



## Official Minutes of the Rowlett Arts and Humanities Commission

Date: Tuesday, October 8, 2013

Location: Library Conference Room, 3900 Main Street

- 1) Meeting called to order by Vice-Chair Mary Drayer at 6:35 p.m. and determined a quorum was present.
  - *Members present: Mary Drayer, Brian Hokanson, Aimee Lanier, Steve Sauerwein, Adam Pippin, Tamra Williams and Robert Martinez, Jr.*
  - *Members absent: Hugo Martinez*
  - *Staff present: Brenda Kennedy, Senior Administrative Assistant and Laura Hallmark, City Secretary*
- 2) Administer the Oath of Office and Statement of Elected/Appointed Officer to the newly appointed members.
  - *City Secretary Laura Hallmark administered Oaths to Mary, Brian, Adam, Aimee, Tamra and Robert.*
- 3) Around the table introductions by members.
  - *Brief introductions made by members.*
  - *Hugo Martinez will serve one more year by City Council decision; he will complete his two-year term that expires September 2014.*
- 4) Consider approving minutes from the regular meeting of September 10, 2013.
  - *Motion made by Aimee Lanier to accept the September 10, 2013 meeting minutes as written; Steve Sauerwein seconded motion. Motion passed unanimously.*
- 5) Review budget overview from prior month.
  - *Year-to-date expenditures \$3,999.58 account balance \$.42.*
  - *Mary explained Humanities Commission budget is used to to encourage the development of, appreciation for, and participation in the arts in Rowlett.*
- 6) Review standing committees and responsibilities of each for possible action in November.
  - *The meeting packet contained two documents with information regarding the grants and events sponsored by the Commission; brochure handed out with the mission statement and contest information for new members.*
    - a) *Cultural Arts Grants – annual grants to support performing and visual arts in Rowlett; Mary named a few past grant recipients.*
    - b) *Arts in Education – two annual grants available to teachers in Rowlett to supplement a school arts project.*
    - c) *Young Artists Exhibit – annual event to recognize talented young artists and their teachers; categories are 2D or 3D artwork; and exhibit is open to students, from kindergarten through high school, including private and homeschooled students in the Lake Ray Hubbard area. Awards and proclamations presented during a City Council meeting. Exhibit information mailed to art teachers or principals, information included in City Newsletter, local newspapers and publications. Mary will check Garland ISD calendar for conflicts with scheduling exhibit in January 2014.*
    - d) *Writing Contest – annual contest open to youth and adults with an interest in writing. The youth and adult division categories include short story, poem, and short works. Awards and proclamations presented during a City Council meeting. Contest information is e-mailed to teachers, included in City Newsletter, local newspapers and publications.*

- e) *Photography Contest – annual event open to anyone in the Lake Ray Hubbard area, including professionals, amateurs and people of all ages. Contest categories include: people, places or things and the theme changes each year. The theme for the current Photography Contest is, “Rowlett, the Beautiful”. Awards and proclamations presented during a City Council meeting. Contest information is included in City Newsletter, local newspapers and publications.*
- f) *Publicity – responsible for sending event information to local newspapers and publications. Staff submits Communication Service Requests to the City Communications Department so that events can be included in City publicity.*
- g) *Cultural Arts Center – Commission members would like to see a center in Rowlett. Currently performances are held in other cities.*

*Mary asked members to think which committee they may want to serve on, action will be taken at November meeting.*

7) Review FY2013-2014 budget and event timelines for possible action in November.

- *An event timeline worksheet was handed out; Mary reviewed the completed FY2013 timeline. One event held at a time, awards are budgeted from \$4,000 annual budget.*
- *Adam asked if instead of cash awards for the Writing Contest, maybe publishing entries? Aimee suggested contacting Rowlett High School Journalism class to ask if this would be something they would be interested in as a project. Will discuss at November meeting when Kathy will be available to offer input.*
- *New ideas are welcomed; question asked if new events could be added? Tamra mentioned “Rowlett Idol”; Adam asked if a photography class is available at the Community Centre.*
- *Can the Commission events bring in revenue? If so, would funds be available to Commission to use for existing and new events? Will discuss during November meeting.*
- *Steve asked about moving the Arts in Education grant time frame to the start of the school year instead at the end of school. Will discuss during November meeting.*

8) Update from standing committees:

- *Photography Contest*
  - a) *Award presentation on Tuesday, October 15<sup>th</sup> during the City Council meeting.*
  - b) *Entries currently on display in the Library.*
  - c) *Take-down day is Saturday, October 12<sup>th</sup>.*

9) Election of officers for FY2013-2014.

- *Motion made to elect Mary Drayer as Chair and Brian Hokanson as Vice-Chair; motion passed unanimously.*

10) Public Announcements.

- *Mandatory Board and Commission Orientation is Thursday, October 24<sup>th</sup> at 7 p.m. in the City Council chambers.*
- *Mandatory Board and Commission Open Meeting training deadline is Monday, October 28<sup>th</sup>. All new and re-appointed members are required to complete training and submit completion certificate to the City Secretary.*
- *Mary Drayer will not be at November meeting; work commitment.*
- *New email address has been set-up for the Commission to use on contest publicity. In the past, members have listed their personal email for a contest contact. Info will now include new email; Brenda will receive emails and will respond. New address is: [ArtsHumanitiesComm@rowlett.com](mailto:ArtsHumanitiesComm@rowlett.com).*

11) Future topics.

- *Call to order*
- *Chairman selects voting alternate if necessary*
- *Consider approving minutes from previous meeting*
- *Board and Commission new member orientation (Part 2) – Kathy F*
- *Review budget from prior month*
- *Review, discuss and take possible action establishing FY2014 budget*
  - a) *Discuss if Commission can generate revenue to increase events budget*
- *Review, discuss and take possible action determining FY2014 event timeline*
  - a) *Review, discuss and take possible action to create new events to include with current events sponsored by the Commission*
- *Review, discuss and take possible action on Standing Committee assignments*
- *Receive update on DART Art project*
- *Review updates and take possible action from Standing Committees*
  - a) *Cultural Arts Grants*
  - b) *Arts in Education Grants*
  - c) *Young Artists Exhibit*
  - d) *Writing Contest*
  - e) *Photography Contest*
  - f) *Publicity*
  - g) *Cultural Arts Center*
- *Public Announcements*
- *Future agenda items*
- *Adjourn*

12) Meeting adjourned at 7:35 p.m.

Approved by the Rowlett Arts and Humanities Commission:

  
Signature

  
Date