



THE CITY OF
NOVATO
CALIFORNIA

MEETING NOTICE AND AGENDA

MULTICULTURAL ADVISORY COMMISSION

Thursday, July 21, 6:00PM – 8:00PM
922 Machin Avenue, Novato 94945
City Administration - Baget Conference Room

Commissioners:

Cliff Jacobs, Chair
Veda Florez, Vice Chair
Sara Sutler-Cohen

Dario D'Arrigo
David Selzer

Police Liaison:

Caitlin Doyle, Management Analyst (NRT)

- A. Call to Order
- B. Roll Call
- C. Approval of Final Agenda
- D. Public Comment
Anyone wishing to speak on non-agenda items will be recognized at this time. These items can legally have no action as they are not on the agenda. There is a three minute time limit.
- E. Committee Organizational Items
 - 1. Approval of Minutes for May 19, 2016
 - 2. Approval of Minutes for June 16, 2016
- F. Non-Action Items & Informational Updates
 - 1. Movies in the Park (Jacobs)
 - 2. Independent Film Festival (Florez)
 - 3. Latino Heritage Event (D'Arrigo)
 - 4. Funding Protocols & Procedures (Doyle)
 - 5. Commissioner Jacobs' Question List (Jacobs)
 - 6. Additional Question Lists as provided by other Commissioners (D'Arrigo, Florez, Selzer, Sutler-Cohen)
Review of new questions, questions already submitted, and answers obtained to date
- G. General Business
 - 1. Possible Chairperson Change (Jacobs)
 - 2. Outreach Efforts (Jacobs, et al)

Shall a designee(s) be assigned, or sub-committee be formed with the responsibility of maintaining outreach avenues, and ensuring they are utilized to get our information out to the public.

3. Overall Project Review (Florez)

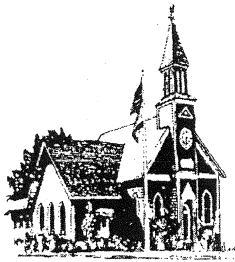
- H. Commission / Staff Comments
- I. Announcements
- J. Adjournment / Future Meetings

Attachments

- 1. May 19, 2016 Meeting Minutes
- 2. June 16, 2016 Meeting Minutes

AFFIDAVIT OF POSTING

I, Caitlin Doyle, certify that on or before July 18, 2016, I caused to have posted the above meeting Notice and Agenda on the City of Novato Community Service Boards in City Hall and the Police Department and posted on the City website.



THE CITY OF
NOVATO
CALIFORNIA

MEETING MINUTES

MULTICULTURAL ADVISORY COMMISSION

Thursday, May 19, 6:00PM- 7:00PM

909 Machin Avenue, Novato 94945
Novato Police Department Training Room

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- A. Call to Order
- Meeting called to order at 6:00 p.m.
- B. Roll Call - Commissioners Cliff Jacobs, Veda Florez, and Sara Sutler-Cohen were present establishing a quorum.
Absent - Commissioners Dario D'Arrigo, and David Selzer (excused), Liaison Caitlin Doyle (excused).
- C. Approval of Final Agenda
- Approved M/2/A, 3-0
- D. Public Comment
- None

Note: Commissioner D'Arrigo arrived at 6:10 p.m.

- E. Committee Organizational Items
1. Approval of Meeting Minutes for April 21, 2016
- Minutes Discussed, clarified and Approved M/2/A, 4-0
- Request for agendizing meeting length as 2 hours instead of one hour M/2/A, 4-0
- F. General Business
1. Multicultural Festival
- Discussion re: too late this year to host the festival, but we will be better prepared for next spring.
- One possible alternate event is Independent Film Festival with local filmmakers. Comrs Florez and Sutler-Cohen have experience and will look into organizing the event, and Jacobs will find out about reserving the Green space between the Administration Building and Council Chambers for August 20th (1st choice) or Aug 13th.
- Another possible event is a daylong Festival Latino for Latin Heritage Month, with target dates of Saturday September 10th or 17th. Comrs D'Arrigo and Florez will look into this possibility.
A stage and sound system will be needed for this type of event. M/2/ 4-0
 2. Movie in the Park
- Jacobs discussed cost for each movie event of between 1,200 and 1,500 in the past. Swank Motion Picture Company as historical Source for Movies – Cost in range of \$450 for viewing fees and licensing, CMS (Corporate Media System) as historical screen and sound equipment provider – Cost of \$1,100; however, for last showing in 2014 a discount was obtained. Jacobs to provide info re: Park, and available movies, and comrs are to bring their movie choices for consideration at next meeting.
- G. Commission / Staff Comments
N/A
- H. Announcements
N/A
- I. Adjournment / Future Meetings
Next meeting will be on June 16th at the Police Training Room 909 Machin Ave, Novato



THE CITY OF
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MEETING MINUTES

MULTICULTURAL ADVISORY COMMISSION

Thursday, June 16, 6:00PM – 7:00PM
909 Machin Avenue, Novato 94945
Novato Police Department Training Room

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- A. Call to Order
- B. Roll Call
Jacobs (Chair), Sutler-Cohen, Selzer in attendance
- C. Approval of Final Agenda
Approved 3-0.
- D. Public Comment
No members of the public present.
- E. Old Business
1. City Budget update (Jacobs)
\$6,000 allocated to the MCAC for '16-'17; funds available beginning July 1st
 2. Duties/Responsibilities of the Liaison (Doyle)
Proper agenda posting and noticing; posting of meeting minutes; liaison with other city entities should commissioners have questions or need assistance; liaison within the police department; if there are specific items for the police department, liaison will assign for reporting out. In some cases the liaison may speak to the question / issue; in other cases, a member of command staff may be more appropriate. Note the liaison's presence is not required to hold a meeting. But if the liaison has a conflict, PD will do its due diligence to send a replacement.
 3. Setting up a bank account with the city; donation and sponsorship dollars (Doyle)
Per the City Clerk, there is a system in place for handling City funds. Whether they are General Fund dollars or contributions to the City there are no separate bank accounts for individual groups. When the commission has expenses, the invoices for those expenses should be forwarded to A/P and they will be paid the usual way. Donations should be forwarded to A/R to be deposited into the City funds, and credited to the MCAC account. The liaison will work with Nancy Andrews – PD's analyst who handles finances – to develop protocol. Andrews will likely need to confer with finance department.
 4. Commission web page with the city (Doyle)
Per the City Clerk, the commission already has a space on the City's website. All commissions do. The City is working towards uniformity and consistency in the look and

feel of the website. Separate pages or sites are not advised. The liaison will confer with city staff regarding additional questions about a Facebook page and other social media efforts.

5. Alternate meeting room space update (Jacobs)
Beginning the July meeting, the liaison has reserved space in the Baget Conference Room at 922 Machin Ave.
6. Meeting length change to 2 hours (Jacobs)
Per commissioners, the meeting length has been changed to two hours. The new location (noted above) will accommodate that time frame.
7. Reservation Procedure for Pioneer Park (Jacobs)
Lori from Park 'n Rec Department sent forms to apply.
8. Use and Reservation of the Green Space (Jacobs)
Lori from Park 'n Rec Department sent forms to apply.
9. Potential conflict with Novato Theater (Jacobs)
Discussion only.
10. Potential Indoor location for part of the film Festival (Jacobs)
Discussion only.

F. General Business

1. Movie / Date Selection for Pioneer Park Movies in the Park event
July 30th is the agreed upon date. Commission voted: 3-0. Movie "Race" was agreed upon. Commission voted: 3-0. Chairman Jacobs will be reaching out for food, drink, etc. options. Commission will work on flyers and notices for the neighborhood surrounding the park and well as advertisements for the event.
2. Report on Calendar of Events in Novato (Sutler-Cohen)
Application process for tabling at local events such as the Tuesday Farmer's Market. Discussion of further promotion of the commission. Commissioners discussed developing MCAC logo and print materials. Ad-hoc committee formed by Chairman Jacobs. The issue of selecting a possible MCAC logo will be placed on a future agenda as an action item.
3. Street Dance event / Salsa lessons (Selzer)
Discussion only.
4. Brainstorm on future partnership events (Florez)
N/A. Commissioner not present. Item not discussed.

G. Commission / Staff Comments

N/A

H. Announcements

N/A

I. Adjournment / Future Meetings

Next meeting to be held at 922 Machin, Baget Conference Room on Thursday, July 16th.