

MINUTES  
COMMUNITY ACTIVITIES & CULTURAL COMMISSION  
CITY OF CARMEL-BY-THE-SEA

OCTOBER 9, 2012

**I. CALL TO ORDER AND ROLL CALL**

PRESENT: Commission Members Jett, Rachel, Parks, Downing  
ABSENT: Dixon  
STAFF PRESENT: Cindi Lopez-Frincke, Community Services Assistant  
Heidi Burch, Assistant City Administrator

**II. PLEDGE OF ALLEGIANCE**

Members of the audience joined Commission Members in the pledge of allegiance.

**III. APPEARANCES**

None

**IV. APPROVAL OF MINUTES**

Commissioner RACHEL moved **ratification of the revised minutes from the September 11, 2012, meeting** seconded by Commissioner PARKS and **carried** by the following roll call vote:

AYES: Rachel, Downing, Parks  
NOES: NONE  
ABSENT: Dixon  
ABSTAIN: NONE

**V. ORDERS OF BUSINESS**

**A. Swearing in of New Commissioner, Donna Jett**

Commissioner Jett was sworn in by Assistant City Administrator, Heidi Burch.

**B. Presentation to Discuss “Light Up A Life” Special Event, Patrick Connors**

Patrick Connors, Manager, Business Development from Heartland Hospice Care presented the Commissioners his proposal for holding an event to have the public prepare illuminated bags in memory of lost loved-ones at Devendorf Park. Following discussion, the Commission unanimously approved the event.

**C. Presentation to Discuss “Carmel-by-the-Glass” Special Event, Rich Pepe**

Rich Pepe addressed the Commission regarding his event at Devendorf Park for a wine tasting event. Following discussion, a motion was made by Commissioner Downing, and seconded by Commissioner Rachel, that the applicant work with staff finalize the details of the event and present it to the City Council for their approval of the event. The motion carried unanimously.

**D. Election of Vice Chair**

Following discussion, a motion by Commissioner Rachel was made to appoint Commissioner Donna Jett as Vice-Chair. The motion carried unanimously.

**VI. ANNOUNCEMENTS FROM THE CHAIR AND/OR COMMISSIONERS**

None

**VII. ANNOUNCEMENTS FROM THE ASSISTANT CITY ADMINISTRATOR-RECEIVE AND DISCUSS REPORTS, PROVIDE DIRECTION AS NECESSARY.**

None

**VIII. FUTURE AGENDA ITEMS**

A. Arrange for a special meeting November 15 or November 16, 2012.

**IX. ADJOURNMENT**

There being no further business to come before the Commission, Chair Dixon adjourned the meeting at 10:55 a.m.

Respectfully submitted,

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Cindi Lopez-Frincke, Community Services Assistant

ATTEST:

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Donna Jett, Vice-Chair CA&CC