

**SAN MATEO
COUNTY**

ARTS

COMMISSION

COMMISSION MEEETING

Wednesday, May 15, 2019
1:00 p.m. to 3:30 p.m.

Criminal Justice Training Room
(CJTR)

400 County Center
Redwood City, CA 94063



1 st District, S. Dave Pine	Harini Krishnan	Stephen Seymour
2 nd District, S. Carole Groom	Robin Rodricks	Elizabeth Stone
3 rd District, S. Don Horsley	Laura McHugh	Richard Rojo
4 th District, S. Warren Slocum	Jeanne Heise	Edward Sweeney
5 th District, S. David Canepa	Samaruddin Stewart	Pauline Fong

**Regular Meeting of the Arts Commission
Wednesday, May 15, 2018 — 1:00 p.m. to 3:30 p.m.
Criminal Justice Training Room (CJTR)
400 County Center
Redwood City, CA 94063**

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Juda Tolmasoff, at least 2 working days before the meeting at (650) 599-1005 and/or jtolmasoff@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.

AGENDA

1. **Roll Call** – Roll Call and introduction of guests
2. **Agenda Amendments**
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.
4. **Consideration of Minutes** of Regular Meeting of February 20, 2019
5. **Reports**
 - Commission Manager's report
 - Curator's report (to be submitted in writing by July 1)
6. **Staff and Commission reports**
 - A. Dep. County Manager – Peggy Jensen
 - B. Chief Legislative Aide – Juda Tolmasoff
 - C. Commissioner reports: Please review commissioner reports prior to meeting; 15 minutes will be allotted for questions. Note: While Commissioners Seymour and Stone provided records of their recent activities, they along with Commissioners, Rojo and Stewart recently joined the Arts Commission; Commissioner McHugh is absent with notice. All will have more detailed reports of their activities from February – May at the next meeting.
 - District 1 H. Krishnan



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- District 1 S. Seymour
- District 2 R. Rodricks
- District 2 E. Stone
- District 3 L. McHugh
- District 3 R. Rojo
- District 4 J. Heise
- District 4 E. Sweeney
- District 5 S. Stewart
- District 5 P. Fong

7. Action Items

- A. Approve 2019 San Mateo County Grants Panel Recommendations for Funding (Manager)
- B. Approve working budget for 2019-20 (Chair)
- C. Election of officers (Chair)
- D. Approve a bi-monthly schedule of regular Commission Meetings (Chair)

8. Discussion Items

- A. Update on launch of development of new strategic cultural plan. (Juda Tolmasoff)

9. Adjournment

Next Arts Commission Meeting:
WEDNESDAY, July 17, 2019*
Time & Location to be determined

**Pending Commission Approval of FY 2019-20 Meeting Dates*



1 st District, S. Dave Pine	Harini Krishnan	Stephen Seymour
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Regular Meeting of the Arts Commission
Wednesday, February 20, 2019 — 1:00 p.m. to 3:30 p.m.
Board of Supervisors Conference Room – 400 County Center, Redwood City CA 94063

MEETING MINUTES

1. **Opening by County Poet Laureate:** Aileen Cassinetto
 - Current County Poet Laureate Aileen Cassinetto opened the meeting with a reading of a poem.
 - Ms. Cassinetto also discussed current projects she is working on as the County Poet Laureate.
 1. In collaboration with Peninsula Humane Society, she and a group of poets, will do readings in March to raise awareness about animal cruelty.
 2. Organizing 2 concerts. One is with the Aragon High School band where 6 young poets' poetry readings will complement Leonard Bernstein's music. The other one is with the West Bay Community Band featuring 10 poets who will read their community-themed poetry, to a jazz music accompaniment.
 - She opens the San Mateo County Board of Supervisors meeting with a poetry reading every quarter.
2. **Roll Call** – Roll Call and introduction of guests
 - Present: Commissioners Harini Krishnan, Robin Rodricks, Laura McHugh, Jeanne Heise, Samaruddin Stewart, Pauline B. Fong, Chief Legislative Aide Juda Tomaloff; Arts Commission Manager, Amisha Motipara Commissioners; Richard Rojo—soon to be Commissioner in District 3
 - Absent with Notice: Commissioner Edward P. Sweeney; Deputy County Manager; Peggy Jensen
3. **Agenda Amendments:** No Amendments.
4. **Oral Communications:** No oral communications.
5. **Consideration of Minutes** of Regular Meeting of November 14, 2018 & Closed Session Meeting January 8, 2019
 - Harini Krishnan motioned, Jeanne Heise seconded; motion carried unanimously.
6. **Reports**
 - **Commission Manager's report**



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1. Jan. 22, 2018 – Feb. 8 2019: 2019: Executed the first San Mateo County Arts Commission Poetry Out Loud Program: Six high school students ranging 9th-12th grades Aragon High Jefferson High in Daly City, Mid-Peninsula in Menlo Park, San Mateo High, and Mercy High Burlingame participated in the program. These students participated in after school and weekend sessions where they learned the art of recitation and presentation, the tricks of using literary devices, and various poetic terms. Most sessions ended with a writing activity lead by Teaching Artist Tobey Kaplan. San Mateo County Poet Laureates Caroline Goodwin (2013-2016) and Lisa Rosenberg (2016-2018) coached students individually to prepare for the final contest. Students were also able to work collaboratively during these sessions. A senior from Jefferson High won 1st place and a freshman from San Mateo High won 2nd place at the contest, which took place at the Foster City Recreation Center on February 8, 2019. The Jefferson High student will advance to the state finals on March 10-11, 2019, which is administered by the California Arts Council. SMCAC Poetry Out Loud contest was judged by the current County Poet Laureate, East Palo Alto Poet Laureate, and Educators.
2. Feb. 13, 2019: San Mateo County Arts Commission Grants Writing Workshop. Karen Rapp Assistant Director, Strategic Initiatives at the San José Museum of Art, lead the workshop. Ms. Rapp led the Grants Writing Workshop for the Commission in 2018 as well. She tailored her presentation according the 2019 Commission Grants Guidelines. 37 attendees were also given the opportunity to network with their fellow attendees while being served lunch. The grant application is live on www.commongrantapplication.com. Rapp's presentation was emailed to attendees. Commissioners Krishnan and Rodricks attended.
3. February 28, 2019: DataArts PLATFORM WEBINAR-- at the October 2018 Grantee Convening, many of SMCAC expressed the need for technical assistance with DataArts. As a result, the Arts Commission in collaboration with experts from the DataArts platform offered grant applicants a webinar detailing the ins and outs of the DataArts platform on February 28, 2019 at 11 am. 20 attended the webinar.
4. October 30, 2019: Grantee Post Convening Survey is still ongoing as we are still collecting results from attendees.
 - Curator's report:
 1. Curator's report was submitted in writing. Please see attached document.
 2. Chair Rodricks stated that the Curator is still look for space to store pedestal covers in between exhibitions in one of the County Galleries.

7. **Staff and Commission reports**

- Chief Legislative Aide – Juda Tolmasoff



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Ms. Tolmasoff reports that she is on contact with construction project consultant regarding the gallery space in the new buildings.

8. Commissioner reports

- District 1: H. Krishnan
 1. Krishnan attended and helped organize the Poetry Out Loud Competition for San Mateo County. Poetry Out Loud is a national competition where students recite poetry and learn about public speaking. She stated current County Poet Laureate Aileen Cassinetti opened the competition with a reading to an audience of 30 people who attended the competition.
 2. Krishnan will be going to Washington, DC to attend the Americans for the Arts Advocacy Day as a part of the CA Alliance of Arts Advocacy delegation. In DC, she will be meeting with Congresswomen Eshoo, Spier, Harris, and Pelosi staff to advocate for the arts.
- District 2: R. Rodricks
 1. Rodricks reported there is a possibility for an exhibition in Caldwell Gallery artwork done by the children of HIP Housing clients.
 2. The RFP was posted to hire a consultant for the Arts Commission's Cultural and Strategic Plan on February 8, 2019.
- District 3: L. McHugh
 1. There is a possibility an installation of an art piece at UC Santa Cruz will move to the Half Moon Bay library. The artists (of which McHugh was one) are working with the library to work through their public art liability waiver and process for installing public art. This is a temporary display that will hopefully lead to for more art installations/public art.
- District 4: J. Heise
 1. Heise attended the Redwood City Civic and Cultural Commission on February 7, 2019. Redwood City Civic and Cultural Commission (RCCCC) asked the SM County Arts Commission to coordinate a county wide arts events calendar. Chair Rodricks shared that the County Commission previously administered a calendar but it was critically underutilized by everyone. RCCCC advised Commissioner Heise that they would like to attend SMC Arts Commission meetings.
- District 5: P. Fong
 1. Fong requested the Arts Commission include a discussion of how the Commission could collaborate on the County's Shared Vision 2025. The Chair recommends we discuss this at the summer meeting (time/date to be determined).
- District 5: S. Stewart



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1. Attended the opening of the Museum of African Diaspora in San Francisco on October 1, 2018. Former San Francisco Mayor Willie Brown served on the steering committee.

7. Action Items

A. Approve 2019 Arts Commission Grant Guidelines

1. Jeanne Heise moved, Pauline Fong second; motion unanimously carried.

B. Approve Commissioner McHugh's program on capacity building workshops for Artists

McHugh summarized her proposal to hold 4 capacity building workshops for individual artists once a quarter throughout the calendar year. Lead by Steven Wagner, the workshops will take place throughout the county. The workshop attendees will be surveyed as to which topics they would be interested. A fee will be charged to recoup the overhead costs. Community colleges could serve as a potential workshop space. Commissioner Heise moved, Commissioner Fong seconded; the motion carried unanimously.

C. Adopt Revised Budget

1. Chair Rodricks explained the need for the Commission Budget to be updated to include a line item for panelist honorariums for grants panel and to increase the Commission Manager's hours. There are sufficient funds to cover these expenses. Commissioner Heise moved, Commissioner McHugh seconded; motion unanimously carried.

8. Discussion Items

- A. Update on Strategic Plan – Ad Hoc Strategic Plan Committee (R. Rodricks, E. Sweeney, & P. Fong-Martinez): Committee reported that the RFP was posted on February 8, 2019. Thus far, two applications have been received.
- B. Arts Culture & Creativity Month: Commissioner Rodricks was asked to attend Californians for the Arts' Arts Advocacy Day in Sacramento on April 23 as a team leader. Chief Legislative Aide Juda Tolmasoff will request the Board of Supervisors to for a proclamation making April in Arts in Creativity Month in San Mateo County.
- C. Ethics Training: All Commissioners were reminded they need to complete an Ethics Training for 2019, which is required by the County. The Commission Manager emailed them a link to a webinar for them to view.
- D. Formation of Ad Hoc Committee to Draft the 2020-2021 Budget: Commissioners Stewart, Fong, and Rodricks volunteered to serve on the Budget Committee. The Commission agreed they would like to increase the budget increase the budget



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ask to \$180,000 for 2020. Tolmasoff stated that the former County Supervisor asked departments to expect a 10% cut across departments.

- E. Date for session meeting to onboard and refresh commissioners: since the Commission will have 5 new Commissioners, the Art Commission will hold a meeting to onboard new Commissioners and refresh existing Commissioners re: the Brown Act, Federal-state-local government arts structure, and Grants Programs. A calendar invite will be sent out the schedule the meeting.

9. Adjournment

**Next Arts Commission Meeting:
WEDNESDAY, MAY 15, 2019
1:00 – 3:30 pm**

Criminal Justice Training Room (CJTR)– 400 County Center, Redwood City CA 94063



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Arts Commission Manager's Report on San Mateo County Arts Commission

Dates Covered: February 20, 2018 through May 14, 2019
Manager Name: Amisha Motipara
Reporting on: Activities on behalf of the Arts Commission

The following includes summary of activities for Arts, Culture, and Creativity Advocacy Day organized by the Californians for the Arts as well as the 2019 SMCAC Grants Panel.

- 1) April 24, 2019: Attended Arts, Culture, and Creativity Advocacy Day along with Commissioners Krishnan, Rodricks, and Seymour.
 - a. The day began with several community leaders, Legislators, and individuals discussing how the arts have impacted their lives and how they are using the arts in their communities to make a difference in their communities. Speakers included Assembly member Kansen Chu (Vice Chair, Joint Committee on the Arts); Superintendent Tony Thurmond (CA Superintendent of Public Instruction); Randy Cohen (Vice President of Research and Policy, Americans for the Arts), Molly Fisk (Nevada County Poet Laureate); Jennifer "JayBee" Beasley (30 year-old cancer surviving pageant queen from Compton), and students speakers ranging from 8th graders from San Diego. A highlight of the morning was that our very own Commissioner Krishnan sang for all attendees.
 - b. In the afternoon, Commissioners Krishnan, Rodricks, and Seymour and Commission Manager visited the offices of Assembly Members Mark Burman and Kevin Mullin, and Senator Jerry Hill. As a collective group, we detailed to Legislative staff the impact of the arts in SMC including the emergence of small organizations, the first every Poetry Out Loud competition, and special needs. The group thanked the legislators for their support of Governor Newsom's proposal to increase the California Arts Council funding by \$10 million for FY2019-20.
- 2) May 2 – May 3, 2019: 2019 Arts Commission Grants Panels were held. The Organizational Support and Project/Program Support panels were on May 2nd at the San Carlos Library and on May 3rd at the San Mateo Library.
- 3) May 22, 2019: The San Mateo County Arts Advocacy Workshop will be held at the San Mateo Library from 10 am –12 pm. The workshop will be led by Ron Muniera who conducts advocacy workshops throughout the bay area. He has 20-years' experience as an arts and cultural administrator, performing artist, community activist, educator, historian, consultant, and advocate for underrepresented populations serving communities in the Greater San Francisco Bay Area, California and nationwide. He has dedicated his life's work to addressing issues of racial, social and economic justice, access to arts and culture, and educational equity.



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Commissioner's Report on District Activities

Dates Covered: February 21, 2019 – May 15, 2019

Commissioner Name: Harini Krishnan

District: No. 1, Supervisor Dave Pine

Reporting on:

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

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	2/21/19	Attended Fuse Theatre's Show "Cinderella Eats Rice & Beans" at San Mateo Library	2
b.	3/14/19	Attended International Food Fair at San Mateo High School, featuring performances by SMHS Jazz Band, Chamber Singers Ensemble, Ballet Folklorico and Chinese Ribbon Dance	2
c.	4/27/19	Attended Poetry & Community: A Concert at Burlingame Library organized by San Mateo County Poet Laureate Aileen Casinetto featuring local San Mateo County poets and West Bay Community Band	1
d.	5/3/19	Will be attending San Mateo High School's Annual Dance Concert, the last show directed by retiring SMHS Dance Director Robyn Tribuzi	3
e.	5/27/19	Will be walking in the Hillsborough Memorial Day Parade representing the Hillsborough Music Festival Float and participating in the Music Festival	4
f.	6/1/19	Will be attending Masterworks Chorale's Las Americas Unidas concert Featuring Misa Criolla by Ariel Ramirez	2
		TOTAL:	<u>14</u>

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

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	2/22/19	Meet Armando Castellano, Director of Quinteto Latino in Menlo Park to discuss Quinteto Latino's programs and future goals and activities	2
b.	3/4/2019	Attended Day 1 of Americans in the Arts National Arts Summit in Washington DC and attended various Arts Advocacy training sessions, subcommittee panel discussions and breakout sessions	8



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c.	3/5/2019	Attended Day 2 of Americans in the Arts National Arts Summit in Washington DC, visiting 13 legislative offices and meeting with various members of Congress, Senate and their staff	8
d.	3/12/19	Met Bora Max Koknar, Co-Artistic Director of Dragon Theatre in Redwood City to discuss Dragon Theatre's programs and future goals and activities	2
e.	3/16/19	Met Seth Mausner, Director of Harmony Project Bay Area in South San Francisco to see Harmony classes in action and to discuss Harmony Project Bay Area's programs and future goals and activities	2
f.	3/19/19	Met Cynthia Kagay, Director of Development and Margot Haliday Knight, Executive Director of Djerassi Resident Artists Program in Woodside to discuss Djerassi's programs and future goals and activities	4
g.	4/19/19	Met Lita Reyes, Founder of Reyes Philanthropic Solutions, who was part of the California delegation at National Arts Summit in DC, and who is considering joining Brisbane Arts Commission about the activities of the San Mateo County Arts Commission	2
h.	4/23/19	Attended Arts, Culture and Creativity Advocacy Day in Sacramento, sang a Sanskrit hymn on peace in the morning performances and visited state legislators offices in the afternoon	7
i.	5/3/19	Meeting with Amourence Lee, San Mateo Parks & Recreation Commission Member to discuss role of San Mateo County Arts Commission in promoting Arts in San Mateo County	2
j.	2/20/19-5/15/19	Updated the Arts Commission Facebook page with posts about events and important announcements including grants workshop & grants application information	4
k.	2/20/19-5/15/19	Independently working on organizing and editing audio and video recordings with Grantee organizations in a shared medium	3
TOTAL:			<u>44</u>

3) Other Commissioner activities or comments:

<i>Date</i>	<i>Activity/Event</i>	<i>Hours Spent</i>
a. 3/7/2019	Attended Ghunghroo, Harvard's South Asian Celebration Show in Cambridge, Massachusetts	3



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		featuring South Asian musical, dance, theatre and poetry performances	
b.	4/7/2019	Performed with my Father Thiruvaiyaru Krishnan, in Abhang Vani, an Indian Classical Concert, organized by Indian Fine Arts Academy of San Diego as the Inaugural concert of their annual music festival, attended by more than 1,000 members of the community	5
c.	4/5/2019	Attended Harvard Radcliffe Dramatic Club's Arcadia Play in Cambridge, Massachusetts	3
d.	2/2019-Now	Enrolled in First Module in Harvard Kennedy School's Executive Education in Public Leadership Program Entitled Organizing, Leadership and Change for which I have to select a project to study from a strategic organizational perspective: I will be studying Arts Commission and sharing insights from the class with the Commission ☺	10 (Studying Arts Commission Specifically)
		TOTAL:	<u>21</u>

GRAND TOTAL: 76



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Commissioner's Report on District Activities

Dates Covered: February 21, 2019 – May 15, 2019

Commissioner Name: Stephen Seymour

District: No. 1, Supervisor Dave Pine

Reporting on:

1) District Arts performances, exhibitions, arts education activities: None.

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

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	4/23/19	Attended CA Arts Advocacy Day	8
		TOTAL:	<u>8</u>

3) Other Commissioner activities or comments: None.

GRAND TOTAL: 8



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Commissioner's Report on District Activities

Dates Covered: February 21, 2019 – May 15, 2019

Commissioner Name: Robin Rodricks

District: No. 2, Supervisor Carole Groom

Reporting on:

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

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	March 2	Attend India dance performance – Viyakrita!	3
b.	April 23	Advocacy Day – Sacramento	10
c.	May 7	Attend Congresswomen Speier's High School art contest	1.5
d.	April 20	Poet Laureate Event – open mic & celebration of Jazz, Burlingame Library	2
		TOTAL:	<u>16.50</u>

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

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	Feb-Mar 2019	On-board Meeting PowerPoint Presentation	22
b.	March 1, 2019	Women's Show Intake	4
c.	March 2, 2019	DataArts-CDP	2.5
d.	March 16, 2019	Poet Laureate—Women's History Month	2
e.	April 21, 2019	Data Arts-CDP	2.75
f.	April 2019	CAC Grant Application	28
g.	May 2-3, 2019	Grants Panel Assistance	16
h.	March-May 2019	Meetings, Calls, Emails	40
i.	May 8, 2019	Budget revision and Action Item Memo	8
		TOTAL:	<u>107.25</u>

3) Other Commissioner activities or comments: None.

GRAND TOTAL: 123.75



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**These are highlights--does not reflect all hours.*



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Commissioner's Report on District Activities

Dates Covered: February 21, 2019 – May 15, 2019
Commissioner Name: Elizabeth Stone
District: No. 2, Supervisor Carole Groom
Reporting on:

1) District Arts performances, exhibitions, arts education activities: None.

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

Date		Activity/Event	Hours Spent
a.	4/19	Meetint with Commission Chair	2
		TOTAL:	<u>2</u>

3) Other Commissioner activities or comments: None.

GRAND TOTAL: 8



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Commissioner's Report on District Activities

Dates Covered: February 21, 2019 – May 15, 2019
Commissioner Name: Jeanne Heise
District: No. 4, Supervisor Warren Slocum
Reporting on:

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

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	Mar. 26	reviewed Artists: Women's View 2019	1
b.	April 13	Art Kiosk reception - Long View	1
c.	April 19	Review Art Kiosk Installation with Lance Fong	1
		TOTAL:	<u>3</u>

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

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	Feb. 28	corresponded with District 4 grantees regarding grants application	1.5
b.	Mar. 5	attended Thrive Arts and Culture Tag	2
c.	Mar. 15	Special Arts Commission Meeting	2
d.	April 3	Commission On Boarding	4
e.	April 8	Commission On Boarding	2
f.	April 9	attended Thrive Arts and Culture Tag	1
g.	April 19	corresponded with District 4 grantees regarding Stanford GSB consulting opportunities for non-profits	2
h.	May 3	met with Lance Fung, Fung Collaborative	2
i.	May 4	attended Grants Review Panel	4
j.	May 7	attended Thrive Arts and Culture Tag	2
		TOTAL:	<u>22.5</u>



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3) Other Commissioner activities or comments:

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	March 26	attended Board of Supervisors Meeting, Award for Women's Art Show at Courthouse	2
b.	April 15	Art Takes A Bus Judging	2
c.	April 19	meeting with Lance Fung, Fung Collaborative	2
		TOTAL:	<u>6</u>

GRAND TOTAL: 31.5



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Commissioner's Report on District Activities

Dates Covered: February 21, 2019 – May 15, 2019
Commissioner Name: Edward Sweeney
District: No. 4, Supervisor Warren Slocum
Reporting on:

1) District Arts performances, exhibitions, arts education activities: None.

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

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	1/9/19	Swearing in	.5
b.	1/9/19	Closed Session Commission Meeting	2
c.	2/14/19	Discussion with planning consultant	1
d.	2/28/19	DataArts Webinar	1
e.	3/5/19	Planning Consultant Interview	1.5
f.	3/6/19	Planning Consultant Interview	1.5
g.	3/15/19	Commission Meeting	1.5
h.	4/3/19	Commission Meeting	3.5
i.	5/7/19	Ethics Training Course	2
		TOTAL:	<u>14.5</u>

3) Other Commissioner activities or comments: None.

TOTAL: 14.5



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4 th District, S. Warren Slocum	Jeanne Heise	Edward Sweeney
5 th District, S. David Canepa	Samaruddin Stewart	Pauline Fong

Commissioner's Report on District Activities

Dates Covered: February 21, 2019 – May 15, 2019
Commissioner Name: Samaruddin Stewart
District: No. 5, Supervisor David Canepa
Reporting on:

- 1) District Arts performances, exhibitions, arts education activities: None.
- 2) Commissioner's activities on behalf of the Arts Commission:

Date		Activity/Event	Hours Spent
a.	ongoing	<p>Social Media Amplification of SMC Arts Commission postings, to include:</p> <ul style="list-style-type: none">• "Silicon Valley Community Foundation" post• MEET THE ARTS COMMISSION GRANTEE ORGANIZATIONS DISTRICT 3: DJERASSI RESIDENT ARTISTS PROGRAM post• MEET THE ARTS COMMISSION - JEANNE HEISSE - DISTRICT 4 COMMISSIONER post• "Our County Poet Laureate is a gem!" Post	1.0
b.	3/30	<p>Attended (with fellow Commissioner Pauling Fong) the District 5 Together event at Jefferson High School in Daly City. Description: The third annual District 5 Together culture and resource fair will resume this year at Jefferson High School Saturday, March 30th in Daly City. The event this year will showcase the greatest "old school" DJs from the late 1980s and '90s combined with a younger crop of DJs who are currently emerging in north San Mateo County for entertainment. It will also be a platform to promote the county's effort related to Census 2020. Photos below.</p>	1.0



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c.	4/12	Phone Discussion with Chair Robin Rodricks	1.0
d.	4/19	In person meeting with local artist (J. Levine) in Pacifica. With help of fellow commissioner passed him info on other opportunities in his district.	1.0
		TOTAL:	<u>4</u>



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3) Other Commissioner activities or comments:

Date		Activity/Event	Hours Spent
	4/25	<p>Visited SFO Exhibit: David Shannon-Lier: Of Heaven and Earth. Description: In his ongoing series, Of Heaven and Earth, artist David Shannon-Lier produces large-scale photographs that consider the landscape on both a human and cosmic scale. For more info: https://www.flysfo.com/museum/exhibitions/david-shannon-lier-heaven-and-earth Photo below.</p> 	0.5
	5/6	<p>Had a conversation with one of the founders of Art movement Dysturb. He is presently ending a fellowship at Stanford University and planning an “activation” (installation) at a high school in Fremont this month. Description of Dysturb: “Dysturb presents contemporary global issues in an innovative way, completely independent from the restrictions of conventional news publishing channels, using the most basic of social networks : the streets.” For more info: http://www.dysturb.com/about#dysturb-overview</p>	0.50
		TOTAL:	<u>1</u>



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TOTAL: 5



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5 th District, S. David Canepa	Samaruddin Stewart	Pauline Fong

Commissioner's Report on District Activities

Dates Covered: February 21, 2019 – May 15, 2019
Commissioner Name: Pauline Fong
District: No. 4, Supervisor Don Horsley
Reporting on:

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

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	3/14	DC's 108th Birthday Exhibition	1
b.	3/30	District 5 Together Community Fair	2.5
c.	5/ 4	Poetry Slam	.5
d.	3/23 and 4/20	3 rd Saturday Irish Music sessions	4
		TOTAL:	<u>8</u>

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

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	2/20	Commission Meeting	2.5
b.	2/26-2/27	Review Strategic Plan Consultant Proposals	3
c.	2/28	Phone mtg to review strategic Plan Proposals	1
d.	3/6	Strategic Plan	2
e.	3/4	Strategic Plan Consultant Prepare Questions	2
f.	3/5	Strategic Plan Consultant Prepare Questions & Interview	3
g.	3/6	Strategic Plan Consultant Prepare Questions & Interview	2
h.	3/18	Phone mtg with Sam	.5
i.	3/19	SMCAC involvement and County Capital Improvement Projects	1
j.	4/3	Onboarding	4
		TOTAL:	<u>21</u>



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3) Other Commissioner activities or comments:

<i>Date</i>		<i>Activity/Event</i>	<i>Hours Spent</i>
a.	3/4	Visions of Justice at San Francisco DA's Office	1
b.	3/6	Lunafest for Cleveland – Fundraising Package, Facebook	5
c.	4/23	Discussion about presence at upcoming County Fair	.5
d.	4/27	Alvarado photography show	1
		TOTAL:	<u>7.5</u>

TOTAL: 38.5

MEMORANDUM

To: San Mateo County Arts Commissioners

From: Amisha Motipara, Commission Manager

re: Agenda Item 7A Regular Arts Commission Meeting: 2019 Grants Program Allocations

Date: May 8, 2019

RECOMMENDATION: Approve grant allocations/funding for 2019 Grants Programs applications for the FY 2019-2020 year (attached).

BACKGROUND:

- In past years, the Commission has held two separate panels – each with different panelists – to evaluate applications to the Commission's two portfolios, Project/Program Support grants (PPS) and Organizational Support grants (OS).
- The Commission uses the platform, CommonGrantApplication.com, which is structured for panelists to rank each application on a scale of 1 to 8.
- After panel evaluations, the Commission Manager would combine the PPS and OS lists into one ranked list.
- At the compelling suggestion of 2019 grants review panelists and Commission Manager, the rankings of PPS and OS will not be combined as they are two separate programs with different guidelines and are evaluated by two separate panels with differing members.
- Panelists for the Organizational Support were Jaren Bonillo (San Francisco Arts Commission) Alyssa Erickson (Silicon Valley Creates), and Lisa Rosenberg (2018 SMC Poet Laureate and Consultant). Panelists reviewed and evaluated 11 applications.
- Panelists for Project/Program Support were Natalie Sanchez (San Jose Museum of Art), Ron Muniera (owner/consultant of RPM Consulting), and Barbara Bernstein (Bernstein Associates, Philanthropy Consultant). Panelists reviewed and evaluated 18 applications. Of the 18, Dierassi Residents Program was not sent to panel because their budget was over \$1 million, and panelists disqualified 4 incomplete applications.

DISCUSSION:

All panelists were asked to identify strengths and weaknesses of the current SMCAC grants applications for both programs. Strength was that applicants only had to fill out 4 questions, making it easier to apply. Some suggestions included that new applicants be



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given a preliminary deadline so that Commission staff may relay to them missing components of their application, more uniformity within forms so that applicants do not submit their own versions such as the strategic plans (for instance), limit number of allowed artistic samples, and potentially changing to a more updated grants application platform.

In order to create an equitable distribution for both portfolios, the Commission Manager recommends the following funding allocation which proportionately calculates and distributes for PPS and OS:

- One indicator of funding need by program is the number of applications; the second indicator of need is total requested funding by program.
- The Commission Manager recommends that in order to balance the needs by the number of applications against total budget per portfolio, the Commission should be split evenly within 10% of the total allocation of funding between both portfolios. The following describes the reasoning:
 - The percent of applicants for PPS was 58% and 42% for OS.
 - The percentage of total funding requested was 48% for PPS and 52% for OS.
 - The average percentage by number of applications and total requested is 53% and 47% which is close to an even split.

County Finance Department has confirmed that, after end of year expenses, the Commission's budget has \$94,793 remaining available for grants.

Attached is a spreadsheet with funding recommendations. The Commission Manager recommends Scenario 2,

Below is a spreadsheet with options for funding based on the above for your review.

Portfolio	Name of Applicant/Organization	Requested amount	Final Score (of 32)	Scenario 1: Funded % of request	Funded amount	Scenario 2: Funded % of request	Funded amount	Scenario 3: Funded % of request	Funded amount	Scenario 4: Funded % of request	Funded amount
Organizational Support	Music at Kohl Mansion	\$10,000	18.50	100%	\$10,000	80%	\$8,000	75%	\$7,500	70%	\$7,000
	Peninsula Ballet Theatre	\$10,000	18.50	100%	\$10,000	80%	\$8,000	75%	\$7,500	70%	\$7,000
	San Carlos Children's Theatre	\$10,000	18.50	100%	\$10,000	80%	\$8,000	75%	\$7,500	70%	\$7,000
	Kids & Art Foundation	\$10,000	18.00	90%	\$9,000	60%	\$6,000	55%	\$5,500	55%	\$5,500
	Masterworks Choral Society	\$10,000	18.00	90%	\$9,000	60%	\$6,000	55%	\$5,500	55%	\$5,500
	Fuse Theatre	\$10,000	17.75	0%	\$0	40%	\$4,000	35%	\$3,500	40%	\$4,000
	West Coast Songwriters	\$10,000	17.75	0%	\$0	40%	\$4,000	35%	\$3,500	40%	\$4,000
	Coastal Arts League	\$10,000	17.50	0%	\$0	40%	\$4,000	35%	\$3,500	40%	\$4,000
	Art Bias	\$10,000	15.25	0%	\$0	0%	\$0	15%	\$1,500	25%	\$2,500
	Arts Unity Movement	\$10,000	14.00	0%	\$0	0%	\$0	15%	\$1,500	25%	\$2,500
	Subtotal Organizational Support				\$48,000		\$48,000		\$47,000		\$49,000
Project/Program Support	Harmony Project Bay Area	\$7,500	23.50	100%	\$7,500	80%	\$6,000	75%	\$5,600	70%	\$5,300
	Casa Circulo Cultural	\$7,500	23.25	100%	\$7,500	80%	\$6,000	75%	\$5,600	70%	\$5,300
	Success Centers	\$7,500	22.25	100%	\$7,500	80%	\$6,000	75%	\$5,600	70%	\$5,300
	Quinteto Latino	\$7,500	21.00	100%	\$7,500	80%	\$6,000	75%	\$5,600	70%	\$5,300
	Zawaya	\$7,500	16.25	90%	\$6,800	65%	\$4,900	55%	\$4,100	55%	\$4,100
	Pescadero Educational Foundation	\$7,500	16.25	90%	\$6,800	65%	\$4,900	55%	\$4,100	55%	\$4,100
	San Bruno Mountain Watch	\$7,500	15.50	0%	\$0	50%	\$3,800	35%	\$2,600	40%	\$3,000
	Sanchez Art Center	\$5,870	15.25	0%	\$0	50%	\$2,900	35%	\$2,100	40%	\$2,300
	Mannakin Theater and Dance	\$7,500	15.00	0%	\$0	50%	\$3,800	35%	\$2,600	40%	\$3,000
	Redwood City Parks and Arts Foundation	\$7,500	13.75	0%	\$0	0%	\$0	15%	\$1,100	25%	\$1,900
	Dragon Productions Theatre Company	\$5,000	13.50	0%	\$0	0%	\$0	15%	\$800	25%	\$1,300
	Peninsula Girls Chorus	\$3,500	12.25	0%	\$0	0%	\$0	15%	\$500	25%	\$900
	Arte Motu	\$5,700	12.08	0%	\$0	0%	\$0	15%	\$900	25%	\$1,400
	Society of West-Coast Artists	\$3,000	12.00	0%	\$0	0%	\$0	15%	\$500	25%	\$800
	Subtotal Project/Program Support				\$43,600		\$44,300		\$41,700		\$44,000
Total					\$91,600		\$92,300		\$88,700		\$93,000

FISCAL IMPACT:

- \$94,793 (as explained in the Discussion section)

MEMORANDUM

To: San Mateo County Arts Commissioners

From: Robin Rodricks, Chair
Amisha Motipara, Commission Manager

re: Agenda Item 7B Regular Arts Commission Meeting: 2019-20 Arts Commission Budget

Date: May 8, 2019

RECOMMENDATION:

In accordance with standard Commission practice, adopt the attached proposed FY2019-20.

BACKGROUND:

- The County operates on a 2-year budget cycle running July 1 through June 30.
- At present the County provides the Arts Commission with \$125,000 to accomplish its strategic plan tasks and goals.
- Additionally, the Commission applies for a State-Local Partner (SLP) grant from the California Arts Council (CAC), the state's arts agency. The amount awarded depends on the ranking. Our current ranking is 5 on a scale of 1 to 6.
- The Commission develops a new budget each year with broad categories and line items to allocate how the County and CAC funds are spent. Categories, line items, and amounts are not fixed; they can vary year to year at the Commission's direction.
- The Commission and its Manager periodically review the budget and track expenses.
- The Commission can modify the budget at any time during the year with a vote at a publicly noticed Commission meeting.
- As the new strategic plan currently under development is not yet completed, the new programs and projects dictated by the plan will likely require changes to the Budget and its line items.
- At the end of the fiscal year, any unexpended funds are automatically returned to the County general operating fund. Therefore, at the end of the fiscal year any unexpended funds are encumbered over to the next fiscal year via written request by Commission Chair to County Finance Department.

DISCUSSION:

Attached is the Chair and Commission Manager's proposed budget for FY2019-20 – the first year of the FY2019-2021 budget cycle. In addition to the proposed 2019-20 budget, the document shows last year's budget for comparison purposes. The last (far right) column has explanatory notes for line items where there are changes from last year or new information.

As the strategic plan is in development – to be completed in early October – we do not yet know the Commission's future focus and work plan. **Thus, this budget is a draft**



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and will require updating after the strategic cultural plan and its work plan adopted by the Commission and Board of Supervisors.

In this draft, please note the following:

- Each August the Commission would apply for the CAC SLP grant. This year, the CAC has permanently moved up the SLP grant application to the Spring. The new CAC grant application timeframe overlaps with the Commission's annual spring grants cycle. To avoid having staff/contractor having to complete both of these extremely time-intensive projects simultaneously, County staff recommends moving the 2020 grant cycle to the fall, i.e., October. The Chair and Commission Manager are in complete agreement and recommend this course of action.
- The impact of postponing the grant cycle into the next fiscal year (2019-20) is that the \$80,000 (or so) the Commission normally allocates to grants can be used to:
 - increase the Commission Manager hours from 24-to-30 hours per week to one FTE employee* – enabling them to have the extra hours required to work with the strategic plan consultant on the development of the new strategic plan.
 - launch any new programming and/or projects determined by the outcome of the new strategic plan, which will be completed no later than mid-October.

Chief Legislative Aid Juda Tolmasoff is in the process of securing a Fellow for the Commission via the County's Fellowship program (full-time, 2 year Fellowships). **The benefit of the Fellow program to the Commission is having a full-time employee that is based at the County offices to support both the Commission and strategic plan development and consultant. If Ms. Tolmasoff is unable to secure a fellow, she will post an RFP for a full-time contractor to be based in the County; Arts Commission contractors sign a 1 year contract, renewed or not renewed at the Commission's discretion. In the interim, Ms. Tolmasoff is supporting the work of the strategic plan consultant.*

In addition, postponement of the grants cycle allows modest increases for:

- FINE ARTS GALLERIA: **increase** the Commission's long-standing partial funding of the San Mateo County Fair *Fine Arts Galleria* awards to independent artists from \$2000 to \$2800. As the Commission only makes grants to 501c3 or fiscally sponsored organizations, these awards are an important way the Commission can recognize and support independent artists.
- POETS LAUREATE SUPPORT: **new** line item for County and city poets laureate support



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of \$2,500. This will enable the County and/or city poets laureate to attend CAC laureate convenings and events, and for collaborative projects with other bay area poets laureate. I.e., the San Francisco Poet Laureate and San Mateo County Poet Laureate would like to convene the bay area poets laureate in San Mateo County for a meeting followed by a public reading event, and our Commission would host.

- *BACKGROUND: in the last 2 years there has been 2 convenings for which County funding was not available to send our County or city Poets Laureate.*

To foster poetry in our County and increase our SLP ranking, the Chair recommends this line item as a one-year trial for FY2019-20.

Of further note:

- CURATORIAL:
 - After remaining static for six years, the Galleries Curator annual contract amount is **increased** from \$15,000 to \$18,000.
 - County Gallery supplies is **increased** from \$500 to \$3,500. This one-time increase is to cover the cost of purchasing plexiglass covers for the pedestals in the Rotunda as a safety measure and to prevent further damage to artwork.
 - *BACKGROUND: there have now been 3 incidents of work being toppled over and damaged in the Rotunda.*
- FLOAT: as the 2018-20 float is considered by County Management as insufficient, it is **increased** to \$10,000.
- CAL ARTS COUNCIL GRANT: The funds from our CAC grant application are estimated by the Chair to be approximately \$38,000 based on our Commission's past review ranking of 5 out of 6. Should we rank a 6, the grant will be \$45,000.

For the FY2020-21 budget, the Chair recommends forming an ad hoc budget committee to meet in March 2020 to draft a budget for adoption at the May 2020 regular Commission meeting. It is anticipated that a budget increase will be needed to fund the programs and projects in the new strategic plan, and to continue full time staff support (either county staff or contractor). The Commission Chair and Vice Chair will work with County staff and County Manager on a budget increase request at that time.

FISCAL IMPACT:



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Adopt proposed budget with income of \$163,625 and Expenses of \$163,625. Budget will change slightly when the Commission is notified of its grant award from the CAC in early July.



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MEMORANDUM

To: San Mateo County Arts Commissioners

From: Amisha Motipara, Commission Manager

re: Agenda Item 7D: dates of 2019-20 Arts Commission regular meetings

Date: May 8, 2019

RECOMMENDATION: Approve bimonthly meetings schedule for FY 2019-2020 (attached).

BACKGROUND:

The Arts Commission needs to review and decide Commission meeting dates for FY 2019-2020. The Commission Manager and Chair feel it necessary that the Commission meet bimonthly while the Commission is developing and launching its new Strategic Plan.

DISCUSSION:

Please review the recommended schedule attached for FY 2019-2020 Commission meetings.

Please note the following:

- The schedule only includes dates. Times and locations will be discussed—some Commissioners requested the meetings be held at earlier times.
 - Wednesday, July 17, 2019
 - Wednesday, September 18, 2019
 - Wednesday, November 20, 2019
 - Wednesday, January 15, 2020
 - Wednesday, March 18, 2020
 - Wednesday, May 20, 2020

FISCAL IMPACT: None.