

City of Daly City  
*Special Meeting*  
**ARTS AND CULTURE COMMISSION**

Tuesday, February 28, 2017 – 6:30 pm  
Administrative Conference Room – 3<sup>rd</sup> Floor  
City Hall 333 – 90<sup>th</sup> Street,  
Daly City, CA 94015

For those wishing to address the Arts and Culture Commission on any Item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the Administrative Conference Room and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the Department of Library and Recreation Services as soon as possible prior to the meeting.

ADMINISTRATION OF OATH OF OFFICE

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

INTRODUCTIONS

DISCUSSION ITEMS

(Fong-Martinez)

1. LUOW Closeout

2. DCACC Composition

3. SMCAC Grants (Priority)

a. Professional development

b. Community building / program grant for LUOW

4. Strategic Plan (Priority)

5. LUOW 2017

6. Supervisor Canepa's County Event: March 18th, District 5 Together, Cultural & Resource Fair event @ Jefferson High School

7. Plans for Photo Contest Photographs

8. DCACC Website

9. Dedicated Funding for Public Arts

10. DCACC Meeting Schedule

#### COMMISSIONER REPORTS

#### UPCOMING EVENTS

- Women's History Month, Thurs., March 16, 2017
- Other

#### PUBLIC COMMENT

Speakers are limited to two minutes, unless modified by the Commission Chair. The Commission cannot take action on any matter raised under this item.

#### NEXT MEETING

- Regular Meeting – Tues., March 14, 2017, 6:30 pm

#### ADJOURNMENT

#### ***AVAILABILITY OF PUBLIC RECORDS:***

***All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333-90<sup>th</sup> Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.***

Arts and Culture Commission  
Tuesday, December 13, 2016

DRAFT MINUTES

Absent: Nancy Rodriguez, Manufou Liaiga-Anoa’l

The meeting was called to order at 5:35 pm.

The Commission reviewed and approved the minutes from the October 18, November 1, and November 18 meetings.

Provide Julie with sponsors/friends/supporters to send thank you letters to.

Pauline reviewed her assessment of the event – these are lessons learned, including:

- Reach out to the senior living communities
- Build upon relationships with current school partners – Bayshore and Holy Angels and Jefferson High School
- Host the event in September or October
- Build new relationships with local artists early.
- Assign and script responsibilities to City Councilmembers early.
- Limit event to three hours max.
- Start the event earlier
- Look for in-kind food donations early
- Don’t book competing events in City Council Chambers and Music in another area on the ground floor at the same time

Pauline said that one City staff person suggested that the Commission work with schools to paint utility boxes. The Commissioners liked this idea.

Pauline created an evaluation for the event. She will use the email addresses in EventBrite to send them the survey via the Arts Commission’s City email account.

Pauline asked the Commissioners and Julie to review the Arts Commission website. Use the website for a Daly Wire article.

Pauline would like to Trademark “Light Up Our World” and the images of the lite heart. She’s not opposed to having others use it, but would like them to ask permission.

The main purpose of the event is to establish the Commission and the City.

Pauline asked Sal Torres to sit on the Commission’s advisory committee – he doesn’t need to attend meetings, but only needs to respond to emails.

There’s still lots to do to wrap up the event, including paying artists and reimbursements, sending thank you letters, and sending out holiday cards.

The Commissioners reviewed the draft thank you letter. We estimated that we had more than 800 people attend the event.

The next meeting scheduled for Tuesday, January 10, is rescheduled to Tuesday, January 24, at 6:00pm. Pat Martel, City Manager, will staff the meeting.

Julie Thuy Underwood  
Assistant City Manager  
City of Daly City