



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**Thursday, December 12, 2019 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

1. Call to Order
2. Oral Communications
3. Approve Minutes from November 14, 2019
4. Review 2019-2020 Budget
5. Speaker Series:  
January 28<sup>th</sup> secured, assign support duties, determine food & beverage required, estimate cost, review poster and determine marketing plan
6. Photo Exhibit:  
Determine project manager, event date options, and shore up required equipment, marketing and estimated event costs.
7. PV Palooza:  
Progress Update
8. Summer Concert:  
Dates selected
9. Adjournment