

# CULTURAL ARTS COMMISSION

## Agenda

CITY COUNCIL-APPOINTED BOARDS & COMMISSIONS



**Date:** Wednesday, February 5, 2025  
**Time:** 6:00 p.m.  
**Location:** Civic Center Branch Library  
Conference Room  
365 F St, Chula Vista

### Cultural Arts Commission Regular Meeting

**Public Comments:** Public comments may be submitted to the Cultural Arts Commission in the following ways:

- **In-person comments during the meeting.** Join us for the Cultural Arts Commission meeting at the time and location specified on this agenda to make your comments. Each person will be allotted three (3) minutes to address the Commission.
- **Submit an eComment.** Visit [www.chulavistaca.gov/boardmeetings](http://www.chulavistaca.gov/boardmeetings), locate this meeting, and click the comment bubble icon. Click on the item you wish to comment on, then click "Leave Comment."
- **Email comments.** Submit comments via email to [CAC@chulavistaca.gov](mailto:CAC@chulavistaca.gov).

The commenting period will close at noon on the day of the meeting. All comments will be made available to the Commission and the public.

*Accessibility: Individuals with disabilities are invited to request modifications or accommodations in order to access and/or participate in a Cultural Arts Commission meeting by contacting the Library Department at [CAC@chulavistaca.gov](mailto:CAC@chulavistaca.gov) (California Relay Service is available for the hearing impaired by dialing 711) at least forty-eight hours in advance of the meeting.*

**1. CALL TO ORDER****2. ROLL CALL**

Commissioners Brady, Jing, Kohse, Muraoka, Rufolo, Ruiz, Sablan, Ward, Vice Chair Zavala, and Chair Bishop

**3. CONSENT CALENDAR (Items 3.1 through 3.2)**

*The Commission will enact the Consent Calendar staff recommendations by one motion, without discussion, unless a Commissioner, member of the public, or staff requests that an item be removed for discussion. If you wish to speak on any item, please fill out a "Request to Speak" form and submit it to the Secretary prior to the meeting.*

**Recommended Action:**

Commission approve the recommended action on the below consent calendar items.

**3.1 Approval of Meeting Minutes**

4

**Recommended Action:**

Approve the minutes dated: December 4, 2024

**3.2 Written Communications**

7

Communication from Commissioner Jing and Vice Chair Zavala requesting an excused absence from the December 4, 2024 Cultural Arts Commission meeting.

**Recommended Action:**

Commission excuse the absences.

**4. PUBLIC COMMENTS**

*Persons may address the Commission on any subject matter within the Commission's jurisdiction that is not listed as an item on the agenda. State law generally prohibits the Commission from discussing or taking action on any issue not included on the agenda, but, if appropriate, the Commission may schedule the topic for future discussion or refer the matter to staff. If you wish to speak on any item, please fill out a "Request to Speak" form and submit it to the Secretary prior to the meeting.*

**5. ACTION ITEMS**

*The Item(s) listed in this section of the agenda will be considered individually by the Commission and are expected to elicit discussion and deliberation. If you wish to speak on any item, please fill out a "Request to Speak" form and submit it to the Secretary prior to the meeting.*

**5.1 Selection of Commissioners for the 2025 Performing and Visual Arts Grant Review Panel.**

**Recommended Action:**

Commission select two Commissioners to participate in the 2025 PVAG Review Panel.

**5.2 Create Ad Hoc Subcommittee for the 2025 Odawara Youth Exchange Program**

**Recommended Action:**

Commission create and select three Commissioners for an ad hoc subcommittee to plan and oversee the 2025 Odawara Youth Exchange program.

**5.3 Discussion and Possible Action Regarding Recommendations to the City about Prioritizing Local Art and Artists for New Developments**

**Recommended Action:**

Commission discuss, make recommendations, and take action as appropriate.

**OTHER BUSINESS**

**6. STAFF COMMENTS**

**7. CHAIR'S COMMENTS**

**8. COMMISSIONERS' COMMENTS**

**9. ADJOURNMENT**

to the regular meeting on March 5, 2025 at 6:00 p.m.

*Materials provided to the Cultural Arts Commission related to any open-session item on this agenda are available for public review by contacting the Library at [CAC@chulavistaca.gov](mailto:CAC@chulavistaca.gov).*



## REGULAR MEETING OF THE CULTURAL ARTS COMMISSION

### Meeting Minutes

December 4, 2024, 6:00 p.m.  
Civic Center Branch Library  
Conference Room  
365 F St, Chula Vista

Present: Commissioners Kohse, Muraoka, Ruiz, Sablan, Ward, and Chair Bishop

Absent: Commissioners Brady, Jing, and Vice Chair Zavala

Also Present: Principal Librarian and Cultural Arts Manager Magbanua and Librarian III Ytuarte

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#### 1. CALL TO ORDER

*A regular meeting of the Cultural Arts Commission of the City of Chula Vista was called to order at 6:08 p.m. in Conference Room, located in Civic Center Library, 365 F Street, Chula Vista, California.*

#### 2. ROLL CALL

*Secretary Magbanua called the roll.*

#### 3. CONSENT CALENDAR (Items 3.1 through 3.2)

Commission approve the recommended action on the below consent calendar items.

**3.1 Approval of Meeting Minutes**

Approve the minutes dated: November 6, 2024

**3.2 Written Communications**

Excuse the absence

**Moved by** Commissioner Kohse

**Seconded by** Commissioner Sablan

Yes (5): Commissioners Kohse, Muraoka, Ruiz, Sablan, and Chair Bishop

**Result: Carried (5 to 0)**

**4. PUBLIC COMMENTS**

*Secretary Magbanua announced that 0 electronic comments had been received and 0 comments had been received via email.*

**5. PRESENTATIONS****5.1 Presentation on City of Chula Vista Commission Roles, Duties, and Procedures**

Assistant City Attorney Megan McClurg and City Clerk Kerry Bigelow presented on the roles, duties, and processes related to the City of Chula Vista commissions, including general rules applicable to City boards and commissions, open meeting requirements (Brown Act), and public records (California Public Records Act).

Commissioner Ward arrived at the meeting at 6:18 pm.

**6. ACTION ITEMS****6.1 Discussion and Possible Action Regarding the Planning of Chula Vista ArtFest 2025**

Chair Bishop pulled the item to be heard at the next regular meeting on January 1, 2025.

## OTHER BUSINESS

**7. STAFF COMMENTS**

Principal Librarian and Cultural Arts Manager Erwin Magbanua provided updates on Casa Casillas, the Performing and Visual Arts Grant and McCandliss Art Awards application preparations, the poet laureate pilot program planning, the Odawara youth exchange planning, and the Cine Libre film screening program at the Civic Center Library.

**8. CHAIR'S COMMENTS**

Chair Bishop expressed appreciation for the Proctor Valley Monster program at the Civic Center Library and for the Commission and City staff.

**9. COMMISSIONERS' COMMENTS**

Commissioner Kohse requested that staff contact the Parks and Recreation department about the use of their facilities for arts and recommended discussing the topic of new developments in the city of Chula Vista include local art at a future meeting.

**10. ADJOURNMENT**

*The meeting was adjourned at 7:56 p.m.*

*Minutes prepared by: Erwin Magbanua, Secretary*

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Erwin Magbanua, Secretary

**Erwin Magbanua**

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**From:** Sanja Jing [REDACTED]  
**Sent:** Tuesday, December 3, 2024 11:12 PM  
**To:** Erwin Magbanua  
**Subject:** Re: Agenda for December 4, 2024 Cultural Arts Commission Regular Meeting

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Hi Mr. Erwin,

I hope this email finds you well. Unfortunately, I won't be able to attend the Commissioner's meeting. I have to help host a school ASB event at the same time. I really hoped to join, but unfortunately, the time clashed.

I'll make sure to review the notes and meeting info to stay up to date. Please let me know if there's anything important I should be aware of.

Thanks for your understanding, and I hope you have a fantastic Christmas season! Happy (almost) 2025!

Best,  
Sanja

On Mon, Nov 25, 2024 at 6:32 PM Sanja Jing [REDACTED] wrote:

Hi Mr. Erwin,

I plan to attend!

On Mon, Nov 25, 2024 at 4:21 PM Erwin Magbanua <[emagbanua@chulavistaca.gov](mailto:emagbanua@chulavistaca.gov)> wrote:

Hello Commissioners.

Please see the attached invitation and agenda cover page for the next Cultural Arts Commission meeting on **WEDNESDAY, DECEMBER 4, at 6:00 p.m.** at the Civic Center Library. The full agenda may be viewed here:

<https://pub-chulavista.escribemeetings.com/Meeting.aspx?Id=35d3d11c-0ca8-4d85-b2f8-3112e84852fb&Agenda=Agenda&lang=English>

**\*PLEASE REPLY TO ME PROMPTLY TO CONFIRM YOUR ATTENDANCE\***

**Erwin Magbanua**

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**From:** Danny Zavala [REDACTED]  
**Sent:** Thursday, December 5, 2024 12:46 PM  
**To:** Erwin Magbanua  
**Subject:** Re: January meeting cancellation

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Hello Erwin,

I was unable to attend last night's meeting, I wasn't feeling well Tuesday night after work and eventually got worse. I believe I have a flu of some kind, sorry for not letting you know ahead of time, I've been sleeping most of the day.

Daniel Zavala  
**Artist & Vice Chairman of Cultural Arts Commission**  
City of Chula Vista

On Dec 5, 2024, at 11:59 AM, Erwin Magbanua <[emagbanua@chulavistaca.gov](mailto:emagbanua@chulavistaca.gov)> wrote:

Hello Commissioners.

I hope you had a very informative experience at last night's meeting with Megan and Kerry. It was good to have them confirm many of the things that have been previously discussed at the CAC meetings regarding everyone's roles and responsibilities.

Due to the lack of availability for the CAC members for a January 8 meeting, we will have to cancel it and instead move forward with the February 5 meeting.

Have a safe and pleasant holiday season! We will see you February 5.

**Erwin Magbanua**  
he/him  
Principal Librarian and Cultural Arts Manager  
Chula Vista Public Library  
365 F Street, Chula Vista CA 91910  
O: (619) 691-5138 | C: (619) 504-8255  
[www.chulavistalibrary.com](http://www.chulavistalibrary.com)  
[www.chulavistaca.gov/cvarts](http://www.chulavistaca.gov/cvarts)

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