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Meeting Minutes  
February 3, 2020

**I. Call to Order & Orders of the Day**

**Call to order**

Chair Snyder called the meeting to order at 5:32 p.m. in Tower, Room 1254 at City Hall, 200 E. Santa Clara Street, CA 95113.

**Roll Call**

PRESENT: Ramona Snyder, Charlie McCollum, Lynne Brown, and Mazyar Lotfalian

ABSENT: Roma Dawson (excused absence)

STAFF: Director of Cultural Affairs Kerry Adams Hapner, Sr. Arts Program Coordinator Karen Park, Council Policy and Legal Advisor Maricela Lechuga-Gutierrez (D5), and Arts Program Coordinator Tina Iv.

**II. Public Comment**

There were no public comments on the floor.

**III. Consent Calendar**

A. Approval of the Meeting Minutes for the regular meeting on December 2, 2019.

Action: Upon a motion by Commissioner Brown, seconded by Commissioner McCollum, the minutes for the regular meeting on December 2, 2019 were approved. (4-0-1). (Commissioner Dawson was absent).

B. Public Record

There was no public record on file.

**IV. Reports and Information Only**

A. Announcements

No announcements were made on the floor.

B. Chair's report

Chair Snyder had no report.

C. Director's Report

Director of Cultural Affairs Kerry Adams Hapner reported that the Arts Commission retreat went well. She thanked Chair Brown and Commissioner Lotfalian for taking the time to plan the retreat. She also announced that City Council will have an Equity

Study Session on February 10, 2020 at 1:30 pm in the Council Chambers room and Priority Budget exercises will take place at the end of the month. Director of Cultural Affairs Kerry Adams Hapner announced that San José Arts Advocates will have a launch party on Saturday, February 15<sup>th</sup> from 6:00 pm – 8:30 pm at the Visual Philosophy Arts Space. She also announced that the Hammer Theatre Center long-term agreement will be presented at the Community and Economic Development Committee on Monday, February 24<sup>th</sup>.

**V. Business**

- A. To review and accept additions to the pre-qualified grant review panelist pool for the Cultural Funding Portfolio: Investments in the Art, Creativity, and Culture.

Sr. Arts Program Coordinator Karen Park presented from the memo. She was available for questions and comments from the Commission.

Action: Upon a motion by Commissioner Brown, seconded by Commissioner McCollum, the recommendation to review and accept additions to the pre-qualified grant review panelist pool for the Cultural Funding Portfolio: Investments in the Art, Creativity, and Culture was approved. (4-0-1). (Commissioner Dawson was absent).

Committee discussion ensued.

- B. Forward a recommendation to the Arts Commission that the Fiscal Year (FY) 2020-21 Operating Budget for the Cultural Funding Portfolio reflect the following recommended guidelines for percentage levels, subject to available funding: 77.25% for the *Operating Grants*, 15.00% for *Festival, Parade and Celebration Grants*, and 7.75% for *take pART Grants*.

Sr. Arts Program Coordinator Karen Park presented from the memo. She was available for questions and comments from the Commission.

Action: Upon a motion by Commissioner Lotfalian, seconded by Commissioner Brown, the recommendation that the Fiscal Year (FY) 2020-21 Operating Budget for the Cultural Funding Portfolio reflect the following recommended guidelines for percentage levels, subject to available funding: 77.25% for the *Operating Grants*, 15.00% for *Festival, Parade and Celebration Grants*, and 7.75% for *take pART Grants* was approved. (4-0-1). (Commissioner Dawson was absent).

Committee discussion ensued.

- C. Review draft of Arts Commission Meeting Agenda – Ramona Snyder  
The Committee reviewed the Arts Commission agenda and made modifications to it.

D. Review Arts Commission Agenda Planner for remaining FY 2019 – 2020 meetings, including scheduled presentations.

The Committee reviewed the agenda planner and provided suggestions for upcoming presentations. Chair Snyder noted that the next meeting will take place on March 2, 2020.

**VII. Meeting Schedule and Agenda Items**

*The next regular meeting will take place on March 2, 2020 at 5:30 PM at City Hall in Tower, Room 1254.*

**VIII. Adjournment**

Chair Snyder adjourned the meeting at 6:30 p.m.

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RAMONA SNYDER, CHAIR

ATTEST:  
ARTS COMMISSION SECRETARY

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TINA IV, ARTS PROGRAM COORDINATOR