



Workshop Agenda
Library, Culture, and Arts Commission

Paul Lake - Commissioner
Norma Bussing - Commissioner
Daniel Redfield - Commissioner
Katie Khera - Commissioner
Brigitte Crawford - Commissioner
Bob Benich - Commissioner
Poonam Chabra - Commissioner

Tuesday, January 8, 2019 12:00 am

Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037

CALL TO ORDER

ROLL CALL ATTENDANCE

DECLARATION OF POSTING OF AGENDA

Per Government Code 54954.2

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Members of the public are entitled to address the Commission concerning any item within the Commission's subject matter jurisdiction. Public comments are limited to no more than three minutes. Except for certain specific exceptions, the Commission is prohibited from discussing or taking action on any item not appearing on the posted agenda. (See additional noticing at the end of this agenda)

ADOPTION OF THE AGENDA

WORKSHOP

1. ART A LA CARTE PLANNING

ADJOURNMENT

NOTICE

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act that are distributed to a majority of the legislative body less than 72 hours prior to an open session, will be made available for public inspection at the Office of the City Clerk at Morgan Hill City Hall located at 17575 Peak Avenue, Morgan Hill, CA, 95037 at the same time that the public records are distributed or made available to the legislative body. (Pursuant to Government Code 54957.5)

PUBLIC COMMENT

Members of the Public are entitled to directly address the Commission concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address the Commission on any issue that is on this agenda, please complete a speaker request card located in the foyer of the Commission Chambers, and deliver it to the Minutes Clerk prior to discussion of the item. You are not required to give your name on the speaker card in order to speak to the Commission, but it is very helpful. When you are called, proceed to the podium and the Mayor will recognize you. If you wish to address the Commission on any other item of interest to the public, you may do so during the public comment portion of the meeting following the same procedure described above. Please limit your comments to three (3) minutes or less.

Please submit written correspondence to the Minutes Clerk, who will distribute correspondence to the Commission.

Persons interested in proposing an item for the Commission agenda should contact a member of the Commission who may plan an item on the agenda for a future Commission meeting. Should your comments require Commission action, your request may be placed on the next appropriate agenda. Commission discussion or action may not be taken until your item appears on an agenda. This procedure is in compliance with the California Public Meeting Law (Brown Act) Government Code §54950.

City Council Policies and Procedures (CP 03-01) outlines the procedure for the conduct of public hearings. Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Commission at, or prior to the Public Hearing on these matters.

The time within which judicial review must be sought of the action by the Commission, which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.

For a copy of Commission Policies and Procedures CP 97-01, please contact the City Clerk's office (408) 779-7259, (408) 779-3117 (fax) or by email michelle.wilson@morganhill.ca.gov.

AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (408)779-7259, (408)779-3117 (fax) or by email michelle.wilson@morganhill.ca.gov. Requests must be made as early as possible and at least two-full business days before the start of the meeting.

LCAC : Art A La Carte Planning – Saturday - April 27 - 2019 [Confirmed]

Event: Saturday, April 27, 2019 Time: 11 am – 2 pm [confirmed from 8 am to 5 pm]

Flag Ceremony: Morgan Hill Scout pack 700 - the flag presentation at 11:00 am to start [?]

Themes: [Theme Needed]

Community Center will be open from 7am [Paul and ?]

Organizers: Morgan Hill Library, Culture, and Arts Commission

Norma Bussing, Poonam Chabra, Chris Ghione, Brigitte Crawford, Katie Khera, Paul Lake, Lori Paul, Daniel Redfield

Jose Garcia - Event Coordinator, City of Morgan Hill, Community and Cultural Center
17000 Monterey Road, Morgan Hill, CA 95037, 408-782-0008
Mariah Plaza

Event Day at Community Center

LCAC Lead(s): **Paul, ?**

Task List – **EVENT DAY ITEMS**

- Get Banners, Set up Banners, Return Banners
- Work with pre-event volunteers to setup
- Work with post-event volunteers to clean up
- Get and deliver refreshments for volunteers
- Set up Audio and make contact with MC to make test it is working okay
- Place booth numbers with flags in ground according to booth map layout
- Apron boxes – deliver, Aprons – collect and return boxes
- Tape Event maps on tables, have copies of tables
- Supplies: Paper Bags, Rope, Water Cooler, scissors scotch tape
- Reserve Community Center, Conference room, Chairs, Audio equipment, Tables [confirmed]
- Pre-event meeting with City Staff to go over event layout, table arrangement, parking lot, audio, tents, chairs [confirmed – 70 chairs and 5 tables reserved, aprons, banners, located in Poppy Japer office]
- 2018 Event insurance [TBD by ?]

Parking Lot Participants

LCAC Lead(s): **Daniel**

Food Truck #1: Paddy Wagon - <http://www.paddywagonsliders.com/> - Calvin Nguyen Cell: 408.398.8739

Food Truck #2: The Rolling Doughs - Dan Nguyen 408-712-6104

CalFire - 'jim.crawford@fire.ca.gov' Chief Jim Crawford 408-472-1601 or Jim Galassi 408-722-8507

Police Car: Morgan Hill Police - 'carlos.guerrero@morganhill.ca.gov' - d 669-253-4973

- Parking cones for food truck parking
- Reserve parking with cones for vendors to unload

Stage Participants/Performers

LCAC Lead(s): **Norma, ?**

Task List

- Program – (TBD)
- Scouts Volunteers – needed from 10 – Noon and from 2 – 4:00 pm (TBD)
- MC – Brigitte [TBD]
- Superheroes/Heroes for Hope [cannot make it – on hiatus – Batman – really? ☺]
- Music as Language [TBD]
- School Dance/Music Bands [TBD]
- Splash the Dolphin [TBD]
- Cubs will be there – they need 5 chairs, they will kick off the ceremony with Flag ceremony [TBD]

Vendor/Sponsor Outreach

LCAC Lead(s): **Katie**

Task List

- Build Partner Event Booth Map with Sponsor thank you list on the back – TBD
- Prepare and Print Vendor and Sponsor booth map, include Program – TBD
- Pet Group Insurance, being worked on by 4H (TBD)
- Get list of potential vendors and sponsors from Amy Whelan (TBD)
- Vendor and Sponsor ANNOUNCEMENT Outreach information email and engagement, with APPLICATION , asking for RSVP, with deadline and application form in January (TBD)
- FOLLOW-UP in February, March and April [TBD]
- Update and maintain Sponsor and vendor mailing list [TBD]
- Secure sponsors on behalf of El Toro Culture and Arts [TBD]
- Secure funds for booth partner who require assistance [TBD]
- Confirm booth partners by end of April 13 [TBD]

Marketing

LCAC Lead(s): **Brigitte, Norma**

Task List

- Distribute flyers in town and schools at beginning of April (TBD)
- Market to downtown stores and on city emails, newsletters, bulletins (TBD)
- Morgan Hill times - Brigitte been in contact with Marty Cheek and he is figuring out a date to feature our event in their Non-profit article section. (TBD)
- Susan Brazelton has agreed to photograph the event again this year, and has marked it on her calendar. Norma will confirm with her. (TBD)
- Media Outreach – short and Long media press releases – for press and Morgan Hill Recreational calendar (save the Date in the Winter Rec edition- TBD)
- Prepare Flyers (TBD)