

Mayor ~ Todd Gottel  
Mayor Pro Tem ~ Michael Gallops  
Deputy Mayor Pro  
Tem ~ Tammy Dana-Bashian

City Council ~  
Robbert van Bloemendaal  
Carl Pankratz  
Debby Bobbitt  
Rick Sheffield

City Manager ~ Brian Funderburk



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

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**Official Minutes of the Rowlett Arts and Humanities Commission**

Tuesday, August 11, 2015

City Hall Conference Room B

4000 Main Street, Rowlett, TX 75088

- 1) Meeting called to order by Chair Mary Drayer at 6:35 p.m. and determined a quorum was present.
  - *Members present: Mary Drayer, Brian Hokanson, Deborah Crosby, Gary Alexander, Tamra Williams, Jim Katzenberger and Janet Alvarez*
  - *Members absent: Jeff Hendrickson and Aimee Lanier*
  - *Visitors: Colin and Claire Campbell*
  - *Staff present: Kathy Freiheit, Director of Library Services and Brenda Kennedy, Senior Administrative Assistant*
  
- 2) Chair selects voting alternate(s), if necessary.
  - *Clarify process for selection of Alternate member when needed to fill a vacant position.*
    - *During the June meeting, Alternate member Jim Katzenberger was appointed to fill a vacant Regular position on the Commission.*
    - *Per the Board and Commission Handbook, a policy change was made in September 2014 to address how a regular position vacancy is filled during a meeting. Per the Handbook (Section 2.9, Alternate Members, page 5), "...Alternates will have voting privileges only if there are regular members absent. (One alternate can participate and vote per each regular member absent). The chair of the board or commission will determine which alternate(s) present at the meeting will serve to fill any vacancy(ies) as needed. Alternate members should be appointed to fill vacancies on a rotating basis whenever possible, except as prohibited by state law."*
  
- 3) Consider approving minutes from the regular meeting of June 9, 2015.
  - *Motion made by Gary A. to accept the June 9, 2015 meeting minutes as written; Tamra W. seconded motion. Motion passed unanimously.*
  
- 4) Review budget overview from prior month.
  - *FY2015 Arts and Humanities Commission budget amount: \$4,000; current balance \$839.99.*
  - *Upcoming expenses to be paid: Photography Contest awards, contest judge and supplies; account balance after Photography Contest expenses are paid is \$189.99.*
  - *After discussion, Brian H. made a motion to use the remaining funds to purchase ribbons for contests, Tamra W. seconded motion. Motion passed unanimously.*
  - *Mary D. will order Best of Show, First, Second and Third Place ribbons by the end of August.*
  
- 5) Review, discuss and take possible action on Standing Committee templates.
  - *Brian H. explained how templates could help new members with standards and become familiar with contests and grant processes. With new members, there is a learning curve and procedures are needed to help in handing off each year, especially when as members leave.*
  - *Would like to finalize at September meeting. Sample given to Mary D. and Brian H. will contact Jeff H.*

- 6) Review updates and take possible action from standing committees.
- *Public Art Project*
    - *Kathy F. shared feedback from the Council budget retreat; Council does want to provide more for humanities in the community, but did not approve the Public Art Project proposal at this time. Mary D. thanked committee members for all the hard work that went into project research and presentation to Council.*
    - *Discussion ensued; Commission members were encouraged to email Council to voice their support of the project and to attend upcoming budget meetings.*
    - *Council did recommend an increased Commission budget to \$10,000; the increase is part of the FY2016 budget yet to be approved.*
    - *Ideas were shared for how to utilize additional funds, noting that program development does require planning time. Kathy F. suggested maybe building on contests/grants already in place. Ideas considered included:*
      - *increase amount of current awards*
      - *add new categories to existing contests*
      - *expand categories for existing contests, such as music recording, graphic arts, videography, etc.)*
      - *include special needs community in contests*
      - *offer scholarships for students to attend camps, etc.*
      - *host a local talent showcase during City's Star-Spangled event*
      - *offer stipends to aspiring musicians or amateur adults for training and educational purposes*
  - *Cultural Arts Grants (Aimee L. and Brian H.)*
    - *Nothing to report*
  - *Arts in Education Grants (Aimee L., Deborah C. and Gary A.)*
    - *Nothing to report*
  - *Young Artists Exhibit (Jeff H. and Jim K.)*
    - *Nothing to report*
  - *Writing Contest (Mary D., Tamara W. and Deborah C.)*
    - *Nothing to report*
  - *Photography Contest (Mary D. and Jim K.)*
    - *Take-in of photographs on Saturday, September 5<sup>th</sup> from 10 a.m. to noon at the Rowlett Community Centre; entries will be on display in the City Annex Building.*
    - *Take-down on Saturday, October 3<sup>rd</sup>*
    - *Jim K. volunteered to help Mary D. set up displays in the Annex on Tuesday, September 8<sup>th</sup>*
    - *Cindy Serine will judge contest Friday, September 11, 2015; Mary will contact Cindy and let her know to award Second and Third places.*
  - *Publicity (Brian H. and Janet A.)*
    - *In July, Writing Contest winning winners and info for the Photography Contest was sent to local media outlets; Brian H. said the Lakeside Living magazine did a full page article.*

- *Cultural arts center (Mary D. and Gary A.)*
  - *Brian H. attended meeting with Hugo Martinez who is working to create a Friends of the Arts advocacy group*
  - *Three priorities are public art, cultural art center and educational opportunities*

7) Public Announcements.

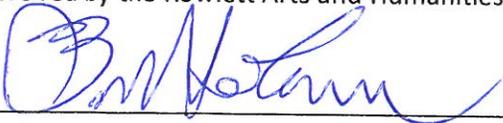
- *Mary D., Tamra W. and Kathy F. attended the City Volunteer Fair July 30<sup>th</sup>. Not well attended by citizens. Mr. and Mrs. Campbell attended Volunteer Fair and they found it confusing, too noisy, and distracting because of groups competing with other groups around the room.*
- *Brenda K. will email a reminder to members to send her all their volunteer hours (i.e.: research, set up time for contests, securing judges for contests, etc.).*
- *Mary D. and Tamra W. saw "Don't Mess with Texas" calendar including art by children, will include for discussion on September agenda*

8) Future topics.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from previous meeting*
- *Review budget from prior month*
- *Discuss ideas for potential increase in annual budget*
- *Finalize Standing Committee templates*
- *Discuss, review and take possible action on calendar contest*
- *Review updates and take possible action on standing committee reports:*
  - *Public Art Project*
  - *Cultural Arts Grants*
  - *Arts in Education Grants*
  - *Young Artists Contest*
  - *Writing Contest*
  - *Photography Contest*
  - *Publicity*
  - *Cultural Arts Center*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

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

Approved by the Rowlett Arts and Humanities Commission:



Signature

9/8/15

Date