

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

September 21, 2016  
4:00 P.M.

**Call to Order & Roll Call**

The meeting of the Cultural Affairs Foundation Board was called to order at 4:06 P.M. in the Cathedral Conference Room at City Hall.

Present: Ashley Rodgers, Treasurer  
Celeste Anlauf, Secretary  
Rich Cherry, Board Member  
Len Dickter, Board Member  
Erin Stennis, Board Member  
Brenda Williams, Board Member

Absent: Robert Cicchini, Board Member

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

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**Pledge of Allegiance**

The Pledge of Allegiance was led Celeste Anlauf.

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**Public Comment - Items Not On the Agenda**

Member Anlauf invited public comment.

No cards were received and no speakers came forward.

Christine Byers, Cultural Affairs Coordinator, indicated the Member Cicchini expressed his regrets at not being able to attend the meeting and had sent comments to be read for certain items.

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**Consent Calendar**

Item C-1

**Meeting Minutes**

MOVED BY MEMBER ANLAUF AND SECONDED BY MEMBER DICKTER THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPROVE THE MINUTES OF THE MARCH 16, 2016 REGULAR MEETING.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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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**

Member Anlauf welcomed new Members of the Board.

Member Stennis provided background on herself and expressed excitement to be part of the Board.

Christine Byers, Cultural Affairs Coordinator, indicated that she had copies of resumes for Member Stennis and Member Williams.

Member Williams provided background on herself and indicated that she wanted to participate in her community and give back culturally to make it great.

Christine Byers, Cultural Affairs Coordinator, reported that the bios for Members Anlauf and Rodgers were out of date and once she received new ones she would distribute them along with contact information for all Board Members; she clarified that the Chair

and Vice Chair of the Cultural Affairs Commission also serve on the Foundation Board; and she discussed offices that needed to be filled and duties of the positions.

Discussion ensued between staff and Board Members regarding the make-up of the Board; available positions; allowing new Members to ease into the Board; the desire of Member Cicchini not to hold an office at this time; the major shift in Members since the last meeting; and potential changes to the Foundation.

MOVED BY MEMBER DICKTER AND SECONDED BY MEMBER CHERRY THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPOINT CELESTE ANLAUF TO SERVE AS CHAIR OF THE CULTURAL AFFAIRS FOUNDATION BOARD FOR FISCAL YEAR 2016-2017.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

MOVED BY MEMBER DICKTER AND SECONDED BY CHAIR ANLAUF THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPOINT ASHLEY RODGERS TO SERVE AS VICE CHAIR OF THE CULTURAL AFFAIRS FOUNDATION BOARD FOR FISCAL YEAR 2016-2017.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

MOVED BY CHAIR ANLAUF AND SECONDED BY MEMBER WILLIAMS THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPOINT ERIN STENNIS TO SERVE AS SECRETARY OF THE CULTURAL AFFAIRS FOUNDATION BOARD FOR FISCAL YEAR 2016-2017.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Discussion ensued between staff and Board Members regarding the bylaws of the Foundation; duties of the Treasurer; the written

report reflecting the current financial condition of the Board; and updating the signature card for the bank account.

MOVED BY MEMBER CHERRY AND SECONDED BY MEMBER STENNIS THAT THE CULTURAL AFFAIRS FOUNDATION BOARD APPOINT LEN DICKTER TO SERVE AS TREASURER OF THE CULTURAL AFFAIRS FOUNDATION BOARD FOR FISCAL YEAR 2016-2017.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-2

Consideration of (1) Reports from the Board's Ad Hoc Subcommittees: 2015-2016 Culver City Chamber of Commerce Subcommittee, 2015-2016 Fundraising Subcommittee, and 2015-2016 Public Relations Subcommittee; and, (2) Discussion of the Reports and Potential Recommendations and/or Provide Direction

There was no report from the Chamber of Commerce subcommittee.

Vice Chair Rodgers reported on the Public Relations subcommittee noting that they had been submitting articles to the Culver City News written by Cultural Affairs Commissioners and she discussed upcoming articles.

Chair Anlauf reported that the Fundraising subcommittee had not met but that she had met with Susan Obrow.

Susan Obrow, Special Events Coordinator, provided a report on Veterans Memorial Auditorium renovations; discussed the efforts to raise money for stage lighting; issues related to stage rigging; funding allocated for life-safety issues; funding available for stage lighting; revitalization of the space as a screening room; sound enhancement; Sony Pictures Entertainment interest in the project; potential in-kind equipment donations from Sony Pictures Entertainment; other funders; the order of renovations; the closing of the Robert Frost Auditorium; and the need for a suitable venue in the City.

Discussion ensued between staff and Board Members regarding the renovation of the Robert Frost Auditorium at Culver City High School; tours of Veterans Auditorium; subcommittee work; Technology Artists; lighting bids; hiring an audio contractor; and naming opportunities.

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Item A-3

**Review the Adopted Fiscal Year 2016-2017 Cultural Affairs Work Program and Cultural Trust Fund Budget**

Christine Byers, Cultural Affairs Coordinator, indicated that staff was available to go over the budget in more detail or to answer any questions for new Board Members; she clarified that the Cultural Trust Fund supported 100% of Cultural Affairs programming; the CTF does not pay for employee salaries; she discussed the cap on the amount of funds appropriated each year in certain areas; the formula used; the FY 2016-2017 budget; carryovers; fund administration; administrative costs; memberships and dues; other contractual services; consultant fees for Veterans Auditorium; part-time assistance to help with public art collections management; City Council appropriation of money to pay for part of the Summer Concert Series with reimbursement from sponsorship monies; art maintenance; temporary art displays and exhibits; staff resources for implementation; historic designation plaques; art conservation; historic preservation consulting services; public art for the Washington/National TOD; and the Culver City Creative Economy Report.

Susan Obrow, Special Events Coordinator, discussed organizations that the City works with; the contract employee for the Performing Arts Grant Program; the amount of money available for the Performing Arts Grant Program; the Summer Concert Series; Cultural Facility Enhancement; and clarification that the budget represents the City Council approved work programs and the Foundation is meant to support those programs.

Discussion ensued between staff and Board Members regarding Southern California Grant Makers; responsibility for City-related fees; clarification that the Cultural Trust Fund is a City fund; that the budget has been adopted; development of the work plan; Foundation input into the work plan in the future; the process; and clarification that the Chair and Vice Chair of the Commission serve as a conduit to the Foundation.

Mayor Clarke joined the meeting.

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Item A-4

(1) Dissolution of the Ad Hoc 2015-2016 Subcommittees: Culver City Chamber of Commerce, Public Relations and Fundraising; and, (2) Creation of Ad Hoc 2016-2017 Subcommittees; and (3) Assignment of Board Members to Subcommittees for Fiscal Year 2016-2017

Christine Byers, Cultural Affairs Coordinator, provided a summary of the material of record and read a comment submitted by Board Member Cicchini.

Discussion ensued between staff and Board Members regarding the Chamber of Commerce subcommittee; annual dues; the limited amount of money in the Foundation accounts; networking opportunities; making a commitment to attend Chamber meetings regularly; scheduling conflicts; clarification that the Chamber of Commerce membership is for the Foundation rather than the Commission; using the money spent on Chamber membership for something else; approaching the businesses in the Chamber individually; a feeling that the Commission should engage the Chamber rather than the Foundation; consensus among the group that renewing the Chamber membership be deferred for the time being; and measuring a direct benefit from Chamber membership.

MOVED BY BOARD MEMBER CHERRY AND SECONDED BY CHAIR ANLAUF THAT THE CULTURAL AFFAIRS FOUNDATION BOARD DISSOLVE THE 2015-2016 AD HOC CHAMBER OF COMMERCE SUBCOMMITTEE, THE 2015-2016 AD HOC PUBLIC RELATIONS SUBCOMMITTEE AND THE 2015-2016 AD HOC PUBLIC RELATIONS SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Additional discussion ensued between staff and Board Members regarding the Public Relations subcommittee; articles in the *Culver City News*; creating opportunities; supporting

activities; raising awareness; the Cultural Affairs Foundation webpage on the City's website; monthly e-blasts; creating a Cultural Calendar of Events; Board Member preference for which subcommittees to serve on; Brown Act issues and the ability to discuss items with staff; and previous action by the Board to authorize the Fundraising and Public Relations subcommittees to take ideas and run with them.

Further discussion ensued between staff, Board Members and Mayor Clarke regarding Brown Act issues; communication with staff; and serial conversations.

MOVED BY BOARD MEMBER CHERRY AND SECONDED BY BOARD MEMBER DICKTER THAT THE CULTURAL AFFAIRS FOUNDATION BOARD CREATE THE 2016-2017 AD HOC FUNDRAISING SUBCOMMITTEE WITH BOARD MEMBERS ANLAUF, CHERRY AND CICCHINI SERVING, AND CREATE THE 2016-2017 AD HOC PUBLIC RELATIONS SUBCOMMITTEE WITH BOARD MEMBERS RODGERS, STENNIS AND WILLIAMS SERVING.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-5

(1) Approval of Financial Reports of the Cultural Affairs Foundation for FY 2015-2016; (2) Approval of the Schedule of Disbursements for FY 2015-2016; (3) Review, Approve, and Recommend to the City Council Adoption of the Foundation Budget for FY 2016-2017; (4) Consideration of a Motion Approving the Transmittal of \$10,000.00 in Funds to the City to Support the Technical Enhancement of Veterans Memorial Auditorium; and, (5) Consideration of a Motion Approving the Transmittal of Funds to the City to Support the 2016 Culver City Summer Concert Series

Christine Byers, Cultural Affairs Coordinator, provided a summary of the material of record; distributed an itemized summary of all the money that came in for the last fiscal year as well as a summary of finances; noted that the majority of incoming funds were associated with the Summer Concert Series;

discussed miscellaneous expenses; the Board insurance premium; she reported no disbursements to the City from the Foundation account; she discussed the proposed Foundation budget for 2016-2017; reimbursements to the Cultural Trust Fund; the Veterans Memorial Auditorium technical enhancement funding; donations and bequests; the available balance; minimum balance for the checking account; basic operating expenses; money raised so far in Fiscal Year 2016-2017; and creating a realistic goal for fundraising in 2016-2017.

Discussion ensued between staff and Board Members regarding having the Fundraising subcommittee discuss a goal for how much money to raise for 2016-2017; project specific fundraising; having a realistic number to aspire to; continuing the item pertaining to the FY 2016-2017 Foundation budget to the December meeting; and yearly operating costs for the Foundation.

MOVED BY BOARD MEMBER DICKTER AND SECONDED BY BOARD MEMBER STENNIS THAT THE CULTURAL AFFAIRS FOUNDATION BOARD:

1. REVIEW AND APPROVE THE FINANCIAL INFORMATION FOR FISCAL YEAR 2015-2016 TO JUNE 30, 2016; AND,
2. APPROVE THE SCHEDULE OF DISBURSEMENTS FOR FISCAL YEAR 2015-2016 TO JUNE 30, 2016; AND,
4. ADOPT A MOTION APPROVING THE TRANSMITTAL OF \$10,000.00 IN FUNDS TO THE CITY TO SUPPORT THE TECHNICAL ENHANCEMENT OF VETERANS MEMORIAL AUDITORIUM STAGE.
5. ADOPT A MOTION APPROVING THE TRANSMITTAL OF \$16,225.00 IN FUNDS TO THE CITY TO SUPPORT THE 2016 CULVER CITY SUMMER CONCERT SERIES; AND,

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-6

**(1) Discussion and Recommendation to the City Council  
Regarding Potential Reorganization of the Culver City Cultural  
Affairs Foundation; and, (2) (If Desired), Formation of an Ad  
Hoc Subcommittee Focusing on Revising the Structure of the  
Culver City Cultural Affairs Foundation**

Christine Byers, Cultural Affairs Coordinator, read comments submitted by Commissioner Cicchini for Item A-6 and A-7.

At 5:45 p.m. Christine Byers exited the meeting.

Board Member Dickter provided background on the item; discussed actions of the Cultural Affairs Commission at the September 20, 2016 meeting and the recommendation made; consideration of privatizing the Foundation Board with the proviso that there be a Memorandum of Understanding (MOU) with the Cultural Affairs Commission; elimination of Brown Act constraints; removal of the requirement to work with the Commission on the work plan; the ability to set an agenda; additional work to be done; the ability of the Foundation to make a recommendation; and City Council consideration.

Mayor Clarke indicated that being a separate 501(c)(3) would free the Foundation up from Brown Act issues and other restrictions associated with being a City entity; he clarified that the MOU should include the Commission and the Foundation; discussed development of a work plan; the Centennial; reluctance by some to donate to a City organization; the City Council Strategic Planning Retreat; establishing a working committee to create bylaws for the revised Foundation structure; continued exploration of the idea; taking away City control; involvement of City staff; hiring consultants to act as part-time staff; he noted that no changes would be made to the makeup of the Board; and he asked the Foundation to support the change.

Discussion ensued between staff and Board Members regarding Foundation support for the exploration of the possibility with an MOU and creation of a subcommittee to participate in the examination of the structure and details; constraints; opportunities created with the proposed changes; creating a Cultural Affairs brand for the City; proving the benefit of what Cultural Affairs does for the City; taking advantage of the Centennial year; the Creative Economy Report due in January; working with the Cultural Affairs Commission to create a Cultural Action Plan; fundraising opportunities;

formation of the Board; redevelopment monies; a request for bridge funding from the City to make the change happen; discussions with other cities; concern with having to raise money for overhead; the need to collaborate to know what money is being raised for; the differences between raising one-time monies vs. recurring costs; excess Centennial funds; creating a permanent art project to commemorate the Centennial; the Education Fund; City funding; agreement that the Board could be doing a lot more; staff time; Veterans Memorial Auditorium; creating an actual plan that everyone can believe in; and a suggestion that the City front a year of operating expenses.

MOVED BY BOARD MEMBER WILLIAMS AND SECONDED BY BOARD MEMBER DICKTER THAT THE CULTURAL AFFAIRS FOUNDATION BOARD RECOMMEND THE CITY COUNCIL EXPLORE THE POSSIBILITY THAT THE CULTURAL AFFAIRS FOUNDATION OPERATE AS A SEPARATE ENTITY, AND UNDER AN MOU BETWEEN THE CULTURAL AFFAIRS FOUNDATION AND THE CULTURAL AFFAIRS COMMISSION, AND THAT BOARD MEMBERS PARTICIPATE IN A JOINT SUBCOMMITTEE TO REVIEW THIS ISSUE WITH MEMBERS OF THE CITY COUNCIL AND THE CULTURAL AFFAIRS COMMISSION FOR THE DEVELOPMENT OF THE WORK PLAN, BYLAWS AND THE MOU.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ANLAUF, CHERRY, DICKTER, RODGERS, STENNIS, WILLIAMS  
NOES: NONE  
ABSTAIN: CICCHINI

Additional discussion ensued between staff, Board Members and Mayor Clarke regarding next steps in the process; length of time to move forward; the current bylaws; and the approval of the Foundation Board and the City Council.

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Item A-7

**Adoption of a Resolution Setting the Dates of Two Semi-Annual Meetings and Two Additional Regular Meetings of the Foundation Board for Fiscal Year 2016-2017**

Discussion ensued between staff, Council Members and Mayor Clarke regarding the number of formal meetings per year; ad hoc committee meetings; regular meeting dates and times; and agreement to revisit item A-6 before moving forward.

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Item A-6  
(Continued)

(1) Discussion and Recommendation to the City Council  
Regarding Potential Reorganization of the Culver City Cultural  
Affairs Foundation; and, (2) (If Desired), Formation of an Ad  
Hoc Subcommittee Focusing on the Revising the Structure of the  
Culver City Cultural Affairs Foundation

Discussion ensued regarding Brown Act issues; timing;  
formation of a subcommittee to work with the City Council and  
the Cultural Affairs Commission; and who to appoint to serve  
if the City Council moves to proceed with revising the  
structure of the Cultural Affairs Foundation.

MOVED BY VICE CHAIR RODGERS AND SECONDED BY CHAIR ANLAUF THAT  
CHAIR ANLAUF, VICE CHAIR RODGERS AND MEMBER WILLIAMS SERVE ON  
AN AD HOC SUBCOMMITTEE WITH THE CITY COUNCIL AND CULTURAL  
AFFAIRS COMMISSION IF THE CITY COUNCIL CHOOSES TO PROCEED WITH  
REVISING THE STRUCTURE OF THE CULTURAL AFFAIRS FOUNDATION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ANLAUF, CHERRY, DICKTER, RODGERS, STENNIS, WILLIAMS  
NOES: NONE  
ABSTAIN: CICCHINI

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Item A-7  
(Continued)

Adoption of a Resolution Setting the Dates of Two Semi-Annual  
Meetings and Two Additional Regular Meetings of the Foundation  
Board for Fiscal Year 2016-2017

Discussion ensued between staff, Council Members and Mayor  
Clarke regarding the number of formal meetings per year; ad  
hoc subcommittee meetings; and regular meeting dates and  
times.

MOVED BY CHAIR ANLAUF AND SECONDED BY VICE CHAIR RODGERS THAT  
THE CULTURAL AFFAIRS FOUNDATION BOARD SET DATES FOR TWO

REGULAR SEMI-ANNUAL MEETINGS ON MARCH 15, 2017 AND SEPTEMBER 21, 2017 WITH TWO ADDITIONAL MEETINGS SCHEDULED FOR DECEMBER 14, 2016 AND JUNE 21, 2017.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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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**

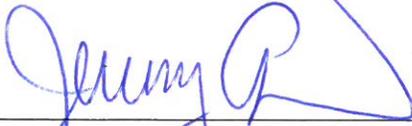
None.

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**Adjournment**

There being no further business, at 6:31 P.M., the Cultural Affairs Foundation Board adjourned to a meeting to be held at 4:00 P.M. on December 14, 2016 in the Cathedral Conference Room at City Hall.

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

APPROVED 12.14.2016



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CELESTE ANLAUF  
CHAIR of the Culver City Cultural Affairs Foundation Board

Minutes Preparation: Kristi Callan