



**Arts and Culture Commission
of Contra Costa County**

SUPPORTING ALL THE ARTS

Arts and Culture Commission of Contra Costa County 1025 Escobar Street, 4th Floor, Martinez, CA 94553
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**Monday September 14, MINUTES
5:30-7:30PM (US and Canada) ZOOM Meeting**

Committee Chair: District 1: Silvia Ledezma

Vice-Chair: At-Large-3: Joan D'Onofrio

Senior Commissioner: OPEN

Commissioners:

District 2: Beverly Kumar

District 3: OPEN

District 4: Elizabeth Wood

District 5: Tess Snook O'Riva

At-Large-1: Y'Anad Burrell

At-Large-2: OPEN

At-Large-4: Lanita Mims

Alternate: Pearl Parmelee Cabrera

**Alternates assist with the achievement of quorum. The alternate may sit and vote for any absent member or a vacant seat.*

Commissioners Present:

Chair: District 1: Silvia Ledezma

Vice-Chair: At-Large-3: Joan D'Onofrio

Commissioners:

District 2: Beverly Kumar

District 4: Elizabeth Wood

District 5: Tess Snook O'Riva

At-Large-1: Y'Anad Burrell

At-Large-4: Lanita Mims

Alternate: Pearl Parmelee Cabrera

Commissioners Absent: Tess Snook O'Riva until Agenda #7.

Staff Present: Contra Costa County Arts & Culture Commission Managing Director: Jenny Balisle

Guests/Visitors Present: Dr. Victoria Bianco, ABOUTFACE VIA Artist.

**Monday September 14, MINUTES
5:30-7:30PM (US and Canada) ZOOM Meeting**

1. WELCOME/CALL TO ORDER/ROLL CALL

Meeting called to order and roll call by Chair Ledezma.

SUMMARY: Chair Ledezma calls meeting to order at 5:31pm.

2. PUBLIC COMMENT

Individuals who would like to address the Arts and Culture Commission of Contra Costa County on relevant matters not listed on the agenda may do so under Public Comment. Public comments cannot result in discussion/action at this meeting.

SUMMARY: No public comments or emails received.

3. ACTION ITEM: APPROVE AUGUST 3, 2020 MINUTES and APRIL 16, 2019 MINUTES:

Chair Ledezma leads discussion with Managing Director Jenny Balisle. All minutes need to be approved for Triennial Sunset Review of Appointed Boards, Committees, & Commissions.

Action: Approve August 3, 2020 Minutes and April 16, 2019 Minutes.

Documents: August 3, 2020 Minutes and April 16, 2019 Minutes

DISCUSSION: Commissioner At-Large-4 Lanita Mims requested change on April 16, 2019 Minutes by adding IV after name (District identification). Commissioner At-Large-1 Y'Anad Burrell and Commissioner District 2 Beverly Kumar submitted changes for August 3, 2020 Minutes. Reference updated documents.

MOTION MADE: Commissioner At-Large-1 Y'Anad Burrell: Motion to make corrections first, accept revised minutes, share at next meeting, and approve August 3, 2020 Minutes and April 16, 2019 Minutes.

MOTION SECONDED: Commissioner At-Large-4 Lanita Mims

AYES: Chair District 1 Silvia Ledezma, Vice-Chair At-Large-3 Joan D'Onofrio, Commissioner District 2 Beverly Kumar, Commissioner District 4 Elizabeth Wood, Commissioner At-Large-1 Y'Anad Burrell, Commissioner At-Large-4 Lanita Mims, and Commissioner Alternate Pearl Parmelee Cabrera.

NOES:

ABSENT: Commissioner District 5: Tess Snook O'Riva

ABSTAIN:

SUMMARY: Motion passes.

4. ACTION ITEM: AGENDA ZOOM BEST PRACTICES, TIMEKEEPER, & AGENDA NEW ITEMS (5 minutes)

Chair Ledezma leads discussion with Managing Director Jenny Balisle.

Commissioners select a Timekeeper.

Documents: September 2020 AC5 Agenda

DISCUSSION: Commissioner Alternate Pearl Parmelee Cabrera makes suggestion that a timekeeper (who also watches chat order) be rotated amongst commissioners each meeting.

MOTION MADE: Commissioner Alternate Pearl Parmelee Cabrera makes motion for timekeeper to be rotated each meeting.

MOTION SECONDED: Commissioner District 4 Elizabeth Wood

AYES: Chair District 1 Silvia Ledezma, Commissioner District 2 Beverly Kumar, Commissioner District 4 Elizabeth Wood, Commissioner At-Large-1 Y'Anad Burrell, Commissioner At-Large-4 Lanita Mims, and Commissioner Alternate Pearl Parmelee Cabrera.

NOES: Vice-Chair At-Large-3 Joan D'Onofrio

ABSENT: Commissioner District 5 Tess Snook O'Riva

ABSTAIN:

SUMMARY: Motion passes.

5. ACTION ITEM: EXECUTIVE COMMITTEE: (5 minutes)

Chair Ledezma leads discussion.

Commissioners elect a Senior Commissioner.

Documents: AC5 By-Laws

DISCUSSION: Commissioners discuss term lengths of Commissioner District 4 Elizabeth Wood, Commissioner At-Large-1 Y'Anad Burrell, and Commissioner District 5 Tess Snook O'Riva. Agenda item to be put on hold till next month when Commissioner District 5 Tess Snook O'Riva is present.

MOTION MADE: Commissioner District 2 Beverly Kumar makes motion to put motion on hold till next month.

MOTION SECONDED: Commissioner At-Large-4: Lanita Mims

AYES: Chair District 1 Silvia Ledezma, Vice-Chair At-Large-3 Joan D'Onofrio, Commissioner District 2 Beverly Kumar, Commissioner District 4 Elizabeth Wood, Commissioner At-Large-1 Y'Anad Burrell, Commissioner At-Large-4 Lanita Mims, and Commissioner Alternate Pearl Parmelee Cabrera.

NOES:

ABSENT: Commissioner District 5 Tess Snook O'Riva

ABSTAIN:

SUMMARY: Motion passes.

6. ACTION ITEM: LACOG (CARES ACT GRANT) TIMELINE, APPLICATION, & ONLINE SUBMISSION (15 minutes)

Discussion led by Managing Director Jenny Balisle. Vote for LACOG Application Review subcommittee (3 commissioners) if more than 20 applications received. Receive feedback on LACOG Application.

Action: Approve and select LACOG Application Review subcommittee.

Documents: LACOG Timeline, Application, and Online Submission along with SLP Cares Relief Fund 2020 State Grant Guidelines, SLP Decision Support Tool Worksheet, Guidance for Current CAC Grantees and Awardees, and CCC Census 2020 Strategic Plan Outreach Mapping.

DISCUSSION: Commissioner District 2 Beverly Kumar recommends applicant options without internet and providing a mailing address. Managing Director Jenny Balisle stresses importance of functioning office phone and will assist all applicants during submission process. Additional wording will be added to application. Commissioners Wood, Mims, and Burrell volunteer to be on LACOG Application Review subcommittee (if above 20 applications) with District 2: Beverly Kumar as an alternate.

MOTION MADE: Commissioner District 2 Beverly Kumar makes motion that Commissioners Wood, Mims, and Burrell be on LACOG Application Review subcommittee (if 20+ applications) with herself as alternate.

MOTION SECONDED: Commissioner District 4 Elizabeth Wood

AYES: Chair District 1 Silvia Ledezma, Vice-Chair At-Large-3 Joan D'Onofrio, Commissioner District 2 Beverly Kumar, Commissioner District 4 Elizabeth Wood, Commissioner At-Large-1 Y'Anad Burrell, Commissioner At-Large-4 Lanita Mims, and Commissioner Alternate Pearl Parmelee Cabrera.

NOES:

ABSENT: Commissioner District 5 Tess Snook O'Riva

ABSTAIN:

SUMMARY: Motion passes.

7. ACTION ITEM: AC5 LOGO and WEBSITE (13 minutes)

Commissioners Burrell and O'Riva lead discussion with Managing Director Jenny Balisle.

Discuss and confirm logo, messaging, website update, and Dropbox.

Documents: AC5 Social Platform

DISCUSSION: Managing Director Jenny Balisle discovered logo misspelling and Communications Committee provided logo with correct spelling. Commissioner At-Large-1 Y'Anad Burrell shared logo history including addition of "5" without Commission discussion. Commissioner District 4 Elizabeth Wood indicated that "5" was added part of a past request. Managing Director Jenny Balisle unable to confirm history and stresses importance of cohesive branding as top priority.

Commissioner District 2 Beverly Kumar (part of Communications Committee) stressed importance of moving forward with upcoming CARES Act campaign to make good first impression. As a result, she'll work on branding document for Commission. Managing Director Jenny Balisle shared website with cohesive and consistent edits: logo, fonts, images, and tabs.

Commissioner At-Large-1 Y'Anad Burrell recommends discontinuing Dropbox and using Google Docs instead. Managing Director Jenny Balisle offers Google Docs tutorial/training for commissioners.

Commissioners discuss social media pros and cons of different post types including commercial ones. Commissioner District 5 Tess Snook O'Riva indicates that it's a challenge for artists to make money. Vice-Chair At-Large-3 Joan D'Onofrio states to be careful and aware of copyrighted issues. As part of Communications Committee, Commissioner District 2 Beverly Kumar indicates that all posts have been her creations.

Chair District 1 Silvia Ledezma stresses importance of open communication in terms of knowledge. In addition, the need to clarify the communication process by creating a plan. Commissioner District 2 Beverly Kumar suggests having a structure where commissioners have aligned communications ensuring a smooth process that is easily translatable.

Commissioner At-Large-1 Y'Anad Burrell highlights Commissioner District 2 Beverly Kumar's years of work on Communications Committee and recommends she set guidelines. Commissioner Alternate Pearl Parmelee Cabrera requests a monthly social media monthly report.

MOTION MADE: Commissioner At-Large-1 Y'Anad Burrell moves to have Commissioner District 2 Beverly Kumar create social media plan, there be a monthly standing report, and Google Docs become sharing platform with Managing Director training.

MOTION SECONDED: Commissioner Alternate Pearl Parmelee Cabrera

AYES: Chair District 1 Silvia Ledezma, Vice-Chair At-Large-3 Joan D'Onofrio, Commissioner District 2 Beverly Kumar, Commissioner District 4 Elizabeth Wood, Commissioner At-Large-1 Y'Anad Burrell, Commissioner At-Large-4 Lanita Mims, Commissioner District 5 Tess Snook O'Riva, and Commissioner Alternate Pearl Parmelee Cabrera.

NOES:

ABSENT:

ABSTAIN:

SUMMARY: Motion passes.

8. ACTION ITEM: COMMISSIONER LAMAR ANDERSON ACKNOWLEDGMENT (7 minutes)

Commissioner Burrell leads discussion with Chair Ledezma.

Discuss and confirm type of acknowledgment including a commissioner writing, recognition in ABOUTFACE program, and closing meeting in Lamar Anderson's memory.

Documents: Lamar Anderson Pamphlet

DISCUSSION: Commissioner At-Large-1 Y'Anad Burrell will write Lamar Anderson recognition for the Board of Supervisors. Chair District 1 Silvia Ledezma has been in contact with family. Commissioner District 4 Elizabeth Wood and Commissioner District 4 Elizabeth Wood like website tribute. Chair District 1 Silvia Ledezma recommend asking for family permission. Commissioner Alternate Pearl Parmelee Cabrera recommends a tribute through ABOUTFACE with Vice-Chair At-Large-3 Joan D'Onofrio in agreement.

MOTION MADE: Commissioner District 2 Beverly Kumar makes motion for Lamar Anderson public forum tribute (family approved) and have his memory part of ABOUTFACE program.

MOTION SECONDED: Commissioner At-Large-1 Y'Anad Burrell

AYES: Chair District 1 Silvia Ledezma, Vice-Chair At-Large-3 Joan D'Onofrio, Commissioner District 2 Beverly Kumar, Commissioner District 4 Elizabeth Wood, Commissioner At-Large-1 Y'Anad Burrell, Commissioner At-Large-4 Lanita Mims, Commissioner District 5 Tess Snook O'Riva, and Commissioner Alternate Pearl Parmelee Cabrera.

NOES:

ABSENT:

ABSTAIN:

SUMMARY: Motion passes.

9. CULTURE PLANNING COMMITTEE REPORT: (7 minutes)

Chair Ledezma leads discussion and Commissioner Burrell.

Documents: Board Order Arts and Cultural Plan FHS

SUMMARY: Next steps for Commissioner At-Large-1 Y'Anad Burrell is to work with Chair District 1 Silvia Ledezma to identify and organize stakeholders. Managing Director Jenny Balisle will be looking for Cultural Plan grants. Commissioner District 4 Elizabeth Wood inquired about using the same five stakeholders and Chair District 1 Silvia Ledezma indicated that outreach is budget based. Commissioner District 2 Beverly Kumar stressed the importance of a diverse community and asked if all stakeholders where from all five Districts. Commissioners are to send interested parties/stakeholders to Commissioner At-Large-1 Y'Anad Burrell and Chair District 1 Silvia Ledezma.

10. VIA GRANT UPDATE: (7 minutes)

Chair Ledezma leads discussion with Commissioner D'Onofrio.

Documents: About Face D'Onofrio August 2020 Report

SUMMARY: Vice-Chair At-Large-3 Joan D'Onofrio provided an update, virtual classes transition, brochure creation, and settling dates. There'll be three classes and a targeted marketing campaign (rotaries). Dr. Victoria Bianco, ABOUTFACE VIA Artist, shared how this is now a virtual plan. Chair District 1 Silvia Ledezma stressed the importance of West County outreach. Commissioner District 4 Elizabeth Wood asked that the brochure be shared with dates no later than November. Vice-Chair At-Large-3 Joan D'Onofrio indicated that Veterans Day is November 11, 2020.

11. MANAGING DIRECTOR REPORT: (4 minutes)

Discussion led by Managing Director Jenny Balisle.

Documents: August 2020 AC5 MDR

SUMMARY:

Managing Director Jenny Balisle shared month's work, outreach, and advocacy.

12. COMMISSIONER REPORTS: (10 minutes)

Chair Ledezma leads discussion.

Commissioners provide (written or oral) reports on community events and outreach. Identify existing committees, commissioners who serve, and sending monthly reports.

Documents: Submit to Managing Director to be included in September minutes.

SUMMARY:**Commissioners:**

Chair District 1 Silvia Ledezma shared Art Passages' images, application access, and volunteer recruitment.

Vice-Chair At-Large-3 Joan D'Onofrio: She just completed an arts competition (role model portraits) in Uganda and will include in newsletter. ABOUTFACE document reference: About Face D'Onofrio August 2020 Report.

Commissioner District 2 Beverly Kumar: Art of the Resilience is going to be the entire school year and students are learning how to put images (artworks) into frames. Artist Café consists of amazing kids dealing with stress/anxiety. The video (panel discussion) had over 3000 views!

Commissioner District 5 Tess Snook O'Riva: Her Health Center has dissolved and trying to find funding. She's working with area churches and would like to connect art organizations with residents impacted by fires.

Commissioner At-Large-1 Y'Anad Burrell

Commissioner At-Large-4 Lanita Mims:

- Became a Diablo Ballet Board Member in August 2020
- Attended the Performing Arts Roundtable meeting in August.
- She's doing research in CCC for outdoor patios and outdoor theaters for booking live performances during COVID-19

Commissioner Alternate Pearl Parmelee Cabrera: She is a Historical Society of Pinole partner and #visitpinole organizer. In addition, she's active in culinary arts and wants to open a Pinole Farmer's Market artist booth.

Commissioner District 4 Elizabeth Wood: She spent 2 weeks of August trying to revise/modify the Annual Recognition Awards Project Plan in an effort for 2020 implementation. She participated in discussions with Julia Taylor and contacted possible judges to determine availability. Unfortunately, there was no one available to load a Nomination Form onto website, test, and ensure that each form along with accompanying documentation could be forwarded correctly. Commissioner District 4 Elizabeth Wood also restarted Contra Costa Musical Theatre. She's extensively researched for any non-profit art or culture organizations in District IV that would qualify for CARES Act program. This included outreach in Antioch, Brentwood, Oakley, and Discovery Bay encouraging them to apply for District III opening. In addition, she emailed artists/musicians/theater arts in the Lamorinda area regarding the At-Large opening. Art Recognition Awards document reference: 2021 New Recommended Categories and 2021 Selecting Arts Recognition Award Judges.

13. ARTS CAFES UPDATE: (8 minutes)

Commissioner Kumar provides update on Virtual Art Cafes.

Documents: None

SUMMARY:

Commissioner District 2 Beverly Kumar discussed details in Commissioner Reports and to table to next month.

14. ART PASSAGES: (10 minutes)

Chair Ledezma leads discussion with AC5 Managing Director Jenny Balisle.

Documents: Images

SUMMARY: Chair District 1 Silvia Ledezma discussed details in Commissioner Reports and to table to next month.

15. ARTS RECOGNITION AWARDS: (7 minutes)

Commissioner Wood leads discussion.

Documents: 2021 New Recommended Categories and 2021 Selecting Arts Recognition Award Judges

SUMMARY: Commissioner District 4 Elizabeth Wood discussed details in Commissioner Reports and to table to next month.

16. AC5 PLANNING RETREAT (5 minutes)

Chair Ledezma leads discussion and shares options such as postponing or by Zoom.

Documents: None

SUMMARY: Chair District 1 Silvia Ledezma asked if commissioners wanted a retreat, offered dates, and inquired about social distance requirements. Managing Director Jenny Balisle indicated a Zoom option (for commissioners unable to attend), ADA requirements, and would talk to Dennis Bozanich (Senior Deputy County Administrator) about County requirements. She also stressed CARES Act commitment.

17. NEXT MEETING AGENDA ITEM REQUESTS (2 minutes)

Chair Ledezma leads discussion.

Documents: None

SUMMARY:

Commissioner District 4 Elizabeth Wood: CARES Act Program

Commissioner District 2 Beverly Kumar: Youth Commissioner, Performing Artists Spaces (identifying spaces)

Commissioner At-Large-4 Lanita Mims: Artist Café and Poetry Out Loud (Robin Moore) every month

Commissioner Alternate Pearl Parmelee Cabrera: Communications Report (Social Media)

Vice-Chair At-Large-3 Joan D'Onofrio: ABOUTFACE

18. NEXT STEPS (5 minutes)

Chair Ledezma leads discussion and commissioners summarize tasks for next meeting.

Documents: None

SUMMARY: N/A

19. ANNOUNCEMENTS (2 minutes)

Commissioners share District art announcements, opportunities, or events.

Documents: None

SUMMARY: N/A

20. ADJOURN:

Chair Ledezma calls time when meeting is adjourned.

SUMMARY: Chair District 1 Silvia Ledezma adjourned meeting at 7:56pm.

NEXT MEETING: Monday October 5, 2020