

City of Gilroy
Arts and Culture Regular Meeting Minutes
Tuesday, September 12, 2023 | 6:30 PM

1. CALL TO ORDER

The meeting was called to order at 6:36 PM.

2. ROLL CALL

Attendance

Attendee Name

Melanie Reynisson, Chair

Ruben Dario Villa, Vice Chair

Camille McCormack, Commissioner

Adilene Moreno, Commissioner

Alexandra Perdew, Commissioner (arrived at 6:50 PM)

Sandra Ramirez, Commissioner (arrived at 6:40 PM)

3. APPROVAL OF AGENDA

A motion to approve the agenda was made by Vice Chair Villa, seconded by Commissioner McCormack; unanimously approved.

4. SECRETARY'S REPORT

The agenda was posted on the bulletin board and online at 2:57 PM on September 8, 2023.

5. FUTURE AGENDA ITEMS

None.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Sharon Goei with the Leadership Gilroy Class of 2023 presented to the Commission information on the Art Showcase to be held on September 16, 2023.

7. APPROVAL OF MINUTES

7.1. Minutes of the August 8, 2023 Regular Meeting

A motion to adopt the minutes was made by Vice Chair Villa, seconded by Commissioner Moreno; unanimously approved.

8. OLD BUSINESS

8.1. Commission Work Plan Update

1. Staff Report: Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action:

Commissioners and sub-committees update the Commission on plans and progress of work plan items.

The subcommittees of the Arts and Culture Commission provided updates on the status of the projects contained in the adopted work plan.

9. NEW BUSINESS

9.1. Discussion of Sponsorship Request - Third Friday Art Walk

1. Staff Report: Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action:

Commission Discussion

Atkins presented the staff report and identified the list of items needed to carry forward a recommendation for a sponsorship, and that several of the items would not be met by sponsoring the proposed activity. The Commission and staff had further discussion on the topic, including the types of events that could be sponsored, and that there is no budget for such sponsorships approved by the City Council. It was also discussed that if the Commission wishes to approach Council about wanting funding allocated for a sponsorship, it can send a request e-mail through the Executive Sponsor to the Commission and it will be routed to Council. If a Council Member wishes to take the matter up, that Council Member may suggest to the Council to discuss the matter.

9.2. Annual Presentation to the City Council

1. Staff Report: Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action:

Discussion and planning for the Arts and Culture Commission's annual presentation to the City Council.

Atkins introduced the item, and discussion was held on the typical way commissions provide updates to the Council, discussion on the new template for commissions to use in presentations, and the general topics usually discussed as part of the annual update.

9.3. Arts and Culture Commission Community Pop-Up Processes, Materials and Budget

1. Staff Report: Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action:

Commission discussion.

Atkins introduced the item, and discussion was held that there is no budget allocated for the Commission, that the Commission may check out items that the City currently possesses, and that requesting the items should occur as early as possible to grant enough time to collect the materials.

9.4. Arts and Culture Commission Financial Matters - Budget Requests, Fund Balance Report, Financial Obligations and Fundraising

1. Staff Report: Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action:

Commission discussion.

Atkins introduced the item, and discussion was held regarding the two trust accounts for public art, that there was no assigned budget from the City's funds, that there are no financial obligations of the Commission as the Charter identified tasks for the Commission do not have a financial component aside from fundraising, and the need for a donation and fundraising policy to be adopted, along with training.

10. COMMISSION COMMENTS

A comment was provided about recognition of the 50th Celebration for the Southern Symphony.

11. STAFF COMMENTS

11.1. Exclusive use of city-issued e-mails

Atkins stated that all correspondence would transition to be purely to the Commissioner's City-issued e-mails. It was discussed that the login credentials were not known by most of the commissioners. The process was delayed to a future date until the login credentials could be updated and instructions provided to the commissioners.

11.2. Future Agenda Items

Atkins requested of the Commissioners that if there are any items that are desired to be discussed to please use the future agenda items section of the agenda meetings, as new items added as the agenda is prepared makes it difficult to produce a staff report with minimal time to conduct any needed research or analysis.

12. ADJOURNMENT

The meeting was adjourned at 8:30 PM.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Gilroy Arts and Culture Commission.

/s/ Bryce Atkins

Recording Secretary to the Arts and Culture Commission