

BREA CIVIC & CULTURAL CENTER | 1 Civic Center Circle | Brea, California 92821 | [www.cityofbrea.net](http://www.cityofbrea.net)

## CULTURAL ARTS COMMISSION AGENDA

**Wednesday, February 8, 2023  
5:30 p.m.**

***Sara Trujillo, Vice Chair***

***Beverly Falco, Commissioner***

***Robin Price, Commissioner***

***Ben Schultz, Commissioner***

***Linda Shay, Commissioner***

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This agenda contains a brief general description of each item the Commission will consider. The Community Services Department has on file copies of written documentation relating to each item of business on this Agenda available for public inspection. Contact the Community Services Department Office at (714) 990-7738 or view the Agenda and related materials on the City's website at [www.cityofbrea.net](http://www.cityofbrea.net). Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Community Services Department's Office at 1 Civic Center Circle, Brea, CA during normal business hours. Such documents may also be available on the City's website subject to staff's ability to post documents before the meeting.

### **Procedures for Addressing the Commission**

Pursuant to Government Code Section 54953(e), members of the Cultural Arts Commission may participate in this meeting via teleconference. Members of the public may offer comment or observe the meeting electronically or by attending in person. All requests to offer comment or observe the meeting electronically must be submitted via phone by calling 714-990-7738 or emailing [ashleyr@cityofbrea.net](mailto:ashleyr@cityofbrea.net) by 12:00 p.m. on February 8, 2023.

***PLEASE SILENCE ALL PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COMMISSION IS IN SESSION.***

# **CULTURAL ARTS COMMISSION MEETING AGENDA**

**Wednesday, February 8, 2023, at 5:30 p.m.**

**Council Chambers Level 1  
City of Brea Civic & Cultural Center**

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1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Informational
5. Matters from the Audience
6. Commission Reorganization
7. Meeting Minutes of November 9, 2022, and December 14, 2022
8. Discussion
  - A. Commission Committee Appointments
  - B. Cultural Arts Master Plan Update
9. Information Memorandum
10. Reports
  - A. Commission
    - a. Theatre Committee
    - b. Gallery Committee
    - c. Site Awareness Ad Hoc Committee
    - d. Art in Public Places Advisory Committee
      - i. Sculpture Maintenance Updates
  - B. Staff
11. Adjournment

City of Brea

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**COMMISSION COMMUNICATION**

**TO:** Honorable Chair and Commission Members

**DATE:** 02/08/2023

**SUBJECT:** Meeting Minutes of November 9, 2022, and December 14, 2022

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**RECOMMENDATION**

Receive and file.

**BACKGROUND/DISCUSSION**

Due to lack of quorum, the meeting Minutes of November 9, 2022, and December 14, 2022, will be received and filed.

**RESPECTFULLY SUBMITTED**

Chris Emeterio, Assistant City Manager

Prepared by: Ashley Reid, Executive Assistant

Concurrence: Carrie Hernandez, Deputy Director of Community Services

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**Attachments**

Minutes - November 2022

Minutes - December 2022

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# **CULTURAL ARTS COMMISSION**

## **Minutes Meeting of November 9, 2022**

The Meeting of the Cultural Arts Commission was called to order by Vice Chair Trujillo at 5:31 p.m.

### **ROLL CALL**

Chair Blake Perez, Vice Chair Sara Trujillo, and Commissioners Robert Warkenton and Ben Schultz were present in the Council Chambers. Commissioner Robyn Price was absent.

### **STAFF PRESENT**

Carrie Hernandez, Community Services Manager; Jenn Colacion, Management Analyst; Kris Kataoka, Community Services Supervisor; Kristin Steyerma, Community Services Supervisor; Ana Bomgaars, Community Services Coordinator; and Ashley Reid, Executive Assistant.

### **APPROVAL OF MINUTES**

Motion was made by Commissioner Warkenton, seconded by Vice Chair Trujillo to approve the Minutes of the September 14, 2022, Cultural Arts Commission meeting.

Ayes: Chair Perez, Vice Chair Trujillo, Commissioner Schultz, Commissioner Warkenton

Absent: Commissioner Price

**PASSED**

### **INFORMATIONAL**

Community Services Manager Hernandez pointed out the new agenda design that now matches the format of the City Council.

### **MATTERS FROM THE AUDIENCE**

None.

### **ACTION**

#### 2023 Gallery Exhibition Calendar

Community Services Manager Hernandez introduced the item and briefly discussed the proposed 2023 exhibition calendar.

Commissioner Warkenton noted that the Gallery Committee did meet prior to the meeting where Community Services Supervisor Bowling introduced the 2023 exhibition calendar proposal. He expressed support.

In response to Commissioner Schultz's inquiry, Community Services Manager Hernandez noted that the SUPERCOLLIDER Collaboration will be a collaboration between the Brea Gallery and the SUPERCOLLIDER organization. She also noted that the title of this show is still pending.

Chair Perez discussed the proposed exhibits and noted how the wide variety of works would be good for the community. He expressed support of the proposed calendar.

Motion was made by Commissioner Schultz, seconded by Vice Chair Trujillo to approve the 2023 Exhibition Calendar.

Ayes: Chair Perez, Vice Chair Trujillo, Commissioner Schultz, Commissioner Warkenton

Absent: Commissioner Price

**PASSED**

## **DISCUSSION**

### Cultural Arts Master Plan Update

Management Analyst Colacion introduced item and outlined the scope of services in the Cultural Arts Master Plan and discussed establishing a steering committee, an assessment of community needs and resources, goal setting and a plan development and prepare and present Master Plan.

In response to Commissioner Warkenton's question, Community Services Manager Hernandez noted that this Master Plan is the first of its kind relating specifically to the arts.

Community Services Manager Hernandez noted that the Cultural Arts Master Plan team researched other cities who have done similar work.

In response to Chair Perez's inquiry, Management Analyst Colacion discussed the timeline of the Cultural Arts Master Plan and that there is a hope to complete it by late summer/early fall 2023.

In response to Commissioner Warkenton's question, Management Analyst Colacion noted that the Cultural Arts Master Plan would be a guiding roadmap for the next seven (7) to ten (10) years that will help identify art related needs within the community.

Commissioner Schultz noted the value in using a consultant with outside perspective.

Community Services Manager Hernandez noted how important it is to continue to elevate the arts and that this is a great way to do this.

In response to Commissioner Warkenton's inquiry, Management Analyst Colacion discussed the process of finding a consultant through the Request for Proposal (RFP) process.

### Annual Goal Setting Exercise

Community Services Manager Hernandez introduced the item and discussed the current goals that include some changes that the Commission requested.

In response to Commissioner Warkenton's question, Community Services Manager Hernandez noted the areas that help to show data on how goals have been met.

Chair Perez expressed support of the current goals and noted that the metrics are helpful in gauging success of goals.

Community Services Manager Hernandez noted that it could be helpful in the future to put the goals in a matrix.

Commissioner Schultz noted he liked the format of the current goals.

Commissioners Concurred.

Commissioner Trujillo noted that she liked seeing more that one year on the metrics for easy comparison.

Community Services Manager Hernandez noted that the final goals would be finalized in an action item at a future meeting.

Modified Brown Act Teleconferencing Procedures

Management Analyst Colacion provided Commissioners an update on the changing teleconferencing procedures starting in the new year.

Veterans Day Ceremony and Holiday Programs

Community Services Supervisor Steyerma provided an update on the Veterans Day Ceremony and upcoming holiday programs.

Community Services Manager Hernandez provided Commissioners an update on upcoming giving opportunities.

**INFORMATION MEMORANDUM**

Community Services Manager Hernandez noted that the info memo contained highlights from September and October.

Community Services Supervisor Kataoka provided Commissioners an update on the Curtis Theatre.

**REPORTS**

Theatre Committee

Community Services Supervisor Kataoka noted that he will be scheduling a Theatre Committee meeting at the beginning of the year.

Commissioner Warkenton noted how great the Curtis Theatre improvements look.

Gallery Committee

Chair Perez noted that there were no further updates.

Site Awareness Ad Hoc Committee

Management Analyst Colacion noted that the majority of the Site Awareness items would wait until the results of the Master Plan but the P1 parking, drop down banners and bus shelter advertising opportunities would continue to be discussed.

In response to Commissioner Schultz's inquiry, Management Analyst Colacion noted that the funds for Site Awareness would be carried over to the current Fiscal Year.

Art in Public Places Advisory Committee

Community Services Coordinator Bomgaars provided Commissioners an update on sculpture maintenance for the Art in Public Places program.

Staff

None.

**ADJOURNMENT**

Chair Perez adjourned the meeting at 6:48 p.m.

# **CULTURAL ARTS COMMISSION**

## **Minutes of Meeting of December 14, 2022**

The Meeting of the Cultural Arts Commission was called to order by Chair Perez at 5:37 p.m.

### **ROLL CALL**

Chair Blake Perez and Commissioners Robyn Price and Robert Warkenton were present in the Council Chambers. Vice Chair Trujillo and Commissioner Ben Schultz were absent.

### **STAFF PRESENT**

Carrie Hernandez, Community Services Manager; Jenn Colacion, Management Analyst; Kris Kataoka, Community Services Supervisor; Kristin Steyerma, Community Services Supervisor; Ana Bomgaars, Community Services Coordinator; and Ashley Reid, Executive Assistant.

### **PLEDGE OF ALLEGIANCE**

Chair Perez

### **INVOCATION**

Chair Perez

### **INFORMATIONAL**

Community Services Supervisor Steyerma provided Commissioners an update on the Tree Lighting Ceremony and the upcoming Sister City student and Council delegation visit from Anesong, Korea.

### **MATTERS FROM THE AUDIENCE**

None.

### **ACTION**

#### Approval of Minutes of the Meeting of November 9, 2022

Due to lack of quorum, the approval of the Minutes of the Meeting of November 9, 2022 will be moved to a future meeting.

#### Adoption of Annual Goals

Management Analyst Colacion introduced item and noted the proposed annual goals were updated after the discussion at the last meeting.

In response to Commissioner Price's inquiry, Chair Perez discussed the goal "Quality – elevate Brea's Art Experiences."

Motion was made by Commissioner Price, seconded by Commissioner Warkenton to adopt the annual goals.

Ayes: Chair Perez, Commissioner Price, Commissioner Warkenton

Absent: Vice Chair Trujillo, Commissioner Schultz

**PASSED**

Management Analyst Colacion provided Commissioners an update on the next steps.

Commissioner Price and Commissioner Warkenton concurred that they would provide City Council members and update on the Cultural Arts Commission annual goals at a future City Council meeting.

## **INFORMATION MEMORANDUM**

Community Services Manager Hernandez noted the highlights that were provided in the information memorandum.

## **REPORTS**

### Theatre Committee

Community Services Supervisor Kataoka provided an update on the Curtis Theatre and noted that a Theatre Committee meeting would be scheduled soon.

In response to Commissioner Warkenton's inquiry, Community Services Supervisor Kataoka discussed rental fees.

### Gallery Committee

Community Services Supervisor Bowling provided Commissioners an update on the Brea Gallery.

### Site Awareness Ad Hoc Committee

None.

### Art in Public Places Advisory Committee

Commissioner Price informed Commissioners of an application that was approved at the December 12, 2022, Art in Public Places Advisory Committee for Flatiron Cadence Brea located at 251 S. Randolph Ave.

### Staff

Executive Assistant Reid informed Commissioners of the upcoming City Council Commission and Committee appointment.

## **ADJOURNMENT**

Chair Perez adjourned the meeting in memory of Chris Beckman at 6:01 p.m.



City of Brea

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**COMMISSION COMMUNICATION**

**TO:** Honorable Chair and Commission Members  
**FROM:** Chris Emeterio  
**DATE:** 02/08/2023  
**SUBJECT:** Commission Committee Appointments

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**BACKGROUND/DISCUSSION**

Commission members annually serve on current and active ad hoc committees to investigate and review issues and projects that are of special interest to the Commission. It is customary to review the list of Commission ad hoc committees to determine their viability and for the Chair to maintain or modify the existing appointments to these ad hoc committees. In addition to the Commission ad hoc committees, Commissioners occasionally represent the Commission on other committees such as the Country Fair Steering Committee and the Art in Public Places Advisory Committee.

Please review the attached list as Commissioners will be asked which ad hoc committee they would like to serve. Commissioners will also be asked their interest in serving as a representative to the Country Fair Steering Committee and the Art in Public Places Advisory Committee.

**RESPECTFULLY SUBMITTED**

Chris Emeterio, Assistant City Manager

Prepared by: Jenn Colacion, Senior Management Analyst  
Concurrence: Carrie Hernandez, Deputy Director of Community Services

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City of Brea

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**COMMISSION COMMUNICATION**

**TO:** Honorable Chair and Commission Members  
**FROM:** Chris Emeterio  
**DATE:** 02/08/2023  
**SUBJECT:** Cultural Arts Master Plan Update

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**BACKGROUND/DISCUSSION**

Staff will provided Commissioners an update on the Cultural Arts Master Plan.

**RESPECTFULLY SUBMITTED**

Chris Emeterio, Assistant City Manager

Prepared by: Jenn Colacion, Senior Management Analyst  
Concurrence: Carrie Hernandez, Deputy Director of Community Services

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City of Brea

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**COMMISSION COMMUNICATION**

**TO:** Honorable Chair and Commission Members  
**FROM:** Chris Emeterio  
**DATE:** 02/08/2023  
**SUBJECT:** Information Memorandum

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**RESPECTFULLY SUBMITTED**

Chris Emeterio, Assistant City Manager

Prepared by: Kris Kataoka, Community Services Supervisor, Heather Bowling, Community Services Supervisor, Kristin Steyerman, Community Services Supervisor  
Concurrence: Carrie Hernandez, Deputy Director of Community Services

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**Attachments**

Info Memo -February

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## I. THEATRE

### Activities & Attendance

There were 29 days of performances/activities in the Curtis Theatre in January (2022: 22).  
Estimated 9,880 people attended activities this month (2022: 5,364).

Curtis Theatre Monthly Activities			
Days	Activity	Attendance	Program
10	BYT - The Little Mermaid - Load in/Rehearsals	1,785	Youth Theatre
12	BYT - The Little Mermaid - Performances	6,660	Youth Theatre
5	Renew Church	1,420	Rental
2	Gentleman's Guide Load-in	15	Season
29		9,880	

### Box Office

The Box Office sold 740 tickets in January (2022: 561) with gross sales of \$15,621.00 (2022: \$6,619.00).

### Rentals

Theatre rental revenues this month totaled \$2750.00 (2022: \$2475.00).

### Concessions

Concession sales in January totaled \$6068.00 (2022: \$274.00).

### Volunteers

36 volunteers (2022: 29) contributed 40 hours this month (2022: 15).

### Community Charitable Donations/Non-Profit Comps:

6 donation request letters were received in January and 8 vouchers were issued (2022:4).

### Social Media

The following details social media statistics for the month.

- Facebook: 4,545 total followers
- Instagram: 1480 total followers
- Twitter: 319 total followers

<b>2022/2023 Season Sales</b>			
<b># of Shows</b>	<b>Show Title</b>	<b># Sold</b>	<b>% Sold (190)</b>
2	<i>An Evening of Latin Jazz ft. Cuba L.A.</i>	230	61%
4	<i>Page to Stage: That's What She Said</i>	240	32%
1	<i>Amplify #1 - Proud Boy</i>	32	17%
3	<i>Charles Phoenix</i>	363	64%
2	<i>The Pout Pout Fish</i>	350	92%
4	<i>Sondheim on Sondheim</i>	328	43%
2	<i>OC of OC - Dancing the Night Away</i>	213	56%
1	<i>Amplify #2 - 50 Shades of Mixed</i>	104	55%
4	<i>Christmas with the Alley Cats</i>	537	71%
6	<i>It's a Wonderful Life</i>	542	48%
9	<i>A Gentleman's Guide to Love and Murder</i>	712	42%
1	<i>Amplify #3 - Becoming Austin Nation</i>	62	33%
2	<i>Yesterday and Today</i>	123	32%
2	<i>OC of OC - Romantic Reveries</i>	18	5%
2	<i>Tea for Three</i>	49	13%
1	<i>Amplify #4 - The House of Flightless Birds</i>	4	2%
2	<i>OC of OC - Summer Serenade</i>	3	1%
7	<i>The Revolutionists</i>	18	1%
<b>55</b>	<b>Total Possible Ticket Sales - 10,450</b>	<b>3,928</b>	<b>38%</b>

January Highlights***Brea's Youth Theatre Present's Disney's The Little Mermaid***

*Disney's the Little Mermaid* had a great run of 16 sold-out performances in January. This year, 238 participants in two casts brought this beloved classic to life with the help of Stagelight Family Productions and their dedicated team of staff and volunteers. Instead of including production photos, a few screen shots of comments from participants – many of them first-timers have been provided here.

**Kathleen Chavez**

1d · 📷

THANK YOU, Stagelight, for a wonderfully positive first theater experience for our Marcus. This is my post-show photo dump!

Parents, thank you also for raising such lovely children who fully embraced our little guy from the beginning. We had some reflection time this morning with lots of heartbroken hugs as I explained to him what it means for a show to close. He still doesn't fully understand but we promised him that he could join Mary Poppins this summer. Thanks to Enzo, he wants to tap. Thanks to Lexi, he wants to sing! And thanks to Brooklyn, our daughter believes she met the REAL Ariel. You are all amazing. 🙌❤️

**Kathie Sullivan**

2d · 📷

Headed into the last weekend of performances I just wanted to express my gratitude. This has been our first experience with Stagelight and theater in general and my son Wyatt has had such a great experience!! All the staff have been professional and made him feel included. All the volunteer parents helping backstage have been so kind and supportive, even giving me advice on how to support Wyatt and get the most of this experience. We have made so many new friends and I am really looking forward to many more shows and watching my children grow in these arts. Thank you thank you!!

-Kathie S (Wyatt's Mom)

**Debra Anderson**

1h · 📷

I had a big surprise this afternoon when Janice acknowledged my 50th Stagelight play performance. I have been involved with Stagelight for about 30 years and it has been an absolute wonderful experience meeting and working with all of the performers ( young and old) and volunteers. I have many, many fond memories.

Thank you all for your kindness and support over the years, but specially now as I battle this nasty brain tumor.

I love each and every one of you.. ❤️

**Brea Stagelight Family Productions**

Alex Castro · 53m · 📷

I want to say how much I love all of you! Everyone is so supportive and kind and it's been a dream sharing the stage with all of you and all the MIBs! Love Stagelight! 💙



## II. GALLERY

### Attendance

The Gallery was open to the public 2 days in January (1/22: 2). During those open hours, approximately 150 people visited the Gallery (1/22: 120).

### Revenue

During the month of January \$740.24 was generated from admission, in-person and online gift shop sales, and memberships. (1/22: \$410).

### Volunteers

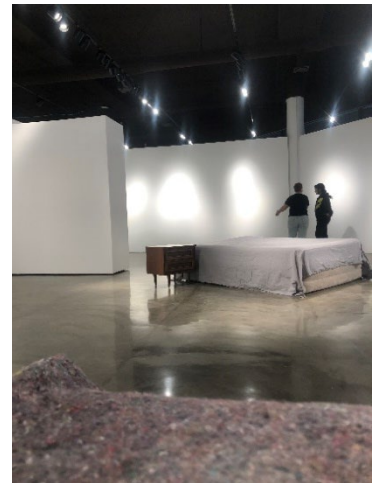
No volunteer or internship hours (1/22: 0).

### Social Media

- Facebook: 55 new followers, totaling 10,407
- Instagram: 913 new followers, totaling 12,555
- Twitter: 7 new followers, totaling 441
- BreaArtGallery.com Blog: 14k unique visitors, with 29k page views this month
- MyEmma Newsletter: 0 new newsletter signups, totaling 5,373 active subscribers

### January Highlights

- Throughout the month of January, Gallery Staff worked to install the first exhibit of 2023, *Domestic Detritus*. Curator Heather Bowling invited a small group of artists to meditate on how we and our spaces have changed during the course of the covid-19 pandemic shutdown.



- Just before the holiday break, Gallery Staff was able to secure a number of bus shelter ads with Clear Channel, who offered their services as a donation. You can see them around town near the Civic and Cultural Center, by the Yardhouse, post office, Brea Mall



and downtown Birch Street. This was a crucial step in the Gallery's awareness campaign started last summer to target Brea residents and raise exposure to citizens.



- We were excited to open our newest exhibit *Domestic Detritus* on January 28<sup>th</sup> at 5pm with a reception. There was food and beer/wine for sale, discounts for Gift Shop items and many of the artists in attendance. There was also a performance art piece by Matthew Brabant. The artist's mother was in attendance to be part of *Inflation: A Story of Deconstruction* an installation artwork, for one night.



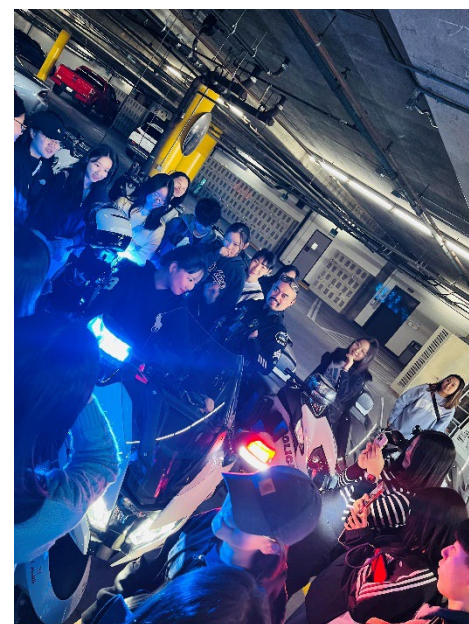


### III. Special Events

#### Special Events

##### *Brea's Sister Cities Delegates Visit Brea*

The City of Brea is so excited that we were able to welcome a 33-student delegation from our Sister City, Anseong, Korea, January 9<sup>th</sup> through the 21<sup>st</sup>. The students were able to partake in so many activities during their stay, including visits to Brea Olinda High School and Brea Junior High School. City staff led the students through the Brea Oil Museum, fire station one, the Civic & Cultural Center, the Curtis Theater, the Police Department, as well as various parks. The visitors got to ride the Brea Trolley, which is always one of their most anticipated events. We were so excited to be able to enjoy time with our Sister City Anseong group and look forward to the adult delegation arriving in August!





*Spring Craft Boutique*

The Spring Craft Boutique, will be held on March 17th and 18th at the Brea Community Center from 9 a.m.-6 p.m. on Friday and then from 9 a.m.-4 p.m. on Saturday. This is the 23rd annual City of Brea Spring Craft Boutique and a popular event and boutique for the community. The boutique will feature over 200 vendors selling unique one-of-a-kind seasonal and year-round gifts and décor, wearable art, jewelry, florals, baby items, tasty goodies and much more for a \$2.00 admission. Please come check out this awesome event.

*Pet Expo*

We are so excited to be hosting our fourth Annual Pet Expo on April 1st from 9 a.m.-3 p.m. at the Brea Community Center. The Pet Expo will feature over 100 vendors, highlighting pet products, learning opportunities and pet adoptions as well as demonstrations from Anaheim Police Department K-9 Unit as well as the Brea Police Department. The community will be able to see a variety of K-9 techniques, including a drug sniffing drill, dog obedience and simulation bite. This event will cost \$2.00 for admission and we hope you all are able to attend this fun local event for the community.

