

“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 MAY 16, 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, May 16, 2013.
2. **ROLL CALL/PLEDGE OF ALLEGIANCE:**
Present:
Chair Tobin, Commissioners George, Livengood, Madden, Parker, and Rosman Koodrin.
Staff: Burns, Alita, and Gilfether
3. **ANNOUNCEMENTS:** None.
4. **REVIEW OF AGENDA:** The Agenda for May 16, 2013 was accepted as presented.
5. **APPROVAL OF MINUTES:** The minutes of April 18, 2013 were accepted as presented.
6. **CONDUCT OF BUSINESS**
 - a. **Develop Centennial Art Project Schedule and Timeline:** Staff outlined the elements of a project schedule working backwards from the dedication date of December 2014. The project timeline will include the following items:
 - Draft a Request for Qualifications and get City Council approval
 - Have a pre-application deadline site visit for interested artists
 - Review applications
 - Conduct interviews with selected artists.
 - Request and review renderings for project idea
 - Develop draft artist agreement
 - Recommend selected artists and artist agreement to City Council

Commissioners spent time discussing their vision of a successful project. Staff will incorporate these comments as well as comments from other City Staff related to the approved site. Staff will bring a draft Request for Qualifications to the next meeting.

7. NEW BUSINESS:

- a. Select Films for Movies in the Park Poll: Commissioners reviewed recent DVD releases and discussed other options for films to include in the annual citizens poll. The films selected for the poll are *Avengers*, *Brave*, *Footloose (original)*, *Frankenweenie*, *Hotel Transylvania*, *Hunger Games*, *Men in Black III*, *OZ the Great and Powerful*, *Skyfall*, *Undeclared*, and *Wreck-it Ralph*. The poll will be posted for voting online.

8. STAFF REPORTS: The annual Library Exhibit Program selection process begins soon. Staff is updating documents from last year to bring to the Commission.

Staff has placed a call to the Recognition Sculpture artists to write text describing the sculpture for use in an interpretive plaque.

9. CORRESPONDENCE: None.**10. INFORMATION SHARING BY COMMISSIONERS:**

Commissioner Rosman Koodrin shared that the Peninsula Museum of Art Open Studios was gorgeous. She also announced that the San Mateo County Board of Supervisors has established the post of a Poet Laureate of San Mateo County.

11. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: None.**12. AGENDA-BUILDING FOR NEXT MEETING AND FUTURE MEETINGS**

- Discuss Draft RFQ for Centennial Art Project
- Prepare July Annual Report Presentation to Council

13. ADJOURNMENT: 7:47 p.m.

Tracey Gilfether
Library Services Coordinator

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