



**CULTURAL ARTS COMMISSION
MINUTES
January 4, 2007**

Commission Members Present: Monica Jenkins, Carolyn Hill, Victor Portincaso, Jan Schmuckal, Tim Vetang, Mary Ann Diggory, Jan Ostler

Absent: David Fujimoto, Bobb Hillery

Others Present: Administrative Analyst Kim Warren

The Cultural Arts Commission Meeting was called to order by Mr. Vetang at 7:04 p.m.

1. Call to Order: Roll Call

2. Amendments to Agenda

Mr. Vetang requested that the proposed CAC logo discussion also be added to the agenda. Ms. Schmuckal moved to accept the agenda and the discussion of the logo and the motion was seconded by Ms. Jenkins. Motion passed 7-0

3. Approval of Minutes from December 7, 2006

Ms. Diggory pointed out that the dates on items 5 and 6 should be January 4 instead of January 7. Ms. Diggory moved to approve the minutes with the changes and the motion was seconded by Ms. Jenkins. Motion passed 7-0.

4. Approval of Goals

Mr. Vetang passed out copies of the mission and vision statement and goals list that he presented to the Geneva mayor, Mr. Kevin Burns in a meeting that he and Mr. Hillery had with him to discuss CAC's progress.

After a brief discussion it was agreed that the reviews of the short term goals would be in the months of May, August, November and February. This was done at the request of Ms. Warren in order to coincide with the City budget year.

Mr. Portincaso moved to accept the goals with the review schedule and the motion was seconded by Ms. Diggory. Motion passed 7-0

5. Identify cost and sources of income with each goal

Ms. Warren distributed a budget template that she would like to follow and explained how she needs to present it for administrative review. Ms. Warren also explained that the costs will need to be identified and approved at the February 1 meeting so that she may have it ready to present to for administrative review on March 2nd.

The group reviewed the template and agreed that there should be the following items on it. It was also agreed that members would be assigned to set costs to these items and submit them to Ms. Warren:

Gallery Progressive Dinner -- Ms. Schmuckal and Ms. Diggory

Sponsor an Award at the Geneva Art Fair -- Ms. Hill

Sponsor a Scholarship -- Ms. Hill

Garage Sale Event -- Mr. Vetang and Ms. Hill

Music in the Alleys – Ms. Ostler and Mr. Hillery

Shakespeare in the Park -- Ms. Jenkins and Mr. Portincaso

Film Festival -- Ms. Jenkins and Mr. Portincaso

Database Development -- Mr. Hillery and Ms. Warren

6. 2007/2008 Budget

The previous items will be voted on at the February 1 meeting.

7. Discuss Raffle

Mr. Hillery has made arrangements to display the painting and sell raffle tickets at the Preservation Partners Japanese Gardens walk. Tickets and extra invitations were handed out to members. Members also signed up for distributing tickets to local merchants to sell for CAC. Ms. Warren will e-mail every member a copy of the flyer that will be used to advertise the reception in local merchant's windows.

8. Discuss February Reception

There is going to be a mailing of invitations to businesses and associations about the reception and raffle. Mr. Vetang requested that a subcommittee to work on the mailings be appointed. This was discussed by the members and it was agreed that one should be appointed.

9. Subcommittee Appointments

Reception Subcommittee:

It was agreed that all of the CAC members would be on the Reception Subcommittee. Members will notify Ms. Warren when they are available for the week of January 8 and Ms. Warren will then give a 48 hour public notification of the meetings time and place.

Reception Mailing Subcommittee:

Mr. Vetang, Mr. Fujimoto and Mr. Portincaso were assigned to the mailing subcommittee. They will agree on a time and place to meet and notify Ms.

Warren. She will then give a 48 hour public notification of the meetings time and place.

10. Discuss results of market survey

The results of the survey was discusses between the members. Ms. Jenkins offered a comparison of this survey and the one that was conducted by the SPAC committee.

11. Other Business

Ms. Warren informed the group about invitations they will be receiving to a focus group being formed to provide feedback on the upcoming sales tax referendum on January 24 at 7:00 p.m.

12. Adjournment

Meeting was moved to adjourn by Ms. Ostler and seconded by Ms. Diggory at 9:04 pm. Motion passed 7-0