



Culver CITY

MIKE BALKMAN COUNCIL CHAMBERS
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REGINA KLEIN, Commissioner
JOHN B. WILLIAMS, Commissioner

CULTURAL AFFAIRS COMMISSION REGULAR MEETING AGENDA TUESDAY, MARCH 12, 2013

PUBLIC COMMENT

The Cultural Affairs Commission will listen to the public on any item on the agenda or item of interest that is not on the agenda. The Cultural Affairs Commission 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 Commission, 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 Commission.

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., COMMISSIONERS 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 to the podium, 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 Commission.

CELL PHONES AND OTHER DISTRACTIONS

Use of cell phones, pagers and other communication devices is prohibited while the Commission meeting is in session. Please turn all devices off or place on a silent alert and leave the Chambers 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 Commission meetings are regularly scheduled for the second Tuesday of every month. Commission Agenda information is available 72 hours before each meeting.

Cultural Affairs Commission meetings can be viewed live on Channel 35 by most Comcast subscribers. Meetings are also broadcast on the City's Radio Station AM 1690. To view the commission meetings on line please visit <http://www.culvercity.org/webcast>.

ALD

Assisted Listening Devices are available through Cultural Affairs staff.



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

**REGULAR MEETING
AGENDA
Cultural Affairs Commission**

March 12, 2013
7:00 p.m.

Mike Balkman Council Chambers – Meeting

CALL TO ORDER & ROLL CALL:

**Chair Gayle Smashey Vice Chair
Marla Koosed Commissioner
Michelle Bernardin Commissioner
Regina Klein Commissioner
John B. Williams Commissioner**

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 January 8, 2013 Regular Meeting. ***Approve minutes.***

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

A-1. Nomination and Appointment of Board Member to the Culver City Cultural Affairs Foundation Board of Directors. ***Nominate and Appoint member.***

A-2. Discussion Regarding the Use of the Mike Balkman Council Chambers by the Culver City Unified School District Board of Education. ***Provide comments.***

PUBLIC COMMENT - Items Not On the Agenda

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

**Next Cultural Affairs Commission Meeting
Mike Balkman Council Chambers
April 9, 2013
7:00 PM**

March 2013 Public Meeting Tentative Schedule

Date	Day	Time	Location
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City Council

<i>March -11</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>March - 25</i>	<i>Monday</i>	<i>7:00PM</i>	<i>Council Chambers</i>

Parks and Recreation Commission

<i>March - 5</i>	<i>Tuesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
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Civil Service Commission

<i>March - 6</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
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- *Times and dates may be changed.*
 - *Meetings may be added or changed*

City of Culver City, California
Cultural Affairs Commission Agenda Item Report

Meeting Date: March 12, 2013	Item Number: A-1
AGENDA ITEM: Nomination and Appointment of Board Member to the Culver City Cultural Affairs Foundation Board of Directors	
Contact Person/Dept.: Susan Obrow / PRCS Department	Phone Number: (310) 253-6628
Fiscal Impact: Yes ☐ No ☒	Fiscal Impact: Yes ☐ No ☒
Public Hearing: ☐	Action Item: ☒ Attachments: ☒
Public Notification: Meetings and Agendas - Cultural Affairs Commission (03/04/13); Culver City Cultural Affairs Foundation Board (03/04/13).	
Department Approval: Dan Hernandez (03/07/13)	

RECOMMENDATION:

That the Culver City Cultural Affairs Commission (CAC) nominate and appoint a new Board member to the Culver City Cultural Affairs Foundation's (Foundation) Board of Directors.

BACKGROUND:

The Foundation was established in June 2006 by the City Council to pursue outside funding sources in order to promote and support existing Cultural Affairs work programs. The Foundation enables Cultural Affairs programs to be competitive for a wide selection of private foundation grants.

The Bylaws and Articles of Incorporation for the Foundation (Attachment 1) state the purpose of the Foundation as follows:

- 1) To promote and support historic preservation, public art and cultural programming services in Culver City;
- 2) To act as an additional funding source to municipal financing for the public support required for historic preservation, public art and cultural programming services in Culver City;
- 3) To carry out the mission of the Culver City City Council and Cultural Affairs Commission, as it so relates to historic preservation, public art and cultural programming in Culver City; and

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Cultural Affairs Commission Agenda Item Report

- 4) To act as a coordinating organization to foster, promote, encourage and increase the knowledge, appreciation and practice of cultural affairs in the City of Culver City.

The Foundation's 501(c)(3) status requires the existence of a Board of Directors. The Board of Directors consists of eight (8) members as follows:

- 1) Each member of the Cultural Affairs Commission shall appoint one member to the Board;
- 2) The Chair and Vice-Chair of the Commission shall each serve as a member to the Board; and
- 3) The City Manager of the City of Culver City, or a person designated by the City Manager, shall serve as the Chief Executive Officer (the "CEO") of the Foundation.

The five appointed members of the Board shall serve a maximum of two terms, for so long as the Commissioner who appointed that member remains on the Commission, for up to eight years.

According to the Foundation's Bylaws, an individual must live, work or own property or a business within Culver City or have a special, widely-recognized interest in improving cultural affairs of the community or region in order to be eligible for appointment to the Board.

Staff and the CAC specifically addressed the following four criteria when discussing Board nominations at the March 2006 Cultural Affairs Commission meeting:

- 1) Commitment to supporting cultural and historic preservation programs in Culver City;
- 2) Ability to make connections to private foundations for possible grants;
- 3) Experience serving on a Board of Directors for a non-profit, fundraising organization;
- 4) Capacity for cooperation and collaboration to create the most effective working panel possible; and,
- 5) Availability to attend semi-annual Board meetings of the Foundation and to accept responsibility for preparation for those meetings.

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The overall composition of the Board reflects the diversity of Culver City's larger community. The original slate of Board members was appointed by the Cultural Affairs Commission during the August 8, 2006 meeting.

DISCUSSION:

Board Member Renae Williams finished her one term of office in 2012. Commissioner Klein recommends the nomination and appointment of Culver City resident Jeannine Wisnosky Stehlin to fill the empty Board seat. Ms. Wisnosky Stehlin is the Managing Director of The New American Theatre, as well as a resident of Culver City. Ms. Wisnosky Stehlin's biographical statement is attached to this report (Attachment 1).

FISCAL ANALYSIS:

There is no anticipated fiscal impact.

ATTACHMENTS:

1. Biographical Statement for Ms. Jeannine Wisnosky Stehlin

MOTION:

That the Culver City Cultural Affairs Commission:

Nominate and Appoint Ms. Jeannine Wisnosky Stehlin to the Board of Directors of the Culver City Cultural Affairs Foundation.

MEETING DATE: March 12, 2013

AGENDA ITEM: **Nomination and Appointment of Board Member
to the Culver City Cultural Affairs Foundation
Board of Directors**

ATTACHMENTS

Pages

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|---|---|
| 1. Biographical Statement for Ms. Jeannine Wisnosky Stehlin | 1 |
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ATTACHMENT 1

Jeannine Wisnosky Stehlin - Biography

Jeannine Wisnosky Stehlin began her career as the marketing director for Wizdom Systems, Inc., a U.S. DoD and Business consulting company in the Chicago area. Following her lifelong passion for the arts, she now serves as Managing Director of The New American Theatre, based in Culver City. For The New American Theatre, Jeannine has produced over 80 plays in Los Angeles and Off-Broadway since 1995 including the critically acclaimed hit "Titus Redux" at the Kirk Douglas Theatre and the national RADAR-LA Festival (with REDCat and Center Theater Group), "More Lies about Jerzy," and the recent hit, Shakespeare's "Julius Caesar." Jeannine produces The New American Theatre's annual Festival of New One Act plays, which annually receives over 450 submissions from playwrights from all over the world. Jeannine serves as the marketing director and publicist for the company, writing press releases, designing traditional and new media marketing, and interactive / video, grant writing and fundraising efforts. The New American Theatre has a professional acting program and Jeannine auditions and manages students. Jeannine helped launch the New American Screenplay Contest, and spring 2010, she produced the short film, "Game 7," and she is in pre-production for a feature film which she is producing in early 2014. Also an actress, Jeannine has appeared in classic and world premiere plays for The New American Theatre regionally. Films include "The Chicago 8," now available on Netflix. She made her television debut as a child on the popular children's program "Romper Room." Jeannine has an acting certificate from the National Shakespeare Conservatory and is a graduate of the Players Workshop of the Second City. Jeannine earned a B.S. in Advertising from the University of Illinois, and an M.B.A. in Marketing from the Illinois Institute of Technology. Jeannine lives in Culver City. She is the proud parent of three school age children, and is an active volunteer in the booster clubs and PTA. She is moderator of the El Marino Language School Parent Yahoo Group and she serves as president of the United Parents of Culver City.

**City of Culver City, California
Cultural Affairs Commission Agenda Item Report**

Meeting Date: March 12, 2013	Item Number: A-2
AGENDA ITEM: Discussion Regarding the Use of the Mike Balkman Council Chambers by the Culver City Unified School District Board of Education.	
Contact Person: Martin R. Cole, Assistant City Manager Phone Number: (310) 253-6007	
Fiscal Impact: Yes ☐ No ☒	General Fund: Yes ☐ No ☒
Public Hearing: ☐	Action Item: ☒ Attachments: ☐
Public Notification: Meetings and Agendas - Cultural Affairs Commission (03/04/13); Culver City Unified School District Superintendent's Office (03/04/13)	
Department Approval: Daniel Hernandez (03/07/13)	City Manager: N/A

RECOMMENDATION:

The City Council requests that the Cultural Affairs Commission (CAC) consider the possibility of changing the CAC regular meeting day, from the second Tuesday of every month to the third Tuesday of every month, to allow the Culver City Unified School District Board of Education (CCUSD Board) the opportunity to utilize the Mike Balkman Council Chambers (Council Chambers) for CCUSD Board Meetings.

BACKGROUND & DISCUSSION:

Pursuant to City Council Policy No. 4008, the Council Chambers may be used as a meeting place or forum for other limited governmental purposes, including use by other public agencies concerning public matters as authorized by the City. Additionally, City Council Policy 3001 provides for a process by which the Council Chambers are made available for use.

The CCUSD Board requested that the City Council approve the use of the Council Chambers by the CCUSD Board on the second and fourth Tuesday of every month. The City Council has had ongoing discussions regarding this specific request with the CCUSD Board since November 2010. The fourth Tuesday of every month does not present a conflict with other City meetings; however, the second Tuesday of every month is reserved for CAC meetings. The third Tuesday of every month is not currently reserved for City meetings and would be available for monthly CAC meetings on a regular basis.

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The City Council further discussed this issue at its meeting on February 25, 2013 and offered general support to the CCUSD Board for its proposed use of the Mike Balkman Council Chambers. Consequently, the City Council has requested that the CAC consider this issue and provide comments regarding the feasibility of changing the regular CAC meeting day and time to the third Tuesday of every month at 7pm.

FISCAL ANALYSIS:

There are no costs associated with the prospective adjustment. The change in date may be publicized through cost-effective electronic methods.

ATTACHMENTS:

None

MOTION:

That the Cultural Affairs Commission:

Consider the request of the City Council and provide comments to the City Council on the subject of changing the standing meeting date of the Cultural Affairs Commission.