



Donald Mulliken, 1<sup>st</sup> District  
Robin Rodricks, 2<sup>nd</sup> District  
Sherrill Swan, 3<sup>rd</sup> District  
Karen Chew, 4<sup>th</sup> District  
Lisa Steel, 5<sup>th</sup> District

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SAN MATEO  
COUNTY  
**ARTS**  
COMMISSION

**Regular Meeting of the Arts Commission**  
**Thursday, November 15, 2012**  
**1:00 to 2:30 p.m.**  
**400 County Center, County Manager's Conference Room, Lobby Floor**  
**Redwood City, CA 94063**

**MINUTES**

**1. Roll Call**

Chair Rodricks called the meeting to order at 1:00 p.m.

Commission: Swan (Vice Chair), Chew, Steele (Absent: Mulliken)

Staff: Jensen, Tolmasoff

Curator: Silvestri (arrived at 1:05 p.m.)

**2. Agenda Amendments**

None.

**3. Oral Communications**

None.

**4. Consideration of Minutes**

A. Regular Meeting of October 10, 2012

M/S Swan/Chew to approve the October 10, 2012 Commission meeting minutes as presented.

Motion carried 4-0

**5. Reports**

A. Curator's Report\*

Curator Silvestri reported on the following:

*Public records that relate to any item on the open session agenda for a regular Arts Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. The Commission has designated the office of the Department of Public Works, Parks Division, located at 555 County Center, 5<sup>th</sup> Floor, Redwood City, CA 94063, for the purpose of making those public records available for inspection. The documents are also available to be sent electronically by e-mailing [bbennett@smcgov.org](mailto:bbennett@smcgov.org). In compliance with the Americans with Disabilities Act (ADA), auxiliary aids and services for this meeting will be provided upon request when given three days notice. Please call (650) 599-1393 (voice) or e-mail [bbennett@smcgov.org](mailto:bbennett@smcgov.org). For the safety of those sensitive to airborne chemicals, please refrain from wearing chemically based products.*

The November/December show in the Caldwell Gallery, "Expressions in Watercolor," features watercolor paintings by Guy Magallanes and Alvin Joe. The show in the Community Gallery is a selection of Mr. Magallanes' and Mr. Joe's students' work.

Planning for the March 2013 women artists show was discussed. Curator Silvestri will locate a Juror to select the award recipients. She will curate the shows for the Caldwell and Community galleries. All Commissioners will be required to assist in the installation. Outreach to young women in high school and at the Community Colleges may be included in this effort.

B. Social Media Report [Commissioner Chew]

Commissioner Chew introduced Rubber Duck News, a Facebook/Twitter marketing concept for consideration. The rubber ducky visual used in photos acts as an interest driver for audiences to find in pictures regarding art events. Ms. Chew asked all Commissioners to provide her with arts events in their districts and arts-related information, on an on-going basis, to include in this Facebook/Twitter project. Chair Rodricks asked Staff Jensen to consider whether or not a hard copy of the Rubber Duck News would be appropriate to send to the Board of Supervisors in lieu of a standard Members' Memo. Commissioner Chew will provide Ms. Jensen with a readable sample on which a decision can be reported upon at the next meeting.

C. Report on applications for Grants & Workshop Manager [Comm. Rodricks]

Chair Rodricks provided an update on the RFP, which has been posted utilizing County site lists. Chair Rodricks also notified Mojalink, Thrive Alliance, Strategic Planning for Non Profits, AFTA Jobs, and the Foundation Network of the opening. Chair Rodricks and Commissioner Mulliken were selected as the Screening Committee. All Commissioners were encouraged to continue to be active in its distribution. Chair Rodricks will re-send the RFP to Commissioner Chew.

M/S Steele/Swan to extend the deadline to December 7, 2012, re-post on all current sites and invest \$75 in advertisement on Craig's List, should fewer than four applications come in by the initial deadline.

Motion carried 4-0.

**6. Action Items**

A. Review and approve draft Arts Commission Policy (cont. from June meeting)

Commissioners discussed the policy and made with the following changes: third bullet under Public Art, replace "Approving" with "Advice and review"; under Conflict of Interest, change "management employees" to "contractors". Chair Rodricks will produce a final version and send to Staff Jensen who will ask County Counsel to review it.

M/S Swan/Chew to have County Counsel review the Arts Commission Policy after final revision.

Motion carried 4-0.

B. Review and approve Revised Work Plan Calendar for 2012/2013

M/S Chew/Swan to approve the Revised Work Plan Calendar for 2012/2013.

Motion carried 4-0.

C. Review and adopt calendar of regular meetings for 2013

Staff informed the Commissioners that the 5<sup>th</sup> floor conference room in 555 County Center, Redwood City has been reserved for all Arts Commission regular meetings in 2013.

M/S Swan/Chew to approve the calendar of regular meetings for 2013.

Motion carried 4-0.

D. Join CSSSA California Arts Scholar Network

After discussion and passage of the item, Chair Rodricks committed to completing and sending application.

M/S Swan/Steele to support the CSSSA California Arts Scholar Network program and its requirements.

Motion carried 4-0.

**7. Staff and Commission Reports\***

None.

**8. Discussion Items**

A. Producing meeting Minutes

Chair Rodricks stated that she would continue to produce the agenda and supporting documents; but, asked that the Commissioners rotate the responsibility of producing the minutes. The following rotation was agreed upon:

- December 2012: Commissioner Swan (District 3)
- January 2013: Commissioner Chew (District 4)
- February 2013: Commissioner Steele (District 5)
- March 2013: Commissioner Mulliken (District 1)
- April 2013: Commissioner Rodricks (District 2)...et cetera

Chair Rodricks offered to produce the minutes for the November 2012 meeting.

B. Discussion of specific areas for focus of the grants program

Discussion included:

- Micro grants to artists and arts organizations with the inclusion of a Caldwell Gallery exhibit of grantees work (grant outcome documentation exhibit)
- Year 1: Fund both arts educators and arts organizations, with an emphasis on partnerships. Commissioners Swan and Chew will contact Dick Sperisen at the County Office of Education to discuss targeted needs

C. Reminders — Commissioners should begin thinking about:

- Women's Art Show, 2013: See Item 5.A.
- Assignment of Commissioners as liaisons to local government and commissions
  - Nominations/election of 2013 Officers: Staff Jensen will check bylaws regarding retaining current officers until the beginning of the fiscal year (July 1, 2013), as well as check on each Commissioners term in office.
  - Ethics training for Commissioners: Commissioners in need of training have been notified. Staff Jensen will look into providing a link.

## **9. Adjournment**

The meeting adjourned at 2:37 p.m.

\*Reports are verbal

### **Upcoming Meetings**

December 12, 2012; January 9, 2013; February 13, 2013; March 13, 2013; April 10, 2013; May 8, 2013; June 12, 2013; July 10, 2013; August 14, 2013; September 11, 2013; October 9, 2013; November 13, 2013; December 11, 2013