



**AGENDA**  
**Arts and Culture Commission**  
**Monday, April 23, 2018 at 7:00 p.m.**  
**El Cerrito City Hall – Council Chambers**  
**10890 San Pablo Avenue, El Cerrito**

**Roll Call of Commissioners:**

Ruth Cazden, George Gager, Heidi Rand (vice chair), Christopher Sterba (Chair), Judith Tannenbaum, Christopher Walsh.

**1. Commissioners Reports & Liaison Reports**

**2. Comments from the Public**

Comments from the public on non-agenda items may be limited to three (3) minutes each

**3. Approval of Minutes**

Consider approval of the minutes of the meeting of March 26, 2018

**4. Proposal Process for Commission Support**

Discussion and possible action regarding the draft process for how community groups can submit proposal for Commission Support. (Attachment)

**5. Arhoolie Gallery Exhibition and Music Reception**

Discussion and possible action regarding the budget and implementation of the Arhoolie Gallery Exhibition and Music Reception.

**6. Poet Laureate Call for Poets**

Discussion of upcoming Poet Laureate Call for Poets which opened on April 16<sup>th</sup> and will close on June 11, 2018.

**7. Poetry and Place Event**

Discussion of upcoming Poetry and Place event on May 20, 2018

**8. Subcommittee Updates**

Discussion and possible action relating to reports from the following ACC Subcommittees:

- a. ACC/EDC Subcommittee
- b. Community Outreach Subcommittee
- c. Poet Laureate Subcommittee

**9. Selection of a new Chair for the Arts & Cultural commission**

Discussion and action regarding the replacement for the ACC Chair

**10. Items for Next Meeting**

**Adjourn**

*Any writings or documents provided to a majority of the ACC regarding any item on this agenda will be made available for public inspection at City Hall - 10890 San Pablo Avenue, El Cerrito, during normal business hours.*

Meeting places are wheelchair accessible. To request a meeting agenda in large print, Braille, or MP3 file, or to request a sign language interpreter for the meeting, call Maya Williams, Staff Liaison at 510-215-4318 at least FIVE (5) working days notice prior to the meeting to ensure availability.

Pending Topics: Eva Meyers' Fairmont Park mural idea; subcommittee to outreach to institutions; BART pylons mural proposal; Discussion on possible Gallery Space Support; Development of Policies/Procedures for the Commission; Rand to give presentation on "Little Free Libraries".

### **Supporting the Arts in El Cerrito**

Created in 2003, the Arts and Culture Commission of El Cerrito (ACC), provides support for individuals and organizations that are working to promote the Arts in our city. The ACC's support takes a variety of forms, including:

- Publicity – through the City's website, social media, and publications
- Venues – club house rooms and larger spaces for events such as concerts, film showings, and exhibitions
- Financial support – funding for specific events, projects, and ongoing arts activities in El Cerrito

### **Requesting Support from the ACC**

If you or your organization would like ACC support in one or more of these three areas, there is a project proposal and review process that you will need to follow.

Applicants will have to put together a proposal preferably three months in advance of their event or activity. The proposal will need to address the following questions:

- What are you going to do?
- How are you going to do it?
- Is this the first time you have held this event or activity? If not, describe your previous experience(s).
- What is your basic budget, and how will it be spent?
- How many volunteers or members of your program will be involved?
- How large an audience do you anticipate?
- How much are you asking from the ACC?

You will then need to complete a project proposal [form](#) (link here). If you have any questions about preparing or submitting your proposal, please contact the ACC's City staff liaison Maya Williams at [mwilliams@ci.el-cerrito.ca.us](mailto:mwilliams@ci.el-cerrito.ca.us) or by calling (510) 215-4318.

### **Presenting your Proposal to the ACC**

If the Commission agrees to have your proposal placed on its monthly agenda, then the applicant will need to present the project in person. The ACC meets at 7:00pm on the fourth Monday of every month. Presentations typically last from five to ten minutes, and can include handout materials, a powerpoint demonstration, or other means of helping the applicant make their case for support.

### **Hearing the Decision on Your Proposal**

Applicants often hear the decision on their proposals when they make their presentations to the ACC. If more time and/or more information is required, the ACC's staff liaison will be in contact with the applicant.