



Official Minutes of the Rowlett Arts and Humanities Commission

Date: Tuesday, October 9, 2012

Location: Library Conference Room, 3900 Main Street

- 1) Meeting called to order by Chair Mary Drayer at 6:35 p.m. and determined a quorum was present.
 - *Members present: Mary Drayer, Hugo Martinez (left meeting at 7 p.m.), Jerry Barshop, Jerry Hickman, Laqueata Brown, Aimee Lanier and Brian Hokanson.*
 - *Members absent: Veena Valiaveedu and Steve Sauerwein.*
 - *Visitors: Councilman Carl Pankratz.*
 - *Staff present: City Secretary Laura Hallmark and Brenda Kennedy.*
- 2) Administer the Statement of Elected/Appointed Officer and the Oath of Office to the newly appointed members.
 - *City Secretary Laura Hallmark administered both Statement and Oaths to Jerry Barshop, Hugo Martinez, Aimee Lanier and Brian Hokanson.*
- 3) Introduce members and elect officers for FY2012-2013.
 - *Introductions were made to new members.*
 - *Officers elected for FY2012-2013: Hugo Martinez as Chairman and Mary Drayer as Vice-Chair.*
- 4) Consider approving minutes from the regular meeting September 11, 2012.
 - *Motion made by Hugo Martinez to accept the September 11, 2012 meeting minutes as presented; Jerry Barshop seconded the motion. Motion passed unanimously.*
- 5) Review budget overview from prior month.
 - *FY2012 account balance remaining \$1.78. Ribbons for Young Artists Exhibit and Photography Contest (\$47.04) will be paid from FY2013 budget.*
 - *Hugo explained Commission receives \$4,000 for FY2013 for contests and events supporting the arts in Rowlett. Fiscal year is from October 1st through September 30th.*
- 6) Review, discuss and take possible action establishing FY2012-2013 budget.
 - *Item tabled until November 13, 2012 meeting.*

Chairman Hugo Martinez left meeting at 7 p.m. and Vice-Chair Mary Drayer continued with meeting.

- 7) Review, discuss and take possible action on Arts and Education grants time frame.
 - *Item tabled until November 13, 2012 meeting. Veena Valiaveedu is standing committee chairperson for Arts in Education, would like her to be present for discussion.*
- 8) Review, discuss and take possible action determining event timelines for activities.
 - *Commission events planned around Garland Independent School District calendar.*
 - *Brenda will provide Cultural Grant applications for members at November meeting.*
 - *Cultural Grant supports visual/performing arts in an effort to make art accessible in Rowlett.*

- *Arts in Education support school projects, that unless funded, the teacher would not be able to do without the grant.*
 - *Reports are required at the completion of the grant by recipients.*
 - *Grants available to Rowlett groups with Rowlett address; contests do not require a Rowlett address and are open to the "Lake Ray Hubbard" area.*
 - *Jerry Hickman requested \$500 for Young Artists Exhibit; Arts in Education (\$500) tabled; Writing Contest \$450); Photography Contest budget not decided; Cultural Grants budget not decided. More work needed (dates and individual event budgets) on timeline; this item will be included in the November 13, 2012 meeting agenda.*
- 9) Review, discuss and take possible action creating Cultural Art grant sub-committee for recommendations awarding grants.
- *Item tabled until November 13, 2012 meeting.*
- 10) Receive report on City's alcohol and beverage tax allocation.
- *At the September meeting, Hugo asked how the City uses alcoholic beverages taxes; Kathy will check and report back to Commission.*
 - *In Kathy's absence, Brenda read alcohol beverage tax information received from Terri Doby, Budget Manager, stating "the city does impose an alcoholic beverage tax" and "these are General Fund revenues".*
 - *Mary explained reason for asking for information; Commission vision is for Rowlett to have a cultural arts center; due to costs it has become necessary for local performing groups to rent performance facilities outside city. Cultural art center would bring people into Rowlett to enjoy the arts.*
 - *Commission receives its budget from the Hotel/Motel tax revenues.*
 - *Comment made that City could provide funds from the General Fund by allocating all or portions of the hotel/motel and alcohol beverage taxes toward the cultural art projects, this would need Council / City Manager approval.*
- 11) Receive update on DART.
- *At the September meeting, Hugo reported he contacted DART to follow-up on displaying winning artwork from the Young Artists Exhibit at the new station, which was previously discussed at joint meeting with DART and City representatives. Questions came up regarding displaying this artwork. Kathy said she'd check with Assistant City Manager (and former Interim Director of Library Services) to see what is necessary to resolve the situation.*
 - *In Kathy's absence, Brenda reported Kathy and Brenda met with Brian Funderburk to review previous City meetings with DART during the 2009-2010 DART Art Design Project.*
 - *Documentation indicates DART was amendable to the Ad-hoc Committee request to display Commission Young Artists Exhibit and the Photography Contest winning entries at the DART Station in Rowlett.*
 - *In the documentation reviewed, DART requested a formal proposal to be submitted; Kathy will work with Brian to draft a proposal letter for the City Manager's signature.*
 - *Proposal will address the number of windscreens needed (1 or 2); advertising will not be permitted; what format is needed (no originals); DART will change out art 1 to 2 times per year; and who the City contact will be for DART Art.*
- 12) Review, discuss and take possible action on standing committee assignments.
- *Committees available: Young Artists Exhibit, Writing Contest, Photography Contest, Arts in Education grant and Cultural grants. If you have an interest in one or more of these areas, please let Hugo*

Martinez know at the November meeting (members serve on two committees). Item tabled until November 13, 2012 meeting.

13) Update from standing committees:

- Writing Contest
 - *Councilman Pankratz stated Dr. Cobb from University of North Texas would be happy to assist Commission again in future projects.*
- Photography Contest
 - *Mary reported 12 entries received.*
 - *Brian Hokanson asked if Arts and Humanities Commission website linked to other art websites? Not at this time.*
 - *Aimee Lanier asked if Photography Contest is advertised in local camera shops? Mary has publicized in local newspapers, in the Library and at the Community Centre, local businesses, etc.*
- Young Artist Exhibit
 - *Exhibit information packets mailed to local public and private schools October 2, 2012.*
 - *Information posted on the City's website.*
 - *Arts in Education*
 - *No report.*
- Publicity
 - *No official report given.*
 - *Brenda reported Library has met with City Manager Lynda Humble in planning programs/events/publicity for the next year. Once standing committee assignments have been determined, Brenda would like to work with Publicity person to promote Commission events and activities through Communication Department. Goal is to promote events and activities for a better return on our investment.*
 - *Brian Hokanson asked about advertising on DART's scrolling digital displays; maybe since rail is new in Rowlett DART would be interested?*

14) Public Announcements.

- *Reminder of Open Meeting Act training completion and certificate due by November 2, 2012.*
- *Board and Commission Orientation scheduled 7 p.m. Thursday, October 18th in the City Council chambers.*

15) Future topics.

- *Call to order*
- *Consider approving minutes of the previous meeting*
- *Review budget overview from prior month*
- *Review, discuss and take possible action setting FY2012-2013 budget*
- *Review, discuss and take possible action on Arts in Education grants time frame*
- *Review, discuss and take possible action determining event timelines for activities*
- *Review, discuss and take possible action creating Cultural Arts grant sub-committee for recommendations to Commission on awarding grants*
- *Review, discuss and take possible action on standing committee assignments*
- *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*
- *Public announcements*
- *Future topics*
- *Adjournment*

10) Meeting adjourned at 7:30 p.m.

Approved by the Rowlett Arts and Humanities Commission:

Signature



Date

11/13/2012