



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

Tuesday, October 11, 2016

City Hall Conference Room B

4000 Main Street, Rowlett, TX 75088

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- 1) Meeting called to order by Staff Liaison Kathy Freiheit at 6:32 p.m. and determined a quorum was present.
  - *Members present: Jim Katzenberger, Deborah Crosby, Gary Alexander, Gabriela Borcoman (arrived late), Jeff Winget (arrived late), Neslie Fudge, Dema Roach (arrived late), and Barbara Clinton*
  - *Members absent: Tamra Williams*
  - *Staff present: Kathy Freiheit, Director of Library Services and Brenda Kennedy, Library Senior Administrative Assistant*
  
- 2) Around the table introductions by members.
  - *Brief introductions made by all members.*
  
- 3) Arts and Humanities Commission orientation presentation by Staff Liaison.
  - *Kathy's PowerPoint presentation included information on changes to the City's Boards and Commissions handbook; AHC membership structure and meetings; members' role and responsibilities; role of staff; AHC standing committees, programs and budgets; AHC resources (City webpage and Boards/Commissions handbook) and how Commission members interact with Council and the community.*
  - *City meetings follow Robert's Rules of Order; Commission Chair runs the meetings; questions are directed to the Chair and only one person holds the floor at any given time; Commission makes decisions as a group, a majority vote or consensus is required.*
  - *Staff Liaison brings Commission's formal recommendations, requests for funding, etc. to Council; City staff are responsible for operational matters that come about from Council-approved recommendations made by the Commission.*
  - *City Council will hold a joint meeting with each Board/Commission and their Staff Liaison to discuss the previous year's accomplishments, plans for FY17, and to consider the ways that Boards/Commissions provide information to Council.*
  
  - *Reminder: City Boards and Commission Members' Orientation for new and reappointed Commission members is Thursday, October 20, at City Hall, 6:00 – 7:30 p.m.*
    - *This is a mandatory meeting; Mayor, City Manager and City Attorney will provide information and advice to guide legal and successful City Board and Commission meetings.*
    - *All members are welcome; last year's appointees encouraged to attend, as no orientation session was held.*
    - *It was suggested that the City videotape this meeting for the benefit of those who cannot attend; Kathy F. will forward this request to City staff.*
  
  - *Reminder: Open Meetings training deadline for new and reappointed Commission members is Monday, November 14, 2016; completion certificates must be turned in to City Secretary's Office.*
  
  - *Reminder: AHC "Boot Camp" planning meeting for all members will be held Saturday, November 5, at Rowlett Community Centre, 8:45 a.m. – 1:00 p.m.*
    - *Light breakfast and a working lunch will be provided*
    - *Special meeting agenda to be emailed; members asked to confirm their attendance and indicate any special dietary needs*

- *Discussion topics to include:*
  - *Conduct of meetings*
  - *Review of contests and grants, 2016 new projects, and possible new activities (i.e., talent event)*
  - *Discussion about what worked, what didn't, and improvements needed*
  - *New activity proposals, including scope, budget and timeframe*
  - *Budget overview and members' standing committee interests*
  - *2017 work plan items: contests, grants and projects (including eligibility and requirements, budgets and projected timelines); for review and possible action at November 8, 2016 meeting*

4) Election of Chair and Vice-Chair for FY2017.

- Motion made by Gary A. to nominate Jim K. for Chair; motion seconded by Gabriela B. Approved 4 – 0.
- Motion made by Gabriela B. to nominate Tamra W. for Vice-Chair; motion seconded by Deborah C. Approved 5 – 0.

*As elected Chair, Jim K. convened the remainder of the meeting.*

5) Chair selects voting alternate(s), if necessary.

*This item was considered before Item 2.*

- *N/A*

6) Consider approving minutes from the regular meeting held September 13, 2016.

- *Motion made by Gary A. to accept the September 13, 2016 meeting minutes as written; seconded by Deborah C. Approved 5 – 0.*

7) Update on Public Art Projects:

a) *Nic Noblique spiral sculpture*

- *Kathy F. and City staff to follow up with Nic Noblique on project status and possible installation timeframe (previously discussed tentative installation dates of October 14 or October 21); City staff will coordinate date and time for possible reception with City Administration*
- *At September meeting, Commission recommended purchase of an 8 x 10 bronze plaque with raised lettering on an aluminum post (cost not to exceed \$250). Acquisition is pending sculptor's decision on a name for the sculpture*

b) *Troy Connatser "Phoenix" statue*

- *Meeting with Troy C. and City staff on September 13 to discuss logistics*
- *Council discussion on final design and funding for Phase One Schrade Bluebonnet Park improvements tentatively scheduled for the October 18 work session*
- *With funding appropriated, statue can be installed as soon as infrastructure is in place*
- *Troy indicated he could create a mock-up of the statue*
- *Troy to provide information for an agreement between the two parties; City staff will work with City Attorney to review and finalize; Jim K. offered follow up with Troy for information and paperwork needed*

8) Appoint Standing Committees:

- *Calendar Project*
  - *Chair: Jim K., with Tamra W. and Dema R. (Gabriela B. to serve as alternate, if needed)*
  - *Will provide a project checklist at Boot Camp (scope, budget needs, project timeframe, etc.)*
  - *Kathy F. will provide Drew Rist's images from 2016 contests*
- *Cultural Arts Grants*
  - *Chair: Gary A., with Gabriela B. and Neslie F.*
  - *Discussed publicizing grants availability on AHC Facebook page; grant recipients need to provide event dates and other information so Publicity Standing Committee can assist with promotions*
  - *Current application states, "Rowlett-based cultural arts groups;" discussion ensued about*

extending to "non-Rowlett" groups; further discussion anticipated at November 5 "Boot Camp" planning meeting

- *Publicity*
  - *Jeff W. to continue as AHC Facebook page Administrator and offered to Chair Publicity Standing Committee*

9) Public Announcements.

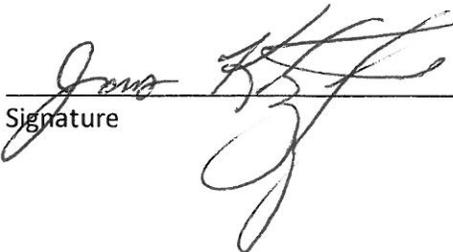
- *Kathy F. announced Artists 'Round Texas are holding a "Paint and Photograph Rowlett" juried competition; details are on their website.*

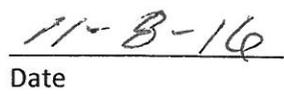
10) Future topics.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from previous meeting*
- *Review, discuss and take possible action on FY2017 work plan items from November 5 planning meeting:*
  - *Standing Committee appointments*
  - *Grants, contests and projects*
  - *Program budgets*
  - *Program timeframes*
- *Discuss and take possible action on inclusion of member bios on AHC Facebook page*
- *Update on Public Art Projects*
  - *Nic Noblique spiral sculpture*
  - *Troy Connatser "Phoenix" statue*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

11) Meeting adjourned at 8:35 p.m.

Approved by the Rowlett Arts and Humanities Commission:

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date