

UNAPPROVED MINUTES  
ARTS COMMISSION  
CITY OF MILPITAS

**Minutes:** Special Meeting of the Arts Commission (AC)  
**Date of Meeting:** Monday, December 11, 2006  
**Place of Meeting:** Milpitas Community Center Auditorium, 457 E. Calaveras Blvd.

**I. Call to Order** Chairperson Rabe called the Meeting to Order at 7:00 p.m.

**II. Phantom Art Gallery Opening**

The Commission hosted a reception for the Phantom Art Gallery Exhibit by Ms. Beverly Nash that will be displayed from December 11, 2006 to February 16, 2007.

**III. Pledge of Allegiance** Chairperson Rabe led the Commission in the Pledge of Allegiance

**IV. Roll Call** Commissioners Present: Ettinger, Foulk, Hays, McGuire, Ogle, Rabe, and Alternates Tsuei and Asif.

Commissioners Absent: Butler

City Staff Present: Community Enrichment Coordinator, Renee Lorentzen, Public Services Clerk, Tirzah Cedillo

City Council Liaison Absent: Council Member Giordano

**V. Seating of Alternates** Alternate Tsuei was seated in Commissioner Butler’s absence.

**VI. Approval of Agenda** **MOTION** to approve the Agenda of December 11, 2006.

M/S: Hays/McGuire Ayes: All

**VIII. Public Forum** None.

**IX. Announcements/Correspondence**

Commissioner Ettinger announced there’s a student at John Sinnott Elementary School, 2025 Yellowstone Ave., Milpitas that has won the ‘Hispanic Heritage Art & Essay’ contest. She wasn’t sure if the student would qualify for the Commissions artist recognition award. The Commission responded that an artist application would first have to be completed and submitted for review. Commissioner Ettinger passed around a copy of the students winning essay for the Commission to read.

Chairperson Rabe announced a reminder to the Commission that the Sunnyhills Breakfast held at the United Methodist Church Breakfast would be on Sunday, January 7, 2007. All Commission Members and volunteers are invited to help with preparation for the breakfast at 6:30am and the clean up would end at 8:30am. The Sunnyhills Breakfast has no charge, and all donations taken during the breakfast will go to the United Methodist Church to pay for the use of the room.

**X. New Business**

**1. Cultural Arts Support Program San Khau Viet CALI Proposal – Staff**

Community Enrichment Coordinator, Renee Lorentzen stated that San Khau Viet CALI has changed their grant proposal from two performance dates to one performance date and the performance location would now be at the Milpitas Community Center, instead of the Calaveras Repertory Theater as stated in their grant proposal. Changes made to the grant proposal require the Arts Commission to re-review San Khau Viet CALI’s budget and make new recommendation to City Council for final funding approval. Community Enrichment Coordinator, Renee Lorentzen, introduced Ms. Van Pham Mai of the organization, San Khau Viet CALI.

Community Enrichment Coordinator, Renee Lorentzen, explained that the grant proposal was originally approved for the amount of \$1,380.00, allotted for performance rental space fees and miscellaneous costs. She said Ms. Van Pham Mai emailed her details of San Khau Viet CALI's budget today, which were not included in the original grant proposal.

Community Enrichment Coordinator, Renee Lorentzen suggested that the Commission discuss the budget and review each line item.

Ms. Van Pham Mai stated San Khau Viet CALI originally was to perform at the Calaveras Repertory Theater that holds (100) people, but would now be using the Milpitas Community Center where the capacity is (300) to hold one performance.

Ms. Mai explained the breakdown of the project budget under "Artistic Expenses" as follows: (10) actors salaries for \$3,800.00, director fees under "other" for \$500.00, and consultant fees under "other" for \$500.00. Community Enrichment Coordinator, Renee Lorentzen asked if the artistic salaries budget would be less due to them holding one less performance. Ms. Mai responded they do not pay the actors per performance so it would remain the same.

Community Enrichment Coordinator, Renee Lorentzen pointed out that their expense listed as "rent" for \$300.00 is no longer accurate because their performance would be held at the Milpitas Community Center free of charge. She asked Ms. Van Pham Mai to explain what the rest of the "other" expenses are. Ms. Van Pham Mai responded \$400.00 for prop fees and slides, backdrops, etc. Chairperson Rabe asked if the props are rented or purchased. Ms. Mai stated the props are rented. Community Enrichment Coordinator, Renee Lorentzen stated \$200.00 for the backdrop is reasonable. Commissioner McGuire asked how many people are involved in the performance. Ms. Van Pham Mai responded, fifteen people, and they also use volunteers.

Commissioner Ettinger asked when the subcommittee decided on the original grant funding amount, what the breakdown was. Community Enrichment Coordinator, Renee Lorentzen responded it was for the rental space and miscellaneous costs, not specified for a total of \$1,380.00.

Commissioner Ettinger asked would the expense for the rental of the lighting and sound equipment be half of the original budget request due to the reduction of performances. Community Enrichment Coordinator, Renee Lorentzen responded it would be the same cost for the lighting and sound because rentals are usually for a minimum of two days.

Commissioner McGuire asked would the performance be only in the Vietnamese language. Ms. Mai responded the performance would be in both English and Vietnamese. Commissioner Hays asked would the performance be in translation. Ms. Mai responded, no. Community Enrichment Coordinator, Renee Lorentzen added that one actor would speak in Vietnamese and the other would speak in English, but it would be put together so the audience would understand the performance.

Commissioner Ettinger suggested subtracting \$300.00, for the performance space rental, from the original budget of \$1,380.00 and leave everything else the same, totaling a funding amount of \$1,080.00.

**MOTION** to recommend grant funding amount for San Khau Viet CALI of \$1,080.00.  
M/S: Ettinger/Foullk, Hays Ayes: All

## **XI. Adjournment**

There being no further business the Chair adjourned the meeting at 7:44 p.m., to the scheduled meeting on January 22, 2007.

Respectfully Submitted,  
Tirzah Cedillo  
Recording Secretary

## Cultural Arts Support Program Budget Worksheet

### Fiscal History

This is fiscal history for an:

**San Khau Viet Cali Theater Group**

**" Who Shot Her?" Project**

	2005-2006 Actual	2006-2007 Budgeted	2006-2007 Projected
<b>Revenues</b>			
Earned	\$ 500.00	\$ 500.00	\$ 500.00
Contributed	\$ 200.00	\$ 200.00	\$ 200.00
<b>Total Revenues</b>	<b>\$ 700.00</b>	<b>\$ 700.00</b>	<b>\$ 700.00</b>
<b>Expenses</b>			
Artistic	\$ 2,500.00	\$ 300.00	\$ 2,000.00
Administrative	\$ 200.00	\$ 200.00	\$ 100.00
<b>Total Expenses</b>	<b>\$ 2,700.00</b>	<b>\$ 500.00</b>	<b>\$ 2,100.00</b>
<b>Surplus/Deficit</b>	<b>\$ (2,000.00)</b>	<b>\$ 200.00</b>	<b>\$ (1,400.00)</b>

### Project Budget (Projected)

<b>Earned Revenue</b>		<b>Artistic Expenses</b>	
Admission/Tickets	\$ 1,200.00	Artistic Salaries	\$ 3,800.00
Product Sales	\$ -	Orther	\$ 500.00
Business License		Other	\$ 500.00
Students Fee/Tuition	\$	Sub-total Artistic	\$ 4,800.00
Sub-total Earned	\$ 1,200.00		
<b>Contributed Revenue</b>		<b>Production Expenses</b>	
Federal Grants	\$	Marketing/Promotions	\$ 1,000.00
State Grants	\$	Rent (Performance Space)	\$ 300.00
Local Government	\$ 2,000.00	Rent (Lighting/Sound)	\$ 300.00
Private Industry	\$ 500.00	Other	\$ 200.00
In-Kind	\$ 300.00	Other	\$ 200.00
Other	\$ 300.00	Sub-total Production	\$ 2,000.00
Sub-total Contributed	\$ 3,100.00		
<b>Total Revenues</b>	<b>\$ 4,300.00</b>	<b>Total Expenses</b>	<b>\$ 6,800.00</b>