

Mayor ~ Todd Gottel
Mayor Pro Tem ~ Chris Kilgore
Deputy Mayor Pro
Tem ~ Michael Gallops

City Council ~
Doug Phillips
Tammy Dana-Bashian
Carl Pankratz
Debby Bobbitt

City Manager ~ Brian Funderburk



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

Official Minutes of the Rowlett Arts and Humanities Commission

Date: Tuesday, November 19, 2013

Location: Library Conference Room, 3900 Main Street

- 1) Meeting called to order by Chair Mary Drayer at 6:32 p.m. and determined a quorum was present.
 - *Members present: Mary Drayer, Hugo Martinez, Brian Hokanson, Tamra Williams and Robert Martinez, Jr.*
 - *Members absent: Adam Pippin and Aimee Lanier*
 - *Staff present: Kathy Freiheit, Director of Library Services and Brenda Kennedy, Senior Administrative Assistant*

- 2) Chair selects voting alternate(s), if necessary.
 - *Commission member Steve Sauerwein has resigned his position.*
 - *Robert Martinez, Jr., alternate Commission member, accepted the regular position.*
 - *City Secretary will be notified of two open alternate positions.*

- 3) Consider approving minutes from the regular meeting of October 8, 2013.
 - *Motion made by Hugo Martinez to accept the October 8, 2013 meeting minutes as written; Tamra Williams seconded motion. The motion passed with a 5-0 vote.*

- 4) Board and Commission new member orientation (Part II).
 - *Kathy Freiheit's PowerPoint presentation included her background information and role as staff liaison, a list of current AHC members, meeting information, a sample agenda, Commission members' responsibilities, how Boards and Commissions interact with staff and a screen shot of the Commission's City webpage.*
 - *Members reasons for serving on the Commission:*
 - *Hugo Martinez, former school band director, founding member and performer with the Lakeshore Symphonic Winds, would like to see a cultural arts center built in Rowlett.*
 - *Brian Hokanson has interests in band, music and theater (acting, writing and directing) and has a background in banking/finance.*
 - *Mary Drayer is a private vocal coach, a former Rowlett High School instructor, has sung with the Dallas opera, is a former church musician, and during her service on the Commission created Rowlett Community Chorale (now the Lake Cities Chorale). Mary would like to see a cultural arts center built in Rowlett.*
 - *Tamra Williams was recruited by Hugo and Mary during the City's Volunteer Fair held this past summer. Tamra previously worked with major oil companies and went back to school for a law degree. She would like to see a performance center in Rowlett.*
 - *Robert Martinez, Jr. is a professional stand-up comedian and actor, and a student at the University of Texas at Arlington. He would like to see a performance center in Rowlett.*

- *Brenda Kennedy is Senior Administrative Assistant for the Library and serves as recording secretary for the Commission.*
- *Kathy explained FY2015 financial challenges and sustainability issues faced by the City. Council will consider need to reduce services or raise taxes. Still want to support the vision for a cultural arts center, but in the next few years the City will not realistically be able to support such a plan. Kathy urged caution about members approaching prospective architects or funders. In her role as Staff Liaison, she would need to take any Commission recommendation/request for funding for facility design to Council.*

5) Review budget overview from prior month.

- *Year-to-date expenditures \$0; account balance \$4,000.*

6) Review, discuss and take possible action establishing FY2014 budget.

- *Young Artist Exhibit: Total budgeted \$350*
 - *Judge fee \$0*
 - *Award amounts will remain the same as last year: 2D and 3D elementary \$25 in each category, middle school \$50 in each category and high school \$75 in each category (totaling \$300)*
 - *\$50 for nine First place and one Best of Show ribbons (ribbons for both YA and Photography contests)*
 - *Hugo moved to delay the Young Artist Exhibit to a later date to be determined at the January 14, 2014 meeting. All members present agreed. Hugo will contact Brenda Haas with Garland ISD to see if date conflicts with any school art shows/contests and report at the January meeting.*
 - *Regional Writing Contest: Total budgeted \$450*
 - *Judge fee \$0*
 - *Award amounts will remain the same as last year. Adult awards: First place for Poem, Short Story and Short Works receive \$100 each and Youth awards: First place for Poem, Short Story and Short Works receive \$50 each (totaling \$450)*
 - *Robert Martinez and Mary Drayer will co-chair standing committee*
 - *Contest information to be emailed to schools (private and public) March 10, 2014*
 - *Contest entries due April 27, 2014*
 - *City Council award presentations June 17, 2014 meeting*
 - *Will finalize timeline during January 2014 meeting*
 - *Photography Contest: Total budgeted \$375*
 - *Judge fee \$0*
 - *Award amounts will remain the same as last year: First place award of \$75 in each category People, Places and Things and Best of Show \$150 (discussed First Place winner cannot win Best of Show)*
 - *Take-in date September 6, 2014 and take-down October 4, 2014*
 - *City Council award presentations October 21, 2014 meeting*
 - *Cultural Grants: Total budgeted \$2,000*
 - *Members agreed to place \$325 of overall budget into reserve*
 - *Brenda will check with Denise Perrin to see if it is too late to include grant info in December or January City newsletter and will email Commission members her answer*
 - *Arts in Education grants: Total budgeted \$500*
 - *Will offer 2 grants in the amount of \$250 each to schools to supplement an art project (not for supplies)*
 - *Grant applications due May 1, 2014*
 - *Standing committee will review applications and provide recommendations to Commission at the May 13, 2014 meeting*
 - *Winners will be notified after meeting in May 2014 and checks will be mailed to schools August 2014*
- a) Discuss if Commission can generate revenue to increase events budget.

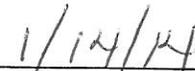
- *Kathy explained this is not an appropriate role for the Commission, would be more in the realm of a non-profit fundraising "friends of the arts" organization, independent of the City*
 - *Any revenues generated from Commission events would be destined for the City's General Fund*
- 7) Review, discuss and take possible action determining FY2014 event timeline.
- *Discussed while setting events budgets; Brenda will work up tentative timeline for Commission to review during January meeting.*
 - a) *Review, discuss and take possible action to create new events to include with current events sponsored by Commission.*
 - *Discussion at previous meeting about holding a "Rowlett Idol" type program; much advance planning would be required; a venue and many volunteers needed to make happen*
 - *Brian volunteered to check with local church on Dalrock to see if they rent their auditorium and the cost*
 - *Will add item to January agenda to discuss and take possible action to form a standing committee for possible "Rowlett Idol" event.*
- 8) Review, discuss and take possible action on standing committee assignments.
- *Cultural Arts Grants – Brian agreed to serve on standing committee; will discuss again at January meeting.*
 - *Arts in Education, Young Artist Exhibit, Publicity and Cultural Arts Center – will discuss at January meeting.*
 - *Writing Contest – Mary and Robert will co-chair.*
 - *Photography Contest – Mary and will discuss again at January meeting.*
- 9) Receive update on DART Art project.
- *Kathy is waiting on update from Dawn Dorman; at last contact DART was reviewing the rules and any release information needed.*
- 10) Review updates and take possible action from standing committees.
- *Nothing at this time.*
- 11) Public Announcements.
- *Board and Commission Banquet is Thursday, December 5th at the Rowlett Community Centre from 6:30 – 8 p.m.*
- 12) Future topics.
- *Call to order*
 - *Chairman selects voting alternate(s), if necessary*
 - *Consider approving minutes from previous meeting*
 - *Review budget from prior month*
 - *Review, discuss and take possible action to create new standing committee for possible "Rowlett Idol" event*
 - *Review, discuss and take possible action on Standing Committee assignments*
 - *Receive Hugo's report on upcoming Garland ISD art shows/contests to determine Young Artists Exhibit date*
 - *Review proposed timeline; discuss and take possible action finalizing FY2014 event timeline*
 - *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 Contest*
- d) *Writing Contest*
- e) *Photography Contest*
- f) *Publicity*
- g) *Cultural Arts Center*
- *Public Announcements*
- *Future agenda items*
- *Adjourn*

12) Meeting adjourned at 8:45 p.m.

Approved by the Rowlett Arts and Humanities Commission:


Signature


Date