



**TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, August 12, 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://us06web.zoom.us/j/84665435891?pwd=M3RGZ05Qa3gxWmNRRnmtCSmZFaVprUT09>

Phone into Zoom:

1-669-900-6833

1-877-853-5247 (toll free)

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

Meeting ID: 846 6543 5891

Password: 537116

- 1. Call to Order & Roll Call**
- 2. Oral Communications (anything not currently on the agenda)**
- 3. Approval of meeting minutes for Thursday, July 8, 2021**
- 4. New August 2021 Business:**
 - Discussion regarding a possible chamber music event at the Town Center for 2023 - guest Livia Sohn of Coast Live Music to propose her idea
 - “PV Live Revive” – Updates
 - Status of contracts
 - Plans for announcements / communications: Poster printing, Postcards printing & mailing, social media, etc.
 - Health compliance update from Harriet K.
 - Updates on coordination with Parks & Rec
 - Subcommittee update on summer concert at TC in August
 - Update on August event
 - 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
July 8, 2021
1:00 PM via Zoom

CULTURAL ARTS COMMITTEE MEETING MINUTES

Call to Order: The meeting was called to order at 1:02 PM

Roll Call:

Committee Members: John Badger, Ryan Breen, Jerrie Welch, Heidi Kendall, Sally Stewart, Sue Chaput

Non-Members: Patty Dewes (Parks & Rec), Aileen Cassinetto (guest)

Oral Communications:

- None

Approval of Minutes: Approved (Zoom meeting on June 10th, 2021, 1:00 - 2:00 PM)

Old Business: None

New Business:

- Poet Laureate Presentation by Aileen Cassinetto, [Poet Laureate of San Mateo County](#) – See attached PDF of the presentation
- Current PV Poet Laureate is Lenora Ferro, approved in a previous meeting. Need plans and execution for announcing and recognizing her, as this has not happened so far.
- Jerrie Welch makes a motion to approve Sue Chaput as the chairperson for a subcommittee (up to 3 people) to organize PV Theatre Night, in the community hall, featuring vintage films of PV Plays. Motion is seconded and approved.
- “PV Live Revive” Update – October 9th, 2021
 - We have received the contract for the audio contractor. The contract has been forwarded to the Town for approval.
 - We should be getting the quote for the stage later today.
 - Band contract – Still working on outstanding items
 - Heidi on Health Compliance update:

- Heidi had a call with Brandi and Kari including site map for permitting, we need an event coordinator for the event (one is fine to handle picnic and concert). The event coordinator must be present at the event for the full day. Patty volunteers to be the event coordinator.
 - Patty is handling a checklist for the picnic, supplemented by CAC for concert line items, including food trucks, volunteers, payment, etc.
 - Permitting: need permits from Environmental Health and Alcohol permit
- Poster – We received a draft but it was featuring the town center buildings with a modern font. We provided feedback for a more “rustic” feel so we are waiting on a new version featuring the schoolhouse and a more “rough hewn” font. We should have an updated poster for review next week.
 - We can use the poster art for postcards, banners, t-shirts, email promo, social media, etc.
 - Funds for a tee-shirt in the Parks & Rec budget
- Patty’s updates on coordination with Parks & Rec on porta potties, food, bev, trucks, insurance, etc.: no major updates to share, made good progress on a recent Parks & Rec call. She will apply for the two needed permits for the full day: alcoholic beverage and food + health.
- Discussion of road access to Town Center day-of event and logistics around sound, band arrival. Setting up a call with Greg to talk through logistics.
- **Subcommittee update** on summer concert at TC on Thursday, August 19.
 - Subcommittee is John, Ryan and Tammy
 - Event following the Farmers Market, which ends at 6 pm. Overlap with Farmers Market, begin at 5:30.
 - Consider asking the chicken guy to stick around.
 - Windy Hill band (Ryan’s band) is a bluegrass
 - Subcommittee will work with Tammy to put together a sign-up sheet for volunteering at the event
 - Need additional subcommittee meetings in advance of next month’s CAC meeting.

Other Business: None

Announcements: None

Adjournment: 1:50 PM

Date & Time of Next Meeting: TBD