, 2013: \$9,377.33

* Contributed \$771 in Music Festival designated funds and \$1,689 in undesignated funds

*Culver***CITY** CULTURAL AFFAIRS FOUNDATION

**Statement of Disbursements
Fiscal Year 2013-2014
First Quarter**

July 1, 2013 through September 30, 2013

Bank of America

Date	Check #	Payee Name	Payment Description	Document Info	Invoice Number	Amount	Void
9/30/13	TBD	City of Culver City	Donation for Music Festival 2013			\$2,460.00	
TOTAL						\$2,460.00	

City of Culver City Account

Date	Check #	Payee Name	Payment Description	Document Info	Invoice Number	Amount	Void
9/11/2013	258104	All Cal Insurance		41350600-514100 PZ502		\$1,550.00	
TOTAL						\$1,550.00	

City of Culver City, California
Agenda Item Report

Meeting Date: 12/11/13	Item Number: <u>A-3</u>
CULTURAL AFFAIRS FOUNDATION BOARD AGENDA ITEM: (1) Reports from the Board's Three Ad-Hoc Subcommittees: 2013-2014 Fundraising Campaign and Events Subcommittee, 2013-2014 Fundraising Public Relations Subcommittee, 2013-2014 Veterans Memorial Auditorium Fundraising Subcommittee; (2) Discussion of the Reports from These Subcommittees and Potential Approval of Subcommittee Recommendations and/or Provide Direction to the Subcommittees; (3) Authorize the Fundraising Campaign and Events Subcommittee to Begin Planning the Series of Architecture Talks, Culver City Open Studios Event, and Arm Wrestling Event; and (4) Request Staff Investigate the EventBrite Online Event Registration and Payment System and Present Additional Information on this System at the Next Regular Board meeting in March, 2014.	
Contact Person/Dept.: Jeremy Green	Phone Number: (310) 253-5859
Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☐ No ☐
Public Hearing: ☐	Action Item: ☒ Attachments: ☒
Public Notification: Meetings and Agendas – Cultural Affairs Commission (12/03/13)	
Chief Executive Officer Approval: Martin R. Cole (12/03/13)	

RECOMMENDATION:

Staff recommends that the Cultural Affairs Foundation Board (Foundation Board) receive reports from the Foundation Board's three Ad Hoc Subcommittees; and (if desired) discuss the reports from the Subcommittees, approve Subcommittee recommendations and/or provide direction to the Subcommittees.

BACKGROUND/DISCUSSION:

At the Foundation Board Meeting of March 20, 2013, the Foundation Board created the following Ad Hoc subcommittees:

AD HOC:

2013-2014 Fundraising Campaign and Events

2013-2014 Fundraising Public Relations

2013-2014 Veterans Memorial Auditorium Fundraising

Each Subcommittee will have the opportunity to provide an oral report (in some cases as a supplement to the Summary of Meeting(s) provided) to the

City of Culver City, California
Agenda Item Report

Foundation Board. Depending on the subject matter and particular circumstances, items from the Subcommittees that require action by the full Foundation Board may need to be placed on a future meeting agenda for action. The CEO will be prepared to advise the Foundation Board on this subject.

Fundraising and Events Subcommittee – Summary of Meeting

This subcommittee has provided the attached Summary of Meeting for their meetings held on October 30, 2013 and December 2, 2013.

As directed by the Board at the September 25, 2013 meeting, the Subcommittee has focused on a core group of fundraisers including:

1. Series of Architecture Talks
2. Culver City Open Studios with Otis College of Arts and Design
3. Arm Wrestling Event
4. Dine and Donate at Muddy Leek
5. 2013 Year End Appeal Letter
6. Event Reservation and Payment System for Events

The subcommittee requests the following actions from the Board:

1. Authorization from the Board to begin planning the Series of Architecture Talks, Culver City Open Studios Event, and Arm Wrestling Event; and,
2. Request staff investigate the EventBrite online event registration and payment system.

Staff Comments: The three events are tentatively planned over the third and fourth quarters of Fiscal Year 2013/2014. Given this tentative schedule and subject to the further work of the Subcommittee, staff resources are available to provide the support for these events identified in the Summary of Meeting. Staff has made initial inquiry into the use of EventBrite. Should the Board determine to utilize EventBrite for CAF event reservations/payments, staff can devote the resources necessary to implement use of EventBrite.

The proposed January, 2014 Dine and Donate at Muddy Leek can be administratively approved once the final arrangements have been made through Vice Chair Jones, consistent with prior Board action.

Consistent with prior Board action, the Year-End appeal letter can be signed on behalf of the Board by the Chair. Staff will work with Chair Koosed to have the

**City of Culver City, California
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Year-End appeal letter prepared, signed, and posted no later than December 15, 2013. Thanks to Board Member Chikami for her work on the draft appeal letter!

FISCAL ANALYSIS:

Discussion of the Subcommittees' reports will not, by itself, create a fiscal impact. The fiscal impact of various proposals will depend on the ultimate decision of the Foundation Board.

With respect to the Fundraising and Events Subcommittee's requests, fiscal impacts will be evaluated and presented to the Board once the Subcommittee has concluded its planning efforts for the three events.

ATTACHMENTS:

1. Summary of Meeting – Fundraising and Events Subcommittee

MOTION:

That the Cultural Affairs Foundation Board:

1. Receive and discuss reports from the Three Ad Hoc Subcommittees, and,
2. (If desired) Approve Subcommittee recommendations (or, if determined by the CEO, provide direction to place certain items on a future agenda for consideration) and/or provide direction to the Subcommittees.
3. Specifically for the Fundraising and Events Subcommittee:
 - a. Authorize the Subcommittee to begin planning the Series of Architecture Talks, Culver City Open Studios Event, and Arm Wrestling Event; and,
 - b. Request staff investigate the EventBrite online event registration and payment system and present additional information on this system at the next regular Board meeting in March, 2014.

MEETING DATE: December 11, 2013

AGENDA ITEM : (1) Reports from the Board's Three Ad-Hoc Subcommittees: 2013-2014 Fundraising Campaign and Events Subcommittee, 2013-2014 Fundraising Public Relations Subcommittee, 2013-2014 Veterans Memorial Auditorium Fundraising Subcommittee; (2) Discussion of the Reports from These Subcommittees and Potential Approval of Subcommittee Recommendations and/or Provide Direction to the Subcommittees; (3) Authorize the Fundraising Campaign and Events Subcommittee to Begin Planning the Series of Architecture Talks, Culver City Open Studios Event, and Arm Wrestling Event; and (4) Request Staff Investigate the EventBrite Online Event Registration and Payment System and Present Additional Information on this System at the Next Regular Board meeting in March, 2014.

ATTACHMENTS

	<u>Pages</u>
1. Summary of Meeting – Fundraising/Events Sub.	1-3

**City of Culver City
Cultural Affairs Foundation
Ad-Hoc Subcommittee Summary of Meeting**

Please note: This document may become part of a staff report to the full Foundation Board and/or the City Council. To comply with the Brown Act, Ad-Hoc Subcommittees must refrain from discussing items outside of their subject matter jurisdiction. Also, discussion of the contents of an Ad-Hoc Subcommittee meeting with other Foundation Board Members shall occur only during a duly noticed and public meeting of the full Foundation Board.

Name of Ad-Hoc Subcommittee: Fundraising and Events	Date of Meeting: October 30, 2013 and December 2, 2013
Members of Subcommittee in Attendance: Marla Koosed, Arleen Chikami, Leslie Jones	
Location/Start Time/End Time: 10/30: 5:30 p.m. – 9:00 p.m. 12/2: 2:00 p.m. – 3:00 p.m.	
Topics Discussed (This can be as detailed as desired, but at a minimum should include the subjects and a summary of the important points discussed. If additional space is needed, please use a separate sheet. Also, if the Foundation Board has provided direction to the Subcommittee on any topics discussed, please note such direction): 1/Series of architecture talks with Thom Mayne, Steve Ehrlich, and Eric Owen Moss: discussed fee structure and possible collaboration with Arcana; subcommittee member Chikami to work on budget. 2/Culver City Open Studios in late Spring 2014 (to coincide with Otis exhibition): discussed fee structure and collaboration with Otis College of Art and Design. 3/Arm Wrestling Event: discussed possible collaboration with Actors' Gang with aim of creating a more theatrical event and involving local troupes. Possibility that this event could develop into annual gala/fundraiser. 4/Dine&Donate at Muddy Leek: discussed possibility of event in January. 5/Year-end appeal 6/Event reservation and payment system for all events	

Results/Conclusions (Report any consensus reached by the Subcommittee):

1/Architecture talks: Subcommittee members Koosed and Jones to contact architects and assess interest. As of 12/2/13, Steve Ehrlich has agreed to participate; Eric Owen Moss in process; and Thom Mayne to be contacted soon.

2/Open Studios: Subcommittee member Jones to meet with Meg Linton, Director and Curator of Ben Maltz Gallery at Otis, to discuss possible collaboration. As of 12/2/13, Linton has agreed to collaboration assuming that Otis/Ben Maltz logo could figure in all promotional materials.

3/Arm wrestling: Need list of local troupes (received from Susan Obrow in November 2013). Needs further research.

4/Dine&Donate: Subcommittee member Jones to finalize date and paperwork for Dine&Donate at Muddy Leek.

5/Year-end appeal: Subcommittee member Chikami prepared letter and sent to staff on November 24, 2013.

Fiscal Impact/Resources (Are there any financial, staff, or Foundation Board Member resources needed to accomplish the recommended action? If so, please estimate such resources here):

1/Architecture talks: Potential involvement of Christine Byers as moderator; promotional materials.

2/Open Studios: Event tentatively envisioned for Saturday or Sunday in May 2014 at which staff help would be needed; promotional materials.

3/Arm wrestling: Further fleshing out of event concept and, eventually, promotional materials.

4/Dine & Donate: Paperwork and promotional materials.

5/Year-end appeal: Appeal letter to be processed and sent out early December 2013.

6/Event reservation and payment system: research (EventBrite?) and implement for all upcoming events.

7/PR subcommittee to begin formulating promotional plan for all upcoming events.

Attachments (Please provide any attachments you'd like to share with the Foundation Board pertinent to the items discussed at this Subcommittee meeting):

none

Ad-Hoc Subcommittee Recommendation to the Full Foundation Board (If the Subcommittee is prepared to make a recommendation to the Foundation Board, please summarize such recommendation. If a progress report – without a recommendation – please state PROGRESS REPORT):

Request verification and vote for the sub-committee to proceed with planning of architecture talks, open studios and arm wrestling event with the full support of the Board and staff.