

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, November 11, 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*
 - *Visitors: Laurieann Dygowski*
 - *Staff present: Jim Proce, Assistant City Manager, Kathy Freiheit, Director of Library Services and Brenda Kennedy, Senior Administrative Assistant*
- 2) Chair selects voting alternate(s), if necessary.
 - N/A
- 3) Consider approving minutes from the regular meeting of October 14, 2014.
 - *Motion made by Aimee L. to accept the October 14, 2014 meeting minutes as written; Gary A. seconded motion. Motion passed unanimously.*

NOTE: Agenda item #4 followed item #6

- 4) Presentation on the Community Investment Program Task Force (CIPTF) for the May 2015 Bond Election by Jim Proce, Assistant City Manager.
 - *Commission members viewed a slide presentation on the Community Investment Program Task Force (CIPTF) by Assistant City Manager Jim Proce; questions and answers followed.*
 - *The CIPTF is a citizen ad-hoc committee appointed by the City Council, tasked to make a recommendation to the Council for a May 2015 bond election. The process includes project identification, ranking and prioritization.*
 - *More information is available on the City's website (including a video).*
 - *Citizens can offer input by completing a "Project Request Form" located on the City's website. Some of the project classifications include streets, alleys, and drainage, as well as an "other" category where projects not currently listed can be provided.*
- 5) Review budget overview from prior month.
 - *FY2015 Arts and Humanities Commission budget amount: \$4,000; no expenditures to date.*
 - *DART Art windscreen panels will be paid from budget (approximate cost \$100).*
- 6) Review, discuss and take possible action of policy and use of display panels.
 - *Mary D. will contact the display panel company to find out the best options for hanging artwork that limit possible damage to the panels.*
 - *Mary D. will prepare a one-page, "How-to Assemble" instruction sheet.*
 - *Commission agreed that organizations should be able to use the panels; will consider display policy at the January meeting.*
 - *Discussion ensued on whether or not an AHC member needs to be present at first-time use of the panels by an organization; Mary D. or Brian H. may need to train other AHC members in panel setup.*

NOTE: Agenda item #4 came before item #7

- 7) Review, discuss and make standing committee assignments.
- *FY2015 Standing Committee assignments:*
 - *Cultural Arts Grants:* Aimee L. and Brian H.
 - *Arts in Education Grants:* Aimee L., Deborah C. and Gary A.
 - *Young Artists Exhibit:* Jeff H. and Jim K.
 - *Writing Contest:* Mary D., Tamra W. and Deborah C.
 - *Photography Contest:* Mary D., Jim K. and Cynthia B.
 - *Publicity:* Brian H., Janet A. and Cynthia B.
 - *Cultural Art Center:* Mary D. and Gary A.
 - *Public Art Project:* Jeff H., Brian H. and Tamra W.
- 8) Review updates and take possible action from standing committees.
- *Cultural Arts Grants (Aimee L. and Brian H.)*
 - *Information was posted on City's AHC webpage and included in the City's November "Rowlett on the Move" newsletter; grant applications are due December 6, 2014.*
 - *Arts in Education Grants (Aimee L.)*
 - *Grant applications will be emailed to Rowlett schools by February 9, 2015; applications are due March 6, 2015.*
 - *Young Artists Exhibit (Jeff H.)*
 - *Information packets (containing the info provided to schools) was handed out to members*
 - *Mary D. will contact Joseph Daun at Texas A&M-Commerce and ask him to judge; will try to schedule judging during the week of January 12, 2015.*
 - *Take in day is Saturday, January 10; Jeff will need help with take in and display of artwork; Jim K., Brian H., and Tamra W. may be able to help; Brenda will post a "notice of possible quorum" for take in day should four or more members be present; however, no Commission business can be conducted.*
 - *Writing Contest (Mary D.)*
 - *Contest information will be emailed to schools on March 23, 2015.*
 - *Information will be emailed to Publicity Standing Committee by March 23, 2015.*
 - *Mary D. will check with Joseph Daun how he would like to receive entries, by email or flash drive.*
 - *Photography Contest (Mary D., Cynthia B. and Tamra W.)*
 - *Winners announced in the City's November "Rowlett on the Move" newsletter*
 - *Displaying winning artwork at DART Station will help promote contests*
 - *Publicity (Brian H. and Cynthia B.)*
 - *Brian H. sent out a blast promoting the Cultural Art grants*
 - *Once DART has installed the Young Artist Exhibit and Photography Contest winning artwork, display can be publicized.*
 - *Cultural arts center (Mary D.)*
 - *Mary D. will share CIPTF info with others interested in a cultural arts center to let them know the "Request for Project" form is available.*
 - *After expiration of her term in September, Mary D. and a former AHC member are interested in forming a 501(c)(3) arts organization in an effort to bring a cultural arts center to Rowlett.*
 - *Public Art Project (Jeff H., Tamra W. and Brian H.)*
 - *Brian H. distributed an information update and next step plan to members*
 - *Commission members reviewed information shared by Project Coordinator for the City Center Art Project in Mankato, MN, including:*

- *how their selection process works*
- *annual expenditures*
- *installation and first year start up costs*
- *Mankato's art project funding comes from a percentage of art sales, in addition to grants, sponsorships and some funds provided by the City*
- *Research reports to be provided at the January meeting:*
 - *Jeff H., Tamra W. and Jim K. on art and artists*
 - *Cynthia B. and Deborah C. on administration and policy*
 - *Brian H. on fundraising*
- *Suggestion made to invite City of Rowlett's Economic Development Director, Jim Grabenhorst, and Director of Development Services, Marc Kurbansade, to discuss downtown development at a future meeting*
- *Brian H. proposed a possible March – April timeline to present Public Art Committee recommendations to City Council; timing may conflict with Library relocation*

9) Public Announcements.

- *Board and Commission Banquet Friday, December 5th; please RSVP to City Secretary.*
- *Laurieann Dygowski with Artists Round Texas announced J. Lee will present "Decorating Holiday Cards" at the Rowlett Community Centre, Sunday, November 16th.*

10) Future topics.

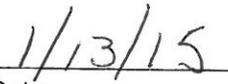
- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from previous meeting*
- *Review budget from prior month*
- *Review, discuss and take possible action on display panel policy and assembly instructions*
- *Review updates and take possible action on standing 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*

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

Approved by the Rowlett Arts and Humanities Commission:



 Signature



 Date