



Official Minutes of the Rowlett Arts and Humanities Commission

Date: Tuesday, November 13, 2012

Location: Library Conference Room, 3900 Main Street

- 1) Meeting called to order by Chair Hugo Martinez at 6:32 p.m. and determined a quorum was present.
- *Members present: Hugo Martinez, Jerry Barshop, Jerry Hickman, LaQueata Brown, Aimee Lanier, Brian Hokanson, Veena Valiaveedu and Steve Sauerwein.*
 - *Members absent: Mary Drayer.*
 - *Staff present: Kathy Freiheit, Director of Library Services and Brenda Kennedy, Senior Administrative Assistant.*

With the addition of new members, Hugo asked everyone to introduce themselves.

- 2) Consider approving minutes from the regular meeting October 9, 2012.
- *Motion made by Jerry Barshop to accept the October 9, 2012 meeting minutes as presented; Jerry Hickman seconded the motion. Motion passed unanimously.*
- 3) Board and Commission new member orientation (part 2) – Kathy Freiheit.
- *A copy of "Robert's Rules of Order, Newly Revised in Brief" was given to new members who were not at the Boards and Commissions orientation held in October.*
 - *Kathy Freiheit provided members with a handout which included background information about herself and her role as staff liaison, a list of current AHC members, meeting information, a sample agenda, Commission members' responsibilities, how Boards and Commissions interact with staff and a screen shot of the Commission's City webpage.*
 - *Commission members were given an opportunity to share why they want to serve on the Commission and what they hope to accomplish.*
 - *Hugo Martinez, former school band director, founding member and performer with the Lakeshore Symphonic Winds, would like to see a cultural arts center built in Rowlett.*
 - *Veena Valiaveedu was exposed to art while attending Dallas schools, would like her son to have opportunities to be a part of the arts in Rowlett.*
 - *LaQueata Brown is interested in the arts, crafts and fashion; was interested in finding out what the Commission does.*
 - *Steve Sauerwein is a band director with Rockwall ISD, plays saxophone; this was his first Commission meeting.*
 - *Brian Hokanson has interests in band, music and theater and has a background in banking/finance; he's a new Commission member.*
 - *Jerry Hickman serves on the Young Artists Exhibit committee and though not an artist, he enjoys working with students interested in the arts and their "proud" parents and teachers.*
 - *Jerry Barshop also serves on the Young Artist Exhibit committee and is naturally interested in the arts and has a background in facilities management.*
 - *Aimee Lanier has been involved with PTA, band and theater; is a new Commission member.*

- *Mary Drayer was not at meeting; Hugo Martinez said she's a professional singer, private vocal coach and a former Rowlett High School teacher.*
 - *Director of Library Services Kathy Freiheit is the Staff Liaison for the Commission and Brenda Kennedy is Senior Administrative Assistant at the Library and serves as recording secretary for the Commission.*
 - *Question asked about alternate members. Kathy explained that when a regular member is absent, an alternate will vote in the regular member's stead. For a Commission meeting to take place, a quorum is required. Alternates do count toward making quorum; four members are required. If a member will not be at a meeting, please let Brenda or Kathy know. If a quorum will not be present for the meeting, the City Secretary will be notified of meeting cancellation as well as other members.*
- 4) Review budget overview from prior month.
- *FY2013 approved budget \$4,000. Expenditures for October - ribbons for Young Artists Exhibit and Photography Contest (\$47.04).*
- 5) Review, discuss and take possible action establishing FY2012-2013 budget.
- *Discussed fund amounts needed for upcoming projects.*
 - *Young Artist Exhibit: Total budgeted \$500*
 - will increase amount to pay judge to \$125*
 - award amounts will remain the same as last year: 2D and 3D elementary \$25 in each category, middle school \$50 in each category and high school \$75 in each category (\$300)*
 - no changes made to submitted project timeline*
 - *Arts in Education grants: Total budgeted \$500*
 - will offer 2 grants in the amount of \$250 each to schools to supplement an art project (not for supplies)*
 - will place item on January 2013 Commission agenda to review grant criteria*
 - will publicize and send grant information to schools March 2013*
 - grant applications due April 2013*
 - standing committee will review applications and provide recommendations to Commission at the May 2013 meeting*
 - winners will be notified May 2013*
 - checks will be mailed to schools August 2013*
 - *Cultural Grants: Total budgeted \$2,000*
 - members agreed to revise grant application form to change wording of "special projects" to "expenditures"*
 - staff will update grant application and forward to Stacey Chadwick Wednesday, November 14, 2012 for posting on City's website*
 - grant applications due by Friday, February 1, 2013*
 - Hugo Martinez will provide Garland ISD Fine Art Director George Jones' email address so staff can send grant application information to him and ask him to forward to Rowlett based GISD schools (question asked if schools could apply for grants and the answer is yes); staff will copy Hugo and LaQueata on email to Mr. Jones.*
 - sub-committee members: Aimee Lanier, Veena Valiaveedu and Steve Sauerwein (agreed to meet prior to February 12 meeting)*
 - sub-committee recommendations due February 12, 2013*
 - Commission to discuss and take possible action at February 12, 2013 meeting*
 - award checks to be mailed March 1, 2013*

- *Hugo Martinez made a motion to approve \$3,000 budget and timeline for Young Artist Exhibit (\$500), Arts in Education grants (\$500) and Cultural Grants (\$2,000). Aimee Lanier moved to accept motion, Jerry Barshop seconded motion; motion passed unanimously.*
 - *Kathy Freiheit informed Commission if any of the timeline dates are missed a special meeting will need to be held in order to stay on target.*
 - *Budgets/timeline for Regional Writing Contest and Photography Contest tabled until January 2013 meeting.*
- 6) Review, discuss and take possible action on Arts and Education grants time frame.
- *Item discussed in item 5.*
- 7) Review, discuss and take possible action creating Cultural Art grant sub-committee for recommendations awarding grants.
- *Item discussed in item 5.*
- 8) Review, discuss and take possible action determining event timelines for activities.
- *Item discussed in item 5.*
- a) Ask for volunteer judges for Library Black History Month Bookmark Contest.
- *Library has exciting activities planned for Black History Month and seek two volunteers from Commission to assist in judging; Hugo Martinez and Aimee Lanier volunteered*
 - *Possible dates to work with staff are January 28 or 29, 2013; Youth Services Librarian Mary Lynn Saxton will contact with more details*
- 9) Outline duties of each standing committee and take possible action on assignments.
- *Standing committees for 2013:*
 - *Young Artists Exhibit: Jerry Barshop and Jerry Hickman*
 - *Writing Contest: Mary Drayer and Aimee Lanier*
 - *Photography Contest: Mary Drayer, Jerry Barshop and LaQueata Brown*
 - *Arts in Education Grant: Hugo Martinez, Veena Valiaveedu and Steve Sauerwein*
 - *Cultural Arts Grant: Aimee Lanier, Veena Valiaveedu and Steve Sauerwein*
 - *Publicity: LaQueata Brown and Veena Valiaveedu (technical)*
 - recent concerns regarding contest/grant information not getting out to public; Kathy and Brenda will meet with LaQueata to determine the best way to fully utilize City resources for publicizing Commission events/grants*
 - *Cultural art center: Hugo Martinez, Brian Hokanson and Mary Drayer*
 - per Hugo committee meets as needed;*
 - Kathy provided additional information from former Council Liaison Donna Davis, who encouraged members to participate and City planning attend meetings*
 - Special meeting was held March 1, 2012 to assess community interest and other ideas for a center*
 - Economic Director Jim Grabenhorst attended recent meeting to discuss feasibility*
- 10) Receive update on DART Art Project.
- *Kathy Freiheit updated Commission on DART Art Project. Kathy and Brenda met with Assistant City Manager Brian Funderburk to review past DART Art Project Committee activities. It was discovered that a formal request to display Arts and Humanities Commission annual Young Artists Exhibit winners' artwork at the new Rowlett station was never submitted to DART. Kathy has been in contact with Dawn Dorman at DART who says they are working internally to address it and will let us know as soon as they can.*

11) Update from standing committees:

- Writing Contest
-- No report
- Photography Contest
-- No report
- Young Artist Exhibit
-- January 19, 2013 through February 9, 2013
-- Winners presented during February 19, 2013 City Council meeting
- Arts in Education
-- No report.
- Publicity
-- No report.

12) Public Announcements.

- *Reminder of City Boards and Commission Volunteer Appreciation Banquet is Thursday, December 6 at 6:30 p.m., Rowlett Community Centre. Please RSVP to City Secretary's Office by November 26, 2012.*
- *Main Street Fest: Ride Rowlett Express on December 1 from 3 – 6 p.m.; event will have Touch-a-Truck, Fireworks and the Tree Lighting.*

13) Future topics.

- *Call to order*
- *Consider approving minutes of the previous meeting*
- *Review budget overview from prior month*
- *Resume, finalize and take possible action setting FY2012-2013 budget*
- *Receive update on DART Art project*
- *Receive updates and take possible action from standing committees:*
 - *Writing Contest*
 - *Photography contest*
 - *Young Artists Exhibit*
 - *Arts in Education grants*
 - *Publicity*
 - *Cultural art center*
- *Public announcements*
- *Future topics*
- *Adjournment*

10) Meeting adjourned at 8:30 p.m.

Approved by the Rowlett Arts and Humanities Commission:

Signature

Date