

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*

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

**Date:** Tuesday, April 8, 2014

**Location:** Library Conference Room, 3900 Main Street

- 1) Meeting called to order by Chair Mary Drayer at 6:31 p.m. and determined a quorum was present.
  - *Members present: Mary Drayer, Brian Hokanson, Hugo Martinez, Tamra Williams, Cynthia Baxter and Jeff Hendrickson*
  - *Members absent: Aimee Lanier and Robert Martinez, Jr.*
  - *Visitors: Gary Alexander*
  - *Staff present: Kathy Freiheit, Director of Library Services and Brenda Kennedy, Senior Administrative Assistant*
- 2) Chair selects voting alternate(s), if necessary.
  - *Announced Adam Pippin resigned his position due to job transfer*
  - *New alternate members Cynthia Baxter and Jeff Hendrickson introduced*
  - *Cynthia Baxter was selected in the absence of Robert Martinez and Jeff Hendrickson was selected for the vacancy created by Adam's resignation.*
- 3) Consider approving minutes from the regular meeting of February 11, 2014.
  - *Motion made by Hugo Martinez to accept the February 11, 2014 meeting minutes as written; Brian Hokanson seconded motion. The motion passed with a 6-0 vote.*
- 4) "My Rowlett" Campaign presentation.
  - *Kathy discussed "Rowlett: My Community, My Money, My Choice", a series of six presentations made to citizens by City Manager Brian Funderburk during April*
  - *Presentations give citizens information to make choices when considering possible tax increases or reduction in services, in light of budget shortfalls; taxes have not been raised in Rowlett for nine years.*
- 5) Review budget overview from prior month.
  - *Year-to-date expenditures \$2,000; account balance \$2,000*
  - *Invoice for contest ribbons turned in for payment (\$41.20)*
- 6) Follow-up report, discuss and take possible action on "Rowlett Idol" event.
  - *Kathy reported on discussions with City Manager Brian Funderburk regarding the Commission's interest in conducting a "Rowlett Idol" fundraiser*
  - *She confirmed that the Commission's charge is to raise awareness of and to promote the arts in Rowlett*
  - *Library staff's primary responsibility is to run the Library; as AHC liaisons, staff would be limited to basic administrative support and coordination of publicity through City channels*
  - *A 501(c)(3) advocacy group would be more appropriate as a fundraising organization – this group would be independent, not a City board or commission*

- In City-endorsed fundraising, the group would make a formal recommendation to Council with a clear vision for such a project, including why it is being done, what is to be gained, what the funds would be used for, and a detailed fundraising plan.
- Cynthia Baxter shared her experience with the PARDners Foundation, noting the time involvement required in such an undertaking.

7) Receive update on DART Art project.

- Kathy provided background on the project and DART's willingness to display winning AHC contest artwork at the Rowlett Station
- Kathy has been working with Community Engagement Representative Dawn Dorman (DART) on a draft agreement; DART originally proposed to display artwork for one month and the City countered with six months (November – April). DART countered with an offer to display for three months (November – January)
- DART would be responsible for installation, etc. of windscreens at station and the Commission would be responsible for the cost of producing displays on coroplast material (cost is approximately \$100) to be paid from Commission annual budget
- Commission agreed by consensus and asked Kathy to take the draft agreement (with three month display) to seek City Manager Brian Funderburk's approval and review by the City Attorney
- A release would need to be signed by contest winners so DART can display artwork
- For reasons of safety, winners' full names will not be displayed; will use first initial and last name, or first name and initial of last name of winners to protect identity
- DART rules to be included on Young Artists Exhibit and Photography Contest entry forms:
  - All lettering, if applicable, must be legible – even when the letters are used as part of the design elements
  - Artwork must not display any offensive words or obscene gestures

8) Review updates and take possible action from standing committees.

- Cultural Arts Grants
  - Hugo thanked Commission for grant awarded to Lakeshore Symphonic Winds
- Arts in Education Grants
  - Grant applications emailed to public and private schools in Rowlett; applications due by Thursday, May 1<sup>st</sup>; grant available to schools only
- Young Artists Exhibit
  - Take in date was Wednesday, April 2, 2104 and received 138 entries; take in was from 6 – 8 p.m., maybe next year look at an earlier time for take in
  - Take down date is Thursday, April 24, 2014
  - Hugo has arranged for Brian Weaver with Texas A&M Commerce to judge exhibit
  - There were several pieces of artwork that still needs to be displayed; Hugo will display before meeting with Mr. Weaver at the Library on Wednesday, April 9<sup>th</sup> for the judging
  - Hugo will have an answer Wednesday, April 9<sup>th</sup> if a reception will be held; if so, reception is by invitation only (winning students, parents/family and teachers)
  - One school needs artwork released before take down date, Hugo will contact school to arrange time to meet teacher at library
  - Award presentation during the City Council meeting on Tuesday, May 20<sup>th</sup>, Standing Committee will need to contact winners with award details
  - Jeff Hendrickson offered to serve on Standing Committee
- Writing Contest
  - Contest rules emailed to public and private schools, posted on City's website and sent to Publicity Standing Committee on March 17<sup>th</sup>

- Entries due by Monday, April 29<sup>th</sup>; entries will be scanned for Standing Committee so entries can be emailed to judge
- Award presentation during the City Council meeting on Tuesday, June 17<sup>th</sup>; Standing Committee will need to contact winners with award details
- Photography Contest
  - Theme for 2014 Photography Contest is "Rowlett Up Close"; contest takes place in September
  - Standing Committee will update contest flyer and forward to Brenda
  - Cynthia Baxter and Tamra Williams offered to serve on Standing Committee
- Publicity
  - Cynthia Baxter offered to serve on the Standing Committee
- Cultural arts center
  - Mary discussed the need for a center, but with budget challenges doesn't see happening in the near future; will keep item on agenda
  - Hugo suggested possibly forming an independent non-profit arts advocacy/support group; Kathy was asked to check with the City Manager about possible quorum of AHC members attending meetings of such a group

9) Public Announcements.

- Brian announced ACTOR's play "Register Here"; performances April 11-13.

10) Future topics.

- Call to order
- Chairman selects voting alternate(s), if necessary
- Consider approving minutes from previous meeting
- Review budget from prior month
- Receive recommendations from Arts in Education Grants Standing Committee for FY2014 applications received
- Review, discuss and take possible action on the Arts in Education Grants Standing Committee recommendations to award grant funds in FY2014
- 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

11) Meeting adjourned at 8:14 p.m.

Approved by the Rowlett Arts and Humanities Commission:

  
 \_\_\_\_\_  
 Signature

5/13/14  
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 Date