

Arts and Culture Commission
Tuesday, September 8, 2015

MINUTES

Commissioners Present:

Pauline Fong-Martinez
Dorie Paniza
Norman J. Rizzi
Nancy G. Rodriguez

Commissioners Absent:

Manūfou Liaiga-Anoa'i

Staff Present:

Julie Thuy Underwood (Asst. City Manager)

The Commission commenced the meeting at 6:30 pm with roll call. The minutes for July 7 and August 11 were approved.

Pauline suggested that the team-building activity be postponed.

Daly City Photo Contest Reception

Pauline showed the Commission the Eventbrite invitation to help track RSVPs and the write-up that she drafted. The Commission decided to have the Eventbrite invitation go live after each of the participants have been notified. The event is to be advertised in the next issue of the "Daly News" – the City's quarterly print newsletter going to approximately 36,000 Daly City addresses.

Norm recommended that we should send thank you letters to all participants. Julie is to draft two emails for Pauline's review/approval that will go out to the participants on behalf of the Commission.

The three winners will receive a \$50 gift card and all participants would be recognized at the event.

The Commission wanted to confirm and verify the location for the photos were in Daly City. Julie will follow up with Recreation and Legal staff regarding contest eligibility and will contact participants.

Pauline reviewed the proposed event budget with the Commissioners. Norm made a motion to accept the budget with a not to exceed limit of \$600.

Pauline reviewed the responsibilities and assignments with everyone.

- Pauline will handle photos for reproduction.

- Dorie will follow up to see if there is a photography class at a local high school to see if they can mount the photographs.
- Julie and staff will make certificates for each of the participants.
- Julie will follow up with Norm's suggestion for advertising on electronic billboards and the Daly City cable channel.
- Pauline is to check with Manifou about entertainment.
- Norm volunteered to help with the program.
- Julie is to confirm that the Mayor will speak at the event.
- Everyone took solicitation letters and will seek donations.
- Pauline asked that everyone recruit volunteers for setting up, serving and replenishing food.
- Dorie volunteered to help clean up.

The Commission talked about making the photo event interactive and asking the participants what they'd like to see in the way of arts and culture in the City.

All-Day Retreat

Pauline talked about her vision to bring in speakers to discuss funding for the arts and how to raise public awareness about the arts. She is hopeful that we can get this done before the end of the year; preferably it is held on a Saturday. Julie asked Pauline to frame what we want from the City Attorney and also suggested that the proposal be reviewed with the City Manager. Pauline asked: Do we want to bring in the Mayor and discuss his vision was for the Arts and Culture Commission? The objective is not to make big decisions but to focus on learning.

Announcements and Communications

Nancy will attend the Hispanic Heritage Month Celebration and speak on behalf of the Commission. Pauline will attend Filipino-American History Month Celebration.

For upcoming meetings add Norm to the agenda to report on his research on Terranova and San Mateo (schedule for after the photo event).

The next meeting is on October 13. The Commission talked briefly about the December 8 meeting and having it at a local restaurant.

The meeting adjourned at 8:45 pm.