



Official Minutes of the Rowlett Arts and Humanities Commission

Date: Tuesday, September 10, 2013

Location: Library Conference Room, 3900 Main Street

- 1) Meeting called to order by Chair Hugo Martinez at 6:39 p.m. and determined a quorum was present.
 - *Members present: Hugo Martinez, Mary Drayer, Jerry Hickman, LaQueata Brown, Brian Hokanson, Aimee Lanier and Steve Sauerwein*
 - *Members absent: Veena Valiaveedu*
 - *Staff present: Kathy Freiheit, Director of Library Services, and Brenda Kennedy, Senior Administrative Assistant*

- 2) Consider approving minutes from the regular meeting of August 13, 2013.
 - *Motion made by Brian Hokanson to accept the August 13, 2013 meeting minutes as written; Mary Drayer seconded motion. Motion passed unanimously.*

- 3) Review budget overview from prior month.
 - *Year-to-date expenditures \$3,419.04; account balance \$580.96.*
 - *Photography Contest awards of \$375.00 encumbered in this fiscal year, leaving a balance of \$205.96.*
 - a) *Receive update on purchase of display panels.*

Staff previously ordered one display panel and three display panel storage bags totaling \$297.00. After discussion, a motion was made by Brian Hokanson for staff to purchase an additional panel, bag, Velcro or tape in an amount not to exceed \$205.96. Motion seconded by LaQueata Brown, motion passed unanimously. Vendor is local and Kathy Freiheit offered to pick-up panel and bag in lieu of paying shipping.

- 4) Receive update on DART Art Project.
 - *Dawn Dorman with DART replied to Kathy's status inquiry. DART is still reviewing the rules and the actual windscreens should be in place sometime in August. We still anticipate that DART will have artwork in place at station by November.*

- 5) Update from standing committees:
 - *Writing Contest*
 - No new information to report at this time.*

 - *Photography Contest*
 - Take in date was Saturday, September 7, 2013 from 10 a.m. to 12 p.m.; Mary thanked LaQueata Brown for her help during take in.*
 - Received 61 entries and photos are on display in the Library*
 - Hugo Martinez received confirmation from an Associate Professor from Texas A & M Commerce about providing a contest judge; Hugo will forward the judge's contact information to Mary so she can find out when he plans to come. In previous correspondence Hugo asked that the winners be selected by Wednesday, September 18th.*
 - Mary will ask judge to leave a copy of criteria in case of questions about how winning entries were selected.*
 - Discussed A & M's offer to host a reception for winners; short notice, space and staffing limitations will prohibit doing one this year. Kathy has asked for a "rain check" for next year.*

--Mary will find out if judge will attend the City Council awards presentation and let staff know by Monday, September 30, so it can be included in the Staff Report to Council; presentations are on the Agenda for the October 15, 2013 City Council meeting.

--One First Place winner in each of three categories and one Best of Show will be selected.

--Take down is scheduled for Saturday, October 12, 2013; discussed waivers granting City permission to post winning photos on City website. Kathy will follow up on this.

- Young Artist Exhibit
--No new information to report at this time.
- Arts in Education
--Award letter and checked mailed to Arts in Education grant recipient, Wesleyan Christian Academy, last week.
- Publicity
-- LaQueata Brown volunteered to submit Photography Contest winner info to local news outlets. She also gave staff her publicity contact information to staff.
- Cultural art center
--City does not have plans for a cultural art center at this time, funds are not available.

7) Public Announcements.

- Hugo Martinez announced joint concert with Lake Cities Chorale and the Lakeshore Symphonic Winds on September 7th was a wonderful concert.
- This was Hugo's last meeting, he has served on the Commission for 12 consecutive years; he wished the Commission the best. Staff will email Hugo the Volunteer Banquet date as soon as it is announced.

8) Future topics.

- Call to order
- Administer the Oath of Office and Statement of Elected/Appointed Officer to newly appointed members
- Introduction of members
- Consider approving minutes of the previous meeting
- Review budget overview from prior month
- Review standing committees and responsibilities of each for possible action in November (Mary)
- Review event timelines for activities
- Receive updates from standing committees:
 - Writing Contest
 - Photography Contest
 - Young Artists Exhibit
 - Arts in Education grants
 - Publicity
 - Cultural arts center
- Election of officers for FY2013-2014
- Public announcements
- Future topics

- *Adjournment*

9) Meeting adjourned at 7:28 p.m.

Approved by the Rowlett Arts and Humanities Commission:

Mary Orayer

Signature

10/8/13

Date