



“The City with a Heart”

Pamela Madden, Chair
Mario Guitron, Vice Chair
Megan Dahlgren, Commissioner
Pamela Gamble, Commissioner
Jeanne George, Commissioner
Janet Monaghan, Commissioner
Melissa Rohlf, Commissioner

AGENDA Culture and Arts Commission October 19, 2023 6:30 PM

<p>IN PERSON* MEETING LOCATION</p> <p>San Bruno City Hall 567 El Camino Real, Conference Room 115 San Bruno, CA 94066</p> <p>*Please turn off all electronic devices before the start of the meeting to prevent disruptions*</p>	<p>Zoom Link https://sanbruno-ca-gov.zoom.us/j/87948628509</p> <p>Phone Line: 1-669-444-9171 Webinar ID: 879 4862 8509 Webinar Password: 339456</p> <p>*Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public.</p> <p>**No public comment accepted via Zoom</p>
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PUBLIC COMMENT: In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it in to Tim Wallace, Culture and Arts Commission staff liaison. Public comment may also be emailed to cultureandarts@sanbruno.ca.gov. Comments received via email will not be read aloud during the meeting.

ACCESSIBILITY: In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact Tim Wallace 48 hours prior to the meeting at (650) 616-7084 or via email at twallace@sanbruno.ca.gov.

*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the Culture and Arts Commission less than 72 hours prior to that meeting are available for public inspection at the City Clerk’s Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City’s Website at <https://www.sanbruno.ca.gov/AgendaCenter>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **REVIEW OF AGENDA**
5. **ACCEPTANCE OF THE MINUTES:** July 20, 2023
6. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
Individuals allowed three minutes. It is the Culture and Arts Commission’s policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Culture and Arts Commission from discussing or acting upon any matter not agendaized pursuant to State Law.

- 7. CONSENT CALENDAR**
- 8. CONDUCT OF BUSINESS**
 - a. Introduction of Community Services Director Travis Karlen (Oral)
 - b. Receive Report and Provide Feedback on Preparation for Annual Report to City Council
 - c. Cancellation of December Meeting (Oral)
- 9. ITEMS FROM COMMISSIONERS**
- 10. ITEMS FROM STAFF**
 - a. Report Out on Movies-in-the-Park (Oral)
 - b. Invitation to Dia de los Muertos Event (Oral)
- 11. ADJOURNMENT**

**The next Regular Culture and Arts Commission meeting will be held
on November 16, 2023 at 6:30 p.m.**

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno, on October 12, 2023, by 6:00 p.m.



Lupita Huerta, City Clerk



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MEETING MINUTES

Culture and Arts Commission July 20, 2023

1. **CALL TO ORDER: Chair Madden** called the meeting of the Culture and Arts Commission to order at 6:32 p.m.
2. **ROLL CALL:** Commissioners Present: Chair Pamela Madden, Vice Chair Mario Guitron, Megan Dahlgren, Jeanne George, Janet Monaghan, and Melissa Rohlfs. Excused Absence: Pamela Gamble. Staff Present: Wallace.
3. **PLEDGE OF ALLEGIANCE: Commissioner Rohlfs** led the Pledge of Allegiance.
4. **REVIEW OF AGENDA:** No changes.
5. **ACCEPTANCE OF MINUTES:** Minutes from May 18, 2023. **MSC George/Guitron.** Accepted 4-0.
6. **PUBLIC COMMENT:** None.
7. **CONSENT CALENDAR:** None.
8. **CONDUCT OF BUSINESS:**
 - a. Cancellation of August Meeting – **MSC Rohlfs/Monaghan.** Accepted. 6-0.
 - b. Receive Report on Artists Selected for Community Art Gallery 2023-2024 – **Acting Deputy Director Wallace** presented the staff report and reviewed the work of the selected artists - Stephanie Getzler, Khang Do, and Sammy Sanchez. He explained that there would be a room at the new Recreation and Aquatic Center for displaying artwork and maybe some of the artists that weren't selected for the Community Art Gallery could show their work there.
 - c. Receive Report on Voting Results for Movies in the Park – **Acting Deputy Director Wallace** presented the staff report and announced the chosen movies - Top Gun Maverick, Avatar The Way of the Water, Mulan, The Super Mario Brothers, and Sing 2. He stated that he would be getting a food permit so popcorn could be passed out.
9. **ITEMS FROM COMMISSIONERS:**

Vice Chair Guitron announced that on Saturday the Skyline Bay Area Entrepreneurial Center would be hosting a pop up with local vendors and a dj.

Commissioner Dahlgren stated that World Emoji Day was celebrated on Monday at the experience center that she runs. The center was converted into a modern art museum.

Commissioner Monaghan stated she didn't know the Posy Parade route had changed.

10. ITEMS FROM STAFF:

- a. Report Out on Juneteenth Event – **Acting Deputy Director Wallace** spoke about the 2nd Annual Juneteenth on June 10th. The event was sponsored by the Culture and Arts Commission. He thanked Commissioner Rohlf for her help organizing the event.

11. ADJOURNMENT: With no other business to be conducted, **Chair Madden** adjourned the meeting at 7:10 p.m.

DRAFT



DATE: October 19, 2023
TO: Culture and Arts Commission
FROM: Travis Karlen, Community Services Director
Tim Wallace, Community Services Superintendent
SUBJECT: Receive Report and Provide Feedback on Preparation for Annual Report to City Council

BACKGROUND:

The Commission has traditionally orally presented its annual report to the City Council in October. The report has included the Commission's accomplishments over the past 12 months as well as its goals for the following 12 months.

DISCUSSION:

As of 2022, the Council receives annual reports from commissions, boards, and committees in a written format. Staff will write and submit the report to Council in October.

Prior to writing the report, Staff is seeking the input of Commissioners regarding the Commission's accomplishments during the past 12 months and its goals for the next 12 months. The Commission's accomplishments and goals will be included as part of the annual report to Council.

Since the Commission's 2022 report Council, the Commission has accomplished the following:

- Sponsored Library Art Gallery Program and Provided Stipend to Program Artists
- Sponsored Holiday Window Art Contest
- Sponsored Movies-in-the-Park
- Sponsored Día de los Muertos Event
- Sponsored Lunar New Year Event
- Sponsored Juneteenth Event

Over the next twelve months the Commission will:

- Sponsor Holiday Windows Art Contest
- Sponsor Library Art Gallery Program
- Sponsor Inaugural Recreation and Aquatics Center Art Gallery Program
- Sponsor Movies in the Park
- Sponsor Día de los Muertos Event
- Sponsor Lunar New Year Event
- Sponsor Juneteenth Event
- Sponsor Community Day Art Project
- Sponsor the return of Shakespeare in the Park

RECOMMENDATION:

Staff recommends that Commissioners provide feedback to staff regarding topics to be included as part of the Commission's report to Council.

FISCAL IMPACT:

None

ATTACHMENTS:

None