



Harini Krishnan, 1<sup>st</sup> District  
Robin Rodricks, 2<sup>nd</sup> District  
Laura McHugh, 3<sup>rd</sup> District  
Mary Hofstedt, 4<sup>th</sup> District  
Samaruddin Stewart, 5<sup>th</sup> District

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**Regular Meeting of the Arts Commission  
Wednesday, March 21, 2018 — 1:00 p.m. to 3:00 p.m.  
Conference Room 1, Fifth Floor  
555 County Center  
Redwood City**

**MINUTES**

**1. 1:00 Roll Call** – Roll Call and introduction of guests

Commissioners: Rodricks, Krishnan, McHugh, Hofstedt

Staff: Dep. County Manager – Peggy Jensen, Chief Leg. Aide – J. Tolmasoff Peggy

Contractor: Andrea Temkin

Visitor: Sophie Mintier, Management Analyst

Absent with permission: Commissioner Stewart, Contractor Boris Koodrin

**2. 1:02 Agenda Amendments**

**3. 1:04 Consent Calendar**

A. Commissioners' Reports – Chair added brief oral report on *Arts Now* launch breakfast

B. Director's Report

C. Curator's Report

D. Minutes of December 20, 2017

Motion to approve: Commissioner Krishnan. Seconded: Commissioner Hofstedt. Unanimous approval.

**4. Oral Communications** to allow the public to address the Commission on any matter not on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time. Speakers are customarily limited to two minutes. A speaker's slip is required.

**6. 1:10 Action Items**

A. Approval of Local Arts Grants Panelist Pool

Motion to approve: Commissioner Hofstedt. Seconded: Commissioner McHugh. Unanimous approval.

**7. 1:30 Staff reports**

A. Five Year Review of the Arts Commission Grants Program

Dep. County Manager – Peggy Jensen and Management Analyst – Sophie Mintier

Ms. Mintier was charged with looking at the first 5 years of the grants program. She presented a draft powerpoint and written report on her findings. She will create a final document incorporating some suggestions by Commissioners.

Input Recommendations:

- Clarify role of non-grant Commission activities
- Develop performance measures to guide growth and track progress – track longitudinal --
- Devote study session to how other county agencies operate and programs, benchmark AC
- Increase alignment and synergy with Board vision and priorities – how arts are responding to what's going on in the world

Dep. County Manager Jensen reviewed the Supervisors' current priorities:

- Homelessness
- Foster youth
- 3<sup>rd</sup> grade literary

Dep. County Manager Jensen reported on the opening of Half Moon Bay new library

B. Chief Leg. Aide – J. Tolmasoff – we have received a signed contract for 2018 from the CA Arts Council

**8. 2:30 Discussion Items**

Dep. County Manager Jensen reported that a Charter Review group is being convened. Commissioner Rodricks asked if the number of Arts Commissioners could be considered for increase at this time.

**9. 2:55 New Business**

Commissioner Hofstedt will be resigning in September. Commissioners were asked to consider recommendations for her replacement.

**10. 3:00 Adjournment**



## Commissioner's Report on District Activities

**Dates Covered:** 12/20/2017 – 03/20/2018

**Commissioner Name:** **ROBIN RODRICKS**

**District #** 2

**Reporting on:**

- 1) District Arts performances, exhibitions, arts education activities

02/21: *Tomas & The Library Lady* – Fuse Theater [grantee] production at San Mateo Library

02/28: Exhibition opening, Peninsula Museum of Art (District 2)

- 2) Commissioner's activities on behalf of the COUNTY Arts Commission

12/16: meet with potential speaker for Grantee Workshop

01/05: Meet with Peggy Jensen, Juda Tolmasoff, Sophie re: creating a report for Supervisors

01/09: Prepare dropbox of documents for Sophie for report (2 hours)

01/--: Call with Sophie re: report (1 hour)

02/28: Follow-up call with Sophie re: report (1 hour)

March: Find new speaker(s) for March 19 Grantee Workshop (2 hours)

Jan/Feb/March: numerous emails to Director, Juda, Peggy,

Jan/Feb/March: Review of contractor invoices

- 3) Other Commissioner activities or comments

11/20: Premier at Pixar Studios of COCO (fundraiser for CSSSA)



## Commissioner's Report on District Activities

**Dates Covered:**

**Commissioner Name:** LAURA McHUGH

**District #** 3

**Reporting on:**

1. District Arts performances, exhibitions, arts education activities
  - Attended one meeting at Coastal Arts League (business meeting); provided input on their 501c3 process
  
2. Commissioner's activities on behalf of the Arts Commission
  - Distributed information about grants-making cycle and upcoming info meeting to several 501c3 organizations; answered some questions from one person about how individual artists might collaborate with a 501c3 to apply for a grant
  
3. Other Commissioner activities or comments
  - Attended two meetings with City of HMB to develop their policies on public art installations as part of the Development Director's agenda for parks beautification
  - Donated art to the HEAL Fundraiser March 21, 2018
  - Show publicized at Coastal Arts League – Laura McHugh and Eileen Goldenberg – March 13- April 1/Reception March 17<sup>th</sup>
  - Participating in Silicon Valley Open Studios in May 2018; posting artist of the day for that group on Facebook and promoting all SVOS University workshops (10 total); attend monthly SVOS board meetings



## Commissioner's Report on District Activities

**Dates Covered:** March 9, 2018

**Commissioner Name:** (Andrea Temkin for) **SAMARUDDIN STEWART**

**District #** 5

**Reporting on:** Whitney Jane Stewart born Friday March 9, 2018

Congratulations, Sam and Amy!



**Commission Director Progress Report**  
**January 1, 2018 – February 28, 2018**

**\* Commission Administration and Operations**

- Prep for and attend update meeting with Deputy County Manager.
- Train County Management Analyst on Common Grant Application (CGA) in order to access grantee reports; provide requested data and documentation to Analyst.
- Coordinate with SamTrans for annual judging of student artwork for 'Art Takes a Bus Ride'
- Process contracts and invoices:
  - CAC: Compose and send TY letters to legislators and Governor re: new CAC award. Finalize CAC grant 2018 agreement documents; send to CAC. Complete final invoice for 2017 CAC grant.
  - Review and submit CGA invoices to be paid.
  - Review and submit Data Arts annual contract and invoice.
- General communications and meetings with Commission Chair.
- Misc. phone and email correspondence with Commissioners, public, etc.

**\*Arts Grants Program**

**Local Arts Grants:**

- Grantees meeting: send reminder email; identify policy/advocacy speaker (Jessa Moreno, CA Alliance for Arts Education); meet with presenter to discuss presentation focus and AV needs; cancel meeting emails due to illness of speaker, Commission Chair, and consultant; reschedule.
- 2018 Grants Open: Update CGA general information and dates; create content for outreach: press release, Mail Chimp eblast, FB; review and revise updated Arts Commission web pages; set new application deadline dates with Commission Chair; work with CGA to create 2018 applications
- Informational LAG Grant Workshop incl. grant writing practicum: arrange location, date, time; identify practicum presenter (Karen Rapp, Director of Grants and Special Project Funding at San Jose Museum of Art); create content for outreach: press release, Mail Chimp eblast, FB.
- Misc. email and correspondence with grantees

**Educator Micro Grants:**

- Communications with SMC Office of Ed staff re feasibility of running a 2nd call for Micro Grants; worked out to do call and publicize at two upcoming COE events, March 4 and 16.
- Develop Agreement form for 2018; send to grantees; track returns by electronic signature; send reminders to sign.
- Generate list of 2017 awardees and submit for payment; respond to inquiries regarding payment for first round grants.
- Create 'Second Call': update and review Common Grant Application information: update second call information for distribution by SMCOE; respond to principal and teacher inquiries; update information on website; track new submissions.

**\*Arts Advocacy, Policy and Recognition**

- Participate in Arts Now Community Launch: Attend planning meetings (2); Participate in site visit to event location at Box; Advise on format, activities, agenda via email communication; communicated Commissioners' decision to not co-sponsor or fund Arts Now Kick-off Breakfast to SMCOE, CAAE, and Arts Now coordinator.
- Attended inaugural convening of SMCOE's VAPA Arts Education Advisory Meeting. Convening was led by Deputy Superintendent Gary Waddell. Attendees included a district superintendent, classroom art teachers, community arts providers, three interns from Stanford Graduate School of Education, and two high school students.

**Regular Meeting of the Arts Commission**  
**Wednesday, December 20, 2017 — 1:00 p.m. to 4:00 p.m.**  
**Conference Room 1, Fifth Floor**  
**455 County Center**  
**Redwood City**

**MINUTES**

**1. Roll Call** – Roll Call and introduction of guests

Commissioners: Robin Rodricks, Mary Hofstedt, Samaruddin Stewart,  
Staff: Peggy Jensen, Deputy County Manager, Juda Tolmasoff, Chief Legislative Aide  
Contractor: Andrea Temkin  
Absent with notice: Commissioner Laura McHugh, Contractor Boris Koodrin

**2. Agenda Amendments**

None

**3. Oral Communications** to allow the public to address the Commission on any matter not on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time. Speakers are customarily limited to two minutes. A speaker's slip is required.

None

**4. Consent Calendar**

Motion to add Minutes to Consent Calendar. Moved Commissioner Stewart, seconded Commissioner Hofstedt. Passed unanimously.

**5. Consideration of Minutes** of Regular Meeting of March 16, 2017 and July 19, 2017

Motion to approve: Commissioner Hofstedt. Second: Commissioner Stewart. Passed unanimously.

**6. Action Items**

***A. Approve Mission and Values Statement***

Mission and Values Statement modified to:

MISSION

The San Mateo County Arts Commission connects, convenes, and champions artists and the arts.

We believe:

- The arts are essential to the development of vibrant, livable, and economically healthy communities.
- Education in and through the arts encourages creativity, expression, and innovation ---and must be accessible to all.
- The diversity of San Mateo County's arts and cultural activities are welcomed, valued, and respected.

Motion to approve: Commissioner Hofstedt; Second Commissioner Stewart. Passed Unanimously.

***B. Utilization of Unexpended Micro Grants Funds***

Commissioners expressed a preference for applying unexpended funds to additional Educator Micro Grants. Director instructed to explore with SMC Office of Education offering a second round of funding.

**C. Two Year Funding for Local Arts Grants Program**

Commissioners would like to see a plan to implement two-year funding in the next grant cycle. Director Temkin was instructed to develop a process for two-year funding and present to Commissioners at a future date.

**7. Discussion Items**

A. Summary of FY18-FY19 Workplan to Date

Commissioners reviewed the FY18-FY19 Workplan.

B. Arts Education Month Resolution for Supervisors

Commissioners recommended that the language remain similar to prior year, without reference to the *Declaration of the Rights of All Students to Equity in Arts Learning* developed by the CA Alliance for Arts Education.

**8. New Business**

At Commissioner Stewart's request, the Chair gave an update on District 1 Commissioner vacancy. The Chair has been in communication with D1 Supervisorial staff and reports there are at least two candidates currently being considered.

**9. Adjournment**



**MEMORANDUM**

**To:** San Mateo County Arts Commissioners  
**From:** Robin Rodricks, Chair  
**Re:** **Agenda Item 6A Regular Arts Commission Meeting**  
**Date:** **March 21, 2018**

**RECOMMENDATION:** Approve Local Arts Grants Panelist Pool

**BACKGROUND:**

In 2016, a public review of grant applications was conducted for the first time. A panel of three peer reviewers, selected by the Commission Director, reviewed and ranked 29 applications. In 2017, a similar panel of three reviewed and ranked 28 applications. At this point in the Commission’s development, it has been suggested that the Commission Director present a pool of potential panelists to the Commission for approval.

The panel that reviews and ranks the applications is comprised of professional artists and arts administrators. Panelists are selected for knowledge and expertise in the various art forms, nonprofit budgeting, program development and evaluation, and in-depth knowledge of Bay Area artists and arts organizations and the current issues that impact their abilities to thrive.

Panelists pre-read, review and rank applications online for the Arts Commission’s Local Arts Grants and attend an all-day public review in person. They receive a \$250 stipend for their service.

**DISCUSSION:**

Three panelists from the following list will be selected to review and rank the 2018 Local Arts Grants applications.

	Name		Title/Expertise	Location
1.	Tamara	Alvarado	Executive Director, School of Arts and Culture; Latino cultural art forms; Aztec Dancer	San Jose
2.	Jim	Fung*	Independent Marketing Consultant and Music Promoter; Pianist; Social Media	Mountain View
3.	Rhyena	Halpern	Assistant Director, Arts and Sciences, City of Palo Alto; Arts Management	Palo Alto
4.	Barbara	Mumby	Senior Program Officer at the San Francisco Arts Commission; early childhood education; Native American Studies	Burlingame
5.	Chike	Nwoffiah*	Founding Director, Oriki Theater; Artistic Director, SV African Film Festival; African Drum and Dance; Filmmaker; Arts Management	Stockton
6.	Denise	Pate*	Cultural Funding Coordinator for the City of Oakland; Dance	Oakland
7.	Linda	Johnson	Executive Director, Creativity Explored; Arts Management	San Francisco

\*formerly served as SMCAC panelist

## **Short Bios:**

### **Tamara Alvarado**

Currently Executive Director of the School of Arts and Culture at the Mexican Heritage Plaza in San Jose. She is a member of the Board of Directors of the Western State Arts Federation and President of the Board of Directors for ACE Charter Schools in the Mayfair neighborhood of San Jose. Ms. Alvarado has been a traditional Aztec dancer for the past 13 years,

### **Jim Fung**

Jim Fung is a seasoned performing arts administrator with extensive management and marketing experience in multidisciplinary fields. The Founder and President of Captivate Artists, he has presented local, national and international performers. He is an accomplished pianist and piano teacher and currently serves on the board of California Philharmonic Youth Orchestra. Mr. Fung has previously been a panelist for San Jose Office of Cultural Affairs and Arts Council Silicon Valley.

### **Rhyena Halpern**

Oversees the arts and sciences for the City of Palo Alto for the last six years: two museums, three theatres, a public art program, an artist studio program and a maker program. Prior to that Ms. Halpern was the Executive Director of the Sacramento Metropolitan Arts Commission, a local arts agency that makes grants to local artists and arts organizations, provided arts education programming, conducted arts marketing and public art.

### **Linda Johnson**

A passionate believer in developing human potential through the arts, Ms. Johnson has grown organizations where community, creativity, and inclusion intersect throughout her career. Prior to joining the Creativity Explored team in 2017, she was Program Manager at Center for Community Arts, a gathering place for arts learning at the City of Walnut Creek, and Executive Director at Streetside Stories, a San Francisco nonprofit that helps young people share stories through the arts.

### **Barbara Mumby**

As Senior Program Officer at the San Francisco Arts Commission, Ms. Mumby oversees the Cultural Equity grants program, the distribution of approximately six million dollars annually to small and mid-sized arts organizations, individual artists and teaching artists. Prior to joining SFAC, Barbara designed and implemented large-scale early childhood education initiatives and grant programs in both Alameda and Merced counties through their respective First 5 organizations. Ms. Mumby holds master's degrees in Museum Studies and Business Administration, focusing on the international repatriation of Native American cultural property.

### **Chike Nwoffiah**

Mr. Nwoffiah is an accomplished actor, theater director and filmmaker with over 30 stage and screen credits. He is the founding director of Oriki Theater and founding Artistic Director of the Annual Silicon Valley African Film Festival since 2010. He has previously served on panels for the National Endowment for the Arts, California Arts Council and Fund for Folk Culture.

### **Denise Pate**

Currently the Cultural Funding Coordinator for the City of Oakland, Cultural Arts and Marketing. She is an experienced speaker, facilitator, grants writer, and has a background in dance. Ms. Pate is an active member of the non-profit arts community and provides consulting services to artists and arts organizations.

**FISCAL IMPACT:** No fiscal impact; panelist stipends included in FY18 budget.