



COMMISSION FOR THE ARTS STAFF REPORT

ITEM NO. 4.1

DATE: February 25, 2025

TO: Chairperson and Members of the Commission for the Arts

FROM: Allen McFarland, Management Analyst II

SUBJECT: Approval of Draft Minutes - December 17, 2024, Commission for the Arts Special Meeting

RECOMMENDED ACTION

Staff recommends that eligible Commission for the Arts commissioners vote to approve the draft minutes.

SUMMARY

The Commission for the Arts is asked to review the December 2024 special meeting minutes again for approval. During the January 28, 2025, meeting, it was stated that based on Commissioners Gausman and Custodio being ineligible to vote due to them not being present for the entire meeting and the end of terms for Commissioners Wollard and Ohnemus, there would never be enough eligible votes to approve the minutes of the December meeting. It has subsequently been determined that there are commissioners who are eligible to approve the minutes with a simple majority vote.

DISCUSSION

During the process of clarifying how the minutes could be passed without enough eligible commissioners, staff determined that if any eligible commissioners (deOrnelas, Dewhurst, Kowligi, Lane, and Milder are eligible) are present, then the minutes can pass through a simple majority vote.

Because of the situation that was believed to have existed and the inquiries of the Commission, staff would like to provide clarification on how the matter would be handled if there were never going to be any eligible commissioners to approve the passage of minutes. Section 22.1c of the Commission for the Arts Rules of Procedure reads as follows:

"If no Commissioners are eligible to approve the minutes for a Commission for the Arts meeting, then the staff liaison shall attest to the accuracy of the meeting minutes and enter them into official minute books."

ATTACHMENTS

1. Draft Commission for the Arts - December 17, 2024 - Special Meeting Minutes

Prepared by: Allen McFarland
Management Analyst II