

**CULTURAL AFFAIRS COMMISSION
PLANO MUNICIPAL CENTER
1520 K Avenue
Training Room A
Thursday, September 5, 2019 at 6:00 p.m.**



Item NO.	EXPLANATION
	Notice is hereby given that the Cultural Affairs Commission will meet in Regular Session in compliance with Chapter 551, Government Code, V.T.C.A, the Open Meeting Act, to consider the following:
1	Call to Order/Pledge of Allegiance
2	Approval of Minutes from the July 25, 2019 Cultural Affairs Commission Meeting
3	Comments of Public Interest – The Commission will hear comments of public interest relevant to the Cultural Affairs Commission, but any discussion shall be limited to placing the item on a future agenda if appropriate. (limit to five minutes per speaker/organization)
4	Reports from Grants Recipients (limit to 3 minutes per speaker/organization)
5	Reports from Commissioners on Events Attended
6	Report from Staff Liaison
7	Review of FY 2019-20 Cultural Affairs Commission Calendar Draft
8	Select Subcommittee & Discuss items for Subcommittee Review
9	Items for Future Discussion/Action
10	Adjournment

Council Liaisons: Mayor Pro Tem Rick Smith and Council Member Maria Tu

Plano Municipal Center is wheelchair accessible: a sloped-curb entry and designated parking are available at the front entrance. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the Commission Liaison at (972) 941-5154.

CULTURAL AFFAIRS COMMISSION
MEETING MINUTES
July 25, 2019

COMMISSIONERS PRESENT

Tom Venner, Chair
Janelle Twyford-Silvis, Vice Chair
Courtney Hitt
Rebecca Anderson
Liane Tsai
Tara Munjee - arrived at approximately 6:11 p.m.

COMMISSIONERS ABSENT

Chris Downs

COUNCIL & STAFF PRESENT

Raini M. Layne, Sr. Budget Analyst & Cultural Affairs Commission Staff Liaison

The Cultural Affairs Commission meeting was called to order by Chairperson Venner at 6:00 p.m. Thursday, July 25, 2019.

Chairperson Venner led the group in reciting the Pledge of Allegiance.

APPROVAL OF MINUTES

Pending edits, a motion was made to approve the minutes of the July 11, 2019 Cultural Affairs Commission Special Session was made by Commissioner Downs and seconded by Commissioner Anderson. The motion passed 5-0.

AGENDA ITEM NO. 3: COMMENTS OF PUBLIC INTEREST

No comments of public interest were made.

AGENDA ITEM NO. 4: REPORTS FROM GRANT RECIPIENTS

- Plano Metropolitan Ballet - Jennifer Denton reported on working on upcoming show dates
- Chamberlain Performing Arts - Karen Davis reported that auditions for upcoming dates are posted to the website.
- Plano Art Association - Grace Tang noted that their reception was well attended and their upcoming collaborations are with Plano International Festival and Plano ArtFest.
- Plano Children's Theatre - Sara Akers reported on their recently closed show,, school and repertory performances, and their upcoming production of *Rent*.
- Art & Drama Centre Theatre - Ken Schwartz noted they have fully moved into their new space in East Plano and their first show there would be closing soon.
- Dallas Asian American Youth Orchestra - Nien Hsu reported on rehearsals and performances.

**AGENDA ITEM NO. 5: REVIEW OF COMMISSION'S FUNDING RECOMMENDATION
PRESENTATION TO CITY COUNCY ON THURSDAY, AUGUST 1, 2019**

Chairperson Venner presented Commission accomplishments for FY 2019-20 which included the revision of application scoring questions; goals for FY 2020-21 which included formalizing Commissioner and Grant Awardee training; and detailed funding recommendations by organization.

AGENDA ITEM NO. 6: ITEMS FOR FUTURE DISCUSSION/ACTION

There being no further discussion, a motion to adjourn at 6:56 p.m. was made by Commissioner Anderson and seconded by Commissioner Munjee. The motion passed 6-0.

Cultural Affairs Chairperson

**CULTURAL AFFAIRS COMMISSION
FY 2019-20 CALENDAR**

Regular Meetings: First Thursday of every month
Municipal Center, 1520 K Avenue
Training Room A at 6:00 p.m.



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| November 7, 2018 | Regular Meeting – Discuss 2018-19 Commission Liaison Assignments; introduce new Commissioners; elect Vice Chair |
| December 5 | Regular Meeting – First update from Subcommittee |
| January 2, 2019 or
January 9, 2019 | Regular Meeting – Discuss upcoming grant process; announce training dates |
| February 6 | Regular Meeting – Review & approve all 2019-20 Grant Applications and scoring criteria documents |
| February 7 | Make all Guidelines & Application forms available to the public |
| February 25 | Tentative Date - Applicant training on Grant Application Tool |
| March 5 | Regular Meeting |
| April 1 | Grant Applications due by Noon |
| April 2 | Regular Meeting – Applications open for Commissioner review |
| May 14 | <u>Special Session</u> – 2 nd Thursday of the Month due to conflict with National Day of Prayer on 1 st Thursday. Applicant Presentations of Special Events, Urban-Town Center Events applications, includes preliminary scoring and discussion |
| June 6 | <u>Special Session</u> – Saturday 9:00 a.m. – 5:00 p.m. Applicant Presentations of Major Arts and Small Arts applications, includes preliminary scoring and discussion |
| July 2 | Regular Meeting – Finalize scores and recommendations on all applications |
| July 16 | <u>Special Session</u> – 2 nd meeting in July in lieu of August regular meeting due to conflict with August City Council Grant Work Session scheduling; discuss Commission activity during FY 2019-20; review FY 2020-21 award recommendation presentation to be made to City Council at August City Council Grant Work Session |
| August 5 or 6/TBD | Recommendations to City Council at FY 2019-20 Budget Work Session |
| September 3 | Regular Meeting – Discuss 2020-21 Commission Calendar; select Subcommittee; discuss items for Subcommittee review |
| October 1 | Regular Meeting |