

## Official Minutes of the Rowlett Arts and Humanities Commission

Date: Tuesday, October 11, 2011

Location: Library Conference Room, 3900 Main Street

- 1) Meeting called to order by Chair Hugo Martinez at 6:30 p.m. and a quorum was present.
  - Members present: Hugo Martinez, Mary Drayer, Jerry Barshop, Jerry Hickman, Laqueata Brown and Cassie Wilson.
  - Members absent: Veena Valiaveedu.
  - Staff present: Stacey Chadwick, Deputy City Secretary (to administer Oath of Office and Statement of Elected/Appointed Officer), Kathy Freiheit and Brenda Kennedy.
  
- 2) Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed members.
  - Deputy City Secretary Stacey Chadwick administered Oaths to Jerry Hickman, Laqueata Brown, Mary Drayer and Cassie Wilson.
  
- 3) Consider approving minutes of the regular meeting of September 13, 2011.
  - Motion made to accept minutes as written by Mary Drayer; motion seconded by Jerry Barshop; motion passed unanimously.
  
- 4) Elect Arts and Humanities Commission officers for 2011-2012.
  - Jerry Hickman made a motion to nominate Mary Drayer for Chair; Jerry Barshop seconded.
  - Mary Drayer made a motion to nominate Hugo Martinez for Chair; Cassie Wilson seconded.
  - Chair for 2011-2012 is Mary Drayer.
  - Mary Drayer made a motion to nominate Hugo Martinez for Vice-Chair; Jerry Barshop seconded.
  - Vice Chair for 2011-2012 is Hugo Martinez.
  
- 5) Review budget.
  - a) Review budget from prior month.
    - Unspent funds go back into the general fund if not expended by September 30<sup>th</sup>, there was \$496.60 left in budget.
    - Postage charges are paid from one City account instead of being split between departments; postage for the Young Artists Exhibit packets mailed to schools will be charged to this account.
    - Discussed the need for additional hardware for the display panels. Jerry Barshop and Jerry Hickman will decide what parts need to be ordered. Will plan to budget in FY 2012 for the purchase.
  - b) Discuss and set FY 2012 budget.
    - FY budget amount is \$4,000.
    - With the order for ribbons Mary placed in September, shouldn't need to reorder this fiscal year.
    - Young Artist Exhibit budget:
      - amount will remain the same as last year for awards (\$300) and judge (\$100); will add \$150 for purchase of display panel hardware. *Total budgeted: \$550.*
    - Arts in Education grant:
      - after discussion, will offer two grants of \$250 each this year; Laqueata Brown made a motion

to accept the change in grant amounts; Hugo Martinez seconded; motion passed. *Total budgeted: \$500.*

- Regional Writing Contest:
  - amount will remain the same as last year (will award three 1<sup>st</sup> place awards in each adult division category of \$100 each and three 1<sup>st</sup> place awards in each youth division category of \$50 each). *Total budgeted: \$450.*
- Photography Contest:
  - should not need to reorder ribbons this year for contest
  - award amounts remain the same (\$375) and judge (\$200) and miscellaneous supplies (\$25 – Brenda will order Velcro before contest take-in day). *Total budgeted: \$600.*
- Grants:
  - amount to be awarded will remain the same as last year. *Total budgeted: \$1,900.*
  - Jerry Barshop asked to include the following to the grant application, “Recipients of an Arts and Humanities Commission grant agree to perform or exhibit a program at least one time a year for the benefit of the citizens of the City of Rowlett. Failure to comply will be reason for disqualification for future grants.”
  - after discussion, agreed to revising grant application
  - staff will update grant application and forward to Stacey Chadwick, asking to post information on City’s website by Monday, October 17, 2011

6. Discuss and set FY 2012 calendar of event timelines for activities.

- Hugo Martinez proposed FY 2012 timeline to follow FY 2011 timeline. Will review and set dates for City Council presentations closer to event.
- Young Artist Exhibit timeline:
  - item to be discussed at June 2011 AH meeting to begin process
  - publicize and mail out packets October 2011
  - display artwork in library January 2012
  - Hugo Martinez explained when DART station opens in December 2011, future Young Artists and Photography contest winners will have copies of their entries on display at the station
  - City Council award presentation scheduled for Tuesday, February 21, 2012
- Arts in Education timeline:
  - item to be discussed at January 2012 AH meeting to begin process
  - publicize beginning in March 2012
  - grant applications due May 1, 2012
  - grant applications to be reviewed during June 2012 AH meeting
  - award checks to be mailed August 2012
- Regional Writing Contest timeline:
  - item to be discussed at February 2012 AH meeting to begin process
  - publicize beginning in March 2012
  - contest entries due April 27, 2012
  - winner information due to Staff Liaison by a date to be determined in May 2012
  - City Council presentation date to be determined
- Photography Contest timeline:
  - item to be discussed at April 2012 AH meeting to begin process
  - publicize beginning June 2012

- contest entries due by a date to be determined in September 2012
- City Council presentation date to be determined
- Grants timeline:
  - item to be discussed at October 2011 AH meeting to begin process
  - select grant sub-committee during October 2011 meeting; sub-committee members include Jerry Hickman (committee chair) and Laqueata Brown and Cassie Wilson
  - publicize beginning October 2011; will forward updated grant application to Stacey Chadwick and ask to post on City's website
  - sub-committee will meet before November meeting to review and make recommendations
  - sub-committee will make recommendations during November meeting to Commission for discussion and voting to award grants
  - grant applications due November 14, 2011; staff will scan and email applications to sub-committee by November 15, 2011
  - Commission members agreed to meet Wednesday, November 16, 2011 instead of normally scheduled second Tuesday in order to discuss and vote on awarding grants.

7) Discuss to keep Cultural Arts Center in City's vision.

a) Report from sub-committee on a position statement for a Cultural Arts Center.

- Previous sub-committee members were Jerry Barshop and Kris Kriofske, whose term on the Commission ended last month. A joint position statement has not been completed; staff will send Jerry's statement to Commission members for review.
- Discussed the need of a performance center in the City; local organizations have to go out of the city to rent performance space.
- Discussed how to proceed; representatives from Commission, Lakeshore Symphonic Winds and the Rowlett Community Chorale attended the City's vision planning meetings to educate Council and citizens of the need of a facility.
- City Council visited Frisco's government center for ideas; Hugo voiced concerns about acoustical needs in the facility; Kathy Freiheit mentioned for planning, City would need to know what functions the facility would need; asked what other revenue the facility could attract – dance, concerts, etc.

b) Propose to expand sub-committee.

- Discussed need for two additional Commission members to join sub-committee to complete position statement, staff will send Jerry's statement to Commission members for review.
- Members asked to their bring ideas to the November meeting.

8) Update and discuss promotional campaign ideas.

- Kathy Freiheit updated Commission on plans for "re-tooling" the City's website and using social media, etc. to help with publicizing City news, activities, events, etc.
- Discussed need for publicity to get the Arts and Humanities Commission's events/contests information out to the public.
- In order for City to include Commission events/contests in publicity, Commission needs to provide information to Communications Department by the established publicity timeline.
- Cassie Wilson gave Garland ISD's Fine Arts Coordinator Brenda Hass as a contact to provide information to schools.

- To promote the writing and photography contest, Mary Drayer sends out information to local newspapers and magazines.
- Members asked to brainstorm and bring their ideas to the November meeting to discuss how to advertise.

9) Update from standing committees:

- Writing Contest – no report at this time.
- Photography Contest –
  - received 21 entries, Best of Show and First place awards will be presented at the October 18, 2011 City Council meeting.
- Young Artists Exhibit –
  - Information packets have been mailed to local schools; packets available at the reference desk in the library; and information is also posted on the City's website.
  - Take in date is Saturday, January 21, 2012 from 1 – 3 p.m. (library display cases and meeting room have been reserved) and pick-up on Saturday, February 18, 2012 from 1 – 3 p.m.
  - Best of Show and First place awards will be presented during the February 21, 2012 City Council meeting.
- Arts in Education grant – tabled until January 2012 meeting.

10) Standing Reports.

- Update from the Lakeshore Symphonic Winds.
  - The Lakeshore Symphonic Winds performed at the September 23<sup>rd</sup> "Movies on Main Street" event.
  - Next concert is a joint concert with the Rowlett Community Chorale in December.
- Update from the Rowlett Community Chorale.
  - The Chorale has a sacred concert scheduled Sunday, October 30 at the First Baptist Church on Main Street.
  - Chorale will perform patriotic songs for the Veteran's Day proclamation at the November 1, 2011 City Council meeting
  - Joint concert in December with the Lakeshore Symphonic Winds.
  - Mary will meet with Kathy Freiheit to discuss possibility of performing in the library during Tree Lighting in December.

11) Public Announcements.

- Jerry Barshop announced the City has approved for Keep Rowlett Beautiful to build a gazebo in Veteran's Park. The gazebo will be located near the flags and will face the flags and the library, will measure 18' x 18', octagonal shaped with utilities. Construction will begin the week of October 17, 2011; dedication on November 11, 2011.
- Kathy Freiheit announced Board and Commission banquet scheduled for Thursday, December 1, 2011.
- Reviewed Mayor Gottel's letter to Board and Commission members on the upcoming Orientation to be presented by the Mayor, City Manager and City Attorney on Thursday, October 20, 2011 at 7 p.m. At the November Arts and Humanities Commission meeting, Kathy

Freiheit will present the second part of the orientation and will discuss specific functions of the Commission, as well as Commission members' role and goals.

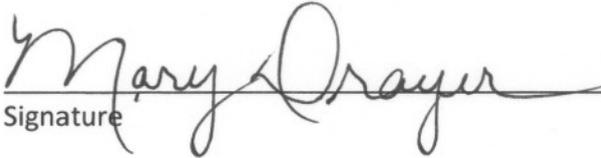
- The Commission agreed to meet on November 16, 2011 instead of the regular scheduled day. City Secretary will be notified of the one-time meeting date change.

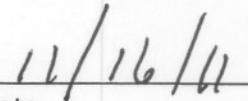
12) Future topics.

- Call to order
- Consider approving minutes of the regular meeting of previous meeting
- Part Two orientation with Director of Library Services
- Review budget overview from prior month
- Discuss plans to keep Cultural Arts Center in the City's vision
- Update on promotional ideas
- Update from standing committees:
  - Writing Contest
  - Photography contest
  - Young Artists Exhibit
- Standing reports:
  - Update from Lakeshore Symphonic Winds (Hugo Martinez)
  - Update from Rowlett Community Chorale (Mary Drayer)
- Public announcements
- Future topics
- Adjournment

11. Meeting adjourned at 8:24 p.m.

Approved by the Rowlett Arts and Humanities Commission:

  
Signature

  
Date