

## Official Minutes of the Rowlett Arts and Humanities Commission

Date: Tuesday, July 12, 2011

Location: Library Conference Room, 3900 Main Street

- 1) Meeting called to order by Vice Chair Mary Drayer at 6:33 p.m. and a quorum was present.
  - Members present: Mary Drayer, Jerry Barshop, Celia Barshop, and Andrea Plumlee.
  - Members absent: Hugo Martinez, Jerry Hickman, Veena Valiaveedu and Kris Kriofske.
  - Staff present: Brian Funderburk and Brenda Kennedy.
  - Visitors: Donna Davis, City Council Liaison.
- 2) Consider approving minutes of the regular meeting of April 12, 2011.
  - Motion made to accept minutes as written by Andrea Plumlee; motion seconded by Celia Barshop; motion passed unanimously.
- 3) Discuss plans to keep Cultural Arts Center in the City's vision.
  - a) Begin formulating a position statement to be presented to City Council.
    - Item tabled until September 13, 2011 meeting.
- 4) Discuss future use and logistics for proposed Cultural Arts Center.
  - Item tabled until September 13, 2011 meeting.
- 5) Review budget overview from prior month.
  - Members received budget overview, account balance \$1,149.23. Upcoming expenses yet to be expended: Photography Contest (\$575.00) and mail out to schools in September for Young Artists Exhibit.
- 6) Presentation and discussion of communications plan by Celia Barshop.
  - Celia met with Brian Funderburk to prepare promotional plan to keep citizens updated on Arts and Humanities Commission's event. This meeting focused how to use the City's website to create a general awareness campaign for our citizens.
  - Brian will work with Celia so she can meet with various city staff members to assist in the promotion of Arts and Humanities Commission events, etc.
  - City is using a three year communication plan, need multiple ways to advertise to reach citizens. Discussed promoting via video on City's cable channel 16; website; YouTube site; and providing information for posting in city buildings.
- 7) Update from standing committees:
  - Writing Contest – Mary Drayer thanked Andrea Plumlee for judging the entries received for the contest. At the City Council meeting, Brian Funderburk presented staff report and City Council Liaison presented proclamations to the winners present. The contest received 96 entries (73 from youth and 23 adults).
  - Photography Contest – Mary to update entry form and will send to Celia for publicity. This year, Commission requires all entries to be matted. Take in date is September 10<sup>th</sup> and take down is October 1<sup>st</sup>.
  - Young Artists Exhibit – Discussed and decided 6<sup>th</sup> grade should be included in middle school division. Jerry and Jerry will work on entry form information to clarify grades in the elementary and middle school divisions.

- Arts in Education grant – tabled until October 11, 2011 meeting.

8) Standing Reports.

- Update from the Lakeshore Symphonic Winds.
  - a) No report.
- Update from Rowlett Community Chorale.
  - a) Concerts planned October 2011 at St. Mark's church in Plano.

9) Public Announcements.

- Brian Funderburk thanked members who attended the receptions for the Library Director candidates.
- Announced 2<sup>nd</sup> Volunteer Fair to be held Thursday, July 28<sup>th</sup> from 7 – 8:30 p.m. at the Rowlett Community Centre. More information will be email to members.

10) Future topics.

- Call to order
- Consider approving minutes from previous meeting
- Review budget overview of prior month
- Discuss plans to keep Cultural Art Center in City's vision
  - a) Report from sub-committee on position statement
- Discuss future use and logistics for proposed Cultural Arts Center
- Update and discuss promotional campaign ideas
- Discuss reducing the number of meetings from 11 to 10 annually (one less during summer)
- Update on Standing Committees
  - a) Writing Contest
  - b) Photography Contest
  - c) Young Artists Exhibit
  - d) Art in Education grant
- Standing Reports:
  - a) Update from Lakeshore Symphonic Winds (Hugo Martinez)
  - b) Update from Rowlett Community Chorale (Mary Drayer)
- Public announcements
- Future topics

13) Meeting adjourned at 7:25 p.m.

Approved by the Rowlett Arts and Humanities Commission:

Signature



Date

8/9/2011