

“The City With a Heart”



Melodie Tobin, Chair
Pamela Gamble, Vice Chair
Jeanne George, Commissioner
Bardi Rosman Koodrin, Commissioner
Carolyn Livengood, Commissioner
Pamela Madden, Commissioner
Tami Parker, Commissioner

MINUTES CULTURE AND ARTS COMMISSION MEETING OCTOBER 17, 2013 6:30 p.m.

**Meeting Location: San Bruno City Hall Conference Room 115
567 El Camino Real, San Bruno**

1. **CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno Culture and Arts Commission was called to order by Chair Tobin at 6:30 p.m., Thursday, October 17, 2013.
2. **ROLL CALL/PLEDGE OF ALLEGIANCE:**
Present: Chair Tobin, Commissioners George, Livengood, Madden, and Rosman Koodrin. Staff: Burns, Alita, and Gilfether
3. **ANNOUNCEMENTS:** None.
4. **REVIEW OF AGENDA:** The Agenda for October 17, 2013 was accepted as presented.
5. **APPROVAL OF MINUTES:** The minutes of August 15, 2013 were accepted as presented.
6. **CONDUCT OF BUSINESS**
 - a. Discuss process for selecting library gallery exhibits: Commissioners formed a sub-committee consisting of Commissioners Rosman Koodrin, Madden and George, to meet before the November meeting. They will review the ten applications, select the artists to be displayed in the library gallery exhibits, and present their recommendations at the November 21, 2013 Commission meeting.
 - b. Discuss process for evaluating Centennial Art Project applicants: Commissioners formed a sub-committee consisting of Commissioners Livengood, Parker and Tobin, to review the Centennial Art Project applications and select the applicants to be interviewed. Following the interviews, the subcommittee will return to the full Commission with their recommendation of up to three finalists to produce a rendering of their design concept.

Commissioners also discussed the recusal process for projects where a family member of a Commissioner may be an applicant. Staff informed them that from a legal standpoint (as confirmed with the City Attorney), Commissioners must recuse themselves entirely from any process involving a family member. Staff will add this information to the Commission’s handbook.

- c. Take New Commission Photo for City Publications: The Commission will take a photo at the November meeting when all of the Commissioners are present.

7. NEW BUSINESS: None.

8. STAFF REPORTS:

- a. Recommended Dates for next Skyline College Art Tour: Commissioners decided on Wednesday, November 13, 2012 at 4:00 p.m. for the next Skyline College Art Tour. Council will be invited and everyone will meet at Skyline. *(The Dean of Arts at Skyline, Donna Bestock, was away from the office and staff was unable to confirm November 13, 2013 for the tour. The tour will be rescheduled for mid-December.)*

9. CORRESPONDENCE: Mail to Commissioners was distributed.

10. INFORMATION SHARING BY COMMISSIONERS:

Commissioner Livengood found out that the butterfly sculptures in Chicago were from several years ago. She will see if she can get any more information about their source. Commissioner Livengood also shared that artist Randy O'Dell is doing a beautiful painting at the American Legion Hall in San Bruno. The Legion holds a breakfast at the hall on the last Saturday of the month from 9:00 a.m. to 11:00 a.m.

11. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: None.

12. AGENDA-BUILDING FOR NEXT MEETING AND FUTURE MEETINGS

- Recommendation of Centennial Art Project Finalists
- Recommendation of Library Art Gallery Exhibitors
- Report on Source of Butterfly Sculptures
- Take New Commission Photo for City Publications

13. ADJOURNMENT: 7:00 p.m.

Tracey Gilfether
Library Services Coordinator

Cc: Mayor and City Council
City Manager
City Attorney
City Clerk
Community Services Director
Assistant Community Services Director