

Mayor ~ Todd Gottel
Mayor Pro Tem ~ Michael Gallops
Deputy Mayor Pro
Tem ~ Carl Pankratz

City Council ~
Rick Sheffield
Tammy Dana-Bashian
Debby Bobbitt
Robbert van Bloemendaal

City Manager ~ Brian Funderburk



*A unique community where families
enjoy life and feel at home*

Official Minutes of the Rowlett Arts and Humanities Commission

Tuesday, October 14, 2014

Library Conference Room, 3900 Main Street, Rowlett, TX

- 1) Meeting called to order by Chair Mary Drayer at 6:32 p.m. and determined a quorum was present.
 - *Members present: Mary Drayer, Brian Hokanson, Tamra Williams, Cynthia Baxter, Aimee Lanier, Jeff Hendrickson, Gary Alexander, Jim Katzenberger, Deborah Crosby and Janet Alvarez*
 - *Members absent: N/A*
 - *Visitors: Laurieann Dygowski*
 - *Staff present: Kathy Freiheit, Director of Library Services and Brenda Kennedy, Senior Administrative Assistant*

- 2) Around the table introductions by members.
 - *Brief introductions made by members*
 - *This is the last year Mary can serve on the Commission (term limit)*

- 3) Election of Chair and Vice-Chair for FY2014 – 2015.
 - *Motion made by Tamra W. to nominate Mary D. as Chair; no other nominations for position. Brian H. seconded motion; motion passed unanimously.*
 - *Motion made by Mary D. to nominate Brian H. as Vice-Chair; no other nominations for position. Cynthia B. seconded motion; motion passed unanimously.*

- 4) Chair selects voting alternate(s), if necessary.
 - *Kathy F. explained the need for alternates; they are encouraged to attend all meetings and participate in discussions even if all regular members are present. Alternates may only vote on an item when they are selected to fill the absence of a regular voting member. Per the Board and Commission Handbook, the Chair will select alternate(s) as may be needed.*
 - *Kathy reminded Jim K. and Cynthia B. about the October 31, 2014 Open Meeting training deadline; Jim wasn't able to print his certificate, so Brenda asked him to contact City Secretary Office and give Stacey Chadwick the number.*

- 5) Consider approving minutes from the regular meeting of September 9, 2014.
 - *Motion made by Cynthia B. to accept the September 9, 2014 meeting minutes as written; Tamra W. seconded motion. Motion passed unanimously.*

- 6) Arts and Humanities Commission orientation presentation.
 - *Kathy's PowerPoint presentation included her background information and 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.*
 - *In her role as Staff Liaison, Kathy F. is responsible for bringing Commission recommendations/requests for funding, etc. to Council; a Commission consensus is required for this to happen.*

- *Members were asked their reasons for serving on the Commission; members gave a brief summary why they want to serve and what they hope to accomplish while serving on the Commission.*
- 7) Review budget overview from prior month.
- *Year-to-date expenditures \$3,998.49; this number does include the 2014 Photography Contest awards*
 - *FY2015 Arts and Humanities Commission budget amount: \$4,000*
- 8) Review standing committees and responsibilities of each for possible action in November.
- *Handouts provided with information for each standing committee*
 - *A Contest/Event checklist was handed out to members, listing the steps required to complete each contest/event. Checklist includes dates, notes, and shows what each standing committee is responsible for completing.*
 - *Question raised about including DART Art Display as a standing committee; since this is the first year for the windscreen display, Kathy will coordinate. In FY2016, DART Art could be included as a responsibility of the Publicity standing committee.*
 - *Members were asked to review information and decide where they would like to serve; assignments will be made at the November meeting.*
- 9) Review updates and take possible action from standing committees.
- *If you are interested in serving on one of the standing committees, please talk with Commission members currently serving.*
 - *Number of members per standing committee: three members to avoid violating Open Meeting Act*
 - *Cultural Arts Grants (Aimee L. and Brian H.)*
 - *grants offered annually to support performing and visual arts in Rowlett*
 - *grant application will be posted to Commission's City webpage next week*
 - *Brenda will forward Publicity standing committee info for grant once info is posted*
 - *will automatically email the grant applications to recipients from previous year*
 - *Arts in Education Grants (Aimee L.)*
 - *two grants (\$250 each) offered annually to teachers in Rowlett to supplement a school arts project*
 - *received one grant application for FY 2014; would like to receive more grant applications from Rowlett schools*
 - *Young Artists Exhibit (Jeff H.)*
 - *annual event to recognize talented young artists and their teachers*
 - *categories include 2D and 3D artwork*
 - *Exhibit is open to students, from kindergarten through high school, including private and homeschooled students in the Lake Ray Hubbard area.*
 - *artwork is displayed in the Library*
 - *received 138 entries this year; this is Jeff H.'s first year on standing committee and due to the number of entries received, he will need extra help from members on "take-in" day*
 - *Writing Contest (Mary D.)*
 - *annual contest offered to both youth and adults with an interest in writing*
 - *divisions include Youth (grades 1 through 12) and adult (18 years and older)*
 - *categories include poetry, short stories and short works*

- Janet asked if a program for poetry reading is possible; can discuss further, Kathy will share request with Library programming staff
- *Photography Contest (Mary D., Cynthia B. and Tamra W.)*
 - annual contest offered to anyone in the Lake Ray Hubbard area, including professionals, amateurs and people of all ages.
 - Contest categories include: people, places or things and the theme changes each year.
 - received 27 entries this year and professional photographer Cindy Serine served as judge
 - at the City Council meeting, Kathy will ask winners if they would like their photos included in the DART windscreen art display at the Rowlett station; if so, she will have winners sign DART and City display releases
 - Brian will attend Council presentation in Mary's absence
 - A local arts organization is currently using Arts & Humanities Commission display panels for a painting contest. Concern was expressed about incorrect assembly of the panels and the kinds of hangers used to mount artwork on them. Discussion ensued; questions were raised about policy for making the displays available to other organizations, if a Commission member should be present during set-up to ensure panels are assembled correctly, whether only Velcro should be used to mount and hang items, and who would be responsibility for any damage that might be incurred.
 - Suggestions included creation of detailed instructions, or instructions with photos and a contract.
 - Kathy explained that as host for the annual art display, she will take responsibility for any damage.
 - A question asked about how Young Artists Exhibit entries are hung; in the past, entries too heavy to be hung were placed in Library display cases.
 - Kathy asked that discussion on policy and use of the display panels be included as an agenda item for next month's meeting.
- *Publicity (Brian H. and Cynthia B.)*
 - responsible for sending contest/event/grant information to local news media. Staff submits contest/event/grant information to City Communications Department to be included in City publicity
 - Brian H. reported upcoming press releases: announcing winners of Photography Contest; Cultural Art Grant availability and publicize DART Art display dates
- *Cultural arts center (Mary D.)*
 - Commission members would like to see a center in Rowlett; currently performances are held in other cities.
 - funds are not readily available to build a facility; Kathy reiterated that fundraising is not a charge of the Commission
 - Mary D. and previous member Hugo Martinez expressed interest in forming a 501(c)(3) arts organization in an effort to bring a cultural art center to Rowlett
 - Cynthia B. knows of an organization that does fundraising for a year and the cost is \$5,500
- *Public Art Project (Jeff H., Tamra W. and Brian H.)*
 - at the August Commission meeting, City Councilmember Tammy Dana-Bashian and Laurieann Dygowski provided a "Sculpture Exhibits" presentation, a concept Councilmember Dana-Bashian previously discussed with the Mayor and City Manager; they suggested she share with the Commission for discussion and possible interest. Laurieann Dygowski worked with

Councilmember Dana-Bashian in researching 18 cities that have comparable programs.

- *At the August meeting the Commission created the standing committee to gather information and create a proposal for a public art project. Tamra Williams seconded motion; motion passed unanimously.*
- *Kathy F. meet with City Manager Brian Funderburk for direction in serving as staff liaison for such a project:*
 - *Kathy provided members with a "What's Next" outline; a project of this magnitude requires involvement of the entire Commission; Kathy needs to be present to advise and assist in removing obstacles; role of City staff is not in running the project*
 - *Because a public art project conceivably may involve a number of City departments, Kathy will share project information with department directors on the Executive Team; creation of an Ad Hoc Committee may be necessary*
 - *Independent research by the Sculpture standing committee will be needed; Laurieann Dygowski is a good resource*
 - *Project plan needs to be solid, addressing funding, management and implementation; who will be responsible for what; Downtown will be under construction for the next 2-2 ½ years*
- *Jeff H., Tamra W. and Brian H. prepared a presentation with handouts for Commission members, which included a video on Mankato, Minnesota's, "CityArt Walking Sculpture Tour"*
- *Jeff and Brian plan a conference call Thursday to find out more information about Mankato's program*
- *Time precluded further discussion; item tabled until November meeting*

10) Public Announcements.

- *Lakeshore Symphonic Winds concert Saturday, October 18th at the Plaza Theater in Garland (7:30 p.m.)*

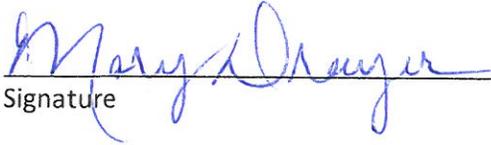
11) Future topics.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from previous meeting*
- *Review budget from prior month*
- *Review, discuss and take possible action on policy and use of display panels*
- *Review, discuss and make standing committee assignments:*
 - *Cultural Arts Grants*
 - *Arts in Education Grants*
 - *Young Artists Contest*
 - *Writing Contest*
 - *Photography Contest*
 - *Publicity*
 - *Cultural Arts Center*
 - *Public Art Project*
- *Review updates and take possible action on standing committee reports:*
 - *Cultural Arts Grants*
 - *Arts in Education Grants*
 - *Young Artists Contest*
 - *Writing Contest*
 - *Photography Contest*
 - *Publicity*

- *Cultural Arts Center*
- *Public Art Project*
- *Public Announcements*
- *Future agenda items*
- *Adjourn*

12) Meeting adjourned at 8:50 p.m.

Approved by the Rowlett Arts and Humanities Commission:


Signature

