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SPECIAL MEETING OF THE ARTS COMMISSION
Saturday, March 23, 2024 — 8:40 AM to 12:00 PM
Twin Pines Manor, 10 Twin Pines Lane Belmont CA 94002

This meeting of the Arts Commission will be held in-person at the 10 Twin Pines Lane, Belmont, CA. Remote participation in this meeting will not be available. To observe or participate in the meeting, please attend in-person.

Written public comments may be emailed to artscommission@smcgov.org and such written comments should indicate the specific agenda item on which you are commenting.

Please see instructions for written and spoken public comments at the end of this agenda.

AGENDA

1. **Arrive and get breakfast** (8:40)
2. **Roll Call** (9:00) – Roll Call Vice-Chair
3. **Agenda Amendments** (9:02) Vice-Chair
4. **Oral Communications** (9:03) Vice-Chair
To allow the public to address the Commission on any matter not on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time. Speakers are customarily limited to two minutes. A speaker's slip is required.
4. **Consideration of Minutes** of January 17, 2024 (9:04) Vice-Chair
5. **Welcome, Retreat Purpose, Agenda Review, and Group Agreements** Aimee Shapiro/Debbie Schechter (9:05)

Retreat Purpose: Develop goals for the Arts Commission for the next one to two years and begin development of an action plan to accomplish these goals

Objectives:

- Reflect on accomplishments from last year
- Identify Commission goals and objectives for the next one to two years
- Begin developing an action plan for addressing the goals
- Build on existing relationships to enhance collaboration and teamwork

Introductions and Framing Activity

Purpose: *Get to know each other better and set the tone for the day*

Looking Back/Looking Forward

Purpose: *Develop a shared understanding of accomplishments and begin thinking about future goals (recognize that some people are new)*

- What are you most proud of accomplishing over the past year?
- What are you most looking forward to this year?

Review Founding Resolution, Strategic Plan and Bylaws

Purpose: Understand Commission purposes and overall goals and strategies

- How do these documents guide the commission? Which parts continue to be relevant? Which are not?
- What stands out as most important?
- Discuss bylaws and if in agreement adopt bylaws

10:30-10:40 BREAK

10:40 Setting Goals and Workplan Development

Purpose: Develop a one-to-two-year workplan to guide the work of the Arts Commission

- Identify priority projects/goals (long-term, short-term)
- Identify tasks, timelines, lead for each goal/objective (if time)

Summary, Next Steps, Meeting Evaluation, Closing Activity

Purpose : Identify clear next steps with timeframes

- Summarize accomplishments
- Identify next steps and timeline for moving forward with workplan development
- Reflect on the retreat

6. Adjournment (12:00)

Vice-Chair

NEXT REGULAR COMMISSION MEETING: May 15, 2024, 3:00-5:00pm