



CIVIC IMPROVEMENT COMMISSION
70 North First Street - Campbell, California 95008

Tuesday, January 12, 2016 - 6:30 p.m.

Public Works Conference Room

Study Session Minutes

CALL TO ORDER: 6:30 PM

PRESENT: **Chairperson Teeter, Commissioners Hoffman, Zheng, Herosy, Mitchell, Castleton, Hoffman (Arrived Late). Staff Liaison Al Bito and Graduate Intern Michael Thomas (Interim Recording Secretary).**

ABSENT: **Commissioner Zisser (Excused)**

ORAL REQUESTS: There were no oral requests.

NEW BUSINESS:

The Commissioners discussed planning, preparing for and executing the 2016 Fifth Grade Poster Contest based on previous timelines to complete the various tasks related to the annual contest. This discussion also included identifying prospective schools to participate in the contests, as well as prospective donors to contribute prizes for the contest winner and runners up. The Commissioners also discussed distribution of literature to promote the contest, as well as dividing up the tasks related to planning, organizing and executing the contest among themselves and staff.

The Commissioners chose again "What I Love about Campbell" as the contest's theme for 2016. The contest is open to all fifth grade students either residing in Campbell or attending a public or private school in Campbell. All art work must be hand drawn without computer generated letters and graphics. All artwork must be submitted to Campbell City Hall by 5:00 PM on Monday, April 11, 2016. The remaining tasks included obtaining permission from school districts and private schools to distribute contest entry forms, rules and a news release. The Commissioners divided up distributing contest materials to the public and private schools in Campbell. The Commissioners also divided up reaching out to local businesses to contribute donations for contest prizes.

The Commissioners requested staff to prepare contest entry forms, rules and a news release for distribution to local media, school districts and schools. The Commissioners also requested staff to prepare donation letters and coordinate scheduling of related events and meeting timeline milestones.

Commissioner Hoffman inquired about donations in support of the poster contest being tax deductible and using the City's tax ID number for this purpose. Staff agreed to follow up with the Finance Department regarding this matter.

OLD BUSINESS:

There was no old business.

ADJOURN:

The meeting was adjourned at 7:30 PM

Respectfully submitted,

Michael Thomas, Interim Recording Secretary

Al Bito, Staff Representative