



**TOWN OF PORTOLA VALLEY  
Cultural Arts Committee Meeting  
Thursday, June 10, 2021 1:00 PM  
Videoconference Meeting**

**CULTURAL ARTS COMMITTEE MEETING AGENDA**

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N- 29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance.

Members of the public may attend the meeting by video or phone linked in this agenda.

**Join Zoom Meeting:**

<https://zoom.us/j/98211462872?pwd=Y0dqTTNXUnNUQzlx0d3ZVhiUE9BUT09>

**Phone into Zoom:**

1-669-900-6833

1-877-853-5247 (toll free)

*Mute/Unmute – Press \*6 / Raise Hand – Press \*9*

**Meeting ID:** 982 1146 2872

**Password:** 557798

- 1. Call to Order & Roll Call**
- 2. Oral Communications (anything not currently on the agenda)**
- 3. Approval of meeting minutes for Thursday, May 13, 2021**
- 4. New June 2021 Business:**
  - “PV Live Revive” – October 9<sup>th</sup>, 2021
    - Review of contracts: band, audio, stage and poster
    - Health compliance update from Harriet K.
    - Stage location: Soccer field?
    - Updates on coordination with Parks & Rec on porta potties, food, beverage, trucks, insurance, etc.
  - Possibilities of summer gathering at TC - updates
  - Review of Youth Photo Exhibit
  - Poet laureate update (Aileen Cassinetto)
  - Summer Art Faire update
  - Budget update

5. **Other Business:** None
6. **Announcements:** None
7. **Adjournment:** 2:00 PM
8. **Date & Time of Next Meeting:** TBD



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**May 13, 2021**  
**1:00 PM via Zoom**

**CULTURAL ARTS COMMITTEE MEETING MINUTES**

**Call to Order:** The meeting was called to order at 1: 04 PM

**Roll Call:**

**Committee Members:** John Badger, Mimi Breiner, Jerrie Welch, Sue Chaput, Heidi Kendall, Sally Stewart

**Town Support:** Sarah Wernikoff

**Non-Members:** Patty Dewes (Parks & Rec)

**Oral Communications:**

- Non-agenda meeting item: Poet Laureate
  - Sarah Wernikoff: During April 28 TC Meeting, a guest speaker for National Poetry Month, San Mateo County Poet Laureate Aileen Cassinetta, offered to come to an upcoming CAC meeting to support the process, expressed interest in a youth laureate.
  - John Badger: Current San Mateo poet laureate can join an upcoming meeting to share more context and background on how we might want to consider rolling out PV's poet laureate campaign
  - Sue Chaput: We have a draft of the poet laureate (see below)
- Sue Chaput: Let's have a party at the Town Center out in the patio (or MUR if we have to) to do a BYOB "welcome back" gathering before PV Live Revive (June?)
  - Heidi Kendall to research whether current regulations allow us to host such a small-scale party at the Town Center.
  - Sarah Warnikoff to check for how to fund this in the current fiscal year.
  - Heidi: the CDC today just came out with new guidelines that in most situations, those who've been vaccinated don't need to wear masks in gatherings.
  - Sarah Wernikoff: We're merely weeks away from having 90% of people in our zip code fully vaccinated (94028: 86% have at least one shot, 67% have both shots)
  - Sarah Wernikoff: Proposes Thursday during/following Farmers Market as a potential time (food trucks?)

**Approval of Minutes:** Approved (Zoom meeting on April 15, 2021, 1:00 - 2:00 PM)

**Old Business:** None

**New Business:**

- Discussion of event in the Fall combining picnic & concert: "PV Live Revive"
  - Event Contracts

- Band contract in final review – Sarah: Please check Town’s status of contract review
    - John: Need to get contracts for audio (\$1000), stage (30 ft base only - \$1200 est) and poster design by local La Honda resident (\$250)
  - Harriet Kendall: Health / Compliance updates
    - Outdoor masking not required as-of today
  - Other considerations
    - Need porta potties, food trucks and insurance – Harriet to coordinate with Patty Dewes
    - Patty has funds for food trucks in her budget. Picnic ends at 3PM – food truck manager needs to be informed of continued presence of food trucks for the evening concert. Need to contract for food trucks to stay, or do they need to bring in new trucks? Additional management fee for this?
    - Stage location to change to either far-left field of softball diamond or soccer field. Kitchen and power are nearby. Committee agreed that Soccer Field might be better due to interference with the picnic during the day.
    - Need to do a site walk-through: Howard Young, Greg Posten (audio / stage guy), John Badger and Patty D. / Jon M.
- Status / Update on Youth Photo Exhibit (Sue Chaput)
  - Flyers given to Ormondale and Corte Madera – May 18 deadline
  - District office had it delivered by Sue, not shared with schools
  - Easels and black table cloths are still missing (but we have green ones). Sarah will coordinate with Town to locate these – Howard Young is looking for both.
  - 2 hr shifts for exhibit: 11-3 Sat May 22 & 10-4 Sun May 23 + help to take down tables
    - Sally, Jerrie and Sue offered to help – we will ask Tammy
    - Heidi will do a sign-up sheet in Google Docs.
- Poet Laureate Written Proposal Review (Sue Chaput)
  - See update above regarding SMC poet laureate
- Summer Art Faire written proposal review (Sue Chaput)
  - Ron at the Priory, Jane Wilson and Crystal not available. Can Tammy own / organize this?
- Budget for FY 2022 submitted to town – Sarah: What are next steps?

**Other Business:** None

**Announcements:**

- Tammy Turner has joined the CAC, council confirmation on May 12<sup>th</sup>
  - Event planning and videography skills
  - Prior PV committee experience: Emergency Preparedness

**Adjournment:** 2:07 PM

**Date & Time of Next Meeting:** TBD