

**Newport Beach City Arts Commission Meeting Minutes**  
**Thursday, October 8, 2020**  
**Regular Meeting – 5:00 PM**  
**Newport Beach City Hall (via Zoom)**  
**100 Civic Center Drive**  
**Newport Beach, CA 92660**

**I. CALL MEETING TO ORDER – 5:00 P.M.**

**II. ROLL CALL**

Commissioners Present: Marie Little, Chair  
Arlene Greer, Vice Chair  
Wayan Kaufman, Commissioner  
Ritch LeGrand, Commissioner

Commissioners Absent: Miriam Baker, Commissioner  
Maureen Flanagan, Commissioner  
Leonard Simon, Commissioner

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

**III. NOTICE TO THE PUBLIC**

**IV. PUBLIC COMMENTS**

None.

**V. CONSENT CALENDAR**

**A. Approval of Minutes of the September 10, 2020, City Arts Commission Meeting**

**1. Draft of 09/10/2020 Meeting Minutes**

Vice Chair Greer indicated she made the motion and Commissioner Simon Seconded agenda item VI.A.4 on the September 10, 2020 meeting minutes.

Chair Little requested the wording change of “press releases” to read “local advertising” on agenda item VI.A.4 paragraph 10.

Motion made by Vice Chair Greer, seconded by Chair Little, and carried (4-0-0-3) to approve the Minutes of the September 10, 2020, City Arts Commission meeting as amended.

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

**B. Consent Calendar Items**

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

Library Services Director Tim Hetherton shared that spring programming, including the Art Exhibition, is on course. With the cancellation of the Concerts on the Green, there has been a focus on maintenance and restorations. Sculpture Exhibition phases are on track. The balance for *Metalfor* will be paid upon receiving the piece. The City of Newport Beach is in discussions with a contractor to begin handling all art maintenance.

**3. 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 Hetherton reported that virtual programming has been the focus at the Library. Library staff created a webpage that links to virtual programming, including prior events like the Art Exhibition, Sculpture Exhibition in Civic Center Park, and videos of the Joan Irving Brandt Centennial Celebration. The Community Arts Survey went live on September 14, 2020, with over 500 responses so far. Marketing ads for the Survey will be featured in the Newport Beach Independent, Stu News, and the City Manager's Newsletter. There is a link on the Library webpage, and it was included in the Cultural Arts e-blast. Banners have been placed at four locations around the City.

Chair Little shared that posters are available for Commissioners to hand out to local businesses such as coffee shops, boutiques, restaurants, and pharmacies.

Motion made by Vice Chair Greer, seconded by Commissioner LeGrand, and carried (4-0-0-3) to approve the Consent Calendar.

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

**VI. CURRENT BUSINESS**

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

**4. City Arts Commission Statement of Funding Priorities to the Newport Beach Arts Foundation - Chair Little and Vice Chair Greer recommend that the Arts Commission approve a list of funding priorities for submission to the Newport Beach Arts foundation**

Library Services Director Hetherton requested funding for the following items:

- \$10,000 for a combined Grand Opening Luncheon for Phases V and VI of the Sculpture Exhibition.
- \$1,200 for the Newport Beach Art Exhibition to fund the musical performers at the reception.

- \$1,600 for the Newport Beach Art Exhibition for an art professional to create exhibition layout.
- \$650 for the Newport Beach Art Exhibition for a photographer to document the event.
- \$20,000 for the Sculpture Exhibition Phase VII to increase the amount of two honorariums that will be available exclusively to foreign submissions to help offset high shipping costs.

In response to Commissioner LeGrand's inquiry, Library Services Director Hetherton indicated the luncheon is not an inappropriate use of funds because it is funded by private monies donated by a non-profit support group, not taxpayer funds.

In reply to Commissioner LeGrand's question, Vice Chair Greer stated it was approximately \$5,000 to host the Sculpture Exhibition luncheon last year. This luncheon would be covering Phase V and Phase VI and would be great for publicity.

In answer to Commissioner LeGrand's question, Chair Little explained that both she and Vice Chair Greer attend every meeting of the Newport Beach Arts Foundation (NBAF), along with new liaison, Commissioner Simon. She believes it is appropriate for them to make the recommendation, and then allow each Commissioner to vote on the recommendation.

Commissioner LeGrand shared he does not have new ideas to recommend for funding. His inquiry regarding the names on the recommendation comes from comments made by Jim Mosher and in keeping to the Brown Act. Issues have been previously raised surrounding behind-the-scenes conversations. In reading the memo as it is, one could interpret that no other Commissioners had actively participated in the Statement of Funding Priorities except for Chair Little, Vice Chair Greer, and Commissioner Simon.

Chair Little restated her request to Commissioners to bring any recommendations forward they may have.

Commissioner LeGrand reiterated he does not have new ideas to bring forward. He believes it would be more appropriate to have the wording on the recommendation state "Commission" instead of "Chair Little and Vice Chair Greer" in the funding request.

Chair Little clarified the memo is for the City Arts Commission meeting only. When the Statement of Funding Priorities is submitted to the NBAF, it will be sent on behalf of the entire City Arts Commission.

Commissioner LeGrand acknowledged Chair Little's point, but reminded the memo is a written record of what the City Arts Commission does.

Chair Little stated that is why Library Services Director Hetherton attends the City Arts Commission meetings.

Library Services Director Hetherton explained the recommendation is currently phrased as is because Chair Little and Vice Chair Greer were at the NBAF meeting when the Chair of the NBAF asked them to create a list of funding priorities. Ultimately, the City Arts Commission must approve the funding priorities before officially sending any recommendations to the NBAF. In essence, Chair Little and Vice Chair Greer are acting as an ad hoc subcommittee that outlined funding priorities for Commissioner approval. He clarified that the funds for the luncheon, photographer, and musical performers are standard requests. The foreign submission funds request is the only new addition this year. He does not believe it violates the Brown Act.

Vice Chair Greer indicated the City Arts Commission and the NBAF approved the four requests of funds for the 2019 Newport Beach Art Exhibition last year. The event did not take place due to the COVID-19 pandemic. The addition of the honorarium funding request was generated by Commissioner LeGrand's comments at the September City Arts Commission meeting.

Motion made by Vice Chair Greer, seconded by Commissioner Kaufman, and carried (4-0-0-3) to approve the City Arts Commission Statement of Funding Priorities to the Newport Beach Arts Foundation.

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

**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.*

Library Services Director Hetherton shared that the revised Cultural Arts Grant Timeline will include more time for reviewing applications. The Cultural Arts Grants Program will be publicized beginning on December 1, 2020. The application deadline would be January 11, 2021, with the ad hoc subcommittee recommendations due February 1, 2021. On average, the program receives ten to fifteen submissions each year. Staff will forward applications to the ad hoc subcommittee as received to provide them more time for review. A goal of May 13, 2021 has been set for the dissemination of checks and award letters.

Vice Chair Greer suggested the Committee adopt a similar format for the Cultural Arts Grants application selections as is used for the Sculpture Exhibition next year, where all applications are sent to each Commissioner as they come in. Commissioners then use

set criteria to anonymously grade each grant application, and submit to the subcommittee for review and final recommendation.

In response to Chair Little's inquiry, Vice Chair Greer clarified that her suggestion is for the following year's review process.

In answer to Commissioner Kaufman's question, Library Services Director Hetherton shared he was unsure of the exact date the grant funds must be spent or encumbered. That will be determined with more certainty once restrictions on public gatherings are lifted. As long as completion reports are received by the art organizations, there should not be any issues with moving forward on awarding grants.

In reply to Commissioner Kaufman's inquiry, Library Services Director Hetherton advised that grant funds can only be used for programming in the City of Newport Beach and may not go towards general operations.

In answer to Vice Chair Greer's inquiry, Library Services Director Hetherton indicated that the Commission would ultimately decide if awarded grant money may accommodate other areas than originally specified in the application, like virtual programming, to fulfill funding commitment.

In response to Chair Little's question, Library Services Director Hetherton advised he will add the topic of determining a date in which grant funds may be spent or encumbered to the next agenda to help clarify the timeline for usage.

Motion made by Vice Chair Greer, seconded by Commissioner LeGrand, and carried (4-0-0-3) to approve FY 2020-21 Cultural Arts Grants Timeline.

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

**B. Monthly Reports**

**6. Art in Public Spaces Ad Hoc Subcommittee - Commissioner Miriam Baker, Arlene Greer, and Marie Little**

Chair Little announced that Commissioner Simon prepared a report for the Art in Public Spaces Subcommittee, which she would report in his absence. Chair Little explained she, along with Vice Chair Greer and Commissioner Simon, attended the September 15 Newport Beach Arts Foundation meeting where Vice President Carol Lee announced the Selling Our Brand Campaign to help build memberships. Mr. Mark Williams of Studio 11 was the guest speaker at the meeting where he discussed ideas of reconnecting with past artists and how to engage with the new prospects in an effort to attract new interest and support for the NBAF. There was a brief presentation by Board Member Howard Herzog emphasizing the purpose of the NBAF as a 501(c)(3) organization is to raise funds for the City Arts Commission's programs and events, and reiterated funding requirements.

Chair Little explained that staff is in the process of preparing a digital presentation to accompany the subcommittee's recommendations for the relocation of *Metalfor*, and the donations of *Chairman of the Board* and *Grandma's Spirit*, that will be presented at the November 12, 2020 meeting.

Chair Little announced that the Sculpture Exhibition Photo Contest is underway and can be found on the City of Newport Beach's Cultural Arts website, social media platforms, StuNews and Newport Beach Independent. Banners and posters will be available soon.

**VII. 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 Art in Public Spaces recommendations for the relocation of *Metalfor*, and the donations of *Chairman of the Board* and *Grandma's Spirit* be added to the agenda.

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

None.

**IX. ADJOURNMENT – 5:50 P.M.**

Chair Little adjourned the meeting at 5:50 p.m.

Approved by: Marie Little