



**Staff Liaison**  
Will Provost | (510) 215-4318  
[wprovost@ci.el-cerrito.ca.us](mailto:wprovost@ci.el-cerrito.ca.us)

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## AGENDA

### REGULAR MEETING OF THE ARTS AND CULTURE COMMISSION

**Monday, January 27, 2025 at 6:00 p.m.**

El Cerrito City Council Chambers  
10890 San Pablo Avenue  
El Cerrito, CA 94530

#### **(6:00 p.m) CONVENE REGULAR MEETING**

1. **ROLL CALL** – Chair Audrey Faine; Vice Chair Renée LeVesque  
Members: Courtney Helion, Kim Settles
2. **COMMISSIONERS' REPORTS, COUNCIL LIAISON AND STAFF LIAISON REPORTS**
3. **ORAL COMMUNICATIONS FROM THE PUBLIC**  
*Remarks are typically limited to three minutes per person, and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first. Remarks on agenda items will be heard at the time the item is discussed.*
4. **APPOINTMENT OF YOUTH MEMBER**  
Discuss youth member application received to serve on the ACC and consider possible action, including the option of forming an ad hoc subcommittee to interview the applicant prior to an upcoming Arts and Culture Commission meeting.
5. **CITY HALL GALLERY SPACE CALL FOR ARTISTS**  
Review and consider approval of a Call for Artists (CFA) to exhibit works in the El Cerrito City Hall Gallery Space and the appointment of an ad hoc subcommittee to review applications received. (Attachment)
6. **COMMUNITY CENTER ENTRANCE SIGN**  
Participate in discussion and consider ideas for a project to update and enhance the community center entryway signage with a public art project led by the ACC.

**7. ACC CALENDAR OF EVENTS**

Hear updates, participate in discussion, and consider possible action items regarding planning, logistics, and expenditures for the ACC calendar of events, including:

- 4th of July – Chalk Art Event?
- October Arts Month
- Potential Night Market / Makers Fair Collaboration

**8. APPROVAL OF MINUTES**

Consider approval of the minutes of the December 2, 2024, meeting. (Attachment)

**9. UPCOMING ITEMS**

- Utility Box Public Art CFA (May)
- Workplan and Accomplishments (May/June)
- October Arts Month Planning (August/September)
- Poet Laureate CFA (Fall 2025)
- El Cerrito Creative ReUse Artist Residency CFA (Winter 2025)

**10. ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison Will Provost at (510) 215-4318. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).

Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at [www.el-cerrito.org/acc](http://www.el-cerrito.org/acc).



## **CITY OF EL CERRITO CITY HALL GALLERY SPACE CALL FOR ARTISTS (CFA) 2025**

### **Program Description**

The City of El Cerrito Arts and Culture Commission (ACC) juries the El Cerrito City Hall Gallery Space, a north-facing wall located on the second-floor loft hallway in City Hall, overlooking the lobby, with plenty of natural light. The exhibit space, located at 10890 San Pablo Avenue, measures 42.75 feet (513") in length and 7.33 feet (88") in height, with a rail-wire hanging system.

Artists interested in showing their work in the City Hall Gallery Space must submit a proposal and 6-15 samples of their works of art (photographs, paintings, digital renderings) to be presented to the ACC for review and consideration. Work samples should represent a theme selected by the artist and be reflected in the proposal. From time to time, the ACC may announce themes for upcoming shows, so artists may consider those before submitting. To submit an online application and learn more about the program, please visit: <https://www.el-cerrito.org/galleryspace>.

The program is sponsored by the El Cerrito Arts & Culture Commission (ACC).

### **Application Deadline**

The application is due by **4 p.m. on Friday, March 7, 2025** online. If submitting online is not a feasible option, please make arrangements with Lina Huang prior to the deadline. To submit an alternative way contact Lina directly at [lhuang@ci.el-cerrito.ca.us](mailto:lhuang@ci.el-cerrito.ca.us) or at (510) 215-4371.

### **Application Guidelines**

- Application materials must be clear and able to read on a computer.
- Artist's Statement -- discussing theme of proposed gallery exhibition and how artist's interests and background relates to this theme (at least 300 words). Include the proposed theme, and number of artworks. Applicants should indicate if they will have enough work for a solo exhibition. (If there is not enough work for a solo exhibition, applicants should indicate if they are willing to participate in a joint show with another artist or in a group show.)
- Artist resume, curriculum vitae, or background material.
- Photographs of or examples of works of art (6-15). Images should be JPG or PDF files. Include an image list of the sample works that includes title, medium, and size, for each piece.

Applications can be submitted online at [www.el-cerrito.org/galleryspace](http://www.el-cerrito.org/galleryspace).

For questions, contact Will Provost at (510) 215-4318 or [wprovost@ci.el-cerrito.ca.us](mailto:wprovost@ci.el-cerrito.ca.us).

Program Schedule (subject to change)	
Monday, February 3, 2025	Call for Artists released
Friday, March 7, 2025	The application is due online at <b>4 p.m. on Friday, March 7, 2025.</b>
Monday, March 10 through Monday, March 17, 2025	Application Review and Selection by Selection Panel
Week of March 17, 2025	Artist(s) Selected
Monday, March 24, 2025	Selected Artist(s) to be Presented to the Arts and Culture Commission

### Theme

Artwork that highlights the breadth of artists and works being created in and near El Cerrito, California.

### Eligibility

1. This program is open to individual artists, teams of artists, or community groups with a designated lead artist.
2. Applicants must reside in either Contra Costa or Alameda County (East San Francisco Bay Area). Proof of residency may be requested. Preference is given to artists who are residents of the City of El Cerrito.
3. Preference will be given to youth artists and schools or community groups that coordinate a show around a group of students.
4. Selected artists will be required to sign a liability waiver/consent form in order to participate in the program.

### Program & Artwork Requirements

- The artwork must be suitable for viewing by all ages in a public space. Generally, this rule means that the art may not contain advertising, religious art, violence, sexual content, or political partisanship. Designs that do not comply with these standards will not be approved by the City and/or eligible for the program.
- All entries must be the original design and artwork of the applicant(s); artwork must not be plagiarized, stolen, or copied.
- Artwork must not defame or invade the rights of any person, living or dead.
- Artworks that use copyrighted or trademarked images are not eligible unless legal permission has been granted.
- The artist(s) name and a photo of the artwork may be featured on the City of El Cerrito website and other promotional materials.

**Evaluation Criteria (not in order of importance)**

- Residency
- Applicant examples of work
- Creativity and originality
- Adherence to the project theme (if applicable), as described above
- The relationship of the proposed artwork to the social and/or cultural identity of the El Cerrito community

**Showing in the City Hall Gallery Space**

Following ACC approval, the Gallery exhibit will be scheduled with the artist(s). Exhibits are scheduled for 8-10 weeks, and the artist will comply with the following:

- Artist(s) must sign Artist's Agreement and provide complete inventory list on day the artwork is installed in the Gallery Space. The ACC recommends that artists arrange for private insurance coverage for their exhibit.
- Artist(s) must install artwork on the designated date under supervision of City staff, who will provide access to the Gallery Space, and must remove artwork at the end of the exhibit period on the designated date. Available hours for installation and removal are 8:00 a.m. to 4:00. p.m. on regular business days (closed every other Friday), or by special arrangement with the ACC Staff Liaison.
- Artwork may be hung on open wall space in the designated gallery space area only using the provided hanging system. The artist is responsible for installation of artwork, removal, and any repair as stated in the Artist's Agreement. Exhibits involving multiple artists will be curated by the ACC.
- The artist(s) is encouraged to have a reception at City Hall during the exhibit period. Receptions must be scheduled in advance with the ACC Staff Liaison to determine an available date and time. The artist is responsible for the reception, set-up, supplies, refreshments, and clean-up following the reception. Receptions are held outside of regular business hours at City Hall.
- The City will publish the scheduled exhibition list in various City publications and on the City's website. Additional advertising and the sale of the artwork is handled entirely by the artist(s).

**Application Coversheet**

*(must be filled out by the Lead Artist)*

<b>Lead Artist First Name and Last Name</b>	<b>Date</b>

<b>Home Address (Street #, Street Name)</b>	<b>City</b>

<b>Home Phone</b>	<b>Cell Phone</b>	<b>Email</b>

**Additional Artist(s) First Name(s) and Last Name(s)** – *For group exhibit only* – all artists must be named here. Use additional pages if necessary

1.	5.
2.	6.
3.	7.
4.	8.

**Title of Artwork** *(includes title, medium, and size, for each piece)*

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**Name of community group or organization** - *if applicable*

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**Artist's Statement** (at least 300 words):

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**Description(s)** - up to 300 words:

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**Artist Resume (upload file)**

**Examples of Artwork (upload 6-15 images)**

**Lead Artist Printed Name**

**Date**

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**Lead Artist Signature**

**Date**

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## DRAFT MINUTES

### REGULAR MEETING OF THE ARTS AND CULTURE COMMISSION

Monday, December 2, 2024 at 6:00 p.m.

#### Staff Liaison

Will Provost | 510-215-4318  
[wprovost@ci.el-cerrito.ca.us](mailto:wprovost@ci.el-cerrito.ca.us)

Hana Gardens Senior Center  
10870 San Pablo Avenue  
El Cerrito, CA 94530

The City encourages submission of written comments in advance to the Arts and Culture Commission via email to [wprovost@ci.el-cerrito.ca.us](mailto:wprovost@ci.el-cerrito.ca.us) prior to the meeting or by contacting the staff liaison listed above.

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#### 6:00 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair Audrey Faine called the meeting to order at 6:00 p.m.  
**Present:** Chair Audrey Faine; Vice Chair Renée LeVesque; Members: Courtney Helion, Kim Settles

2. **COMMISSIONERS' REPORTS, COUNCIL LIAISON AND STAFF LIAISON REPORTS**

Staff Liaison Provost highlighted that El Cerrito's Measure G passed with over 81% support, extending the existing 1-cent sales tax and demonstrating strong support for the services the City of El Cerrito provides. He also reported back to the Commission on potential project opportunities surrounding the El Cerrito Community Center and on the current status of the Dorothy Rosenberg property that was donated to the City.

Commissioner Helion also commented on the results of the local election and underscored her interest in continuing to serve on the Arts & Culture Commission.

3. **ORAL COMMUNICATIONS FROM THE PUBLIC**

None.

4. **PUBLIC ART ON PRIVATE PROJECT – 729 KEARNEY ST.**

Xin Dong, Founder of the Little Lamb Bilingual Preschool, presented the proposed artwork planned for the exterior fence of the private development project. ACC Commissioners provided comments and positive feedback in support of the proposed artwork.

5. **PAVEMENT ART PILOT PROGRAM**

Staff Liaison Provost provided an overview of the Pavement Art Pilot Project, the Call for Artists that was undertaken, and the interview process completed by a selection panel to ultimately recommend a specific design to the ACC. The artist that created the design that was recommended by the selection panel, Pete Frankel, discussed his inspiration for the design and how it connected to El Cerrito as a community.

#### **Public Comments:**

Buddy Akacić – expressed his support for the Pavement Art Pilot Project.

**Moved/Seconded:** Member Helion/Member Settles **Action:** Motion to approve the

recommended artist submission from Pete Frankel (Option A) for the Pavement Art Pilot Program, including awarding \$1,000 for creation of the final design **Ayes:** Chair Faine; Vice Chair LeVesque; Members Helion, Settles. **Noes:** None. Motion approved.

**6. MINI GRANT REQUEST – MESSY ART DAY**

Tess Desiderio presented the El Cerrito Preschool Cooperative’s Mini-grant Program application, requesting \$1,000 in support of the school’s Messy Art Day event which is free, open to the public, and serves more than 1,000 attendees. The event will take place March 16, 2025.

**Moved/Seconded:** Member Settles/Chair Faine **Action:** Motion to award \$1,000 in support to the El Cerrito Preschool Cooperative to support Messy Art Day 2025.

**Ayes:** Chair Faine; Vice Chair LeVesque; Members Helion, Settles. **Noes:** None. Motion approved.

**7. EL CERRITO CREATIVE RE-USE (ECCRU) ARTIST IN RESIDENCY  
PROGRESS UPDATE AND POSSIBLE TERM EXTENSION**

ACC Commissioners heard presentations from the current ECCRU Artists in Residence Zona Sage and Lisa Zimmer-Chu describing their accomplishments and plans for the remainder of the residency, including what they would hope to accomplish if their terms were extended.

**Moved/Seconded:** Member Helion/Vice Chair LeVesque **Action:** Motion to extend the term of the ECCRU Artists in Residence for a nine-month period through September 30, 2025, with an additional stipend for each ECCRU Artist in the amount of \$1,500.

**Ayes:** Chair Faine; Vice Chair LeVesque; Members Helion, Settles. **Noes:** None. Motion approved.

**8. 2025 REGULAR MEETING SCHEDULE FOR THE ARTS AND CULTURE  
COMMISSION**

The ACC reviewed the proposed 2025 ACC regular meeting schedule.

**Moved/Seconded:** Member Settles/Member Helion **Action:** Motion to approve the proposed 2025 ACC regular meeting schedule. **Ayes:** Chair Faine; Vice Chair LeVesque; Members Helion, Settles. **Noes:** None. Motion approved.

**9. ACC CALENDAR OF EVENTS**

The ACC heard updates, participated in discussion, and considered possible action items regarding planning, logistics, and expenditures for the ACC calendar of events, including:

- October Arts Month – The Commission remarked on how successful and loved the October Arts Month event was and how it could be expanded and enhanced in 2025.
- Juneteenth Event – The ACC discussed not moving forward with an event that would compete with the City of Richmond’s successful Juneteenth event.
- Potential Night Market / Makers Fair – The Commission explored ideas for what an event, market, or fair could look like in El Cerrito.

**10. APPROVAL OF MINUTES**

**Moved/Seconded:** Member Helion/Vice Chair LeVesque **Action:** Motion to approve August 26, 2024 meeting minutes. **Ayes:** Chair Faine; Vice Chair LeVesque; Members Helion, Settles **Noes:** None. Motion approved

## 11. UPCOMING ITEMS

- City Hall Gallery Space Call for Artists (CFA) (January/February)
  - The ACC discussed an interest in including works from students and El Cerrito youth in future gallery shows.
- Utility Box Public Art CFA (May)
- Workplan and Accomplishments (May/June)
- October Arts Month Planning (August/September)
- Poet Laureate CFA (Fall 2025)

## 12. ADJOURNMENT

The meeting adjourned at 7:49 p.m.

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Audrey Faine, Chair

This is to certify that the foregoing is a true and correct copy of the minutes of the Arts and Culture Commission meeting of December 2, 2024, as approved by the Arts and Culture Commission.

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Will Provost, Staff Liaison