

“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 JUNE 20, 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, June 20, 2013.
2. **ROLL CALL/PLEDGE OF ALLEGIANCE:**
Present:
Chair Tobin, Commissioners Gamble, George, Livengood, and Parker.
Staff: Burns, Alita, and Giffether
3. **ANNOUNCEMENTS:** None.
4. **REVIEW OF AGENDA:** The Agenda for June 20, 2013 was accepted as presented.
5. **APPROVAL OF MINUTES:** The minutes of May 16, 2013 were accepted as presented.
6. **CONDUCT OF BUSINESS**
 - a. Discuss Draft RFQ for Centennial Art Project: Staff distributed a draft of the RFQ. Commissioners made suggestions to clarify that submission materials will not be returned. Motion to accept RFQ and recommend it to the City Council (M/S CL/PG).
 - b. Review Draft Presentation for July Annual Report to City Council: Staff distributed a draft of the PowerPoint presentation for the July 9, 2012 City Council meeting. Commissioners recommended changes to the document including collaboration efforts with Skyline College and additional details about the Centennial Art Project RFQ process.
 - c. Update on Movies in the Park: Movies receiving the highest votes so far are: Brave, Wreck-it-Ralph, Avengers, Oz the Great and Powerful, and Hunger Games. A sub-committee will meet after the poll closes on July 30, 2013 to determine the final movie selections and allow for advertising at Concerts in the Park in August. Chair Tobin requested additional advertising for the poll at the pool and on San Bruno Cable, Channel 1. Staff will arrange for the additional advertising.

7. NEW BUSINESS:

- a. Review Draft Call for Artists for Library Exhibit Program 2013-2014: Commissioners reviewed the documents, which have been updated from last year, and approved them for distribution to local arts organizations. The deadline for applications will be at 5 p.m., Friday August 30, 2013.

8. STAFF REPORTS: Staff has spoken to the Recognition Sculpture artists, who will work on text describing the sculpture for use in an interpretive plaque.

9. CORRESPONDENCE: None.

10. INFORMATION SHARING BY COMMISSIONERS: None.

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

12. AGENDA-BUILDING FOR NEXT MEETING AND FUTURE MEETINGS

- Update on Movies in the Park Poll
- Discuss Centennial Art Project RFQ Process
- Discuss Shakespeare in the Park Event for October 2013

13. ADJOURNMENT: 7:35 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