



MILLBRAE CULTURAL ARTS ADVISORY COMMITTEE
SPECIAL MEETING MINUTES
Monday, April 17, 2023, 3:30 p.m.
Millbrae Recreation Center, Conference Room B
477 Lincoln Circle, Millbrae, CA 94030

I. CALL TO ORDER/ROLL CALL - Committee Chair Amy Lauer called the meeting to order at 9:15 a.m.

Present: Committee Chair Amy Lauer, Vice-Chair John Hippely, Committee Member Nicole Germaine, City Liaison, Recreation Director Hannah Moran

Absent: Vice-Mayor Maurice Goodman

II. APPROVAL OF MINUTES – March 13, 2023, meeting minutes were approved. Vote 3-0: Nicole Germaine – 2nd John Hippely.

III. PUBLIC COMMUNICATION - *None*

IV. EXISTING BUSINESS

- a. Spring 2023 Art Show
 - i. Marketing – Chair Lauer reported that Matt Christensen, Mills HS Art Teacher, is getting the word out to his students.
 - Printed flyers (will print more as needed)
 - Flyer distribution to Capuchino – Committee Member Hippely will bring flyers to Capuchino High School
 - Flyer distribution to Mills – Committee Member Germaine will bring flyers to Mills High and Taylor Middle School.
 - ii. Discuss details and communication of the silent auction.
 - Director Moran will create a division with Finance Department to allow the public to donate through Civic Rec.
 - iii. Committee Member Germaine will make a playlist for the Art Show
 - iv. Committee Chair Lauer will shop for supplies with Geoffrey Gabriel
 - v. Artist and recreation staff shall be given more specific instructions on how to pick-up their artwork.
 - vi. Artists will be allowed to take home their Artwork at the conclusion of the Art Show.
- b. 2023-2024 Cultural Arts Work Plan
 - i. The 2023-2024 MCAAC Workplan was approved. Vote: 3-0; Committee Member Germaine moved the motion to approve – Vice-Chair Hippely 2nd.
- c. 2023-2024 Draft Budget

V. NEW BUSINESS

- a. Next meeting
 - i. Chair Lauer requested to meet at 8:30 a.m. on 5/8 - VOTE.

VI. STAFF ANNOUNCEMENT – Report from Staff Liaison

- a. 5/9 Monthly Birthday Luncheon
- b. 5/19-20 Millbrae Art Show

VII. SUBCOMMITTEE REPORTS

VIII. CITY COUNCIL UPDATE – Report from City Council Liaison

IX. ADJOURNMENT

a. Next meeting, May 8, 2023 – 8:30 a.m.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE GET IN TOUCH WITH GEOFFREY GABRIEL AT (650) 259-2478. NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

LANGUAGE INTERPRETERS: LANGUAGE SERVICE IS AVAILABLE AT ALL REGULAR AND SPECIAL COUNCIL MEETINGS IF MADE AT LEAST 48 HOURS IN ADVANCE OF THE MEETING TO HELP ENSURE AVAILABILITY. FOR MORE INFORMATION OR TO REQUEST SERVICE, PLEASE CALL GEOFFREY GABRIEL AT (650) 259-2365.

所有常規及特別市議會會議 (CULTURAL ARTS ADVISORY COMMITTEE MEETINGS) 都可以提供中文的語言翻譯服務。需要翻譯服務的人士, 必須在會議前最少48小時提出申請。如想了解更多資訊或申請有關服務, 請致電 (650) 259-2478

INTÉRPRETES DE IDIOMAS: EL SERVICIO DE IDIOMAS ESTÁ DISPONIBLE EN CHINO EN TODAS LAS REUNIONES REGULARES Y ESPECIALES DEL CONSEJO SI SE REALIZA AL MENOS 48 HORAS ANTES DE LA REUNIÓN PARA AYUDAR A GARANTIZAR LA DISPONIBILIDAD. PARA OBTENER MÁS INFORMACIÓN O PARA SOLICITAR SERVICIO, LLAME A GEOFFREY GABRIEL AL (650) 259-2365. (REUNIONES DEL CONSEJO)

MATERIALS RELATED TO AN AGENDA ITEM THAT ARE SUBMITTED TO THE CULTURAL ARTS ADVISORY COMMITTEE AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION IN THE RECREATION DEPARTMENT'S OFFICE AT 623 MAGNOLIA AVENUE, MILLBRAE, CA 94030, MONDAY-FRIDAY FROM 8:30 A.M. TO 5:00 P.M.