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SPECIAL MEETING OF THE ARTS COMMISSION Saturday, March 23, 2024 — 8:40 AM to 12:00 PM Twin Pines Manor, 10 Twin Pines Lane Belmont CA 94002

This meeting of the Arts Commission will be held in-person at the 10 Twin Pines Lane, Belmont, CA. Remote participation in this meeting will not be available. To observe or participate in the meeting, please attend inperson.

Written public comments may be emailed to artscommission@smcgov.org and such written comments should indicate the specific agenda item on which you are commenting.

Please see instructions for written and spoken public comments at the end of this agenda.

<u>AGENDA</u>

- 1. Arrive and get breakfast (8:40)
- 2. Roll Call (9:00) Roll Call

Vice-Chair

3. Agenda Amendments (9:02)

Vice-Chair Vice-Chair

4. Oral Communications (9:03)

To allow the public to address the Commission on any matter not on the agenda. If your subject is

not on the agenda, the Chair will recognize you at this time. Speakers are customarily limited to two minutes. A speaker's slip is required.

4. Consideration of Minutes of January 17, 2024 (9:04)

Vice-Chair

5. Welcome, Retreat Purpose, Agenda Review, and Group Agreements Aimee Shapiro/Debbie Schechter (9:05)

Retreat Purpose: Develop goals for the Arts Commission for the next one to two years and begin development of an action plan to accomplish these goals

Objectives:

- Reflect on accomplishments from last year
- Identify Commission goals and objectives for the next one to two years
- Begin developing an action plan for addressing the goals
- Build on existing relationships to enhance collaboration and teamwork

Introductions and Framing Activity

Purpose: Get to know each other better and set the tone for the day

Looking Back/Looking Forward

Purpose: Develop a shared understanding of accomplishments and begin thinking about future goals

(recognize that some people are new)

Public records that relate to any item on the open session agenda for a regular Arts Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. The Commission has designated the Board of Supervisors Office, located at 400 County Center, Redwood City, CA 94063, for the purpose of making those public records available for inspection. The documents are also available to be sent electronically by e-mailing cgov.org. In compliance with the Americans with Disabilities Act (ADA), auxiliary aids and services for this meeting will be provided upon request when given three days' notice. For the safety of those sensitive to airborne chemicals, please refrain from wearing chemically based products.

- What are you most proud of accomplishing over the past year?
- What are you most looking forward to this year?

Review Founding Resolution, Strategic Plan and Bylaws

Purpose: Understand Commission purposes and overall goals and strategies

- How do these documents guide the commission? Which parts continue to be relevant? Which are not?
- What stands out as most important?
- Discuss bylaws and if in agreement adopt bylaws

10:30-10:40 BREAK

10:40 Setting Goals and Workplan Development

Purpose: Develop a one-to-two-year workplan to guide the work of the Arts Commission

- Identify priority projects/goals (long-term, short-term)
- Identify tasks, timelines, lead for each goal/objective (if time)

Summary, Next Steps, Meeting Evaluation, Closing Activity

Purpose: Identify clear next steps with timeframes

- Summarize accomplishments
- Identify next steps and timeline for moving forward with workplan development
- Reflect on the retreat

Adjournment (12:0	וסכ
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Vice-Chair

NEXT REGULAR COMMISSION MEETING: May 15, 2024, 3:00-5:00pm