



# CITY OF NEWPORT BEACH CITY ARTS COMMISSION REVISED AGENDA

Newport Beach City Hall (via Zoom)  
100 Civic Center Drive, Newport Beach, CA 92660

Thursday, September 10, 2020 - 4:00 PM

## ***City Arts Commission Members:***

**Marie Little, Chair**  
**Arlene Greer, Vice Chair**  
**Maureen Flanagan, Secretary**  
**Miriam Baker, Commissioner**  
**Wayan Kaufman, Commissioner**  
**Ritch LeGrand, Commissioner**  
**Leonard Simon, Commissioner**

## **Staff Members:**

**Tim Hetherton, Library Services Director**  
**Francine Jacome, Administrative Support Specialist**

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### **SPECIAL NOTICE REGARDING COVID-19**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which allows City Arts Commissioners to attend City Arts Commission meetings by electronic means. Please be advised that to minimize the spread of COVID-19, City Arts Commissioners may attend this meeting either electronically or telephonically.

Also, please be advised that on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allows for the public to participate in any meeting of the City Arts Commission telephonically or by other electronic means. Given the health risks associated with COVID-19, the City of Newport Beach will conduct this meeting via Zoom. As a member of the public, if you would like to participate in this meeting, you can participate via the following options:

1. You can submit your questions and comments in writing for the City Arts Commission to consider. Please send them by email to the Library Services Department at [ArtsCommission@newportbeachca.gov](mailto:ArtsCommission@newportbeachca.gov) by Wednesday, September 9, 2020, at 4:00 p.m. to give the City Arts Commissioners time to consider your comments. All emails will be made part of the record.

1. You can connect with a computer by joining through Zoom. Click the link below to register for the meeting using a valid email address. You will receive a confirmation email allowing you to join the meeting:  
[https://zoom.us/webinar/register/WN\\_VHDQaUI\\_RueUT915pSJ86w](https://zoom.us/webinar/register/WN_VHDQaUI_RueUT915pSJ86w).

2. Or you may connect by Phone/Audio Only by calling: (669) 900-9128. The meeting ID is 973 8993 0891#.

Please know that it is important for the City to allow public participation at this meeting. While the City does not expect there to be any changes to the above process for participating in this meeting, if there is a change, the City will post the information as soon as possible to the City's website.

The City of Newport Beach thanks you in advance for continuing to take precautions to prevent the spread of the COVID-19 virus.

The City Arts Commission meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the City Arts Commission agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Commission and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Tim Hetherton, Library Services Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 717-3801 or [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov).

### **NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT**

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Library Services Department 24 hours prior to the scheduled meeting.

I. **CALL MEETING TO ORDER**

II. **ROLL CALL**

III. **NOTICE TO THE PUBLIC**

*The City Arts Commission of Newport Beach welcomes and encourages community participation. Public comments are generally limited to three (3) minutes per person to allow everyone to speak. Written comments are encouraged as well. The City Arts Commission has the discretion to extend or shorten the time limit on agenda or non-agenda items.*

IV. **PUBLIC COMMENTS**

*Public comments are invited on agenda items. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The City Arts Commission has the discretion to extend or shorten the speakers' time limit on agenda items, provided the time limit adjustment is applied equally to all speakers. Attendees must raise their hand in the Zoom module if they would like to speak. If attending by phone, press \*9 to raise hand.*

V. **CONSENT CALENDAR**

*All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. City Arts Commissioners have received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the City Arts Commission votes on the motion unless members of the City Arts Commission request specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward to the lectern upon invitation by the Chair.*

A. **Approval of Minutes of the August 13, 2020, City Arts Commission Meeting**

1. **Draft of the 08/13/2020 Minutes**

[DRAFT MINUTES](#)

B. **Consent Calendar Items**

2. **Financial Report**

Review of financial information.

[FINANCIAL REPORT](#)

3. **Cultural Arts Activities**

Monthly review of cultural arts activities from the Library Administrative Office for upcoming Library and City arts events and services.

[CULTURAL ARTS ACTIVITIES](#)

VI. **CURRENT BUSINESS**

A. **Items for Review and Possible Action**

**4. Community Art Survey**

The City Arts Commission will review a proposed public art survey.

[COMMUNITY ARTS SURVEY REPORT](#)

[COMMUNITY ARTS SURVEY REPORT-ATTACHMENT A](#)

**5. Fiscal Year 2020-21 Cultural Arts Grants Timeline**

Staff requests that the City Arts Commission approve a timeline for the 2020-2021 Cultural Arts Grants.

[CULTURAL ARTS GRANTS REPORT](#)

**6. Sculpture Exhibition in Civic Center Park Photography Contest**

Staff requests approval for a proposal for a photography contest intended to create further interest in the Sculpture Exhibition in Civic Center Park.

[SCULPTURE EXHIBITION PHOTO CONTEST REPORT](#)

**7. Ad Hoc Subcommittee and Liaison Appointments**

Chair Little will re-affirm the appointment of the ad hoc subcommittees and liaisons for Fiscal Year 2020-2021.

[AD HOC SUBCOMMITTEES REPORT](#)

**VII. CITY ARTS COMMISSION ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

**VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

*Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the City Arts Commission. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The City Arts Commission has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. Attendees must raise their hand in the Zoom module if they would like to speak. If attending by phone, press \*9 to raise hand.*

**IX. ADJOURNMENT**

Newport Beach City Arts Commission Meeting Minutes  
Thursday, August 13, 2020  
Study Session – 4:00 PM  
Regular Meeting – 5:00 PM  
Newport Beach City Hall (via Zoom)  
100 Civic Center Drive  
Newport Beach, CA 92660

I. **CALL MEETING TO ORDER** – 4:00 P.M.

II. **ROLL CALL**

Commissioners Present: Marie Little, Chair  
Arlene Greer, Vice Chair  
Maureen Flanagan, Secretary  
Wayan Kaufman, Commissioner  
Leonard Simon, Commissioner  
Ritch LeGrand, Commissioner

Commissioners Absent: Miriam Baker, Commissioner

Staff Present: Tim Hetheron, Library Services Director  
Francine Jacome, Administrative Support Specialist

III. **NOTICE TO THE PUBLIC**

IV. **STUDY SESSION BUSINESS**

1. **Goals and Objectives for Fiscal Year 2020-21** - *Chair Little will lead a discussion concerning goals and objectives for Fiscal Year 2020-21.*

a. **Alignment of the City Arts Commission and Newport Beach Arts Foundation**

Chair Little remarked that with the Newport Beach Arts Foundation having elected a new Board of Directors, this is a good time to work with the Arts Foundation concerning support for current and future programming and events.

b. **Enhance publicity and marketing of programming and events**

Chair Little announced Marketing Specialist Katherine Mielke will be retiring. The City Arts Commission needs new and creative ways to introduce and engage people in arts events and programming.

In response to Commissioner LeGrand's inquiry, Library Services Director Tim Hetheron indicated a few locations around the City are designated for banner display. Obtaining approval of new locations is not easy but worth exploring. If the City Arts Commission wishes, he can work with staff in other City departments regarding new locations. The City Arts Commission may wish to suggest new locations.

Vice Chair Greer reported the only approved banner locations are the Library, the intersection of Marguerite Avenue and Pacific Coast Highway, and the fire station at Mariners. Marina Park could be a good location for a banner.

Chair Little did not believe people would notice a banner at Marina Park. People could see a banner located close to the entry to the Peninsula as they enter and exit the Peninsula. A location in Newport Coast is needed.

Chair Greer stated social media seems to be the most effective way to reach people today. Social media can be used to inform the public about programming and events and to receive the community's feedback. Commissioners should utilize their personal social media platforms to engage and invite the community to join events.

Commissioner LeGrand related that the Nextdoor app is very popular and could increase the City Arts Commission's visibility.

Commissioner Simon suggested the City Arts Commission develop a marketing program that includes banners, media outlets, Cultural Arts social media, and Commissioners' personal social media. Providing Commissioners with blurbs to use on social media would ensure consistent messaging.

Chair Little advised that Vice Chair Greer and she are working on a formal video of the Sculpture Exhibition and current artists. The video would be available to the public on the Cultural Arts webpage and NBTv.

Commissioner Simon recommended segmenting the video by sculpture so that Commissioners can use the segments or links to the segments in their social media posts.

Chair Little proposed Commissioners meet with the new Marketing Specialist to discuss ideas.

Library Services Director Hetherington indicated the job description for Marketing Specialist has been updated to include social media and modern marketing techniques.

Commissioner Kaufman mentioned that she has posted on the Nextdoor app regarding Concerts on the Green, the Sculpture Garden, and the public poll. Having materials prepared in advance is very helpful for posting to social media.

**c. Develop new strategies for expanding visibility of the Sculpture Exhibition.**

Chair Little noted this item was included in the previous discussion.

**d. Create visual presentation of what the Arts Commission provides to our community**

Chair Little requested Library Services Director Hetherington share his PowerPoint presentation at the next meeting so that Commissioners can propose modifications. Commissioners can share the presentation with clubs and organizations to increase awareness and support of arts events and programs.

In reply to Commissioner Kaufman's question, Library Services Director Hetherington indicated the presentation was created in 2014 and was last updated in 2018 or 2019.

Commissioner Simon suggested Commissioners view the presentation prior to the meeting so they can be prepared to discuss it during the meeting.

Vice Chair Greer clarified that no dialogue accompanies the video. The presentation references art and arts programming.

Chair Little believed dialogue would facilitate use of the presentation.

Chair Greer proposed the City Arts Commission build a strong relationship with Newport Beach and Company and Visit Newport Beach.

**e. Encourage active involvement of Newport Beach youth with Arts Commission.**

Chair Little suggested the City Arts Commission approach the Newport-Mesa Unified School District and private schools about meeting with a small group of students to learn their interests in the arts.

Commissioner Kaufman advised that engaging youth in online arts activities had been challenging and not successful. She proposed contacting local arts organizations to learn about their ideas for bringing arts into schools.

Chair Little wanted to plan arts programming that could occur while public health orders are in place and after they are lifted.

In reply to Commissioner LeGrand's inquiry, Chair Little preferred to provide programming for all ages and focus on attracting junior high and high school students.

Commissioner Kaufman described a silent disco as a family-friendly event where participants dance to music played through headphones. A silent disco at the Civic Center could feature the Sculpture Garden. Past silent discos have drawn participants from across the county.

Commissioner Simon proposed working with schools to create an instruction module about the Sculpture Garden for junior high and high school students. Students could also visit the Sculpture Garden and learn about art in a fun way.

Vice Chair Greer recommended hiring a professional to produce a video appropriate for K-12 students about the arts. The video could be circulated among schools in an effort to engage students in the arts. Funds for programming that has been canceled could be used for the video.

**f. Raise the bar for Arts Commission's Annual Newport Beach Art Exhibition**

Chair Little wanted to draw more widely acclaimed or well-known artists to the Newport Beach Art Exhibition.

Commissioner LeGrand proposed creating a grand prize honorarium of \$15,000 or \$20,000 to attract new artists to the Sculpture Exhibition.

In answer to Commissioner Flanagan's inquiry, Vice Chair Greer explained that local artists participate in the Newport Beach Art Exhibition, but some local artists are new to the art world and not as accomplished as others. One prize in a large amount could attract artists and increase the competition. Perhaps someone would donate the prize money and have the prize named for him.

In reply to Commissioner Simon's question, Chair Little advised there is not a category for youth art, but Vice Chair Greer and she have discussed a special category for students. Vice Chair Greer suggested a Young Masters program.

Vice Chair Greer recalled Library Services Director Hetherton's suggestion to place artwork from the Newport Beach Art Exhibition online before and after the event so that people near and far could learn about the artists and purchase artwork.

**V. PUBLIC COMMENT**

Michael Nicola inquired regarding ways he as an artist and filmmaker can assist the City Arts Commission.

**VI. RECESS**

The City Arts Commission recessed at 4:55 P.M.

**VII. RECONVENE FOR REGULAR MEETING**

Chair Little called the regular meeting to order at 5:05 P.M.

**VIII. ROLL CALL**

Commissioners Present: Marie Little, Chair  
Arlene Greer, Vice Chair  
Maureen Flanagan, Secretary  
Wayan Kaufman, Commissioner  
Leonard Simon, Commissioner  
Ritch LeGrand, Commissioner

Commissioners Absent: Miriam Baker, Commissioner

Staff Present: Tim Hetherton, Library Services Director  
Francine Jacome, Administrative Support Specialist

**IX. NOTICE TO THE PUBLIC**

**X. PUBLIC COMMENTS**

None

**XI. CONSENT CALENDAR**

**A. Approval of Minutes of the July 16, 2020, City Arts Commission Special Meeting**

**2. Draft of 07/16/2020 Meeting Minutes**

Motion made by Commissioner Flanagan, seconded by Vice Chair Greer, and carried (5-0-1-1) to approve the July 16, 2020 meeting minutes as presented.

AYES: Little, Greer, Flanagan, Kaufman, Simon  
NOES: None  
ABSTENTIONS: LeGrand  
ABSENT: Baker

**B. Consent Calendar Items**

**3. Financial Report – *Review of financial information***

Library Services Director Hetherington advised that the report includes the year-end budget for the previous fiscal year (FY). Staff has focused FY 2020-2021 expenditures on maintenance. The *Sunset Years* bench has been refinished, and the *Marine 1/1 Memorial Monument* has been restored. A down payment on the *Metalfor* restoration has been made. Staff is satisfying the commitments for Sculpture Garden Phase V and will issue the second half of Karl Unnasch's honorarium when he de-installs *Burnt Matchstick*. Because regular programming has been halted, the budget is healthy.

**4. Cultural Arts Activities – *Monthly review of cultural arts activities from the Library Administrative Office for upcoming Library and City arts events and services***

Library Services Director Hetherington reported *Primemover* by Grant Irish was installed on July 28, 2020 and replaces *Link of Humanity*. *Dude Ascending* will be relocated in the next few weeks due to requests from the community. The Council approved the contract with Arts Orange County (ArtsOC) for project management of Phase VI of the Sculpture Exhibition. Earlier in the day, he met with the Historical Resources Committee to discuss historical projects around the City. A community member is compiling a list of historical cottages in Corona del Mar. Sherman Gardens is creating an online display of its photographic collection, and the Library website will have a link to the collection. An oral history project for the City will be hosted on the Library website. A gentleman is attempting to obtain historic site designation for the Kerckhoff Marine Laboratory. The City of Newport Beach is developing preliminary plans for a vista point above China Cove, hopes to incorporate the historical plaza, and will replace recognition plaques for selected cottages. Council Member Brenner has asked the City Arts Commission and the Library to serve as an overarching umbrella for these projects and to publish historical content for the public.

In response to Vice Chair Greer's query, Library Services Director Hetherington agreed to ensure the City Arts Commission's role is identified in the historic material. The list of



historic sites in the City will be updated as part of the General Plan Update. In the meantime, he would determine whether the list of historic sites could link to information about Blue Sky studio on the Library website.

Motion made by Vice Chair Greer, seconded by Commissioner LeGrand, and carried (6-0-0-1) to approve the Consent Calendar.

AYES: Little, Greer, Flanagan, Kaufman, LeGrand, Simon  
NOES: None  
ABSTENTIONS: None  
ABSENT: Baker

## **XII. CURRENT BUSINESS**

### **A. Items for Review and Possible Action**

#### **5. Sculpture Exhibition Phase VI Report - *Richard Stein of Arts Orange County will report on the recent completion of Phase V and the upcoming Phase VI of the Sculpture Exhibition in Civic Center Park.***

Richard Stein, ArtsOC, reported ArtsOC is planning to de-install Phase IV sculptures in June 2021 and recently completed installation of Phase V sculptures. Grant Irish's piece *Decline* was purchased by a client who saw it in the Sculpture Garden. The contract with the City of Newport Beach for Phase VI has been executed. The Phase VI call for artists is scheduled to open on September 8, 2020, and close on December 8, 2020. The public will be able to review and vote on Phase VI sculptures from December 10, 2020, to January 10, 2021. The City Arts Commission's selection of sculptures is tentatively scheduled for January 14, 2021 with Council approval planned for February 9, 2021. De-installation of Phase IV and installation of Phase VI sculptures will begin the week of June 1, 2021. He thanked Library Services Director Hetherton and Marketing Specialist Mielke for their assistance and especially recognized Administrative Support Specialist Francine Jacome for her constant and timely support.

In response to Vice Chair Greer's question, Mr. Stein indicated the online platform SlideRoom will be utilized again this year for artist applications.

In reply to Commissioner LeGrand's inquiry, Library Services Director Hetherton explained that approximately 50 neighbors sent an email indicating they preferred *Dude Ascending* not peer over the vegetation at them. He visited the neighbors' homes, found *Dude Ascending* was visible, and arranged to have the sculpture relocated.

Vice Chair Greer thanked Council Member Jeff Herdman for his assistance with the State grant for the Sculpture Exhibition.

Chair Little commended Vice Chair Greer for her time and efforts on the Sculpture Exhibition and collaborating with Council Member Herdman.

In reply to Jim Mosher's question, Library Services Director Hetherton advised that concrete pads for sculpture are reused when possible. At some point, additional pads

will not be needed, unless a specific piece of art calls for it. At the current time, no concrete pads have been removed from the Sculpture Exhibition.

**6. Ad Hoc Subcommittee Appointments - Chair Little will appoint Ad Hoc Subcommittees**

Chair Little appointed Commissioners to ad hoc subcommittees as follows:

Art in Public Spaces: Chair Little, Vice Chair Greer, Commissioner Baker

Cultural Arts Grants: Commissioner Kaufman, Commissioner Simon

Newport Beach Art Exhibition: Chair Little, Vice Chair Greer, Commissioner Flanagan

Newport Beach Arts Foundation Liaison: Commissioner Simon

Performing Arts on Balboa Peninsula: Chair Little, Vice Chair Greer, Commissioner LeGrand

Publicity Liaison: Chair Little, Vice Chair Greer

Historical Resources: Chair Little, Vice Chair Greer, Commissioner Flanagan

[The City Arts Commission proceeded to Agenda Item XII.A.7 at this point.]

Jim Mosher raised concerns about some ad hoc subcommittees violating the Brown Act as they are currently defined. An ad hoc subcommittee has a clear and specific purpose and reports to the City Arts Commission when its purpose is complete.

Library Services Director Hetherington concurred with Mr. Mosher's assessment and indicated an ad hoc subcommittee as defined by the Brown Act is temporary and has a defined goal. Commissioners should be appointed to the Art in Public Spaces Ad Hoc Subcommittee when *Metalfor* has been restored and is ready to return to the City.

Chair Little advised that the Art in Public Spaces Ad Hoc Subcommittee is primarily tasked with selecting artists for exhibition in the Library gallery. The ad hoc subcommittee could be dissolved once it has selected artists, but it would be needed to select artists again at a later date.

Library Services Director Hetherington explained that staff would notify the City Arts Commission when sufficient applications have been submitted for review, and the Chair can appoint the ad hoc subcommittee at that time. An ad hoc subcommittee is appointed for a specific task and makes a recommendation to the City Arts Commission regarding that task. Some of the ad hoc subcommittees are standing committees. Any tasks that are ongoing should be handled by the City Arts Commission as a whole. The City Arts Commission may have an Art in Public Spaces Ad Hoc Subcommittee, but Commissioners should not be appointed to it until it has a task to complete.

In response to Chair Little's comments, Library Services Director Hetherington indicated the Cultural Arts Grants Ad Hoc Subcommittee should be appointed in January 2021 so that it can review the application form prior to its release, review submitted applications, and make a recommendation to the City Arts Commission.

Vice Chair Greer related additional responsibilities of the Art in Public Spaces Ad Hoc Subcommittee, such as overseeing the *Metalfor* re-siting, monitoring the art inventory,

evaluating the condition of current public art, and selecting artists for the Library gallery. Appointing an ad hoc subcommittee when a task is identified would create delays.

Library Services Director Hetherington clarified that many tasks are not perpetual, and ad hoc subcommittees can be appointed to handle those tasks.

Chair Little remarked that many issues are ongoing, and constantly appointing ad hoc subcommittees is not efficient.

Library Services Director Hetherington clarified that many of the ad hoc subcommittees are in effect standing committees, which the Brown Act prohibits.

In response to Chair Little's questions, Library Services Director Hetherington recommended Chair Little appoint ad hoc subcommittees as needed. Alternatively, the ad hoc subcommittees with recurring tasks could be designated "as needed."

In reply to Vice Chair Greer's inquiry, Library Services Director Hetherington would need to review the Bylaws to determine the reason for the appointment of ad hoc subcommittees being shown as an agenda item in July.

Vice Chair Greer remarked regarding Commissioners' need to plan and integrate their subcommittee work with their lives and regarding the need to provide timely responses to artists. Perhaps ad hoc subcommittees could meet once, determine if they have immediate work, and either begin work or sunset until they have immediate work.

In answer to Chair Little's query, Library Services Director Hetherington reported Chair Little and he will be meeting weekly, at which time they can decide whether an ad hoc subcommittee is needed to address new business.

Vice Chair Greer noted ad hoc subcommittee appointments have always occurred after the election of officers. If policies are changing, Commissioners need to be aware of the changes.

In reply to Commissioner Simon's inquiries, Library Services Director Hetherington indicated the Newport Beach Arts Foundation Liaison attends Newport Beach Arts Foundation meetings and reports activities of the meetings to the City Arts Commission. An ad hoc subcommittee appointed to work on marketing with the Marketing Specialist would be a standing committee.

Chair Little believed this change would result in many special meetings of the City Arts Commission. Further discussion is needed to clarify a way for the City Arts Commission to move forward efficiently.

Library Services Director Hetherington disagreed with the need for special meetings and reiterated the role of an ad hoc subcommittee.

**7. Sculpture Exhibition Phase V Artist Luncheon - Chair Little reports on the luncheon for Phase V artists**

Chair Little reported the Sculpture Exhibition Phase V luncheon has been canceled. Phase V and Phase VI artist luncheons may be combined and held at a later date.

**8. Public Art Survey - Staff will present a proposal for a public art survey**

Chair Little continued the item because Commissioner Simon was unable to attend the ad hoc subcommittee meeting.

[The City Arts Commission returned to Agenda Item XII.A.6.]

**9. Local History Update - Vice Chair Greer reports on ongoing plans for Local History**

Vice Chair Greer reported plans are moving forward with the Kerckhoff Marine Laboratory project. The group continues to define its role and tasks for promoting historical resources. As the overarching body, the City Arts Commission should maintain communications with the Balboa Island Museum, the Historical Society, and the Corona del Mar Residents Association.

**XIII. CITY ARTS COMMISSION ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

Chair Little requested an agenda item for the Public Arts Survey.

Vice Chair Greer requested Commissioners think of ways the City Arts Commission can offer virtual programming, such as an interview of the artist currently on display in the Library gallery

**XIV. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None

**XV. ADJOURNMENT – 6:18 P.M.**

Chair Little adjourned the meeting at 6:18 P.M.

Cultural Arts Division

FY 2020-21

As of August 31, 2020

ACCT NAME / #	BUDGET	DATE	VENDOR	EXPENSES	BALANCE	NOTES
<b>Programming</b>	<b>60,500.00</b>					
01060603-841004		07/24	Restoration Artechs Inc.	5,315.00	55,185.00	Marine monument restoration
		07/31	GotPrint	438.81	54,746.19	Sculpture Exhibition brochures
		07/31	Image 360	246.20	54,499.99	Sculpture placards
<b>TOTAL</b>					<b>54,499.99</b>	
<b>Professional Services</b>	<b>15,954.00</b>					
01060603-811008		07/31	Hector Dominguez	3,350.00	12,604.00	"Metalfor" restoration (deposit)
		07/31	Jose Martinez	398.75	12,205.25	"Sunset Years" bench restoration
		08/21	TAVD Visual Assistant	144.00	12,061.25	Transcription of Minutes (7/20)
		08/28	Crown Building Services	825.00	11,236.25	Sphere 112 cleaning
<b>TOTAL</b>					<b>11,236.25</b>	
<b>City Grants</b>	<b>30,000.00</b>					
01060603-821006						
<b>TOTAL</b>					<b>30,000.00</b>	
<b>Sculpture Garden (III/IV)</b>	<b>58,818.34</b>					
(Contract Art Services)						
01060603-811054		07/24	Karl Unnasch	3,000.00	55,818.34	"Burnt Matchstick" honorarium (2/2)
<b>TOTAL</b>					<b>55,818.34</b>	
<b>Sculpture Garden (Ph V)</b>	<b>141,436.00</b>					
01060603-811059		07/01	Roger Heitzman	2,075.00	139,361.00	"Cosmo" honorarium (1/2)
		07/01	Dominic Panziera	3,000.00	136,361.00	"Individuality n.1" honorarium (1/2)
		07/01	Curt Brill	3,000.00	133,361.00	"Seated Diana" honorarium (1/2)
		07/01	Andra Broekelschen	1,100.00	132,261.00	"Window to the Sea" honor. (1/2)
		07/01	Nancy Mooslin	1,750.00	130,511.00	"Fractured Peace" honor. (1/2)
		07/01	Joe Sackett	3,000.00	127,511.00	"Dude Ascending" honor. (1/2)
		07/01	Patricia Vader	3,000.00	124,511.00	"Unbearable Lightn." honor. (1/2)
		07/01	Ronald Whitacre	2,250.00	122,261.00	"Marble Shooter" honorarium (1/2)
		07/01	Monica B. Wyatt	3,000.00	119,261.00	"I'm Listening" honorarium (1/2)
		07/31	Grant Irish	2,000.00	117,261.00	"Primemover" honorarium (1/2)
		08/14	Arts Orange County	38,651.00	78,610.00	Phase V mgmt (8/8) & installation
<b>TOTAL</b>					<b>78,610.00</b>	

**TO** Newport Beach City Arts Commission

**FROM:** Library Services Department  
Tim Hetheron, Library Services Director  
949-717-3819, thetherton@newportbeachca.gov

**PREPARED BY:** Tim Hetheron

**TITLE:** Cultural Arts Activities for August 2020

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**Maintenance:**

Legacy Fine Arts deinstalled the piece *Metalfor* on Thursday, August 20. The piece is undergoing restoration. When it is returned to the City it will be stored in the Corporate Yard until a new site is selected for the piece. Once a new site is identified and approved, the piece will be reinstalled at that location.



**Sculpture Exhibition Phase V update:**

Arts OC poured a new pad for *Dude Ascending*. The Dude moved to his new location on Wednesday, September 2 at 8:30 a.m.

*Dude Ascending*, by Joe Forrest Sackett, of Albuquerque, features abstract steel human figures in gradient shades of blue climbing a curved staircase in allusion to the Modernist classic "Nude Descending a Staircase, No. 2" by Marcel Duchamp.

**TO** Newport Beach City Arts Commission

**FROM:** Library Services Department  
Tim Hetheron, Library Services Director  
949-717-3819, theheteron@newportbeachca.gov

**PREPARED BY:** Tim Hetheron

**TITLE:** Community Arts Survey

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**RECOMMENDATION:**

Staff recommends that the City Arts Commission approve a community arts survey to capture basic information from the public concerning art in the community.

**DISCUSSION:**

The draft survey is attached (ATTACHMENT A).

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Arts Commission considers the item).

**ATTACHMENT A:** Draft Survey



## Newport Beach Community Arts Survey

Dear Neighbor-

The City Arts Commission requests your participation in this brief survey. Your valuable input provides the needed support for us to create more dynamic public visual, performing and cultural arts programming for the enjoyment of residents and visitors in our community. **In appreciation for completing this survey, you may enter into a drawing, of which one (1) entrant shall be randomly chosen weekly during the survey period. Each winner receives a \$50 Amazon Gift Card.** *Eligibility: All participants must be a minimum of 18 years of age. Only those who include email address or phone number at the end of this survey can be entered for this drawing.* **Submission Rules:** Entrants are limited to one survey. **Your opinion matters to us!**

### VISUAL ARTS

1. **Have you experienced public visual arts in the City of Newport Beach?**

- Yes
- No

*If you selected **No**, are you interested in learning about Newport Beach's public art exhibitions?*

- Yes
- No

2. **What types of public visual art would you like to see more of throughout Newport Beach?**

*(Check all that apply)*

- Sculpture
- Murals
- Monuments
- Themed gardens
- Fountains
- Other (specify) \_\_\_\_\_

3. **Where would you most like to see more public visual art within Newport Beach?**

*(Check all that apply)*

- Civic Center
- Libraries
- Community Centers
- Beaches
- Police Stations
- Fire Stations
- Other (specify) \_\_\_\_\_



4. **Do you believe the City of Newport Beach should have an Art Museum?**  
 Yes  
 No
5. **Do you believe the City of Newport Beach should have a Cultural Arts Center (for performing arts, arts lectures and community seminars)?**  
 Yes  
 No
6. **Have you visited the Sculpture Exhibition in Civic Center Park?**  
 Yes  
 No  
 Unfamiliar
7. **Have you attended the City Arts Commission's Annual Newport Beach Art Exhibition?**  
 Yes  
 No  
 Unfamiliar
8. **Have you visited the Lobby Gallery Exhibitions at the Central Library?**  
 Yes  
 No  
 Unfamiliar
9. **Have you attended the Newport Beach Arts Foundation's Annual Art in the Park?**  
 Yes  
 No  
 Unfamiliar

**PERFORMING ARTS**

10. **Have you attended the City Arts Commission's Summer Concert Series on the Green at the Civic Center?**  
 Yes, at least once  
 Yes, many times  
 No  
 Unfamiliar

11. **Rank your interest level in the following types of performing arts**  
*(Mark one for each)*

	<u>Very Interested</u>	<u>Somewhat Interested</u>	<u>Not Interested</u>
Rock/pop music concerts	_____	_____	_____
Classical music concerts	_____	_____	_____
Jazz music concerts	_____	_____	_____
Country music concerts	_____	_____	_____
Ballet/dance performances	_____	_____	_____
Musical theater performances	_____	_____	_____
Opera performances	_____	_____	_____
Concert pianist	_____	_____	_____

**12. How do you learn about City arts programs?**

*(Check all that apply)*

- City of Newport Beach       website       Navigator       NBTv
- Newport Beach Public Library       rack card       brochure
- Social media       Facebook       Twitter       Instagram       Next Door
- Online news feeds       Stu News       NB Indy       Patch
- Printed media       Newspapers       Magazines
- Outdoor advertisements       banners       signs       posters       other
- Word of mouth
- Other (specify) \_\_\_\_\_

**13. Please rank your *personal interests* in the following City Arts Commission programming from 1 to 6, with 6 being the most desired and 1 being the least desired (Circle your selection)**

Sculpture Exhibition in Civic Center Park	1	2	3	4	5	6
Summer concerts series on the Green	1	2	3	4	5	6
Newport Beach Art Exhibition	1	2	3	4	5	6
Performing arts on Balboa Peninsula	1	2	3	4	5	6
Central Library Lobby Gallery exhibitions	1	2	3	4	5	6
Art lectures/receptions	1	2	3	4	5	6

**CULTURAL ARTS**

**14. Which of the local historical venues have you visited?**

*(Check all that apply)*

- Balboa Pavilion
- Balboa Island Museum
- Sherman Library and Gardens
- Newport Beach Historical Society at the Balboa Branch Library
- None of the above

**15. Which historic sites, buildings or archives do you believe are important to preserve?**

*(Check all that apply)*

- Cultural resources available at libraries and museums
- Public buildings of historic significance (city or privately owned)
- Private residences of architectural significance
- Private vintage beach cottages
- Other (specify) \_\_\_\_\_

**ABOUT YOU**

**16. What is your zip code?**

\_\_\_\_\_

**17. Which of the following best describes you?**

- Young adult
- Adult with children
- Adult without children
- Senior

Please use the space below to share thoughts relative to the arts within our community, that we may not have addressed in this survey:

\_\_\_\_\_  
\_\_\_\_\_

IF YOU WISH TO BE ENTERED INTO OUR AMAZON GIFT CARD DRAWING, AND ADDED TO THE CITY'S CULTURAL ARTS EMAIL LIST FOR NOTIFICATION ABOUT FUTURE PROGRAMMING IN NEWPORT BEACH, PLEASE PROVIDE YOUR EMAIL ADDRESS HERE: \_\_\_\_\_

IF YOU ONLY WISH TO BE ENTERED INTO OUR AMAZON GIFT CARD DRAWING, PLEASE PROVIDE YOUR EMAIL ADDRESS HERE: \_\_\_\_\_, OR IF YOU DO NOT HAVE AN EMAIL ADDRESS, YOU MAY PROVIDE YOUR PHONE NUMBER HERE: \_\_\_\_\_.

Winners will be notified by email or phone via the Newport Beach Cultural Arts Department.

YOUR NAME (OPTIONAL): \_\_\_\_\_.  
(WINNERS NAMES WILL BE ANNOUNCED VIA CITY WEBSITE, LOCAL NEWS AND SOCIAL MEDIA).

*NOTE: Any emails or phone numbers provided in this survey, shall only be used for the purpose(s) specified above.*

**Thank you for participating in this survey. On behalf of the City of Newport Beach, we greatly appreciate your assistance and interest in meaningful visual, performing and cultural arts programming for our community.**

Sincerely-

**City Arts Commission**

*Marie Little, Chair*

*Arlene Greer, Vice Chair*

*Maureen Flanagan, Secretary*

*Miriam Baker*

*Wayan Kaufman*

*Ritch LeGrand*

*Leonard Simon*

Questions should be directed to [arts@newportbeachca.gov](mailto:arts@newportbeachca.gov) or (949) 717-3802

**Newport Beach Cultural Arts**  
1000 Avocado Avenue  
Newport Beach, CA 92660  
(949) 717-3802 · [arts@newportbeachca.gov](mailto:arts@newportbeachca.gov)

**TO** Newport Beach City Arts Commission

**FROM:** Library Services Department  
Tim Hetheron, Library Services Director  
949-717-3819, thetheron@newportbeachca.gov

**PREPARED BY:** Tim Hetheron

**TITLE:** Fiscal Year 2020-2021 Cultural Arts Grants Timeline

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**RECOMMENDATION:**

Staff requests that the City Arts Commission approve a proposed timeline for the 2020-2021 Cultural Arts Grants.

**BACKGROUND:**

City Council Policy 1- 10 recognizes the importance of promoting culture and the arts within the City and establishes a Reserve Fund for Culture and Arts. For Fiscal Year 2019-2020, the sum of \$40,000 was provided for specific cultural or artistic planning or projects as approved by the City Council. The City Arts Commission has the responsibility to review all programs and requests for support from arts groups and make recommendations for funding to the City Council for final approval.

Council Policy 1- 10 defines arts groups as those involved in visual, musical, theatre, dance, crafts, performing and literary activities. The City Arts Commission considers the following in order of preference for granting support:

1. Local arts groups located within the City of Newport Beach and offering programs to City residents;
2. Regional arts groups located in Orange County and offering programs to City residents; and
3. Arts groups located in California and performing or offering programs to City residents.

Groups not offering programs or services to residents are not eligible for support from the City.

**DISCUSSION:**

In concurrence with the executive order issued by the Governor of the State of California, arts organizations who present public performances cancelled all programming to help curtail the further spread of COVID-19 in the community by restricting large gatherings. Many grantees stage programs in local schools, and other grantees had events scheduled for the spring 2020, coinciding with the stay at home order. These organizations were unable to present programs and will be unable to submit the required completion report, due on September 25, 2020.

At the June 2020 meeting, the City Arts Commission agreed to allow grantees to stage performances when restrictions are lifted, using 2019-2020 grant funds. Completion reports can be submitted at that time, and 2019-2020 grantees will be allowed to seek Cultural Arts Grant funding for Fiscal Year 2020-2021.

The City Arts Commission also approved a recommendation to modify its timeline for Cultural Arts Grants. Generally, applications and completion reports are due on the last Friday in September,

grantees are approved by the City Arts Commission and City Council in October, and grantees receive their funding in November. Some grantees, particularly organizations who program in local schools, are hampered by this timeline, since their fiscal calendar starts July 1. Staff requested that the Commission adjust the timeline so that the grants are announced in January, with a deadline for applications by the third Friday in March, with grants approved in April, and checks disseminated in May.

The proposed timeline is as follows:

**TIMELINE:**

01/04/21	Grants are publicized.
03/26/21	Applications are due.
04/08/21	City Arts Commission reviews applications and approves grantees.
04/27/21	Recommendations made to City Council.
06/10/21	Award letters and checks disseminated.
TBD	2019/20 Cultural Arts Grant Completion Report due.
TBD	2019/20 Grant funds must have been spent or encumbered.
TBD	2020/21 Cultural Arts Grant Completion Report due.
TBD	2020/21 Grant funds must have been spent or encumbered.

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Arts Commission considers the item).

**TO** Newport Beach City Arts Commission

**FROM:** Library Services Department  
Tim Hetheron, Library Services Director  
949-717-3819, [thetheron@newportbeachca.gov](mailto:thetheron@newportbeachca.gov)

**PREPARED BY:** Tim Hetheron

**TITLE:** Sculpture Exhibition in Civic Center Park Photography Contest

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**RECOMMENDATION:**

Staff requests approval for a proposal for a photography contest intended to create further interest in the Sculpture Exhibition in Civic Center Park.

**DISCUSSION:**

In 2018, the City Arts Commission held a photography contest to generate public interest in the Sculpture Exhibition in Civic Center Park.

With the installation of Phase VI and V, Chair Little has proposed that the City Arts Commission sponsor another photography contest.

Visitors to the Sculpture Exhibition in Civic Center Park are encouraged to submit photographs of the works on display, and/or photographs depicting interaction with the sculptures. Winners will be determined by popular vote.

**Entry Guidelines:** The City Arts Commission will accept entries from any digital device, including smartphones.

**How to Enter:** Enter the contest by submitting photos to [arts@newportbeachca.gov](mailto:arts@newportbeachca.gov) with the subject line, "photo contest". Cultural Arts will accept submissions from **Thursday, October 1, 2020 through Tuesday, December 1, 2020**.

**Entries:**

- Image data files created with any digital device including smartphones, tablets, and digital still cameras (including medium and large-format cameras).
- Images that have been retouched using software or by other means will be accepted. Retouched photography using a camera app or photo-editing app is also accepted.
- Both color and monochrome images will be accepted.
- File size: up to 10 MB of image data per work.
- File format: JPEG/150 dpi recommended.
- The standard color space for the judging process is RGB.

Note: Winners may be requested to provide higher resolution images for publication or display purposes related to the contest.

**Eligibility:** The contest is open to all, professional and amateur, regardless of age, gender or nationality. Entrants under 18 years of age require the permission of a parent or guardian. By entering the contest, entrants under 18 years of age indicate that they have obtained the permission of a parent or guardian.

**Submission Rules:** Entry is limited to original works that the entrant holds all applicable rights. The limit for submitted works is 10 photos.

**Photos cannot depict any climbing, hanging, modification, or physical abuse of the sculptures.**

- Judging: After December 1, all entries will be posted onto the Cultural Arts website.
- An ad hoc subcommittee (“Art in Public Places”) will recommended winners to the City Arts Commission for approval.
- Contest results will be announced on the Cultural Arts website by January 4, 2021.
- The winners will be notified via email sent to their registered email addresses.
- Photographs of the five most popular submissions will be published in the *Daily Pilot*.
- Prizes: First prize, \$100.00 gift card; second prize, \$50.00 gift card; third prize, \$25.00 gift card.

### **Disclaimers**

The City Arts Commission reserves the right to reject any submission for display on City websites.

Entrants are responsible for the resolution of any legal issues arising from their works and agree to pay any costs thereby incurred.

The City Arts Commission reserves the right to disallow entries that depict brand logos or other intellectual property, whether on signs or posters or in other forms, or that in its judgment are harmful to the public order, violate standards of decency or are contrary to the goals of the contest.

Entrants must hold all applicable rights to the final image, including any retouching or other image processing.

The City Arts Commission will only accept entries through the [arts@newportbeachca.gov](mailto:arts@newportbeachca.gov).

The City Arts Commission does not accept liability for damages or other harm suffered by entrants as a result of their participation in the contest.

Entrants are required to obtain the prior permission and consent of the persons who are portrayed in their works or who hold the copyright or other intellectual property rights to the works or the items portrayed therein.

Entrants agree to fully indemnify the City Arts Commission and accept all responsibility for any third-party complaints or objections concerning copyright or other intellectual property rights infringement or damages arising from the works submitted.

Although entrants retain the copyright and other equivalent rights to their entries, the organizer reserves the right to publish entries to its public social networking service accounts throughout the submission period in order to publicize the contest. Such publication does not guarantee an award of any kind.

The organizer reserves the right to publish all entries onto websites and social networking service accounts related to the contest. Some entries may be cropped for publication.

The City Arts Commission will display the names of the winners and the titles of the winning entries on City websites and public social networking service accounts.

Use of Personal Information: personal information provided by entrants may be used as required to notify winners of the results; provide entrants with information about the contest; correspond with entrants about their submissions; announce the winning entries; generate general contest statistics; send out questionnaires about the contest; and deliver prizes.

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Arts Commission considers the item).



**TO** Newport Beach City Arts Commission

**FROM:** Library Services Department  
Tim Hetheron, Library Services Director  
949-717-3819, thetherton@newportbeachca.gov

**PREPARED BY:** Tim Hetheron

**TITLE:** Ad Hoc Subcommittee and Liaison Appointments

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**DISCUSSION:**

An ad hoc subcommittee is a temporary advisory committee composed solely of less than a quorum of the City Arts Commission, that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed. Ad hoc subcommittees are not required to meet in public, are not subject to the Brown Act, and their meeting schedule is not fixed by a legislative body.

Unless all these requirements are satisfied, it is a standing committee and subject to the Brown Act. This means staff would post the committee's agenda for the meeting, which would be held in public. The Chair of the City Arts Commission appoints ad hoc subcommittees to address a specific task and bring a recommendation to the entire City Arts Commission for approval in a public meeting.

Per ARTICLE VII of the City Arts Commission by-laws, under the heading "Committees", the Chair appoints Ad Hoc Sub Committees of one or more members for such specific purpose as the business of the Commission may require from time to time. All members of the Commission are required to serve on an Ad Hoc Sub Committee and are required to attend meetings, participate, and fulfill the role and responsibility of an Ad Hoc Sub Committee member. The Committee is discharged upon completion of the purpose for which it was appointed and after its Chairman has had a final report to the Commission; all committees shall make a progress report to the Commission, at each meeting. No committee shall have other than advisory power unless by suitable action of the Commission it is granted specific power to act.

**APPOINTMENTS:**

The following is a list of Chair Little's newly assigned subcommittees for Fiscal Year 2020-21. Chair Little thinks everyone will be pleased with their assignments and looks forward to a successful year ahead in our achieving common goals as a team.

**ART IN PUBLIC SPACES** – Evaluate the following, and present recommendations to City Arts Commission (CAC) for vote and ultimate approval by City Council (CC) if required:

- Artists' Submissions for Main Public Library Visual Art Gallery.
- All other 'Application for Review and Consideration of Art' submissions (examples: donation or loan of art to City).
- Select location recommendations for any new permanent Art, or re-locating of existing permanent Art.
- Non-performance guest appearance events relative to performing, visual and cultural arts;  
Example: lecture or film with reception following.
- Consult with Publicity Liaison for any publicity/outside services needed for an event.

**ASSIGNED BY TASK AS NEEDED THROUGHOUT THE YEAR, AND SUNSETTED UPON COMPLETION OF TASK.**

**Chair Little  
Vice Chair Greer  
Commissioner Baker**

**NOTE:** The above-named commissioners are assigned to immediate task(s) of the fiscal year. It is understood that commissioners other than the ones listed above, may be assigned to future tasks required by this subcommittee during the remainder of fiscal year 2020-21.

**CULTURAL ARTS GRANTS (YOUTH PROGRAMMING)**

- Review merits of Applications received for the CAC's Annual Arts Grants Program, select recommended recipients and present to CAC for a vote, and ultimate approval by the CC.
- Consult with the Publicity Liaison for City Staff to notify successful applicants, prepare awards, set date for Awards Presentation, arrange for photographer and press presence.

**WILL CONVENE IN FEBRUARY 2021 AND SUNSET IN MAY 2021.**

**Commissioner Kaufman  
Commissioner Simon**

**NOTE:** The above-named commissioners are pre-assigned to this subcommittee.

**NEWPORT BEACH ART EXHIBITION (NBAE)**

- Evaluate artists applications for entry, and present participant recommendations to CAC for approval.
- Commissioners will be expected to contact previous NBAE artist participants and discover other means of building a pool of more accomplished fine artists.
- Consult with Publicity Liaison for publicity recommendations (including post-event press).
- Plan reception
- Determine prize categories and awards
- Invite City dignitaries
- Select a minimum of two suitable candidates available for consideration as the Juror for this event. Once the Juror chosen has accepted, provide her/his Bio to Library Services Director for the next CAC Meeting Agenda Packet.

**WILL CONVENE IN JANUARY 2021 AND SUNSET IN JUNE 2021.**

**Chair Little  
Vice Chair Greer  
Secretary Flanagan**

**NOTE:** The above-named commissioners are pre-assigned to this subcommittee.

## **PERFORMING ARTS ON BALBOA PENINSULA**

- Select and recommend performances to CAC for approval, that must be held on the Balboa Peninsula, using proceeds donated by CC from the sale of the Balboa Theater to the NBAF for the benefit of CAC, as a part of Performing Arts Programming. Note: Marina Park is viewed as the ideal location for such performances. However, other locations on the Balboa Peninsula may be considered.
- Secure performance site date options with Recreation and Senior Services Department ASAP once subcommittee is activated, and present to CAC for decision.
- Consult with Publicity Liaison for publicity/outside services recommendations.

**WILL CONVENE IN FEBRUARY 2021 - ASSIGNED BY TASK AS NEEDED THROUGHOUT THE YEAR, AND SUNSETTED UPON COMPLETION OF TASK.**

**Chair Little**

**Vice Chair Greer**

**Commissioner LeGrand**

**NOTE:** The above-named commissioners are pre-assigned to this subcommittee. It is understood that commissioners other than the ones listed above, may be assigned to future tasks required by this subcommittee during the remainder of fiscal year 2020-21.

**INSPIRATIONAL SUGGESTIONS TO HELP AD HOC SUBCOMMITTEES CREATE SUCCESSFUL PROGRAMS AND EVENTS** - Ad Hoc Subcommittees shall convene during the first week of the month as noted above, or as activated if a subcommittee you are assigned to happens to be sunsetted at present.

Each Subcommittee should appoint a Chair whom shall lead the group, report to the CAC Chair as appropriate, and be responsible for the following:

- Prepare and give a Report at the CAC's regular monthly meetings (of course this does not apply to sunsetted subcommittees).
- Ad hoc subcommittees should not report until they are activated.
- Ad hoc subcommittees should not report unless they have met. Ad hoc subcommittees should bring a recommendation for CAC approval.
- Determine the budget considerations of your respective Subcommittee (where applicable).
- Plan timeline, and define and delegate responsibilities efficiently and appropriately, through consulting with CAC Chair.
- Where an event plan is applicable or any other support requirements, discuss with Publicity Liaison well in advance.
- Coordinate with Publicity Liaison, any Publicity/Marketing/Social Media Requirements well in advance of event.
- Consult with Publicity Liaison, for attaining maximum public engagement.
- Notify CAC Chair well in advance, of any volunteers required before, during or after all Events.
- Promptly plan (through debriefing the event with subcommittee members) a Post Event Report to CAC Chair for approval prior to reporting at any CAC meeting.

**SPECIAL NOTE:**

**SUMMER CONCERT SERIES ON THE CIVIC CENTER GREEN (PART OF PERFORMING ARTS)** – There will be no Ad Hoc Subcommittee, but rather, discussion and selections of participating performers shall be made in a public forum, at CAC Monthly Meetings through the participation of all Commissioners and public input.

**SCULPTURE EXHIBITION PHASE VI** – There will be no Ad Hoc Subcommittee, but rather, discussion and sculpture selections shall be made by means of public forum lead by Richard Stein, President and CEO of Arts Orange County (ArtsOC), at CAC Meetings through the participation of all Commissioners and public input via prior public online voting, as well as public comments during said meetings.

**ADDITIONAL COMMITTEES FOR POSSIBLE FUTURE CONSIDERATION** (shall be assigned as implemented):

- Budget Committee
- Signature CAC Event
- Public Historical Programs/Events
- Shakespeare in the Park
- Museum Bus Tours

**NOTE:** All Ad Hoc Subcommittee assignments, Programs and Events planned by the CAC for Fiscal Year 2020-21, shall be subject to change at any time under given circumstances, including Local and State COVID-19 Protocol.

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**LIAISON ASSIGNMENTS:**

**NEWPORT BEACH ARTS FOUNDATION (NBAF) LIAISON** – Assigned commissioner shall act as the Liaison between CAC and NBAF, with oversight from the CAC Chair. The duties are as follows:

- Attend all NBAF Monthly Meetings and Events
- Prepare and provide a CAC Update at NBAF Meetings (email copy to their Secretary afterwards)
- Prepare and provide a NBAF Update at CAC Monthly Meetings

**NOTE:** Chair and Vice Chair attend all NBAF meetings with the Liaison.

**Commissioner Simon**

**PUBLICITY LIAISON** – Assigned commissioner shall act as the Liaison between CAC and Tim Hetheron, Library Services Director as required (with oversight from CAC Chair), on all aspects of CAC publicity, including programming and events. The duties include, but are not limited to the following tasks:

- Rack cards, invitations, banners, flags, social media and local news feeds, pre and post event publicity, as well as other required forms of publicity throughout the year.
- Prepare and provide a Report at CAC Monthly Meetings when necessary.

**Chair Little**

**HISTORICAL RESOURCES LIAISON** – Assigned commissioner shall act as the Liaison between the CAC and various individuals within the community; both public and private citizens as directed, relating to historical aspects of the City of Newport Beach. The duties are on an as required basis and determined by Tim Hetherton, Library Services Director (with oversight from CAC Chair) as follows:

- Attend meetings as required within the community relative to aspects of the City's history, such as proposed public historical exhibits, events, speakers, memorials and dedications that the CAC has been asked to participate in, or take action on.
- Prepare and provide a Report at CAC Monthly Meetings when necessary, with any proposed activity/action for discussion/vote amongst Commissioners, before presentation to the CC for approval as required.

**Vice Chair Greer**

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Arts Commission considers the item).