

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

MARCH 12, 2013

**I. CALL TO ORDER AND ROLL CALL** – Meeting began at 9:34 a.m.

PRESENT: Commission Members Dixon, Jett, Downing  
ABSENT: RACHEL  
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**

Barbara Davison, Sunset Center, addressed the Commission regarding conflicting dates for performances and conferences at Sunset Center during the times of the farmer's market. **10:20 a.m.**

DeWitt Gifford addressed the Commission regarding the Scout House. **10:25 a.m.**

**IV. APPROVAL OF MINUTES**

Commissioner DOWNING moved **ratification of the minutes from the February 19, 2013, meeting, and the amended minutes from the special meeting of March 5, 2013,** and seconded by Commissioner JETT and **carried** by the following roll call vote:

AYES: Dixon, Jett, Downing  
NOES: NONE  
ABSENT: RACHEL  
ABSTAIN: NONE

**V. ORDERS OF BUSINESS**

**A. Establish goals and budget recommendations to submit to the City Administrator**

Following discussion regarding various city projects Commissioner DOWNING moved to recommend to the City Council to allocate \$5,000 toward the Scout House for work to be done by interested parties, on a volunteer basis, to see if the building can be reinstated using volunteers, school children and materials. The motion was seconded by Commissioner JETT. **The motion passed unanimously.**

Chair Dixon addressed the need for establishing a volunteer program to assist at various city events. Following discussion a motion was made by Commissioner DOWNING to add the program to the goals for 2013/2014 funding to establish a plan to develop a volunteer program. The motion was seconded by Commissioner Jett. **The motion passed 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

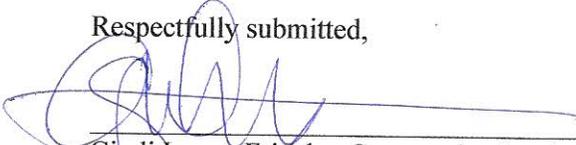
**VIII. FUTURE AGENDA ITEMS**

- A. Establish guidelines for the farmers market. (April)
- B. Establish a volunteer program. (May)

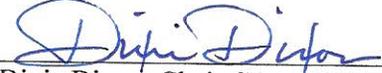
**IX. ADJOURNMENT**

There being no further business to come before the Commission, Chair Dixon adjourned the meeting at 11:32 a.m.

Respectfully submitted,

  
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Cindi Lopez-Frincke, Community Services Assistant

ATTEST:

  
\_\_\_\_\_  
Dixie Dixon, Chair CA&CC