

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

March 15, 2017
4:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Foundation Board was called to order at 4:04 P.M. in the Cathedral Conference Room at City Hall.

Present: Celeste Anlauf, Chair
Ashley Rodgers, Vice Chair
Robert Cicchini, Board Member
Len Dickter, Treasurer
Brenda Williams, Board Member

Absent: Rich Cherry, Board Member
Erin Stennis, Secretary

Staff: Christine Byers, Cultural Affairs Coordinator
Susan Obrow, Special Events Coordinator
Louise Coffey-Webb, Public Art Collections Manager

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Pledge of Allegiance

The Pledge of Allegiance was led Brenda Williams.

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Public Comment – Items Not On the Agenda

Chair Anlauf invited public comment.

No cards were received and no speakers came forward.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY BOARD MEMBER WILLIAMS AND SECONDED BY VICE CHAIR RODGERS THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE MINUTES OF THE DECEMBER 14, 2016 REGULAR MEETING.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES:	ANLAUF, CICCINI, DICKTER, RODGERS, WILLIAMS
NOES:	NONE
ABSENT	CHERRY, STENNIS

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Action Items

Item A-1

CAF - 1) Discussion of the Potential Role of the Culver City Cultural Affairs Foundation in Supporting the '1988' Series Celebrating the Art in Public Places Program Ordinance During Culver City's Centennial Year; and 2) (If Desired) Approval of Recommendations

Christine Byers, Cultural Affairs Coordinator, provided a summary of the material of record noting that the event producer, Marla Koosed, was available to answer questions.

Discussion ensued between staff, Board Members and Marla Koosed regarding clarification that all performances were free to residents; reservations would be required; public viewing of rehearsals; Heidi Duckler Dance Theatre; the maximum possible number of audience members; expanding public benefit; conducting a return on investment analysis; branding; publicity; outreach; funding sources; support from the Foundation to create additional sponsorship; donated space; clarification that additional monies raised would go back to the City to offset expenses; approaching people at events; agreement by the event producer to provide the list of people and organizations previously approached for

donations; and contact information from Board Members to receive the link to RSVP.

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Item A-2

CAF - Consideration of: (1) Reports from the CAF Board's Ad Hoc Subcommittees: 2016-2017 Ad Hoc Fundraising Subcommittee, 2016-2017 Ad Hoc Public Relations Subcommittee, and Ad Hoc Subcommittee Focusing on Revising the Structure of the Culver City Cultural Affairs Foundation; (2) Discussion of the Reports and Potential Approval of Recommendations and/or Provide Direction; and 3) Discussion of Potential Donor Acknowledgments on the CAF's City Web Page and at Veterans Memorial Auditorium

Discussion ensued between staff and Board Members regarding clarification that no reports were available from the Fundraising Subcommittee or the Public Relations Subcommittee; the ability to discuss acknowledgement of contributions or engage in brainstorming; the Subcommittee Focusing on Revising the Structure of the Culver City Cultural Affairs Foundation; the Bylaws Subcommittee and the Memorandum of Understanding Subcommittee; the need for additional subcommittee meetings; the process; and document review by the full Foundation Board for comment.

Susan Obrow, Special Events Coordinator, provided an update on the progress of improvements to Veterans Auditorium; discussed the Culver City Unified School District's High School Academy of Visual and Performing Arts; she distributed before and after photos of the stage area; discussed the new lighting system; lighting over the basketball court; the lighting consultants; training on the new system; leftover monies; rededicating the stage; and thanking the donors.

Discussion ensued between staff and Board Members regarding responsibility for producing the stage dedication event; plaque placement; Board participation in the process; use of Cultural Facility Enhancement funds for the plaques; agreement of Member Cicchini to coordinate the plaque process with staff; the black box space; Member Anlauf agreed to help with wording for the signs; the Fundraising Subcommittee; Brown Act issues; update of

the webpages by the Public Relations Subcommittee; donor listings; scheduling; plaque installation; timing; whether the event is a fundraising opportunity; attendees; involvement of the Foundation; number of recognized donors; facility availability for the recognition; holding the event when donors are available to attend; clarification that the rededication event for the stage would be a Parks, Recreation and Community Services event; holding a separate donor recognition event on the stage before the end of the year when plaques are installed on the wall; using pre-approved vendors for the plaques; contact information for Fast Signs; coordination of a meeting with Fast Signs, Member Cicchini and Public Works; and communication with the Board.

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Item A-3

CAF - (1) Approval of Financial Reports of the Cultural Affairs Foundation for FY 2016-2017 to December 31, 2016; and, (2) Approval of the Schedule of Disbursements for FY 2016-2017 to December 31, 2016

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

Discussion ensued between staff and Board Members regarding identification of donors; upcoming expenses; expenditures; lighting expenses; and funding for the plaques at Veterans Memorial Building.

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Item A-4

CAF - Review the Proposed Fiscal Year 2017-2018 Cultural Affairs Work Plan and Cultural Trust Fund Budget

Christine Byers, Cultural Affairs Coordinator, and Susan Obrow, Special Events Coordinator, provided an overview of the proposed Fiscal Year 2017-2018 Cultural Affairs Work Plan and Cultural Trust Fund Budget.

Discussion ensued between staff and Board Members regarding carryovers; appropriations; bringing non-profit organizations to performing arts spaces; data and measuring success; Commission

consideration of temporary art installations for the 30th anniversary of the Art in Public Places Program; the flexible performing space; Town Plaza; seating capacity; planned projects; the Exceptional Children's Foundation property; the update of the Community Cultural Plan; and the basketball courts.

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Items from Staff

None.

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Public Comment – Items Not on the Agenda

No cards were received and no speakers came forward.

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Items from Board Members

None.

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Adjournment

There being no further business, at 5:54 P.M., the Cultural Affairs Foundation Board adjourned to a meeting to be held at 4:00 P.M. on June 21, 2017 in the Cathedral Conference Room at City Hall.

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Jeremy Green
CITY CLERK of Culver City, California
EX-OFFICIO CLERK of the City Council of Culver City,
California

APPROVED _____

ASHLEY RODGERS
VICE CHAIR of the Culver City Cultural Affairs Foundation
Board

Minutes Preparation: Kristi Callan