

**CITY OF BUENA PARK
FINE ARTS COMMISSION
November 18, 2015**

CALL TO ORDER: Chair Rollins called the Fine Arts Commission to order at 7:05 p.m., City Council Chambers, 6650 Beach Boulevard, Buena Park, California.

ROLL CALL:

Present: Donnelly, Kim, Labok, Mahaffey, McGuire, Mulligan, Pitts, Rollins
Excused: Walp
Also Present: Margaret Riley, Community Services Director
Imani Tolliver, Community Services Supervisor

PLEDGE OF ALLEGIANCE: The pledge of allegiance was led by Commissioner Pitts.

1. **APPROVAL OF MINUTES:** Meeting of October 21, 2015.
M/S/P – Commissioners Mulligan/McGuire - Motion to approve minutes as presented.
2. **PUBLIC COMMENT:** None.
3. **DIRECTOR/STAFF REPORT:** Margaret Riley, Director of Community Services, reminded the commission about the Tree Lighting / Commission Recognition event on Monday, November 30, 2015 at 5:30 p.m. All are encouraged to attend.
4. **DISCUSSION/ACTION ITEMS:**
 - a. Purchasing Banners - This item was requested by Commissioner Labok. The request is to explore the possibility of purchasing re-usable, double-sided banners instead of purchasing new ones each year. The banners would be used to display and promote all Fine Arts events. After discussion, Commissioner Labok made a motion to explore what's involved in designing and purchasing three (3) new banners to be displayed throughout the city to promote all Fine Arts events. Commissioner Donnelly seconded. Hearing no further discussion, the motion carried.
 - b. Discussion on Fine Arts Commission Protocol Development – This item was requested by Commissioner Donnelly. Commissioner Donnelly suggested developing protocol for the Fine Arts Commission. This commission is different from others in that this is a working commission. The City Clerk advised Commissioner Donnelly to brainstorm ideas on establishing protocols for the commission. Chair Rollins suggested establishing an Ad Hoc committee of no more than four (4) commissioners. After discussion, the Ad Hoc committee will comprise of Commissioners Donnelly, Labok and Chair Rollins. The Ad Hoc committee will devise a preliminary proposal to be presented at a commission meeting. Any suggestions should be emailed to the Ad Hoc committee members. After discussion, Commissioner McGuire made a motion to establish an Ad Hoc committee for protocol development. Commissioner Mulligan seconded. All were in favor except for

Commissioner Pitts who opposed the motion. Hearing no further discussion, the motion carried.

- c. Report of the Findings and Recommendations of the City Council Ad Hoc Committee regarding the Fine Arts Commission – This item was requested by Chair Rollins. A copy of the agenda report and memo on the review of the potential conflicts of interest with the Fine Arts Commission were distributed for review. Chair Rollins suggested the commission read through their copies thoroughly.
- d. Enterprise Account – Commissioner Labok provided the report. The beginning balance for November 2015 was \$4,033.34. The ending balance remained the same as there were no other transactions recorded for the month. Commissioner Labok mentioned there was a new expenditure in the amount of \$67.08 for the purchase of a plant and flowers for Council Member Fred Smith.

- Hospitalty Fund not Enterprise Fund

5. STANDING COMMITTEE REPORT:

- a. Civic Theatre/Rollins – Commissioner Rollins reported that the sub-committee will be meeting on November 19, 2015 to further discuss the upcoming play – Into the Woods.
- b. Community Service Recognition / Mahaffey – Nothing to report.
- b. Excursions / Mulligan – Commissioner Mulligan reported that the committee met and have come up with the following possible excursions for 2016: Solvang, Getty Center, Rose Parade, Nethercutt Museum, California Science Center and the Reagan Library. After discussion, Commissioner Donnelly made a motion to accept the above excursions as possible submissions for 2016. Commissioner McGuire seconded. Hearing no further discussion, the motion carried.
- d. Exhibiting Artist / Kim – Commissioner Kim reported that the committee met and discussed possible ways to make the program attractive and more efficient. The committee is brainstorming ideas to make this a more lucrative program. One of the options presented is to have the artist give a lecture/presentation to attract more established artists. A detailed proposal will be presented at the next commission meeting.
- e. Jazz Committee/ Pitts – Commissioner Pitts reported on the success of the event. The event was well attended and received positive feedback from the community. Commissioner Pitts thanked everyone for their support in helping to make this event a successful one.
- f. Summer Concerts / Mahaffey – Commissioner Mulligan reported on Summer Concerts. A handout was distributed comparing costs from 2014 to 2015. The total gross proceeds for 2015 that included the Fine Arts booth sales combined with the vendor donations were \$2,194.20; compared to 2014 where the total gross proceeds were at \$1,991.45. The increase in sales is attributed to pricing change to charge \$2.00 for large water bottles; \$1.00 for small bottles. Popcorn and cotton candy were \$2.00 per bag; and Gatorade was sold for \$2.00 per bottle.

- g. Youth Theatre / Labok - Commissioner Labok reported that they are currently in tech week at Buena Park High School. Rehearsals for Once Upon a Mattress is coming along well. There will be eight (8) performances starting Friday, November 20, 2015.
- h. Youth Programs / Mulligan - Commissioner Mulligan announced the upcoming 40th Annual Children's Elementary School Art Show. The theme for this year's show is, "This is What I Dream About in My Future." Submissions for artwork begin in December.

6. VOLUNTEER SUPPORT ACTIVITIES:

- a. Hospitality – Chair Rollins reminded the commission of the \$15.00 for hospitality dues is due at this time.

Commissioner McGuire reported on the Ad Hoc Christmas committee. The holiday celebration dinner will take place on Wednesday, December 16, 2015 at 6:30 p.m. in lieu of the regular commission meeting. It will be held at the Buena Park Community Center and will be a pot-luck with appetizers and desserts. There will also be a white elephant gift exchange not valued more than \$10-\$15. The commission was advised to contact Commissioner McGuire if they will be attending. The hospitality fund will be used to purchase plates, cups, drinks, napkins, fruit and vegetable trays. After discussion, Commissioner McGuire made a motion to approve an amount not to exceed \$60 for the purchase of supplies. Commissioner Mahaffey seconded. Hearing no further discussion, the motion carried.

7. LIAISON ORGANIZATIONS:

- a. Community Chorus / Rollins - Chair Rollins reported that the chorus has been rehearsing for their upcoming Christmas show that will be held on Sunday, December 13, 2015 at 3:00 p.m. Bring a non-perishable food item; admission is free. All are encouraged to attend.

- 8. COMMISSIONER COMMENTS/ FUTURE AGENDA ITEMS:** Commissioner Donnelly commented that the Coordinating Council serves 1,300 families over the holidays. Commissioner Mahaffey thanked Chair Rollins for bringing the agenda items for discussion. Commissioner Labok reported that Commissioner Walp was honored at the Queen Mary and was presented with a Lifetime Achievement Award. Commissioner McGuire inquired about drinks for the holiday celebration dinner. Commissioner Mulligan requested that the commission notify Commissioners Mulligan and McGuire if they will be attending the holiday celebration.

9. ANNOUNCEMENTS:

- a. Next City Council Meeting: Tuesday, November 24, 2015 5:00 p.m.
- b. Mayor's Prayer Breakfast: Knott's Berry Farm Hotel, November 19, 2015 at 7:00 a.m.
- c. Tree Lighting / Commission Recognition Event: Monday, November 30, 2015 at 5:30 p.m.
- d. Fine Arts Commission Holiday Celebration: December 16, 2015 at 6:30 p.m.

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10. ADJOURNMENT: There being no further business, Chair Rollins called the meeting adjourned at 8:45 p.m.

ATTEST:



Mary Coles-Guzman, Recording Secretary



Marge Rollins, Chair