

City of Daly City
Regular Meeting
ARTS AND CULTURE COMMISSION

Tuesday, October 13, 2015 – 6:30 p.m.
Administrative Conference Room – 3rd Floor, City Hall
333 – 90th 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.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES
September 8, 2015

DISCUSSION ITEMS

1. Daly City Photo Contest Reception

(Fong-Martinez)

COMMISSIONER REPORTS

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

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 333-90th 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, September 8, 2015

Draft
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.

DALY CITY PHOTO CONTEST RESPONSIBILITIES

<u>Responsibility</u>	<u>Assigned to</u>	<u>Due Date(s)</u>	<u>Notes</u>
Reception Date			
Confirm reception dates - November 5th, 12th or 19th?	Julie	DONE	DONE Reception is on November 12, 2015 from 6:30 - 8:30 pm.
Set itinerary	all at August mtg		Light refreshments, a few short speeches, recognizing contest winners, minimal performances, shall we put out a book for people to make comments and share what they envision for future arts and culture in Daly City?
Invite contest winners?		review at Sept mtg	
Photo Display			
get pricing for photo development	Norm	DONE	
develop budget get pricing for mount boards and label production	Pauline	DONE	Pauline will handle photos reproduction.
identify, if feasible, school to adopt mounting project for photo display	Dori	Assign or resolve at September Mtg.	Manufou will ask school if they can manage this as a project. Dorie will make ask if this doesn't work out.
Photo Contest Prizes		DONE	Joseph/Julie has \$50 gift cards.
Photo Contest Certificates		Assign at Sept meeting	Need to assign and enclose with gift cards.

PR			
guest list and email blast	all at August mtg	August mtg	needs to be coordinated under Julie
newsletter contribution - Daly News	Pauline	Sept mtg?	can we use Eventbrite image and brief description? Should we interview the 3 top winners? Or at least get a quote?
Eventbrite set-up	Pauline	Draft completed. Need to review at Sept mtg for donations..	Need commissioners to review/edit, and Pauline will make live. Need to determine if we can accept donations.
Food/Bev donations			
coffee will be provided by City.	Joseph		need volunteer to handle before event
send out solicitations and secure donations	Nancy and Julie		Dorie will help. Need letter.
wine donation	Julie		
develop and approve final budget	all at Sept & Octo mtg		
Raffle Prizes			
deYoung/Legion tickets	Pauline	on hand by Oct mtg	
Asian Art Museum tickets	Pauline	DONE	
Moffet Aviation Museum	Pauline	on hand by Oct mtg	
Entertainment	Dori, MM, PFM		
proposed: Shura Taylor guzheng player	Pauline		
Proposed: Daly City schools	Mamafou, Dorie		

fall-back: background music via speaker system (inside and outside if needed)	Joseph		may need to identify background music or Spotify
Final program	Pauline		
need to provide all donors to be recognized	all		
need to decide final itineary for evening	all at Sept mtg		
need to print	can we use staff copier? YES	Norman will handle copying.	
final draft	Pauline	all at October mtg	
Other responsibilities			
take photos during event			
arrange for Mayor to speak			
Volunteers for clean-up		Dorie will handle	
Security		Pauline will notify PD by october mtg	

BUDGET for PHOTO CONTEST DISPLAY

Item	Est Cost
Reprint photos	100
Labels	30
Mounting boards	100
Adhesive	20
Screen for automated live projection of contest entries	n/c
	\$ 250

Reception	Est Cost
food:	200
beverages: wine, water, tea	100
plates, cup, utensils, napkins	50
Program - provided by City	n/c
	\$ 350

Entertainment	Cost
Daly City resident Shura Taylor, a student of World Music studies at San Francisco State University, began learning Guzheng in Macau at the age of 15. She currently studies under Master Liu Weishan, and regularly performs in public, school events as well as with the San Francisco Guzheng Music Society. Manufou will ask her students if they can provide a performance.	
	20 stipend

* Need to agree to budget if donations are not possible by Sept meeting.