



CITY OF DUBLIN
HERITAGE & CULTURAL ARTS COMMISSION
MEETING AGENDA



THURSDAY, JANUARY 12, 2012, 7:00 P.M.
DUBLIN CIVIC CENTER, 100 CIVIC PLAZA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ORAL COMMUNICATIONS**
 - 3.1 **Public Comments**

At this time, the public is permitted to address the Heritage and Cultural Arts Commission on non-agendized items. The Commission must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Commission may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Office of the Parks and Community Services Department related to the proper procedure to place an item on a future Heritage and Cultural Arts Commission agenda. The exceptions under which the Heritage and Cultural Arts Commission MAY discuss and/or take action on items not appearing on the agenda are contained in GC 54954.2(b)(1)(2)(3).
4. **MINUTES OF THE REGULAR MEETING – November 10, 2011**

STAFF RECOMMENDATION: Approve Minutes.
5. **WRITTEN COMMUNICATIONS - None**
6. **PUBLIC HEARING - None**
7. **UNFINISHED BUSINESS - None**
8. **NEW BUSINESS**
 - 8.1 **Election of Officers**

The Commission shall annually elect a Chairperson and Vice Chairperson per the Bylaws and Rules of Procedure for the Heritage and Cultural Arts Commission.
STAFF RECOMMENDATION: Conduct Elections.
 - 8.2 **Committee Appointments**

The Commission will review the current committee appointments and make changes as deemed necessary. There is currently one committee that requires representation of the Commission.
STAFF RECOMMENDATION: Make Appointments.
 - 8.3 **Fall 2011 Quarterly Report**

The Commission will receive a report on the arts classes and cultural activities conducted during the fall quarter of 2011.
STAFF RECOMMENDATION: Receive Report
9. **OTHER BUSINESS**
 - 9.1 **Brief Informational Only Reports from Commissioners and/or Staff and Reports by Commission related to Meetings Attended at City Expense (AB 1234).**
10. **ADJOURNMENT**

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the City Clerk's Office (925) 833-6650 at least 72 hours in advance of the meeting.

A complete packet of information containing Staff Reports (Agenda Statements) and attachments related to each item is available for public review at least 72 hours prior to a Heritage & Cultural Arts Commission Meeting or, in the event that it is delivered to the Commission less than 72 hours prior to a Heritage & Cultural Arts Commission Meeting, as soon as it is so delivered. The packet is available in the Parks & Community Services Department at Civic Center.

CITY OF DUBLIN
HERITAGE AND CULTURAL ARTS COMMISSION
Draft Minutes
November 10, 2011

The November 10, 2011 meeting of the Heritage and Cultural Arts Commission was called to order at 7:05 p.m. at the Dublin Civic Center, Dublin, California, by Vice Chairperson Halket.

PLEDGE OF ALLIGIENCE

Vice Chairperson Halket led the Pledge of Allegiance.

ROLL CALL

Commissioners (Cm.) Present: Tutino (arrived @ 7:10 pm), Minniear, Hernandez, Vanderpool, Halket and Carr

Commissioner Absent: King

ORAL COMMUNICATIONS - None

APPROVAL OF MINUTES

4.1 SEPTEMBER 8, 2011

On a motion by Cm. Minniear, seconded by Cm. Vanderpool and, by vote of 5-0-0, the Commission approved the revised minutes of the September 8, 2011 meeting as presented. Chairperson Tutino was not present for the vote.

4.2 OCTOBER 13, 2011

On a motion by Cm. Hernandez, seconded by Cm. Vanderpool and, by vote of 3-0-0, the Commission approved the minutes of the October 13, 2011 meeting as presented. Vice Chair Halket and Cm. Carr abstained from the vote as they were not present during the October 13, 2011 meeting. Chairperson Tutino was not present for the vote.

WRITTEN COMMUNICATION - None

PUBLIC HEARING - None

UNFINISHED BUSINESS - None

NEW BUSINESS

8.1 POET LAUREATE/CITY HISTORIAN UPDATE

Mr. John Harnett, Heritage and Cultural Arts Manager, introduced the Commission to Mr. Paul McCreary, Assistant Director of Parks & Community Services, and advised the Commission that soon Mr. McCreary would be taking over the position of Parks & Community Services Director. The Commission welcomed Mr. McCreary.

Mr. Hartnett presented the item as outlined in the Staff Report. Mr. Harnett introduced Ms. Georgan Vonheeder-Leopold, City Historian, to the Commission. Ms. Vonheeder-Leopold discussed her past accomplishments and 2012 goals as the City Historian.

Mr. Hartnett asked if there were any questions or comments from the Commission regarding the Staff Report. No further comments or questions were raised by the Commission.

OTHER BUSINESS

9.1 BRIEF INFORMATION ONLY REPORTS FROM THE COMMISSIONERS AND/OR STAFF AND REPORTS BY COMMISSION RELATED TO MEETINGS ATTENDED AT CITY EXPENSE (AB1234).

Cm. Vanderpool attended the Camp Parks presentation at the Dublin Library and stated that it was well done. Cm. Vanderpool also attended the Harvest Festival and stated that the event was well run, family oriented and lots of fun for all ages.

Chairperson Tutino attended the Harvest Festival and advised that it was nicely done. Chairperson Tutino thanked Mr. Harnett for his service and expressed the Commission's appreciation for everything he has done for the City of Dublin and the Heritage and Cultural Arts programs.

Cm. Minniear attended the Harvest Festival and stated that it was wonderful. Cm. Minniear was pleased at how well his presentation of Camp Parks went for the Dublin Library and Women's Club.

Mr. Hartnett thanked the Commission for their great work and contributions to the City of Dublin as past and current Commissioners. Mr. Hartnett distributed marketing flyers to the Commission regarding the upcoming events which include a Puppet Show, a Holiday Winter Gathering and the Bay Bells Concert.

Mr. McCreary stated that we have been very fortunate to have Mr. Hartnett for these seven years. Mr. McCreary further stated that Mr. Hartnett has made a significant contribution to our community by taking the Heritage and Cultural Arts programs from minimal programming to really expanding the Cultural Arts programs and Heritage Park & Museums Park during his tenure. He will be leaving a tremendous legacy with The City of Dublin and he will be missed. Mr. McCreary also advised the Commission that Mr. Hartnett's replacement is Ms. Ann Mottola who would be starting her new position December 1st. Mr. McCreary reviewed Ms. Mottola's achievements and qualifications for the Heritage and Cultural Arts Manager position and stated that he is very excited to have her on Staff with the City of Dublin. Mr. McCreary stated that he is very pleased to be with the City and looks forward to serving as Director of Parks and Community Services.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:22 PM

Respectfully submitted,

Christie Marks
Senior Office Assistant

APPROVED:

Chairperson



AGENDA STATEMENT
HERITAGE AND CULTURAL ARTS COMMISSION
MEETING DATE: January 12, 2012

SUBJECT: Election of Officers
Prepared by Ann Mottola, Heritage and Cultural Arts Manager

ATTACHMENTS: None

RECOMMENDATION: Conduct Elections

FINANCIAL STATEMENT: None

DESCRIPTION: The Bylaws and Rules of Procedure for the Heritage and Cultural Arts Commission (Section V. Officers) state the following:

Election and Term of Office.

The Chairperson and Vice Chairperson are elected by the majority of the Commission for a 1-year term and hold office until their successors are elected, or until their terms as members of the Commission expire. The officers are elected at the first meeting of the Commission in January of each year. Elections, whether regular or to fill vacancies shall be held only if a simple majority of the Commission members are present. The Commission shall, unless no Commissioners meet the criteria, elect Commissioners to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for two consecutive years.

Duties of Officers. The Chairperson performs the following duties:

1. Presides at all meetings of the Commission.
2. Appoints committees and chairpersons of committees as necessary.
3. Signs correspondence on behalf of the Commission.
4. Represents the Commission before the City Council.
5. Performs other duties necessary or customary to the office.

The term of office for the Chairperson and Vice-Chairperson will run through December of 2012. In the event of the absence of the Chairperson or his/her inability to act, the Vice-Chairperson presides in place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and the Vice-Chairperson, the remaining members shall elect one of their members to act as temporary Chairperson.

RECOMMENDATION: Staff recommends the Heritage and Cultural Arts Commission conduct elections for a Chairperson and Vice-Chairperson at this meeting.

COPIES TO:

ITEM NO: 8.1



AGENDA STATEMENT
HERITAGE AND CULTURAL ARTS COMMISSION
MEETING DATE: January 12, 2012

SUBJECT: Committee Appointments
Prepared by Ann Mottola, Heritage and Cultural Arts Manager

ATTACHMENTS: None

RECOMMENDATION: Make Appointments

FINANCIAL STATEMENT: None

DESCRIPTION: There are committees that require the representation of a member of the Heritage and Cultural Arts Commission. As per the *Bylaws and Rules of Procedure* for the Commission, "The Commission or the Chairperson, upon direction of the Commission, may appoint several of its members, but less than a quorum, to serve as a Committee."

The one committee from 2011 with representatives and alternates is summarized below.

Oral History Program Steering Committee

An ad-hoc committee whose purpose is to provide input and recommendations on the formulation of a City Oral History Program.

Representative: Steve Minniear

Representative: Pamela Hernandez

Although this Committee has been inactive this past year, it is recommended to continue the Oral History Program Steering Committee to re-organize and identify future participants in the program. Consequently it is necessary to appoint two representatives to the Oral History Program Steering Committee.

RECOMMENDATION: Staff recommends the Heritage and Cultural Arts Commission review the current committee appointments for the Oral History Program Steering Committee and make changes and/or appointments to the committee as deemed necessary.

COPIES TO:

ITEM NO: 8.2



AGENDA STATEMENT
HERITAGE AND CULTURAL ARTS COMMISSION
MEETING DATE: January 12, 2012

SUBJECT: Fall 2011 Quarterly Report
Prepared by Ann Mottola, Heritage and Cultural Arts Manager

ATTACHMENTS: 1. Cultural Arts Classes Registration Report – 2011

RECOMMENDATION: Receive Report

FINANCIAL STATEMENT: None

DESCRIPTION: The Heritage and Cultural Arts Division strives to develop quality programs that strengthen community image, preserve the City's heritage, provide cultural experiences and encourage appreciation of the arts. This is accomplished by providing diverse cultural program offerings for youth and adults in the following areas: music; dance; fine arts; and visual and performing arts. Following is a summary of programs conducted during fall 2011.

CULTURAL ARTS CLASSES

Cultural Arts classes are intended to serve customers of all ages and cover a wide range of activities such as theatre classes, dance classes and individual programs including piano, guitar, drawing and painting, youth art and enrichment classes, and others. Cultural Arts classes provide an opportunity for participants to attempt new experiences, refine current artistic and performance skills and provide a social setting for meeting new people and sharing cultural arts experiences with friends and family members. Classes are taught by contracted specialty instructors. Most classes are taught in eight-week sessions but some are more or less than eight weeks and other classes are offered as one-time workshops.

A total of 301 participants registered for Cultural Arts Classes during fall 2011, which is a 27% decrease in enrollment compared to enrollment for fall 2010. Additionally, sixteen less classes were held in fall 2011 as compared to fall 2010. There are a number of reasons why fall classes declined in fall 2011. Some of them are as follows:

- Two long-term instructors moved from the area (piano and guitar). A new guitar teacher has been added.
- The Kinder Drama program was cancelled for fall due to the instructor's unavailability.
- Some ongoing classes have been eliminated due to low enrollments (Ballroom Dancing, Rhythmic Gymnastics).
- Some traditionally strong enrollment classes had less participants than usual (ex: Kindermusik, Country Line Dance) and some didn't meet minimum enrollment requirements (Boogie with Baby, Twist & Shout, Kindermusik Imagine That, Pom Squad, Suzuki Violin and Adult Tap).

COPIES TO:

ITEM NO: 8.3

This reduction in classes offered resulted in the average registration per class to increase slightly in 2011. The cancellation rate was 44% which was much higher than the 15% experienced in 2010. The cancellation rate was affected dramatically by a number of first-time ceramics classes being offered in the 4 to 8 year age range that didn't have sufficient registration to be held. Adjustments will be made to the ceramics classes for the winter session.

Popular classes included; Beginning Irish Dance; Hip Hop for Tweens & Children; Zumba for Fun & Fitness; Ballet classes; Young Rembrandt Cartoon classes; Pee Wee Art Time and Looking Glass Land. Additionally, three ceramics classes had full enrolment of 10 participants each. Attachment 1 is a detailed Cultural Arts Classes Registration Report for fall 2011, which includes a breakdown of classes offered as well as the registration for each class.

Cultural Arts Classes - Fall Registration Comparison

Attendance Type	2011	2010	2009	2008	2007
Resident	223	305	283	265	67
Non Resident	78	105	79	97	181
Total Registration	301	410	362	362	296
Classes Held	35	51	40	35	29
<i>Avg. Registration per Class</i>	<i>8.6</i>	<i>8.0</i>	<i>9.5</i>	<i>10.34</i>	<i>10.21</i>
Classes Offered	62	60	47	51	47
<i>Cancellation Rate</i>	<i>44%</i>	<i>15%</i>	<i>15%</i>	<i>31%</i>	<i>38%</i>

Upcoming Winter Classes

New classes for the winter session include: Hula Dance (youth and adult), Tiny Dancers, Mini Hip Hoppers and Break Dance Basics for youth and teens. Additionally, the ceramics program has been modified to offer more age categories for participants so that all ages can participate. Classes will be offered as follows:

- Two class sessions for 4-8 years on Friday at 1:00 pm.
- Two class sessions for 7-12 years on Saturday at 9:00 am.
- Two class sessions for 13-18 years on Tuesday & Thursday at 3:30 pm.
- Two class sessions for 18 years and up on Wednesday at 7:30 pm.
- Two class sessions for 18 years and up on Wednesday at 9:45 am.

CULTURAL PROGRAMS

Dublin Poetry Slam

Dublin's first Poetry Slam was held on September 10 at the Sunday School Barn. The "open mic" event was hosted by poet Laureate, Jonnie McCoy-Howell and attended by 35 poets and observers.

Hometown Heroes

On Sunday, November 6, the City honored all veterans at the Hometown Heroes Annual Celebration at the Dublin Senior Center. This program was a special presentation of music by the 191st Army Band, the "Band of the Wild West" Centennial Band. The 40-piece band performed for a crowd of 170 people.

Goldilocks and the Three Bears Puppet Show

On November 19, the Sunday School Barn hosted this production of the classical tale with some modern twists and audience participation. The 120 parents and children in attendance enjoyed the lively performance.

HERITAGE PARK AND MUSEUMS

Harvest Gathering

The first **Harvest Gathering** was held October 3 at the Heritage Park and Museums, offering a variety of activities that highlighted both the historic buildings and the park grounds. The event offered opportunities to learn about Dublin's history on a tractor-drawn wagon ride through Pioneer Cemetery, and to learn about Dublin's ranching past at the petting zoo. Craft-making workshops were held in the Hay Barn and a storyteller provided additional activities for event guests at St. Raymond Church. The event attracted an estimated 1200 patrons.

The **Harvest Moon Barn Dance** was held the evening of October 3 in the Sunday School Barn. Entertainment was provided by the Dublin Bluegrass Jam Band and drew an attendance of 100 guests.

Volunteer

The Volunteer Guild program was established in September 2011. This cadre of volunteers holds monthly meetings and review, schedule and staff monthly events. The volunteer program is open and inclusive. The current roster includes 43 active volunteers ranging in age from teenagers to octogenarians.

RECOMMENDATION: Staff recommends that the Heritage and Cultural Arts Commission receive the report from Staff.

Fall 2011 Quarterly Report
Cultural Arts

CLASS	RES	N.RES	TOTAL	
Adult Tap I	0	0	0	Cancelled
Adult Tap II	0	0	0	Cancelled
Amusing Monsters	0	0	0	Cancelled
Beginning Ballet & Tap	10	3	13	
Beginners Classic Country Western Dance	5	3	8	
Beginning Irish Dance	10	2	12	
Belly Dance for Fun & Fitness	7	3	10	
Boogie with your Baby	0	0	0	Cancelled
Classic Country Western Line Dance - Int.	2	5	7	
Family Clay Time	0	0	0	Cancelled
Family Clay Time	0	0	0	Cancelled
Family Clay Time	0	0	0	Cancelled
Farm Animals	4	6	10	
Flashy Fish	0	0	0	Cancelled
Give me a C for Cheerleading	9	4	13	
Gotta Sing I Performance Coaching	6	0	6	
Gotta Sing I Performance Coaching	1	0	1	
Gotta Sing II Vocal Performance	4	0	4	
Gotta Sing II Vocal Performance	0	0	0	Cancelled
Gotta Sing Studio	0	0	0	Cancelled
Guitar and Bass I	7	2	9	
Guitar and Bass II	4	0	4	
Hip Hop for Children	10	3	13	
Hip Hop for Tweens	7	0	7	
Holiday Gift Projects	0	0	0	Cancelled
Intermediate Irish Dance	4	4	8	
Irish Dance for Teens/Adults	2	5	7	
Kids Holiday Projects	0	0	0	Cancelled
Kindermusik Imagine That	3	2	5	
Kindermusik Imagine That	0	0	0	Cancelled
Kindermusik Our Time	4	1	5	
Kindermusik Our Time	6	1	7	
Kindermusik Village for Babies	4	0	4	
Kindermusik Village for Babies	3	1	4	
Little Hands Arts Class	4	1	5	
Little Hands Arts Class	4	0	4	
Looking Glass Land	6	7	13	
Making Great Gifts	0	0	0	Cancelled
Outer Space	0	0	0	Cancelled
Pee Wee Art Time	9	1	10	
Playful Puppies	0	0	0	Cancelled
Pom Squad	0	0	0	Cancelled
Preballet	10	2	12	
Preballet I & Tap	5	1	6	
Preballet I & Tap	10	2	12	
Projects for the Home	10	0	10	
Projects with a Purpose	10	0	10	
Sculpture for Adults	0	0	0	Cancelled
Sculpture for Your Garden	0	0	0	Cancelled
Senior Ceramics	0	0	0	Cancelled
Suzuki Violin I	0	0	0	Cancelled

Fall 2011 Quarterly Report
Cultural Arts

Tea Parties		0	0	0	Cancelled
Twist & Shout with Your Tot		0	0	0	Cancelled
Young Rembrandts Cartooning Class		10	3	13	
Young Rembrandts Elementary Drawing		4	1	5	
Young Rembrandts Elementary Drawing		5	2	7	
Young Rembrandts Preschool Drawing		0	0	0	Cancelled
Young Rembrandts Preschool Drawing		0	0	0	Cancelled
Young Rembrandts Preschool Drawing		0	0	0	Cancelled
Zooramics		0	0	0	Cancelled
Zumba For Fun & Fitness		24	13	37	
		223	78	301	

62 classes offered

27 classes cancelled (14 of which were new ceramics classes)

\$30,574 Fall 2011 Cultural Arts Revenue