

MINUTES OF THE
SACRAMENTO METROPOLITAN ARTS COMMISSION

Special Meeting
January 12, 1984

Commissioners Present: Jacqueline Springwater, Chair
Jackie Caplan
Pam Johnson
James Neagle
David Rible
Thomas E. Smail, Jr.
Audrey Tsuruda

Commissioners Absent: Diana Perham
Terezita Romo

The January 12, 1984 special meeting of the Sacramento Metropolitan Arts Commission was called to order at 3:10 p.m.

Chair Springwater announced that she would be glad to act as Chair and if elected would work to strengthen the procedural aspects of the Commission before her term expires in July. A motion was made by Commissioner Tsuruda and seconded by Commissioner Smail that SMAC nominate Jacqueline Springwater to serve as Chair of the Commission until the end of her term. The motion was passed with Chair Springwater abstaining. A motion was made by Commissioner Smail and seconded by Commissioner Tsuruda that the chair nomination be closed and a unanimous ballot be cast for Chair Springwater. The motion was passed unanimously.

Chair Springwater stated a need to define the roles of the chair and commissioners and a need to establish procedures for electing chairs. She suggested a committee be formed to address these issues and opened the meeting for discussion. The following needs and concerns were expressed:

- job descriptions for chair, vice-chair, and commissioners.
- increased contact with City Council and Board of Supervisors regarding present and future appointments.
- the chair's role in establishing political contacts.
- the Commission's role in seeking potential candidates.
- overlapping the terms of chairs.
- seeking past commissioners as advisors.
- having non-commissioners sit on committees.
- what constitutes a strong commission?
- proper procedures for conducting meetings.
- absenteeism.
- lack of continuity.

The following suggestions were made:

- elect a chair two months before the present chair's term expires.
- have commissioners report in writing once a year to the elected officials who appointed them. The report would include an update of what they and/or the Commission has or has not accomplished.
- develop stronger relationships with City Council and Board of Supervisors; communicate what skills are needed on the Commission.

Minutes (Special Meeting)

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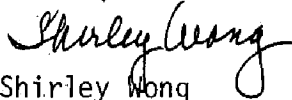
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- contact past chairs, John Hansen and Susan Willoughby, as advisors.
- enlist non-commissioners to sit on committees (source for potential candidates).
- have staff begin procedures to develop job descriptions to submit to Commission.

After some discussion, a motion was made by Commissioner Johnson and seconded by Commissioner Tsuruda that SMAC form an ad hoc committee to develop procedures to define job descriptions of commissioners, chair and vice-chair. The motion was passed unanimously. The ad hoc committee will include Commissioner Springwater, Chair, and Commissioners Neagle, Johnson, and Tsuruda and will meet before the February Commission meeting. The job description of the Chair will be presented to the Commission in February; the job descriptions of the vice-chair and commissioners will follow in March.

The meeting was adjourned at 4:28 p.m.

Respectfully submitted,



Shirley Wong
Secretary