



# AGENDA

## REGULAR MEETING OF THE ARTS AND CULTURE COMMISSION

Monday, March 27, 2023 at 7:00 p.m.

### Staff Liaison

Alexandra Orogas | 510-215-4302

[aorogas@ci.el-cerrito.ca.us](mailto:aorogas@ci.el-cerrito.ca.us)

El Cerrito City Council Chamber  
10890 San Pablo Avenue  
El Cerrito, CA 94530

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

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### 7:00 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair Courtney Helion; Members: Audrey Faine, George Gager, Patrick Sean Taylor, Andrew Ting
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 February 27, 2023 meeting. (Attachment)
5. **MINI-GRANT PROGRAM GUIDELINES & APPLICATION**  
Consider approval of the revised mini-grant program guidelines and application. (Attachment)
6. **WORKPLAN INTRODUCTION**  
Hold an introductory discussion about the Commission's workplan, review past workplans. (Attachment)
7. **ITEMS FOR NEXT MEETING**
8. **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) 215-4302. 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](http://www.el-cerrito.org/acc).



**DRAFT MINUTES**

**REGULAR MEETING OF THE  
ARTS AND CULTURE  
COMMISSION**

**Monday, February 27, 2023 at 7:00 p.m.**

**Staff Liaison**

Alexandra Orologas | 510-215-4302  
[aorologas@ci.el-cerrito.ca.us](mailto:aorologas@ci.el-cerrito.ca.us)

**VIA TELECONFERENCE**

1. **ROLL CALL** – Chair Courtney Helion called the meeting to order at 7:01 p.m.  
**Present:** Chair Courtney Helion; Members: Audrey Faine, George Gager (joined at 7:06), Patrick Sean Taylor, Andrew Ting

2. **COMMISSIONERS' REPORTS, COUNCIL LIAISON AND STAFF LIAISON REPORTS**

Chair Helion shared her excitement to resume the meeting with new members.

Council Liaison Mayor Motoyama introduced herself as the new Council Liaison for the year. She shared some topics in recent Council Meetings including ways to bring forward recommendations and work of the commissions, discussion of the potential new library.

Staff Liaison Orologas also introduced herself and her role to the new members. She shared the upcoming Arts & Culture Community Visioning Sessions hosted by Contra Costa County, the required Advisory Body Orientation for new members on March 23, a brief history of the Arts and Culture Commission, and the recent passing of former Councilmember Abelson, who was the Council Liaison of ACC last year.

3. **ORAL COMMUNICATIONS FROM THE PUBLIC**

None.

4. **APPROVAL OF MINUTES**

**Moved/Second:** Member Gager/Chair Helion **Action:** Motion to approve October 24, 2022, meeting minutes. **Ayes:** Chair Helion; Members Faine, Gager, Taylor and Ting; **Noes:** None. Minutes approved.

5. **INTRODUCTION OF ARTS AND CULTURE COMMISSIONERS**

Each member shared information about their background, involvement with arts and the community.

6. **RETURN TO IN-PERSON COMMISSION MEETINGS**

Staff Liaison Orologas provided a summary of the Brown Act teleconference requirements and that AB2449 will not be eligible for City Advisory Bodies.

7. **REQUEST FOR SUPPORT – MESSY ART DAY**

**Discussion:** Comparison of grant amounts to the El Cerrito Preschool Cooperative from previous years and requested the applicant to return after the event to share

photos and a brief report. **Moved/Second:** Member Faine/Member Ting **Action:** Motion to approve \$1000.00 to support the El Cerrito Preschool Cooperative's Messy Art Day. **Ayes:** Chair Helion; Members Faine, Gager, Taylor and Ting; **Noes:** None. Motion passed.

**8. ITEMS FOR NEXT MEETING**

Election of Chair and Vice Chair, 2022-2023 Work Plan, Utility Box Art.

**9. ADJOURNMENT**

The meeting adjourned at 8:16 p.m.

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Courtney Helion, Chair

This is to certify that the foregoing is a true and correct copy of the minutes of the Arts and Culture Commission meeting of February 27, 2022, as approved by the Arts and Culture Commission.

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Alexandra Orogas, Staff Liaison

## Arts & Culture Commission Mini-Grant Program APPLICATION GUIDELINES

### SUPPORTING THE ARTS IN EL CERRITO

The Arts and Culture Commission of El Cerrito (ACC), created in 2003, provides support through the “Art in Public Places Program” 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; eligibility for discounted city owned venue space and financial support for specific events, projects, and arts activities in El Cerrito.

### OVERVIEW OF MINI-GRANT PROGRAM

The mini-grant program was established by the Commission to provide focused support for initiatives that bring members of the El Cerrito community together through arts and culture events and programs. The annual funding allocated to the Mini-Grant Program as a whole is limited to a maximum of \$10,000 per fiscal year in total. This program does not fund installations or objects. Preference is given to proposals that are reimbursement-based and to individuals who live/work in El Cerrito. A goal of the ACC is to track the impact of sponsored events over time to inform future funding decisions. As such, after the sponsored event/program is completed, grantees shall return to the ACC to provide a short verbal presentation about the outcome of the event and the impact to the El Cerrito Community.

### GENERAL CRITERIA

The event, project, or activity you propose must:

- 1) Be arts or culture related, to include music, film, dance, literature/poetry, and fine arts
- 2) Be held within the City of El Cerrito
- 3) Have El Cerrito Community Members be the intended primary audience
- 4) Be open and broadly accessible to everyone in the Community
- 4) Be free or very low cost to the attendees
- 5) Submit an application that is fully complete, that includes an itemized budget
- 6) Agree to return to the ACC to provide a short verbal presentation on how the proposal was implemented.

If requesting to use a [city-owned park or facility](#), you must contact the Recreation Department at [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us) well in advance of submitting your application to understand venue availability and the sponsorship (discounted) rates. The cost of the venue (and if required, staffing) must be in your proposed budget if you are requesting reimbursement for that piece of your proposal.

### STEPS TO REQUEST SUPPORT FROM THE ACC

STEP 1: Contact staff liaison to the Arts and Culture Commission to discuss your proposed project at least three months prior to your start date.

STEP 2: As directed by the staff liaison, complete the application as detailed below.

STEP 3: Upon submission of the application, the staff liaison will contact you to schedule a presentation to the ACC.

STEP 4: Present your application in person at an ACC meeting,

### APPLICATION

You can complete the application online at [www.el-cerrito.org/ACCApplicationForm](http://www.el-cerrito.org/ACCApplicationForm) or by downloading

Updated 3/2023 – DRAFT

## **Arts & Culture Commission Mini-Grant Program APPLICATION GUIDELINES**

the PDF fillable form.

### **In your application, you will address the following:**

- What are you proposing and how do you plan to implement it?
- Have you done a similar event or project before?
  - If yes, what worked well and what would you do differently this time?
- How many volunteers or other members of your program will be involved?
- How many attendees or how large an audience do you anticipate?
- How much are you asking from the ACC? If request is financial, you must enclose an itemized budget and detail how it will be spent.
  - If you've received funding from ACC in the past, please indicate the history for how much 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?
- How will you address diverse audiences and environmental sustainability?

### **DUE DATE**

The application is due at least three months in advance of your event, project, or activity to accommodate for enough review.

### **PRESENTING YOUR PROPOSAL TO THE ACC**

If the Chair and Staff Liaison agree that your submittal meets all the requirements to have your proposal placed on its monthly agenda, you will need to present it to the Commission in person. The ACC meets at 7:00pm on the fourth Monday of every month. Presentations should last no more than five minutes and may include handout materials, PowerPoint, or other means of helping you make your case for support. When presenting or completing the application, do not assume the Commission is familiar with your proposal.

### **COMMISSION DECISION**

The Commission may decide to accept or reject a proposal at the time of the presentation or may choose to review it further. If the Commission needs more information, the staff liaison will contact you with follow-up information.

**CONTACT:** Alexandra Orologas, Staff Liaison  
El Cerrito City Hall  
10890 San Pablo Ave.  
El Cerrito, CA 94530  
(510) 215-4318  
[aorologas@ci.el-cerrito.ca.us](mailto:aorologas@ci.el-cerrito.ca.us)  
[www.el-cerrito.org](http://www.el-cerrito.org)

## Arts & Culture Commission Support Application Form

(Note – this is a fillable form online)

1. Contact/Applicant Name: \*
2. Organization Name (if applicable):\*  
  
If none, type "n/a"
3. Contact Phone: \*
4. Contact Email:\*
5. Contact Address:\*
6. City/Zip\*
7. Location of proposed event/project: \*
8. Anticipated number of attendees? \*
9. Date(s) & Time(s) of the event:\*

### PROJECT DESCRIPTION

10. Include project description here:\*
  
11. Have you done a similar event or project before?\*

  1.  Yes
  2.  No

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

### REQUEST

13. Type of Support Requested:\*

  1.  Publicity
  2.  Financial support
  3.  City-owned discounted venue/space

14. If discounted venue/space, have you already contacted the Recreation Department at [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us) to inquire about availability and discounted cost?

If not, please do so before submitting this application. Review application guidelines here ([insert link](#)).

15. What is your basic budget, and how will it be spent?

16. Please upload your line-item budget (if requesting financial support)

17. Have you received funding from the ACC in the past?

1. Yes
2. No

If yes, provide the history of the past project/event, and how much you were awarded. If you are requesting more than what you were awarded in the past for the same project/event, please provide justification for the increase.

18. Upon implementation of project/event, you will be required to return to the ACC in person to provide a short verbal presentation on how the proposal was implemented. Please confirm that you agree to complete this requirement.

1. Yes
2. No

#### **STAFF/PERSONNEL**

19. # paid staff \*

If none, type "0".

20. # volunteers\*

If none, type "0".

21. If applicable, load additional documents here:

Receive an email copy of this form.

#### **Submit and Print**

\* indicates a required field



**FISCAL YEAR 2021 - 2022 WORK PLAN  
AND 2020 - 2021 ACCOMPLISHMENTS  
ARTS & CULTURE COMMISSION**

**Staff Liaison**  
Alexandra Orologas

Chair Allison Cooper; Members George Gager, Courtney Helion, Alan Pavlosky, Ann Wiens

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**MISSION STATEMENT:**

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.

**Goals defined in Master Plan (Reference for Tables Below)**

- Goal A: Increase access to public art in the community
- Goal B: Support the local artistic and cultural community
- Goal C: Promote excellence in the arts
- Goal D: Beautify El Cerrito

**HISTORICAL BACKGROUND:** The Art and Culture Commission (ACC) 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.

The ACC is charged with oversight of the Arts in Public Places Program, which requires certain development projects to contribute 1% of construction costs to public art, and is responsible for acquisition, funding, and placement of public art in the City on public property. The ACC also juries the City Hall Gallery Space, located on the second floor of City Hall at 10890 San Pablo Avenue.

History as described in 2017-18 Workplan: In 2002, a group of citizens petitioned the El Cerrito City Council to establish an arts and culture commission. Their proposal included the idea of advising the Council on arts and culture within the City and collaboration with existing organizations within the community: "By establishing an art and culture commission the city of El Cerrito would be providing support and encouragement for the growth of all arts. We would be joining the greater Bay Area in dedicating our time and involvement to the promotion of arts, artists and varied arts programs that would enrich our community and enhance our city." In 2003, the City Council created the Arts and Culture Commission (ACC), a seven-member advisory body. In addition to advising the City Council, they are charged with oversight of the Arts in Public Places Program and jury the City Hall Gallery Space. In 2013, the Commission adopted an Arts and Culture Master Plan to shape a vision for arts and culture in the City of El Cerrito.



### FISCAL YEAR 2021-2022 WORK PLAN

	Goal/Objective	Proposed Activities	Priority Ranking	Timeline For Completion
1.	A, B, C, D	Exploring Long-Term Larger-Scale Public Art Installation/Commission; initial phase focused on mural on Centennial Park wall	High: ACC-run program	General proposal December 2021 for project exploration in 2022; Centennial wall made focus in Feb.
3.	A	Annual Arts event: Community Chalk Event ( <i>postponed from Fall 2021 due to weather</i> )	High: ACC-run new initiative	Summer 2022
5.	A, B, C	2022 ECCRU Residency	High: ACC-run established program	CFA issued Fall 2021; Artist Term through 2022
6.	A, B, C, D	Utility Box Pilot Phase 2	High: ACC-run new initiative	CFA issued early 2022
7.	A, D	Library Projects: Continued Collaboration	Medium	Early 2022
8.	A, B, C	Poet Laureate Program: Supporting selected laureate Evelyn Mitchell to host public programs	Medium	Poet Laureate 2021-23 selected
	A, B, C	Music Event/Series Pilot: Advise and support piloting a summer music performance series	Medium	To plan for Summer 2022
	informing above activities	Community Consultation: Survey and/or Town Hall to gather public feedback on arts programming	Medium	Recommendations from Subcommittee by Dec 2021 for execution in 2022

### PRIOR YEAR (2020-2021) ACCOMPLISHMENTS

	Goal/Objective	Activities Supporting Goal	Status
1.	A, B, C	Poet Laureate Selection	<i>Complete</i>
2.	A, B, D	Library Collaboration: LGBT Celebration Signage Update	<i>Complete</i>
3.	A, B, C, D	Utility Box Pilot Program: 3 boxes painted	<i>Complete</i>
4.	A, B, C, D	Grants/Sponsorship of Arts & Events: Neighborhood Stories	<i>Ongoing</i>
5.	A, B, C	ECCRU Residency: Rina and Khloe	<i>Complete</i>

## ONGOING PROJECTS

	Project	Activities
1.	City Hall Gallery Curation	<i>Temporarily paused due to city hall closures</i>
2.	Mini Grant Program	Grants/Sponsorship of Arts & Events - "Mini Grant Program." This year so far this includes the 2021 Neighborhood Stories and consideration for the 2022 Summer Orchestra Program, and traditionally has included the Annual 4th of July sponsorship and other musical programming events.

### ADDITIONAL CONTEXT: 2019-2020 ACCOMPLISHMENTS

Due to the pandemic, the 2020-2021 fiscal year was not as active as planned. Please see the below reference for accomplishments in the preceding year for more information about pre-pandemic activities.

	Goal/Objective	Activities Supporting Goal	Status
1.	A, C	Community Orchestra Program	2019 Session Complete
2.	A, B, C, D	ECCRU Artist Residency Program	Complete
3.	A, B, C	Poet Laureate	Complete
4.	A, B, C, D	Administering Mini Grants Program: Funding provided to Fourth of July Festival, Messy Art Day	Complete
5.		Community Consultation Pilot	Feedback gathered through online survey