



City of Culver City

Staff Report

File #: 16-232, **Version:** 1

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.

Meeting Date: 09/21/2016

Contact Person/Dept: B. Christine Byers / Cultural Affairs Division

Phone Number: (310) 253-6003

Fiscal Impact: Yes No

General Fund: Yes No

Public Hearing: **Action Item:** **Attachments:**

Public Notification: Meetings and Agendas - Cultural Affairs (09/15/16)

Department Approval: Serena Wright-Black, Administrative Services Director (09/14/16)

RECOMMENDATION:

Staff recommends that the Cultural Affairs Foundation Board (Board) adopt a resolution designating two additional dates for meetings for the board in June and December for a total of four (4) Board meetings per year.

BACKGROUND/ DISCUSSION:

Article VII, Section 2 of the Bylaws of the Cultural Affairs Foundation (Foundation) require that the Foundation set the time, place and date of regular Board meetings in accordance with the Brown Act; currently these are limited to two Semi-Annual meetings per year. Pursuant to action taken by the Foundation Board on October 27 2010, regular Board meetings have been scheduled for the third Wednesday of each March and September at 4:00 p.m. These dates and times were recommended by staff in 2010 for the following reasons: 1) They were better aligned with both the City's fiscal year and calendar year, thereby allowing for better coordination between the Foundation and the City with regard to budget preparation, yearend statements, etc.; and, 2) The March and September dates allowed the two Cultural Affairs Commission members elected to serve on the Board in July of each year more time to prepare for their next Foundation Board meeting.

Pursuant to discussion at the March 20, 2013 Board meeting, the Board expressed its interest in

considering increasing the number of meetings to four per year, and the Board approved a four meeting schedule for Fiscal Year 2013-2014 by resolution at the May 20, 2013 meeting. The four meeting schedule continued into Fiscal Year 2014-2015 to accommodate work of the Board, including the implementation of the *architectureTALKS* fundraising events.

For Fiscal Year 2016-2017, staff is recommending implementing a four meeting schedule which better accommodates coordination between the Foundation and the City. The additional meetings remain the third Wednesday of June (June 21, 2017) and the second Wednesday of December (December 14, 2016). The 4:00 p.m. start time for meetings appears to best accommodate Board members' schedules.

These dates will be in addition to the Regular Semi-annual meeting dates in March (March 15, 2017) and September (September 21, 2016), designated in the bylaws.

FISCAL ANALYSIS:

The expansion of the number of meetings will have an impact with respect to additional staff time to prepare for and conduct the Board meetings.

ATTACHMENTS:

1. Proposed Resolution No. 2016-CAF001.

MOTION:

That the Cultural Affairs Foundation Board:

Adopt a resolution setting the dates of the regular meetings of the Board.