



# Cultural Arts Commission Agenda

November 13, 2012 – 5:00 p.m.

## Regular Meeting

**LeeAndrah Silva**  
Chair

**Yahaira Ortiz**  
Commissioner

**Melanie Coward**  
Commissioner

**Lori Jacklin**  
Commissioner

**Maria Gibbs**  
Commissioner

### Procedures for Addressing the Cultural Commission

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Oral Communications" portion of the agenda should fill out a "Speaker Request Form" and give it to the recording secretary BEFORE that portion of the agenda is called.

The Cultural Arts Commission encourages free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of an entire group. To encourage all views, Cultural Arts Commission discourages clapping, booing or shouts of approval or disagreement from the audience.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE COMMISSION IS IN SESSION.

### Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (714) 993-8184. Notification 48 hours prior to the meeting will generally enable City staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the Community Services Department, (714) 993-8184, to make inquiry concerning the nature of the item described on the agenda.

In compliance with Senate Bill 343, any writings or documents provided to a majority of the City Council regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the City Clerk's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

**City of Placentia**  
401 E Chapman Avenue  
City of Placentia, CA 92870

**Community Services**  
Department  
Phone: (714) 993-8232  
Fax: (714) 961-0283  
Website: [www.placentia.org](http://www.placentia.org)

# Cultural Arts Commission

November 13, 2012

## REGULAR MEETING

5:00 p.m. – Placentia City Hall

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### MEETING CALLED TO ORDER

#### ROLL CALL:

Chair / Commissioner Silva  
Commissioner Ortiz  
Commissioner Coward  
Commissioner Jacklin  
Commissioner Gibbs

#### PLEDGE OF ALLEGIANCE

#### ORAL COMMUNICATIONS

At this time the public is invited to address the Cultural Arts Commission concerning any agenda item, which is not a public hearing item or other items under the jurisdiction of the Cultural Arts Commission.

#### COMMISSIONER COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects and programs that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Commission member would like formal action on any of the discussed items, it will be placed on a future Commission Agenda.

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### CULTURAL ARTS AGENDA

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1. **Approval of Minutes** – October 9, 2012
2. **Appointment of new Vice Chair** – Commission to discuss a new logo
3. **Cultural Arts Logo** – Commission to discuss a new logo.
4. **Holiday Home Decorating Contest** – Discussion on bringing back event.
5. **Subcommittee assignments** – Commission to review assignments for upcoming events/ programs
6. **Goals and Objectives** – Commission to goals and objectives for the upcoming year.
7. **C.A.P.E.S.** – Update on C.A.P.E.S program
8. **Heritage Festival and Parade** – Review Commission's involvement with the Heritage Festival and Parade.

9. **Budget** – Staff to provide the Cultural Arts Budget for 2012-2013
10. **Winter Holiday Celebration/ Tamale Festival** – Update on event in Downtown.
11. **Agenda Building and Meeting Schedule** - Commission to review agenda items and schedule upcoming meetings.

## STAFF COMMENTS

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### ADJOURNMENT

The Cultural Arts Commission Adjourn to a Regular Meeting on Tuesday, January 8, 2012 at 6:00 p.m. in the front conference room, located at City Hall, 401 E Chapman Avenue, Placentia.

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### CERTIFICATION OF POSTING

I, Jonathan Nicks, Deputy Director of Community Services, hereby certify that the Agenda for November 13 2012 meeting of the Cultural Arts Commission was posted on November 9, 2012.



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Jonathan Nicks  
Deputy Director of Community Services

## Minutes

# Cultural Arts Commission

## October 9, 2012

**REGULAR MEETING**  
5:30 p.m. – Placentia City Hall

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**MEETING CALLED TO ORDER** by chair at 6:04pm.

**ROLL CALL:**

**Present:** Silva, Ortiz, Jacklin, Gibbs

**Absent:** Coward

**Staff Present:** Director Steve Pischel, Liaison Felipe Zambrano, Matthew Brand

**PLEDGE OF ALLEGIANCE**

**ORAL COMMUNICATIONS**

None.

**COMMISSIONER COMMENTS AND REPORTS**

None.

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### **CULTURAL ARTS AGENDA**

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**1. Approval of Minutes**

A **MOTION** to approve the minutes of 9-11-12 was made by Commissioner Gibbs, **SECONDED** by Chair Silva, and passed with a **VOICE VOTE** of 3-0-1. Commissioner Ortiz abstained.

**2. Commissioner Training**

Director Pischel went over the handbook, some of its key points, voting, and informed the committee that there would be a full training for all and commissioners in the future. Liaison Zambrano went over rules and regulations for subcommittees. Both Director Pischel and Liaison Zambrano explained how the Cultural Arts Commission was a working committee because of all the programs that are implemented by the Commission. Both Director Pischel and Liaison Zambrano stressed to the Committee that they wanted to be a resource to the committee and assist them in any way possible.

**3. Paint Placentia**

Gibbs informed the Committee that the Paint San Clemente program is ran by the San Clemente Art Association and not the City of San Clemente. She suggested that the Commission might partner with them in the future.

**4. Concerts in the Park 2012**

Liaison Zambrano passed out the survey results from the 2012 summer Concerts in the Park. Gibbs suggested putting the survey on the city website or creating an app to allow people to fill out the surveys using their smart phones.

#### **5. Subcommittee assignments**

Chair Silva suggested possibly advertising for commission members in the Orange County Register as has been done in the past. Chair Silva suggested creating an agenda for subcommittee meetings in order to allow more than two people to be on the subcommittee. Liaison Zambrano will send out a list of subcommittees and their responsibilities to all commission members. Gibbs asked what the age requirement was to be on the Commission. Liaison Zambrano will find out if there are any age requirements and email his finding to the members of the commission.

#### **6. Cultural Arts Logo**

The committee decided to create an agenda for the Cultural Arts Logo subcommittee meeting in order to allow more than two people on the subcommittee. The subcommittee meeting will take place 11/13/12 at 5:00pm.

#### **7. C.A.P.E.S.**

Chair Silva reported that she had contacted the school district and that the applications had been distributed. Liaison Zambrano said that he had already received one application.

#### **8. Heritage Festival and Parade**

Liaison Zambrano will email any changes that have been made to the commissioners that are volunteering at the festival.

#### **9. Budget**

Liaison Zambrano explained to the newer members that the budget is based on a fiscal year that is approved up until June. He will provide an updated balance of the budget for the remaining fiscal year at the next meeting. This number will include where funds were spent. Chair Silva asked what would happen if for some reason there was C.A.P.E.S. money left over due to fewer applicants. Liaison Zambrano informed the committee that the money would carry over to the next fiscal year because it was not a part of the general fund.

#### **10. Winter Holiday Celebration**

The Committee discussed how entertainment check in went the previous year. The committee also discussed the lengthy performance gap on the main stage that was caused by sound checks. Liaison Zambrano will inform the committee of when the planning meetings will be taking place.

#### **11. Agenda Building and Meeting Schedule**

Cultural Arts Logo, Christmas Decoration Contest, Budget, Winter Holiday Celebration, Vice Chair, Goals and Objectives, Commission Recruitment/ Age Requirement, Subcommittee Assignments, C.A.P.E.S.

**STAFF COMMENTS**

None

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**ADJOURNMENT**

Chair Silva made a **MOTION** to adjourn until Tuesday, November 13, 2012 at 5:00 pm. The **MOTION** was **SECONDED** by Commissioner Jacklin, and passed with a **VOICE VOTE** of 4-0. The meeting will take place in the front conference room, located at City Hall, 401 E Chapman Avenue, Placentia.

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