



## 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