



AGENDA

REGULAR MEETING - WEDNESDAY, OCTOBER 19, 2016
ATRIUM CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET
6:15 P.M.

1. **CALL TO ORDER**

2. **ROLL CALL** – Committee members Branyon, Chan, Donahue, Vice Chair Murray, and Chair Palay.

3. **MINUTES APPROVAL**

Minutes for the September 21, 2016 meeting have been delivered to Committee members and a copy posted on the City Hall bulletin board. If there are no corrections or additions, a motion is in order to approve these minutes.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the agenda. Speakers are limited to three minutes. State law prohibits the Committee from acting on nonagenda items.

5. **UNFINISHED BUSINESS**

5.1 **ONE-ACT PLAY FESTIVAL SUBCOMMITTEE REPORT**

Background: The One-Act Play Festival was held on October 23, 2015. Performing Arts Committee (PAC) will be working with the Foothill College Drama Department on the event for February 2017.

Recommendation: Discuss outreach for a broader marketing plan to support ticket sales. Hear an update from the Subcommittee regarding next steps.

5.2 **PAC SECONDSTAGE FEE WAIVER PROGRAM**

Background: At the December 11, 2013 PAC meeting, the PAC approved a SecondStage Fee Waiver Program and created a subcommittee to review any

applications. The PAC provided their first fee waiver under this program at the November 10, 2015 meeting.

Recommendation: Review all currently received fee waiver applications.

5.3 HOME COMPANY SELECTION PROCESS

Background: At the May 18, 2016 PAC meeting, the Committee asked staff to schedule a date in September or October for a Study Session with Council for input on a proposal for reviewing the Home Company selection process and receive direction on proceeding given financial implications.

Recommendation: Review and discuss the proposal being presented at the October 25, 2016 Council Study Session.

5.4 501(c)(3) FORMATION

Background: Over the last few years, PAC planned and initiated activities for the formation of a nonprofit group (as a 501(c)(3) entity) to help fund and present special events at the Mountain View Center for the Performing Arts (MVCPA). At the August 31, 2016 PAC Special Meeting, Committee member Chan requested to revisit the effort in order to better define the group's goal and how the PAC, MVCPA, and other City resources can assist in its formation.

Recommendation: Hear an update from the Subcommittee on next steps.

6. **NEW BUSINESS** – None.

7. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS

No action will be taken on any questions raised by the Committee at this time.

7.1 PAC REVENUE AND EXPENSE SPREADSHEET (INFORMATIONAL ITEM)

8. ADJOURNMENT

AGENDAS FOR BOARDS, COMMISSIONS, AND COMMITTEES

- The specific location of each meeting is noted on the notice and agenda for each meeting which is posted at least 72 hours in advance of the meeting. Special meetings may be called as necessary by the Committee Chair and noticed at least 24 hours in advance of the meeting.
- Questions and comments regarding the agenda may be directed to Jenn Poret at 650-903-6556.
- Interested persons may review the agenda and staff reports at the Mountain View Center for the Performing Arts beginning the Friday before each regular meeting. Staff reports are also available during each meeting.
- **SPECIAL NOTICE – Reference: Americans with Disabilities Act, 1990**
Anyone who is planning to attend a meeting who is visually or hearing-impaired or has any disability that needs special assistance should call the Mountain View Center for the Performing Arts office at 650-903-6565 48 hours in advance of the meeting to arrange for assistance. Upon request by a person with a disability, agendas and writings distributed during the meeting that are public records will be made available in the appropriate alternative format.
- The Board, Commission, or Committee may take action on any matter noticed herein in any manner deemed appropriate by the Board, Commission, or Committee. Their consideration of the matters noticed herein is not limited by the recommendations indicated herein.
- **SPECIAL NOTICE –**Any writings or documents provided to a majority of the Performing Arts Committee regarding any item on this agenda will be made available for public inspection in the Center for the Performing Arts office, located at 500 Castro Street, during normal business hours and at the meeting location noted on the agenda during the meeting.

ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE

- Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Chair.
- Anyone wishing to address the Board, Commission, or Committee on a nonagenda item may do so during the “Oral Communications” part of the agenda. Speakers are allowed to speak one time on any number of topics for up to three minutes.



MINUTES

REGULAR MEETING - WEDNESDAY, SEPTEMBER 21, 2016
ATRIUM CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET
6:15 P.M.

1. **CALL TO ORDER**

The meeting was called to order by Chair Palay at 6:16 p.m.

2. **ROLL CALL**

Present— Committee members Chan, Donahue, and Chair Palay.

Absent at Roll Call— None.

Absent— Vice Chair Murray (excused).

Staff Present— Performing Arts Manager Scott Whisler, Business Manager Cindy Miksa, and Booking Coordinator Jenn Poret.

3. **MINUTES APPROVAL**

Motion— M/S Chan/Donahue— Carried 3-0-1; Murray absent— Minutes for the August 31, 2016 meeting were approved.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**— None.

5. **UNFINISHED BUSINESS**

5.1 **ONE-ACT PLAY FESTIVAL SUBCOMMITTEE REPORT**

The Committee discussed the 2017 One-Act Play Festival and answered questions.

Motion— M/S Palay/Chan— Carried 3-0-1; Murray absent— To create a subcommittee for planning of the 2017 One-Act Play Festival consisting of Committee members Chan and Donahue.

5.2 PAC SECONDSTAGE FEE WAIVER PROGRAM

Booking Coordinator Poret reported no applications were submitted for the SecondStage Fee Waiver Program.

5.3 HOME COMPANY SELECTION PROCESS

Manager Whisler and the Committee reviewed the draft proposal to Council and answered questions.

By consensus the PAC agreed to have Chair Palay work with City staff to edit and finalize the proposal for the City Council Study Session.

SPEAKING FROM THE FLOOR IN SUPPORT AND/OR WITH RECOMMENDATIONS AND CONCERNS:

Nancy Cavokhan voiced concerns regarding the wording used in the draft proposal.

Alexi Zubiria, Artistic Director, Western Ballet – Mr. Zubiria voiced concerns regarding the wording used in the proposal.

Pat Blackie, Venue Coordinator, Nova Vista Symphony – Ms. Blackie reminded the PAC about a proposed resident company program several years past.

6. NEW BUSINESS

6.1 PENINSULA YOUTH THEATRE ANNUAL REVIEW

Loryn Hatten, Producing Artistic Director for Peninsula Youth Theatre, presented an overview of Peninsula Youth Theatre's past year's accomplishments and answered questions.

The Committee took a recess from 7:58 p.m. to 8:02 p.m.

6.2 501(c)(3) FORMATION

Committee member Chan gave background and answered questions.

Motion—M/S Palay/Chan—Carried 3-0-1; Murray absent—To create a subcommittee of Committee members Chan and Donahue to explore the formation of a 501(c)(3) with City staff and the City Attorney.

6.3 FILM FESTIVAL

Committee member Chan gave background and answered questions.

7. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS

7.1 PAC REVENUE AND EXPENSE SPREADSHEET (INFORMATIONAL ITEM)

Chair Palay will be attending the Mayor's roundtable meeting on Thursday, September 22. He will report on the Home Company Program Study Session, One-Act Play Festival, and 25th Anniversary Festival. A report of the meeting will be given at the October meeting.

Chair Palay reminded Committee members of the Celebration of Service event on Monday, September 26. Chair Palay will not be in attendance, Vice Chair Murray's attendance is unknown; if she is unable to attend, Committee member Donahue will give the presentation in their place.

Business Manager Miksa reminded Committee members the Marketing and Ticket Services Worksheet for the One-Act Play Festival is due November 1, 2016.

8. **ADJOURNMENT**

At 8:26 p.m., the Performing Arts Committee adjourned to the next Regular Meeting to be held on Wednesday, October 19, 2016, at 6:15 p.m. in the Atrium Conference Room, Mountain View City Hall, 500 Castro Street.

Attest by:

A handwritten signature in cursive script that reads "Jenn Poret" with a small smiley face drawn below the name.

Jenn Poret
Booking Coordinator

Approved by:

A handwritten signature in cursive script that reads "Dan" with a flourish at the end.

Daniel Palay
PAC Chair

JP/5/CSD
210-09-21-16mn-E

PERFORMING ARTS COMMITTEE
REVENUE AND EXPENSE

Item 7.1

Date	Revenue	Expense	Net Funds
6/1/2009	\$500.00		\$1,997.91
10/1/2009		\$65.98	\$1,931.93
10/27/2009		\$152.95	\$1,778.98
11/10/2009		\$85.00	\$1,693.98
3/17/2010		\$8.96	\$1,685.02
8/6/2010	\$2,325.00		\$4,010.02
9/1/2010		\$112.48	\$3,897.54
9/22/2010		\$500.00	\$3,397.54
9/23/2010		\$200.00	\$3,197.54
9/23/2010		\$30.00	\$3,167.54
10/11/2010		\$100.00	\$3,067.54
10/11/2010		\$100.00	\$2,967.54
10/11/2010		\$751.25	\$2,216.29
10/15/2010	\$330.42		\$2,546.71
10/22/2010		\$688.17	\$1,858.54
12/10/2010		\$129.00	\$1,729.54
12/10/2010		\$385.00	\$1,344.54
1/12/2011		\$150.00	\$1,194.54
1/25/2011	\$8.48		\$1,203.02
2/10/2011		-\$18.00	\$1,221.02
7/29/2011	\$292.38		\$1,513.40
10/11/2011		\$212.66	\$1,300.74
10/24/2011		\$800.00	\$500.74
2/15/2012		\$22.34	\$478.40
6/6/2012	\$999.09		\$1,477.49
6/26/2012		\$36.00	\$1,441.49
8/30/2012		\$9.00	\$1,432.49
10/15/2013		\$800.00	\$632.49
9/25/2014		\$43.37	\$589.12
11/26/2014	\$352.84		\$941.96
10/22/2014		\$27.00	\$914.96
4/23/2015		\$32.61	\$882.35
4/28/2015		\$86.17	\$796.18
4/28/2015		\$59.92	\$736.26
4/29/2015		\$70.00	\$666.26
7/10/2015	\$1,580.66		\$2,246.92
8/31/2015		\$289.00	\$1,957.92
9/14/2015		\$108.75	\$1,849.17
10/25/2015	584.29		\$2,433.46

√ End of FY2014-15
8/19/15: PAC authorized up to \$100 for the 2015 MVHS One Act Festival Marketing collateral

All funds reserved to support 2016/17 HS One-Act

PERFORMING ARTS COMMITTEE
UNRESTRICTED EXPENSES

Item 7.1

Date	Vendor	Description	Revenue	Expense	Cumulative Balance
7/7/2008	MVCPA	Gentry Gala ticket sales (PYT offer up to \$10,000	\$1,617.50		\$1,617.50
12/1/2008	individuals	Thursday Night Finale cash donations	\$80.80		\$1,698.30
6/1/2009	Arts Council Silicon Valley	4/15/2009 Unrestricted grant	\$500.00		\$2,198.30
9/4/2008	Overnight Prints	2008 Thursday Night Finale (10/2/08) postcards		\$125.98	\$2,072.32
11/4/2008	Safeway	Finale reception costs		\$115.41	\$1,956.91
12/1/2008	Safeway	Refund for returned Finale reception goods		(\$41.00)	\$1,997.91
10/1/2009	CMV copy center	Arts Challenge 400 + 210 (10/21) color copies		\$65.98	\$1,931.93
10/27/2009	Schoen Signs	Arts & Humanities banner		\$152.95	\$1,778.98
11/10/2009	Frankie, Johnnie & Luigi Too	Arts month volunteer appreciation		\$85.00	\$1,693.98
3/27/2010	Safeway	Refreshments-Arts month committee meeting		\$8.96	\$1,685.02
10/22/2010	Kooltura	Oct3, 2010 program design & add'l printing		\$427.42	\$1,257.60
12/10/2010	KMVT	video of October 3 event		\$54.58	\$1,203.02
2/10/2011	Nora Nguyen	Refund (dupe chg for Steve Lin Merch sales)		(\$18.00)	\$1,221.02
7/29/2011	MVCPA	Ballroom on the Runway ticket sales split	292.38		\$1,513.40
10/11/2011	Bay Area Elite Dance Co	Ballroom marketing expenses		\$212.66	\$1,300.74
10/24/2011	MVCPA/PAC	NAHM 10/16 event expenses		\$800.00	\$500.74
2/15/2012	Alpine Awards	committee chair gavel		\$22.34	\$478.40
6/6/2012	MVCPA	Ballroom on the Grid Ticket Sales (split)	999.09		\$1,477.49
6/26/2012	Adjustment	2/10/11 refund <u>not</u> processed by City		\$36.00	\$1,441.49
8/30/2012	Copy Center	Programs for Benefit event 5/17/2012		\$9.00	\$1,432.49
10/15/2013	Arts Action 21	10/13/2013 NAHM event		\$800.00	\$632.49
9/25/2014	Office Max	One-Act program paper		\$43.37	\$589.12
10/22/2014	Office Max	One-Act program paper		\$27.00	\$562.12
11/26/2014	MVCPA	High School One-Act Play Festival 10/25/14	352.84		\$914.96
4/16/2015	Peninusula Youth Theatre	High School One-Act Play Festival 10/25/14: \$247.05 scripts & rights paid out of One Time Significant Expense fund		\$0.00	\$914.96
4/23/2015	Diddams Party & Toy Store	PAC Banner - Downtown MV Parade 4/25/15		\$32.61	\$882.35
4/28/2015	Dramatists Play Service, Inc	Script copies - Impromptu - 6; Women & Wallace - 4		\$86.17	\$796.18
4/28/2015	Dramatic Publishing	Copies - Flowers for Algernon - 7		\$59.92	\$736.26
4/29/2015	Dramatists Play Service, Inc	Rights - Impromptu; Women & Wallace		\$70.00	\$666.26
7/10/2015	MVCPA	Ballroom for a Cause Net Sales (no split)	1580.66		\$2,246.92
8/31/2015	Bean Scene Café	Ballroom reception goods		\$289.00	\$1,957.92
9/14/2015	Dramatic Publishing	Royalties - Flowers for Algernon		\$108.75	\$1,849.17
10/25/2015	MVCPA	2015 High School One-Act Play Festival 10/25/2015	584.29		\$2,433.46

Date Authorized	Purpose	Expenditures Utilized	Max Amt Authorized	Total Actual Expenses	Special Notes
	Thursday Night Finale event			200.39	
		9/4/2008 Overnight Prints - postcards		125.98	
		11/4/2008 Safeway - reception goods		115.41	
		12/1 Return of reception goods		(\$41.00)	
7/15/2009	Arts & Humanities month - event specific		\$350.00	\$0	
7/15/2009	Arts & Humanities month - marketing & supplies		\$1,000.00	\$218.93	
		10/1 & 10/21/09 CMV Copy Center - 400 & 210 color copies of Arts Challenge flier		\$65.98	original estimate from Copy center 10/1 400 \$39.60 & 10/21 210 \$20.79
		10/27/09 Schoen Signs - Arts & Humanities banner		\$152.95	
10/21/2009	volunteer recognition - Arts month		\$250.00	\$85.00	
		11/10 Frankie, Johnnie & Luigi - desserts for volunteers		\$85.00	
3/17/2010	Arts & Humanities - food & beverage for 3/28 meeting	3/27/10 Safeway - bagels & cream cheese	\$50.00	\$8.96	
3/17/2010	sponsorship for Asian Pacific Islander celebration 2010	***EVENT CANCELLED***	\$250.00	\$0.00	Per SW, Pac should req expenditure for specific items requiring a Purchase req and/or expend personal funds up to \$100/item for petty cash reimbursement
5/19/2010	Arts Month 2010 Celebration		\$500.00	\$482.00	Initial authorization is for \$500 from current funds plus up to the total amount of grant received. (Add'l \$2500 Mali grant received by volunteer, Nora, will be retained by her and used for other related expenses.) 9/8 CAF funds will be utilized first, followed by PAC grant funds up to \$500
		Kooltura program design & printing	\$427.42		
		Steve Lin - merchandise sales % of gross	\$0.00		DUPE entry w/ Oct 3 labor charges
		KMVT video recording and editing - October 3	\$54.58		
5/19/2010	Arts Month 2010 Celebration		\$2,325.00	\$2,325.00	\$2325 CAF Restricted grant to be used specifically for expenses related to Nat'l Humanities Month events (including refreshments for meetings). CAF must cover Estimated Labor cost \$1700 for MVCPA October 3, 2010 event. 9/8 new estimates for labor \$372.45 + potential OT \$222.40 + \$110 reception fee
		CMV-520 each ArtChallenge single-sided color copies - adult entry form, child's coloring page	\$104.00		
		Oriki - October 3 Honorarium	\$500.00		
		Kaisahan - October 3 Honorarium	\$200.00		
		PYT - Postcard Distribution Network fee	\$30.00		
		Grupo Folklorico - October 3 Honorarium	\$150.00		
		Steve Lin - October 3 Honorarium	\$100.00		
		Halau - October 3 Honorarium	\$100.00		
		October 3 event labor chg + Steve Lin merch fee	\$751.25		
		KMVT video recording and editing - October 3	\$129.00		
		Kooltura postcard design and printing	\$260.75		
9/15/2010	Arts Month 2010 Celebration		up to donations recvd	\$338.90	PAC agreed to authorize additional expenses beyond \$2325 CAF and \$500 PAC funds as needed using only new donations received specifically for that purpose. Nora's MALI grant to cover overage in the amount of \$330.42 + donation in the amount of 8.48
		KMVT video recording and editing - October 3	\$330.42		
		Arts Challenge printing - in house	\$8.48		
10/16/2010	NAHM 2011 Celebration		\$500.00	\$500.00	PAC authorized up to \$500 in expenditures towards NAHM event expenses - expense to be pre-approved by PAC. First expenses covered are Center labor fees.
3/30/2011	MVCPA 20th Anniversary Benefit performance		\$500.00	\$212.66	PAC authorized up to \$500 in expenditures towards Benefit event expenses - expense to be pre-approved by PAC.
8/17/2011	NAHM 2011 Celebration		\$300.00	\$300.00	PAC authorized up to \$300 in additional support towards NAHM event expenses (Center labor & production costs, marketing and artist fees) ONLY IF the 1st ACT Silicon Valley grant comes in under \$1000 AND based on the budget submitted 8/17/11 by P. Cheng.

