

# AGENDA

## Napa County Arts and Culture Advisory Committee Regular Meeting

Napa County Board of Supervisors Chambers  
1195 Third Street, Suite 305  
Napa, CA 94559

**January 28, 2013**  
**9:00 a.m.**

The members of the Napa County Arts and Culture Advisory Committee meet three times per year on the fourth Monday of October, January and April of each year. The meeting room is wheelchair accessible. Assistive listening and interpreters are available through the County Executive Office. Requests for disability related modifications or accommodations, aids or services may be made to the County Executive Office no less than 72 hours prior to the meeting date by contacting (707) 253-4421 (253-6088TDD).

All materials relating to an agenda item for the open session of a regular meeting of the Napa County Arts and Culture Advisory Committee (Advisory Committee) which are provided to a majority of the members of the Advisory Committee, by 9:00 a.m. on the Friday prior to the meeting will be available for public inspection, at and after the time of such distribution. These materials can be obtained in the office of the County Executive Office, 1195 Third Street, Suite 310, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Advisory Committee at the meeting will be available for public inspection the public meeting if prepared by the members of the Advisory Committee or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

### **I. CALL TO ORDER AND ROLL CALL**

**II. PUBLIC COMMENT:** At this time, anyone may address the Advisory Committee regarding any subject not on today's agenda over which the Advisory Committee has jurisdiction. No action will be taken by the Advisory Committee on such public comments other than possibly scheduling the item for a future meeting.

### **III. APPROVAL OF MINUTES**

- a) **Deputy Executive Director requests approval of the minutes for the meeting held on October 22, 2012.**

### **IV. ADMINISTRATIVE ITEMS:**

#### **1. Reports**

- A. **Binder Presentation** - Advisory Committee binders presented to members with brief overview of contents and use. by Ed Breed

- B. Conflicts of Interest and Issues Related to Unfair Advantage** - Discussion by Deputy County Counsel Tom Capriola.
- C. Website** - Napa County Internet Technology Department
  - i. Website options and discussion
- D. Grant Fund Parameters** - What is the total amount of grant funds available and for what fiscal year are they applied to. Larry Florin
- E. Application of Napa County Cultural Plan** - Applying the Cultural Plan to the Grant Program by Olivia Everett
- F. Capacity Building Defined** - Application of capacity building to the Grant Program by Ed Breed
- G. Calendar Flow Chart** - Process of the Grant Program and due dates. Discussion on how best organize the process by Ed Breed

**2. SUB COMMITTEE PRESENTATIONS (In preparation for vote on Scheduled items.)**

All committee presentations must be heard prior to voting to ensure that all parts are effectively integrated with each other to create one cohesive program.

- **Grant Application Sub Committee Presentation** - Discussion regarding the Grant instructions, content and format of the application.
- **Grant Workshop Sub Committee Presentation** - Discussion of workshop agenda, tentative dates, assistance needed from other Advisory members and promotional options
- **Grant Selection Sub Committee Presentation** - Discussion regarding a glossary of terms, the application complete/incomplete form, application scoring form, post reporting form and relationship of scoring form to application process.

**3. SCHEDULED ITEMS - Motions to Approve:**

- A. Flow chart and due dates
- B. Grant instruction form
- C. Grant application form
- D. Eligibility Form
- E. Scoring Form
- F. Post Reporting Form
- G. Glossary of Terms
- H. Workshop Agenda

**V. COUNCIL MEMBER REPORTS/COMMENTS**

- VI. ADJOURNMENT:** Adjourn to regular meeting of the Advisory Committee on April 22, 2013 at 9:00 a.m.