
Inventory of the California Arts Commission Records

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Inventory: F3719

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Office of the Secretary of State
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Agency History

The California Arts Commission (C.A.C.) was created (Stats. 1963, ch. 1742) to join with private patrons and with institutions and professional organizations concerned with the arts, to encourage and assist the freedom of artistic expression of the arts. The original Commission was not empowered to administer funds or to promote cultural and artistic programs until 1973 (ch. 1143). The revised responsibilities of the Commission provided for funding, including the acceptance of federal and private funds, for promotion, support and development of needed arts programs. The Commission, in order to amplify the state's existing cultural resources - thus making many art institutions and organizations serve the audience in community-wide programs - promoted and sponsored cultural state-wide touring exhibitions such as Horizon, Music for Youth, and Perception, an exhibition for the sighted and blind.

1. MINUTES. 1964-75 F3719:1-121.

Physical Description: 121 ff.

Scope and Content Note

Arrangement

Arranged chronologically, including supplementary and background informational data, as described below, for consideration at each meeting.

Minutes; agendas; correspondence; memoranda; fiscal, budget and expenditure reports; summary activity and progress reports; grant applications and acceptances; news releases; circulars; press clippings; and newsletters. Subject matter varies from meeting to meeting but includes: development of C.A.C. policy, procedures, and organizational structure; preparation of the Governor's Inventory of the Arts; guidelines for convincing private corporations to contribute to C.A.C. projects; discussion of the work of regional arts councils; notification of performance contracts; planning for touring exhibit programs; legislative proposals and reports thereto; and personal and fiscal matters.

2. REPORTS. 1966, 1971-74. F3719:121a.

Physical Description: 1 ff.

Scope and Content Note

Report to the Governor and the Legislature...on the Cultural and Artistic Resources of the State of California (1966); 1970-72 Annual Report; Touring Art Exhibitions: The California Experience (1972); and interim fiscal report, June 1, 1973-March 30, 1974.

3. CHAIRMAN OF THE BOARD FILES. 1972-75. F3719:122-127a.

Physical Description: 7 ff.

Scope and Content Note

Arrangement

Arranged chronologically.

General correspondence of William Kent III, Chairman, whose powers included recommending expenditures of C.A.C. funds, appointment of the Executive Director, and presiding at Commission meetings and events. Most of this series relates to invitations and appearances at Commission meetings, events, and at state-wide art and entertainment functions; public relations; and funding and budgeting matters.

4. EXECUTIVE DIRECTOR FILES. 1972. F3719:128-32.

Physical Description: 5 ff.

Scope and Content Note

Arrangement

Arranged alphabetically by correspondent.

Letters received and copies of letters sent by Albert Gallo relating to C.A.C.'s sponsorship of state-wide arts and entertainment programs and projects, including correspondence from American composers Samuel Barber and Roy Harris, and the powers and duties of the Executive Director encompassing: development, organization, direction, and evaluation of programs; C.A.C. staffing; advising and consulting with the Commission on matters of public relations and formulating programs and projects.

5. EXECUTIVE DIRECTOR FILES-CHRONOLOGICAL SERIES. 1973-75. F3719:133-149.

Physical Description: 17 ff.

Scope and Content Note

Arrangement

Arranged chronologically.

Outgoing correspondence of James D. Forward, Jr. with California art and entertainment associations and agencies, C.A.C. Chairman and Commissioners, state legislators, and the Governor's office. Subject matter is similar as described in series entry 6 below.

6. EXECUTIVE DIRECTOR FILES. 1973-75. F3719:150-173.

Physical Description: 24 ff.

Scope and Content Note

Arrangement

Arranged alphabetically.

Letters received and copies of letters sent by James D. Forward, Jr. with art and entertainment associations and organizations, with the Chairmen and members of the C.A.C., state legislators, and the Governor's office. Subject content is similar to that described in series entry 4, but also includes documentation on: requests for funding from Federal (NEA and NEH) and private agencies; theatre improvement programs; advisory panel meetings; fiscal matters; and administration of the grant program as authorized under Stats. 1973, ch. 1143.

7. EXECUTIVE DIRECTOR FILES. 1975. F3719:174

Physical Description: 1 ff.

Scope and Content Note

Arrangement

Arranged alphabetically.

Outgoing correspondence of Susan Hooper Billstein regarding grant allocations, reorganization of the C.A.C. as mandated by SB 1024 (Stats. 1975, ch. 1192), budget evaluations, and responses to private individuals and agencies requesting state financial assistance for arts programs.

8. PROGRAM AND DEVELOPMENT ADMINISTRATOR FILE. 1973. F3719:175-179.

Physical Description: 5 ff.

Scope and Content Note

Arrangement

Arranged chronologically.

Miscellaneous correspondence received and sent of Susan H. Billstein to Commission members and staff, with art and entertainment associations and organizations and private individuals. Much of this series pertains to administration of the seventeen state-wide programs in the arts and project developmental work, including grant funding and providing information on the grant program.

9. PERSONNEL FILES. 1963-74. F3719:180-81.

Physical Description: 2 ff.

Scope and Content Note

Arrangement

Arranged alphabetically.

Miscellaneous data, including some biographies, on the chairman, individual C.A.C. members and advisory panel members.

10. CENTRAL OFFICE FILES. 1967-74. F3719:182-213.

Physical Description: 32 ff.

Scope and Content Note

Arrangement

Arranged alphabetically and/or chronologically.

Outgoing correspondence of principal staff members relative to promotional activities of communities in the areas of music, dance, and theatre, recommendations for financial assistance for state funding, and responses to invitations.

11. GRANT APPLICATION FILES. 1973-75. F3719:214-390.

Physical Description: 176 ff.

Scope and Content Note

Arrangement

Arranged by category and grant application number.

Selected grant applications in the categories of visual arts, community and environment, arts and service organizations, theatre, dance and music. Each grant file includes the applications and related background literature, C.A.C. evaluation report and miscellaneous correspondence relative to funding and grant approval stipulations. Of particular note is the grant file of the Paramount Theatre of the Arts (Oakland) which includes a historical survey of the theatre. Other approved grant files include those from the: California Museum of Science and Industry; Hebrew Union College; San Francisco Art Institute; Pasadena Unified School District for the Visual Arts; Berkeley Film Institute; Old Globe Theatre; Contemporary Afro-American Films for Community and Environment; Squaw Valley Creative Arts Society; Artists for Economic Action; Palo Alto Community Players, Inc.; Blacklight Explosion Co.; Chinese Folk Dance Association; Pacific Ballet; Napa Valley Symphony, Santa Monica Youth Orchestra; and Peninsula Concert Association for Music.

12. PRESS CLIPPING FILE. 1966-75. F3719:391-418.

Physical Description: 28 ff.

Scope and Content Note

Arrangement

Arranged by topic or project and chronologically thereunder.

A series of scrapbooks of newspaper clippings relative to C.A.C. projects and touring exhibitions. Vols?

RECORDS RELATING TO C.A.C. PROJECTS AND TOURING EXHIBITIONS

Scope and Content Note

The California Arts Commission's projects are conceived, researched, and developed by the Commission staff to fulfill existing needs in the arts throughout California. The five areas of need include the performing arts, visual arts, film, literature, and community service.

13. ASSOCIATION OF CALIFORNIA SYMPHONY ORCHESTRAS (ACSO). 1970-73. F3719:418a.

Physical Description: 1 ff.

Scope and Content Note

Arrangement

Arranged chronologically.

Correspondence, memos, reports, press releases, program statements, conference programs and information. This series relates principally to funding and C.A.C. sponsorship of the annual ACSO conferences and to develop a state-wide catalog of scores and parts owned by community orchestras.

14. CALIFORNIA DANCE PROJECT. 1970-73. F3719:419-423.

Physical Description: 5 ff.

Scope and Content Note

Arranged by subject and chronologically thereunder.

Correspondence, memos, reports, news releases, and background information relative to joint venture between the C.A.C. and the Association of American Dance Companies to survey California dance companies, establish an information center, and to strengthen community support. An output of this program was the production and distribution of a descriptive directory of dance companies available for performances.

15. DIMENSIONS. 1969-70. F3719:424-427.

Physical Description: 4 ff.

Scope and Content Note

Arrangement

Arranged by subject and chronologically thereunder.

Project development and implementation report, correspondence and memos regarding loans of artworks, publicity releases and materials for use by docents and tour guides, and progress evaluation reports and comments from individuals, organizations, and classes attending the exhibition of thirty pieces of sculpture. The purpose of the exhibition was to make art available to the 110,000 blind of the state and to give the sighted a new perception of art through the sense of touch.

16. FESTIVAL ARTS OLYMPIAD PROJECT. 1969-70. F3719:428.

Physical Description: 1 ff.

Scope and Content Note

Arrangement

Arranged chronologically.

Correspondence, feasibility studies, reports, and miscellaneous background information relative to a proposal to provide an opportunity for professional and non-professional artists of all ages, representing all disciplines, to participate in an Arts Olympiad. Winners would be established as California honor groups and would tour the state. The proposal did not receive C.A.C. sanction.

17. HORIZON. 1968-71. F3719:429-439.

Physical Description: 11ff.

Scope and Content Note

Arrangement

Arranged by subject and chronologically thereunder.

Horizons: A Century of California Landscape Paintings, was a travelling exhibit to communities and neighborhoods of 22 California landscapes painted between 1850 and 1950 as loaned by California art museums and sponsored by three financial institutions. This series includes project proposals, cost and budget estimates, suggestions as to works of art to be included in the exhibit, development of catalog, loan agreements with lending institutions, minutes of financial institutions project committee, exhibit itineraries, press coverage and publicity, reports of attendance and reactions to exhibit, and a manual on set-up, security, transportation, and breakdown of the exhibit system.

18. MUSIC FOR YOUTH. 1970-73. F3719:440-446.

Physical Description: 7 ff.

Scope and Content Note

Arrangement

Arranged by subject and chronologically thereunder.

A project in cooperation with the California Music Educators Assoc. and sponsored by Standard Oil Company of California, to afford opportunities for student performances and student audiences to participate in musical performances of high artistic calibre that would be otherwise unavailable. The program organized youth orchestras, choruses and vocal or instrumental ensembles. This series includes program and budget proposals, action plans and fact sheets, program evaluation guidelines, meeting minutes and materials submitted thereto for consideration and action, progress reports, and agreements and contracts as entered into with Standard Oil Company of California.

19. NEHRU EXHIBITION. 1965-66. F3719:447-448.

Physical Description: 2 ff.

Scope and Content Note

Arrangement

Arranged chronologically.

The Nehru Exhibition toured the United States under the auspices of the Indian Ministry of Information and was sponsored in California by the C.A.C. as an artistic event of high calibre. This series includes general correspondence memos, minutes of planning meetings, invitations, press releases, publicity and financial reports relating to the collected photographs, art, artifacts, and personal memorabilia of Jawaharlal Nehru and his India.

20. PERCEPTION. 1969-72, F3719:449-452.

Physical Description: 4 FF.

Scope and Content Note

Arrangement

Arranged chronologically.

Perception: An Exhibition of Sculpture for the Sighted and Blind was the second C.A.C. touring exhibit expressly designed to reach the visually handicapped. This series includes minutes of the planning committee, miscellaneous correspondence, publicity and news releases, educational material kit, lecture notes and background information, and fiscal report. A separate file contains publicity materials and the Governor's Inaugural Program which included a Mini-Perception exhibit representing a preview of the larger exhibition which followed.

21. ALLIANCE OF CALIFORNIA ARTS COUNCILS (ACAC). 1968-73. F3719:453-459

Physical Description: 7 ff.

Scope and Content Note

Arrangement

Arranged by subject and chronologically thereunder.

Correspondence, memos, minutes, reports, membership lists, questionnaires, news releases, conference programs, and miscellaneous fiscal and budget data regarding organization of the ACAC to facilitate communication between California's numerous art councils. A Steering Committee, based on a survey of local art council organizations, proposed the formation of the ACAC to generate public interest and participation in the arts on a state-wide basis. Most of the series relates directly to the formation of the ACAC but also includes data on formation of local community art councils.

22. PHOTOGRAPH FILES. 1966-71. F3719:460-465

Physical Description: 6 ff.

Scope and Content Note

See below:

- a. Nehru Exhibition, 1966**
- b. Horizons, 1970-71**
- c. Dimensions, 1973**
- d. National Youth Audiences Week, 1975**
- e. Personnel Photos**
- f. Miscellaneous, 1974**