



Staff Liaison

Maya Williams | 510-215-4318
mwilliams@ci.el-cerrito.ca.us

AGENDA

REGULAR MEETING OF THE ARTS AND CULTURE COMMISSION

Monday, July 27, 2020 at 7:00 p.m.

VIA TELECONFERENCE

[https://elcerrito.webex.com/elcerrito/onstage/g.php?
MTID=ec9e878be2e80e2f7881c30d1cb284636](https://elcerrito.webex.com/elcerrito/onstage/g.php?MTID=ec9e878be2e80e2f7881c30d1cb284636)

Event ID: 146 320 0475

Event Password: mhGwvtGq229

Join by Phone: (408) 418-9388

Access code: 146 320 0475

Pursuant to Executive Orders N-25-20 and N-29-20, and in Response to the COVID-19 Pandemic Teleconference Restrictions of the Brown Act Have Been Suspended, as Well as the Requirement to Provide a Physical Location for Members of the Public to Participate in the Meeting.

Any person wishing to speak to the Arts and Culture Commission on any of these matters is invited to participate via teleconference as described above.

The City encourages submission of written comments in advance to the Arts and Culture Commission via email to mwilliams@ci.el-cerrito.ca.us prior to the meeting or by contacting the staff liaison listed above.

7:00 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair Ruth Cazden; Vice-Chair Bill Nichols; Members Allison Cooper, George Gager, Courtney Helion, Blake Washington, Ann Wiens
2. **COMMISSIONERS' REPORTS, COUNCIL LIAISON AND STAFF LIAISON REPORTS**
3. **ORAL COMMUNICATIONS FROM THE PUBLIC**
Remarks are typically limited to three minutes per person, and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first; remarks on agenda items will be heard at the time the item is discussed.
4. **APPROVAL OF MINUTES**
Consider approval of the minutes of the April 9, 2020 special meeting.
5. **REQUEST FOR SUPPORT**
Presentation by Bob Helliesen, regarding the Free Folk Festival virtual event in October, for discussion and possible action. (Attachment)
6. **POET LAUREATE UPDATE**
Presentation by Dani Gabriel, El Cerrito Poet Laureate. Their term ends on August 31, 2020.
7. **POET LAUREATE CALL FOR ARTISTS**

Discussion and possible action about issuing a call for a new Poet Laureate in regard to COVID-19 protocols. (Attachment)

8. PUBLIC ART UTILITY BOXES

Provide direction to staff about issuing RFP for Public Art Utility Box Program. Discussion and possible action. (Attachment)

9. UPCOMING ACC-SPONSORED EVENTS

None

10. SUBCOMMITTEE UPDATES - none

- a. Recreation Liaison subcommittee (Cazden, Helion, Cooper)
- b. Community Outreach Subcommittee (Cazden, Gager, Washington)

11. ITEMS FOR NEXT MEETING

12. ELECTION OF NEW CHAIR AND VICE-CHAIR

Attachment

13. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, (510) 215-4318. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).

Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at www.el-cerrito.org/acc.

From: noreply@civicplus.com
To: [Maya Williams](#)
Subject: Online Form Submittal: Arts & Culture Commission Support Application Form
Date: Wednesday, July 15, 2020 9:27:50 AM

Arts & Culture Commission Support Application Form

INFORMATION

Contact/Applicant Name:	El Cerrito Free Folk Festival 2020
Organization Name (if applicable):	San Francisco Folk Music Club
Contact Phone:	519 528 0334
Contact Email:	Bob_helliesen@yahoo.com
Contact Address:	398 Vassar Avenue
City/Zip	Berkeley 9470
Location of proposed event/project:	Online
Anticipated number of attendees?	300
Date(s) & Time(s) of the event:	Saturday, October 10, 2020 12:00 PM to 9:00 Pm

REQUEST

Type of Support Requested:	Publicity
If venue/vpace, which spaces or venues would you like help procuring?	<i>Field not completed.</i>
What is your basic budget, and how will it be spent? If you've received funding from ACC in the past, please indicate the history for how much	This is a voluntary event . We do not expect much if any need for financial support.

you were awarded. If you're requesting more than you were awarded in the past, please provide justification for the increase. From where else will you receive support? You are welcome to include an additional sheet.

Please upload your budget (if applicable)

Field not completed.

PROJECT DESCRIPTION

Include project description here:

Music performances and classes for adults and children from an online menu.

The Arts & Culture Commission cares about diverse audiences and environmental sustainability. Can you tell us how you will address those concerns?

This festival will be open to all.

Have you done a similar event or project before?

Yes

If yes, 1) what worked well and 2) what would you do differently this time?

The in-person festivals have worked well. Online will be different. We will try to replicate the past festivals as well as possible.

STAFF/PERSONNEL

paid staff

0

volunteers

30

If applicable, load additional documents here:

Field not completed.



CALL TO POETS
City of El Cerrito, California
Art in Public Places Program
Poet Laureate Program

REQUEST FOR PROPOSALS
Deadline Monday, xxxx x, 2020 at 4:00 p.m.

www.el-cerrito.org/poets

The City of El Cerrito announces the release of a Request for Proposals for poets to serve as the City's poet laureate. The laureate will encourage the poetic energy of our community by creating and leading activities that inspire writing and performances of poetry among all age groups while initiating a dialogue between local poets, cultural organizations, and community institutions. In an effort to promote literature and the arts in the City, the laureate will bring attention to poetry in less-traditional settings and encourage residents in their writing and personal expression.

Eligibility

The poet laureate must:

- Be a resident or work full-time in the City of El Cerrito, CA
- Demonstrate a commitment to poetry writing, spoken word performance, and community involvement and outreach
- Be at least 21 years of age at time of application
- Be able to serve the full two-year term as laureate and maintain residency/work status in El Cerrito throughout the term

Honorarium

The laureate will receive a stipend of \$2,400 for the two-year term. The honorarium will be distributed semi-annually in four payments of \$600.

Length of Term

The laureate will be appointed to serve a two-year (24 month) term. The expected term will be from ~~September 1, 2020 to August 31, 2022~~.

Duties and Requirements of the Poet Laureate

The laureate is expected to provide a minimum of two readings and three community events each year, but is of course free to do more. The Arts and Culture Commission and its staff liaison will provide logistical support for organizing and



publicizing the events as well as assist the laureate to work with business owners and other agencies if use of non-City venues are planned.

- **Two Public Readings Each Year:** The laureate will give a public reading of their new work during each year of their tenure. The laureate will also present a poem during each year of their tenure at a City event, such as the annual Earth Day, Martin Luther King Day, or October Arts Day celebrations.
- **Three Community Events Each Year:** The laureate will provide opportunities for community members to write and/or share their own poems. The City is looking for a laureate who can creatively assert his or her individual interests and strengths to raise the status of poetry in the everyday consciousness of El Cerrito residents.

The laureate will develop and lead their own activities, but possible events could include pop-up booths, where the laureate and community members write poems-on-demand; open mic sessions; poetry walks; and poetry and art and craft-making tables at community events. The laureate could also conduct writing workshops at the City's public schools (pending District approval) or at the Open House Senior Center.

The Arts and Culture Commission envisions that the laureate's events could take place at a variety of interesting locations, with proper approvals of the owners/operators of venues such as KECG-FM Radio 88.1; Off the Grid Food Truck Market; local businesses and institutions such as Down Home Music, the El Cerrito Library, and local schools. City facilities such as City Hall, the Recycling + Environmental Resource Center, the Community Center or neighborhood clubhouses, as well as City co-sponsored events such as the El Cerrito Free Folk Festival, might also serve as locations for events.

- **Creative/Professional Development** (optional): The Arts and Culture Commission may cover expenses for the poet laureate to attend a Bay Area poetry conference or seminar of his or her choice (upon approval of the Commission).

About El Cerrito Arts and Culture Commission

The Arts and Culture Commission consists of seven members who demonstrate a commitment to various arts disciplines, including but not limited to fine arts, visual arts, performing arts, literary arts, art history, and arts education.



It is the mission of the Arts and Culture Commission to advise the City Council of the needs of the artistic and cultural community; encourage and promote arts programs and events that engage community members and local businesses to build a flourishing and vibrant arts and cultural environment; provide advice to artists and arts/cultural organizations by sponsoring forums, programs, and events; carry out the Arts in Public Places program, and upon request, advise the City with respect to possible sources of funding.

El Cerrito Poet Laureate Program

The El Cerrito Poet Laureate Program was approved by the Arts and Culture Commission (“Commission”) in October 2015. The poet selected for the 2018-2020 term will be the third poet laureate in the City’s history.

The program is funded by the Art in Public Places Program, established with the passage of the City’s Public Places Ordinance (Section 13.50 ECMC). In order to realize the vision of enhancing art in public places, new building projects with development costs of \$250,000 or more shall devote an amount not less than 1% of the development costs to the funding of public art installations, acquisitions, and activities. The poet laureate program is therefore funded on a committed, continuing basis, and not dependent on annual City allocations, grants, or other awards or contributions for its support.

Application Requirements

The City requires that all submissions be provided in electronic format only, via electronic submission of PDF documents via email.

The applicant will need to provide:

1. Application Cover Page: This form is available as a fillable PDF from www.el-cerrito.org/poets
2. Letter of Interest: In 500 words or less, discuss your background in writing and performing poetry; your involvement in community organizations and activities; and describe in specific terms a community event that you would develop and lead. Let us know how this community event fits into your overall vision for the laureateship you’d create if selected as the City’s poet laureate. Note: You do not need to have permission from the owner/operator of the proposed venue at this time.
3. Examples of Original Work: Provide no fewer than 10 and not more than 25 pages of published, self-published, or unpublished poetry writing.



4. References: Please list two personal or professional references. Include their name, title, email address and phone number, including area code.
5. Curriculum Vitae or Resume: Please provide your Curriculum Vitae or professional resume.

Selection Process

A selection panel will make a recommendation to the Commission based on the applications and interviews. The selection of the poet laureate will be made by the Commission.

The selection panel will evaluate the candidate's submissions and make its recommendation based on the proposal submission materials and interviews with short-listed applicants. If necessary, a more detailed proposal may be requested from the candidates. The panel may include professional poets, a member of the Commission, City residents, or City staff.

Selection criteria include:

- Literary and artistic merit as evidenced by the submitted poetry
- Proven ability to undertake successful creative, innovative, and effective approaches in comparable projects
- Demonstrated ability to work creatively with groups of different ages and backgrounds
- Experience with speaking in public venues
- Ability to understand a locale's sense of place and inspire its residents in written and personal expression
- Demonstrated interest in and commitment to community outreach
- Conformance with the City's guidelines for public art including but not limited to quality, nature of work, originality, and diversity

The City of El Cerrito is committed to reflecting the diversity and cultural richness of our City in the selection of the poet laureate. References provided as part of this application will be contacted prior to any poet interviews.

The contract, including terms of the honorarium and the laureate's project plan will be worked out with City staff. The laureate will be required to submit an IRS 1099 form to the City. The Commission reserves the right to reject any and all applications.



Estimated Timeline

The schedule is contingent upon the City's schedule and may be changed at any time.

Month Day, 2020:	Call for Poets Released
Month Day, 2020:	Applications Due
Month Day, 2020::	Interviews with Selected Applicants
Month Day, 2020:::	Selection of Artist

Month Day, 2020 – Month Day, 2022: Expected Term of Poet Laureate

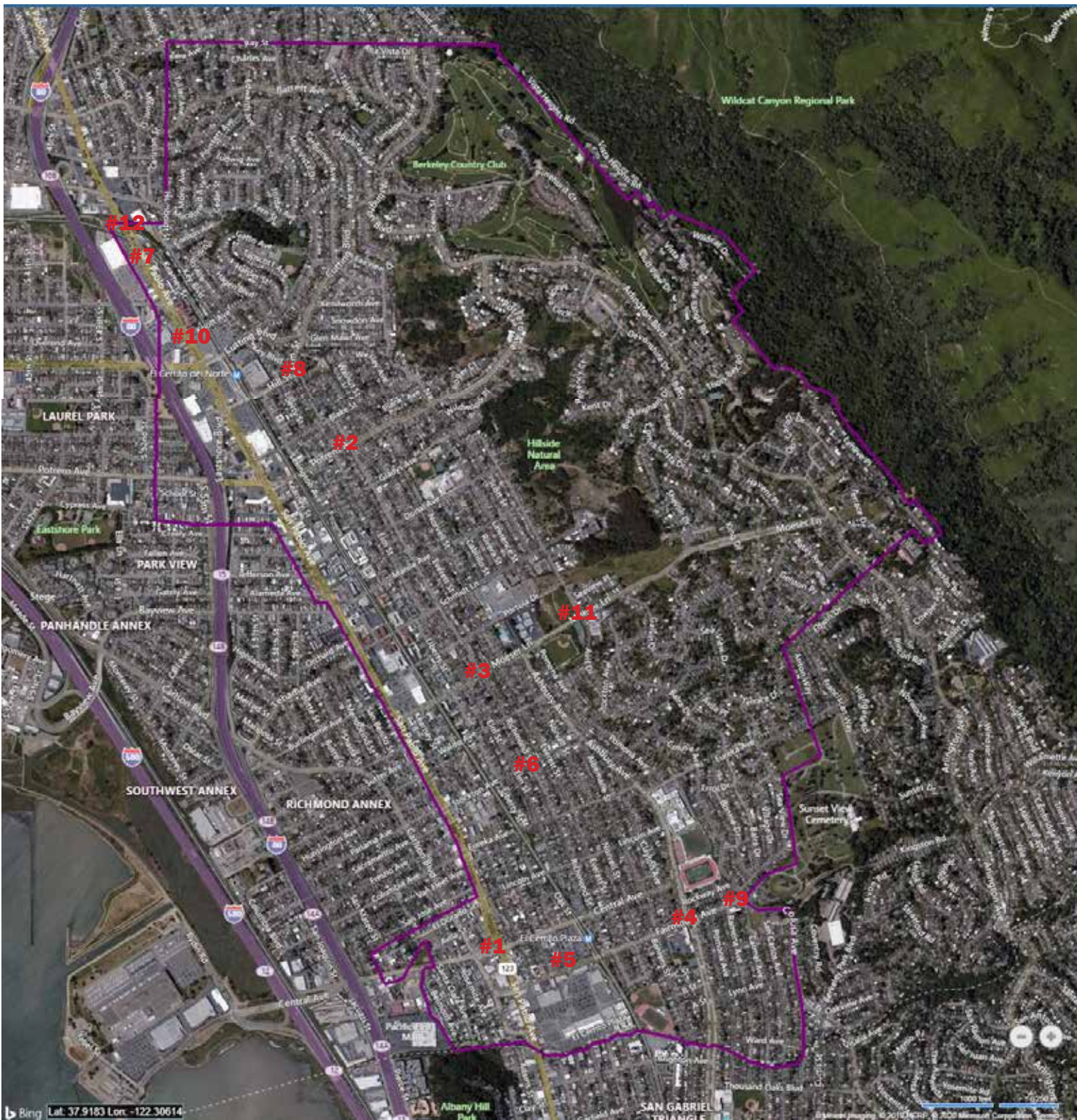
Deadline

Proposals are due by 4:00 p.m., Month Day, 2020 at mwilliams@ci.el-cerrito.ca.us.

Inquiries

Questions regarding this Request for Proposals should be submitted in writing to:
Maya Williams, Assistant to the City Manager, City of El Cerrito
10890 San Pablo Avenue, El Cerrito, CA 94530
(510) 215-4318
mwilliams@ci.el-cerrito.ca.us.

MAP OF CITY OWNED UTILITY BOXES



Role of the Advisory Body Chair (or Vice Chair)

Vice-chair acts in absence of Chair

Agenda Setting

Determine discussion items for the agenda, upon advisement of the staff liaison.

Meeting Facilitation

This includes calling roll, announcements, advising the chair and vice-chair of responsibilities, and management of public speakers, all upon advisement of the staff liaison.

After a meeting is called to order by the advisory body chair, the first item on the agenda shall be calling roll of the advisory body members and establishing that there is a quorum of members.

Determining Quorum

The advisory body chair or vice-chair shall call for a quorum and wait a reasonable length of time to determine if a quorum can be established.

Meeting Minutes

Once approved, the chair and staff liaison shall sign via an attestation statement that the minutes are true and correct version of what was adopted.

Meeting Adjournment

This officially ends the agenda after all business has been heard. If there are no items of business left on the agenda, an official motion is not required. The chair simply calls the meeting to adjournment by stating "This meeting is now adjourned."

If items remain on the agenda, a motion and second is required and can be introduced with "I move to adjourn"

Ad-hoc Committees

With city staff shall determine the scope and approximate length of time the ad-hoc committee shall be needed. The advisory body chair shall formally announce the formation of the committee, state the scope, and make all appointments.

Reporting to Council

Anything that is to be presented to City Council shall be prepared and reported by the staff liaison on behalf of the advisory body, in conjunction with the advisory body Chair.