

CITY OF PORTERVILLE ARTS COMMISSION

July 23, 2014

4:00 p.m.

**City Hall - Hamamatsu Conference Room
291 N. Main Street
Porterville, California**

AGENDA

- 1. Call to order and Roll Call**
- 2. Oral/Written Communications**
- 3. Arts Commission Minutes of March 26, 2014
Arts Commission Minutes of April 23, 2014
Arts Commission Minutes of June 25, 2014
Re: Adopt minutes of Arts Commission meetings**
- 4. Monte Reyes – Resignation**
- 5. Re-Configuration of Board Officers and Vacancies**
- 6. Update regarding Oak Avenue Mural**
- 7. Review Ordinance
-Attendance
-Participation**
- 8. Procedure Handbook**
- 9. Long Range Work Plan: List of Venues and Organizations**
- 10. Next Meeting Scheduled for August 27, 2014**
- 11. Other Matters**
- 12. Adjourn**

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Arts Commission Meeting
March 26, 2014
Minutes

Members present: Joan Givan, Deana Worthington, Brenda Carrasco, Monte Reyes and Mel Gosage.

Absent: Judy Holloway

Staff Present: Lupe Diaz, Christina Tank and Carolina Gamboa

Members of the Public: none

Item No. 1 – WELCOMING REMARKS AND INTRODUCTION

The meeting was called to order by Monte Reyes at 5:37 p.m.

Item No. 2 – ORAL/WRITTEN COMMUNICATIONS

There were no oral or written communications.

Item No. 3 – ARTS COMMISSION MINUTES OF FEBRUARY 26, 2014

COMMISSION ACTION

MOVED by Deana Worthington and SECONDED by Mel Gosage to accept the minutes for February 26, 2014 as written.

AYES: 5
NOES: 0
ABSENT: 1
No Discussion.

Item No. 4 – LONG RANGE WORK PLAN – CONTINUED DISCUSSION

Monte Reyes reported on the presentation to City Council on March 18, 2014 regarding the Long Range Work Plan. He mentioned that he informed City Council that there will be a bi-monthly update by the Arts Commission. He suggested having a slide show to present to CC during a future meeting.

COMMISSION ACTION

MOVED by Deana Worthington and SECONDED by Mel Gosage to appoint Monte Reyes as the representative of the Arts Commission with the Chamber of Commerce.

AYES: 5
NOES: 0
ABSENT: 1
No Discussion.

Item No. 5 – DISCUSSION TO ASSIGN COMMISSIONER LIAISONS AS FOLLOWS:

Liaison to Chamber of Commerce	- Monte Reyes
Theatrical/Performing/Film Making Arts	- Joan Givan & Mel Gosage
Visual/Graphic Arts	- Monte Reyes & Judy Holloway
Music	- Deana Worthington
Youth (to include Middle and High school & College)	- Brenda Carrasco

COMMISSION ACTION

MOVED by Mel Gosage and SECONDED by Deana Worthington to appoint the commissioners listed above as liaisons.

AYES: 5
NOES: 0
ABSENT: 1
No Discussion.

Lupe Diaz asked permission from the Committee members to post the liaison categories on the Arts Commission web page so that a citizen can contact the liaison connected with certain aspects directly and the Committee were in agreement that this was a good idea.

Item No. 6 – NEXT MEETING SCHEDULE

The next meeting is scheduled for April 23, 2014.

Item No. 7– OTHER MATTERS

Lupe reminded commissioners to send updated photos and to submit bios to be included on the AC website page. Also, regarding the list of venues and organizations that the appointed liaisons will be compiling, Lupe asked that the information be submitted to staff no later than Monday, April 14, 2014.

Item No. 8 – ADJOURN

Meeting adjourned at 6:22 p.m.

Arts Commission Meeting
April 23, 2014
Minutes

Members present: Deana Worthington, Monte Reyes and Mel Gosage.

Excused: Judy Holloway, Joan Givan, and Brenda Carrasco

Vacant: 1 seat

Staff Present: Lupe Diaz, Christina Tank and Carolina Gamboa

Members of the Public: none

Item No. 1 – WELCOMING REMARKS AND INTRODUCTION

The meeting was called to order by Monte Reyes at 5:31 p.m.

Item No. 2 – ORAL/WRITTEN COMMUNICATIONS

There were no oral or written communications.

Item No. 3 – ARTS COMMISSION MINUTES OF March 26, 2014

There is not a quorum so this item is tabled and moved to the next meeting.

Item No. 4 – LONG RANGE WORK PLAN – LIST OF VENUES AND ORGANIZATIONS

Lupe Diaz informed the Commissioners that staff received a list of organizations from Mel Gosage and a few from the Art Association's handbook. The Art Association has allowed the Commissioners to use the listing as long as the Arts Commission shares its updated information. Lupe Diaz informed the Commissioners that Carolina Gamboa has called all the contacts and updated all the information on the list which is provided in the staff report in the Agenda packet for the Commissioners. Deana Worthington gave an update on her research that she has done since the last meeting. Lupe Diaz recommended contacting anyone personally as the personal connection is more likely to get a response. Deana will get this information to Lupe Diaz for printing and sharing to the other Commissioners. There is discussion over what types of literature and marketing materials to sign up for and which programs to look further into. Mel Gosage suggested bringing military bands to Porterville to perform. He also recommended looking at Dixie Land music and Mariachi Music. Deana Worthington thanked everyone for their suggestions. This topic was continued to the next meeting.

Mel Gosage mentioned that there is an art group that is not represented on the Arts Commission and that is the Literary Group. He would like to see a writer or such represented. Lupe Diaz agreed, and mentioned that there has been no applications received for the vacant position. Monte Reyes brought up the topic of expanding the number of Commissioners on the Arts

Commission and notes that a larger group would be more effective when there are multiple Commissioners not at meetings, but this topic can be broached after the vacant seat has been filled. Lupe Diaz informed him that if this is what is wanted, then the Procedure handbook would need to be amended to reflect. Monte Reyes talked about some of the events that have went on in the community that are art-affiliated.

Lupe Diaz clarified what would be on the agenda for the next meeting with the Commissioners. Monte Reyes asked about the deadline to have suggestions for the next agenda and Lupe Diaz explained the City Council agenda process for City staff and let the Commissioners know that he deadline to have the information to her for this particular meeting would be by May 19, 2014.

Item No. 5 – NEXT MEETING SCHEDULE

The next meeting is scheduled for May 28, 2014.

Item No. 6– OTHER MATTERS

Mel Gosage gives an update on auditions for a play happening at the Barn Theater and invites anyone to attend the performance in June. Deana Worthington praised her son for his achievement in the military services. Monte Reyes brought up the passing away of an Art supporter and how he will be missed. He also reminds everyone about the Iris Festival coming up soon and encourages attendance. Mel Gosage brought up the suggestion of the Arts Commission getting a booth at the Porterville Fair next year. Deana Worthington reminded him that it costs money, about \$2,000-\$3,000 for the week. Mel Gosage thought that there was some sort of special rate so he suggested checking into it. Monte Reyes thought that City of Porterville has a booth at the Fair every year but Lupe Diaz is not certain so she offered to check on it. Suggestions to possibly having a booth at the Irish Festival which is \$75. An Arts Commission brochure is suggested to be created for the booth for exposure by Deana Worthington. Mel Gosage suggested a packet with several things inside from the Arts Commission and he offered to create a logo for the Arts Commission as a donation to the Arts Commission and at no charge. Lupe Diaz let him know that this topic can be placed on the agenda and it probably would have to be decided and approved amongst the Commissioners and presented to the City Council. Monte Reyes would like to have on the agenda for next meeting is the mural on the Subway building and he thought that the time that had been allotted for the funds will expire in June. Lupe Diaz gave a brief update on this topic, explaining that there are other building requirements that have come up and the RFP has not been sent out yet and that the deadline has been extended. She assured them that the funding for the art is part of the grant so the mural will be done, just not as soon as they had all hoped. Deana Worthington asked Monte Reyes if he had an update with the Chamber as the Arts Commission representative. Monte Reyes said he had no update to give. Deana Worthington said a group she is part of is hosting a Chamber event and would like to have some artists there. She would like Monte Reyes to mention it at his next meeting is possible.

Item No. 7 – ADJOURN

Meeting adjourned at 6:22 p.m.

Arts Commission Meeting
June 25, 2014
Minutes

Members present: Brenda Carrasco, Monte Reyes and Joan Givan

Excused: Mel Gosage

Absent: Judy Holloway and Deana Worthington

Vacant: 1 seat

Staff Present: Lupe Diaz, Christina Tank and Carolina Gamboa

Members of the Public: none

Item No. 1 – WELCOMING REMARKS AND INTRODUCTION

The meeting was called to order by Monte Reyes at 5:39 p.m.

Item No. 2 – ORAL/WRITTEN COMMUNICATIONS

There were no oral or written communications.

Item No. 3 – ARTS COMMISSION MINUTES OF March 26, 2014 and April 23, 2014

Item tabled to next meeting because lack of quorum of Commission members.

Item No. 4 – UPDATE REGARDING OAK AVENUE MURAL

Item tabled to next meeting because lack of quorum of Commission members.

Item No. 5 – REVIEW ORDINANCE

Item tabled to next meeting because lack of quorum of Commission members.

Item No. 6– PROCEDURE HANDBOOK

Item tabled to next meeting because lack of quorum of Commission members.

Item No. 7 – LONG RANGE WORKPLAN: LIST OF VENUES AND ORGANIZATIONS

Item tabled to next meeting because lack of quorum of Commission members.

Item No. 8 – NEXT MEETING SCHEDULE

The next meeting is scheduled for July 23, 2014.

Item No. 9 – OTHER MATTERS

Monte Reyes commented that he will be going before council with a lack of an update due to one meeting being canceled and two meetings not having a quorum. Monte would also like to see about getting the number of Commissioners increased so there is a better chance of having a quorum at meetings. He will be going to council on August 5, 2014 to give the update.

Item No. 10 – ADJOURN

Meeting adjourned at 5:45 p.m.

ARTS COMMISSION AGENDA: JULY 23, 2014

SUBJECT: COMMISSIONER NOTICE OF RESIGNATION

SOURCE: ARTS COMMISSION STAFF

COMMENT: Staff is pleased to announce that Mr. Adrian Monte Reyes was appointed to City Council on Tuesday, July 15, 2014. Due to his duties as a Councilmember, Mr. Reyes has resigned from his position as chair of the Arts Commission effective immediately.

RECOMMENDATION: Informational Item

ATTACHMENTS: None

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A handwritten signature in black ink, appearing to be 'JB', written over a horizontal line.

Item No. 4

ARTS COMMISSION AGENDA: JULY 23, 2014

SUBJECT: RE-CONFIGURATION OF OFFICERS AND VACANCIES

SOURCE: ARTS COMMISSION STAFF

COMMENT: During the City Council meeting held on Tuesday, July 15, 2014, Mr. Adrian Monte Reyes was selected to serve as Councilmember to the City of Porterville. Due to his immediate resignation and in compliance with Article VIII of the Arts Commission Handbook, the Vice Chair shall assume all duties of the Chair in the absence or disability of the Chair.

At present, the Arts Commission Board consists of five (5) members; Brenda Carrasco, Joan Givan, Mel Gosage, Judy Holloway, and Deana Worthington. Staff recommends reconfiguration of the board pursuant to Article V, Section 2, of the Arts Commission Handbook to elect officers.

Recommended Voting Procedures: For selection of the Chair and Vice Chair it is recommended that each selection be taken on a majority vote of the total five-member Arts Commission Board, which would require three (3) affirmative votes to elect the Chair, and then three (3) votes to elect the Vice Chair.

RECOMMENDATION: That the Arts Commission:

1. Elect one member of the Arts Commission Board to serve as Chair of the Arts Commission Board;
2. Elect one member to serve as Vice Chair of the Arts Commission Board for a one-year term; and
3. Direct staff to request that the City Clerk advertise vacancies of the Arts Commissions Board

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Item No. 5

ARTS COMMISSION AGENDA: JULY 23, 2014

SUBJECT: OAK AVENUE MURAL UPDATE

SOURCE: ARTS COMMISSION STAFF

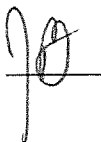
COMMENT: Staff has been working with the Public Works Department to revise the language in the Request for Qualifications/Request for Proposal (RFQ/RFP) to comply with the regulations of the grant. The language that must be included is very specific, therefore, precautions are being taken so there will not be any issues regarding payment.

The Public Works Department has received clearance from Caltrans to proceed in the advertising for a Request for Qualifications/Request for Proposal (RFQ/RFP). As soon as the contract is completed, staff will mail RFQ/RFP to muralist on the mailing list adopted by Arts Commission on May 15, 2013.

RECOMMENDATION: That the Arts Commission:

1. Direct staff to continue to work with the Public Works department until an agreement is reached regarding the required language that must be included in the RFQ/RFP; and
2. Direct staff to mail the RFQ/RFP to any muralists on the previously adopted list, once the correct language has been added.

ATTACHMENTS: None

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Item No. 6

ARTS COMMISSION AGENDA: JULY 23, 2014

SUBJECT: SCHEDULED MEETINGS AND COMMISSIONERS ATTENDANCE

SOURCE: COMMUNITY DEVELOPMENT DEPARTMENT

COMMENT: On October 19, 2010, the City Council of the City of Porterville adopted Ordinance No. 1767 forming the Arts Commission with a vision to encourage the development and enjoyment of performing, visual and cultural arts in the Community. Following the Ordinance's adoption, the Council appointed four (4) members to serve on the Commission and to initiate an effort to identify prospective commissioners for the Council's appointment to the Commission. Section 5A-6 states: The Arts Commission shall hold meetings regularly as determined by the Commission and shall designate the time and place thereof. The meetings shall be held in compliance with the Brown Act and all applicable laws, and the meetings and records of attendance shall be public. The Commission shall keep a record of its proceedings. A record of attendance shall be kept regularly and reported to the City Council at least one time per year. Members are expected to have 75% attendance based on the commission's regular meeting schedule (e.g. 9 out of 12 meetings if held monthly, and 3 out of 4 if held quarterly). Members who fail to meet the attendance requirement automatically vacate their seat and the vacancies shall be filled per Section 5A-5.


On August 20, 2013, City Council approved Ordinance 1797 which amended Ordinance 1767, Section 5A-4 to reflect that all appointments shall be made by the Council for three (3) year terms with staggered terms, with the exception of the youth commissioner that would serve a one (1) year term. This amendment does not affect the above referenced Section 5A-6.

As required by Section 5A-6, staff recently prepared an attendance report for the City Council's annual review. During this effort, it became apparent that regular attendance is an issue for some Commissioners, which could jeopardize their ability to continue serving on the Commission. As a result, staff recommends that the Commission consider amending the schedule of regular meetings to once quarterly, with the intent to increase Commissioner attendance.

RECOMMENDATION: That the Arts Commission:

1. Consider changing the meeting schedule from monthly to quarterly; and
2. Direct staff to change meeting schedule on the website

ATTACHMENT: Attendance Record

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Item No. 7

ARTS COMMISSION AGENDA: JULY 23, 2014

SUBJECT: PROCEDURE HANDBOOK

SOURCE: COMMUNITY DEVELOPMENT DEPARTMENT

COMMENT: On February 20, 2013, as part of the Short Range Work Plan, the Arts Commission moved to create Bylaws. Staff was directed to present a draft of bylaws during the next scheduled meeting.

On March 20, 2013, as part of the Short Range Work Plan, staff presented Bylaws Handbook for the Arts Commission review. It was moved to continue during the next scheduled meeting so that staff could make the changes requested by the Art Commission.

On April 17, 2013, the Arts Commission moved to change the handbook title from Bylaws to Procedure Handbook. A second draft was presented by staff and the motion carried for revisions to be made and a revised draft presented during the next schedule meeting.

On May 15, 2013, the Arts Commission reviewed the revised draft of the Procedure Handbook as presented by staff. Motion carried for a final draft to be presented during the next scheduled meeting.

On June 19, 2013, the Arts Commission moved to approve the Procedure Handbook and agreed to present it to City Council on August 6, 2013, as part of the Short Range Work Plan.

On July 17, 2013, no action was taken by the Arts Commission to sign the Procedure Handbook since both the chair and vice-chair were absent.


August 21, 2013 – meeting was cancelled.

No action has been taken since the adoption of the Procedure Handbook in May 2013. Therefore, staff is recommending an overview of the handbook.

RECOMMENDATION: That the Arts Commission:

1. Review the approved Procedure Handbook
2. Authorize the Committee Chair to sign the Procedure Handbook approved on June 19, 2013; and
3. Direct staff to post the Procedure Handbook on the City's website

ATTACHMENT: Procedure Handbook

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Item No. 8

ARTS COMMISSION AGENDA: JULY 23, 2014

SUBJECT: LONG RANGE WORK PLAN – VENUES AND ORGANIZATIONS LIST

SOURCE: COMMUNITY DEVELOPMENT DEPARTMENT

COMMENT: On March 26, 2014, as part of the Long Range Work Plan, liaisons were assigned as representatives to four areas of arts: 1) Theatrical/Performing Arts; 2) Visual/Graphic; 3) Music; and 4) Youth. The Arts Commissioners were to submit a list of venues and organizations to staff no later than April 14, 2014. Staff was then to prepare a draft for the commissioner's review during the scheduled meeting of April 23, 2014.


On April 23, 2014, as part of the Long Range Work Plan, Staff presented a list of venues and organizations as directed by the Arts Commission. Only one commissioner submitted a list of venues for Theatrical/Performing Arts. The list was deemed incomplete since several commissioners were absent and information was not submitted to staff. A motion carried to review this item during the next scheduled meeting on Wednesday, May 28, 2014.

The Commissioners were requested to submit a list of venues to staff by Monday, May 19, 2014. Staff will then prepare a complete list of venues for all four areas of the arts. After approval, the Venues and Organizations list will be posted on the Arts Commission webpage.

RECOMMENDATION: That the Arts Commission:

1. Review the draft list of Venues and Organizations
2. Direct staff to prepare a final copy of the list; and
3. Direct staff to post Venues and Organizations list on the City's website

ATTACHMENT: Draft list of Venues and Organizations

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Item No. 9