

Mayor ~ Todd Gottel
Mayor Pro Tem ~ Michael Gallops
Deputy Mayor Pro
Tem ~ Carl Pankratz

City Council ~
Rick Sheffield
Tammy Dana-Bashian
Debby Bobbitt
Robbert van Bloemendaal

City Manager ~ Brian Funderburk



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

Official Minutes of the Rowlett Arts and Humanities Commission

Tuesday, January 13, 2015

Library Conference Room, 3900 Main Street, Rowlett, TX

- 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, Jeff Hendrickson, Gary Alexander, Jim Katzenberger, Deborah Crosby and Janet Alvarez (arrived 6:42 p.m.)*
 - *Members absent: Tamra Williams, Cynthia Baxter, Aimee Lanier*
 - *Visitors: Laurieann Dygowski*
 - *Staff present: Kathy Freiheit, Director of Library Services and Brenda Kennedy, Senior Administrative Assistant*
- 2) Chair selects voting alternate(s), if necessary.
 - N/A
- 3) Consider approving minutes from the regular meeting of November 11, 2014.
 - *Motion made by Gary A. to accept the November 11, 2014 meeting minutes as written; Brian H. seconded motion. Motion passed unanimously.*
- 4) Review budget overview from prior month.
 - *FY2015 Arts and Humanities Commission budget amount: \$4,000; pending expenditure for Young Artists Exhibit awards in the amount of \$300.*
- 5) Review, discuss and take possible action on display panel policy.
 - *Mary D. reported on different options (taken from vendor's website) on ways to hang artwork that limits possible damage to the panels. Gary A. brought a sample hanger (similar to a wreath hanger) for consideration; he will investigate cost and report back at February meeting. Deborah C. will check for wreath hangers on clearance and report back at February meeting.*
 - *Commission uses Velcro to hang artwork, as heavy frames may cause damage; hangers would need to be used by groups using the panels for displays of framed artwork. If the Commission requires groups to use hangers for framed artwork, consensus was that the Commission should provide them.*
 - *At the November meeting, members discussed if it should be necessary to provide assembly instructions for first time-users. After assembling panels for Young Artists Exhibit, Jim K. reported that assembly instructions were included with the hardware, and that the instructions are self-explanatory. Motion was made to include display assembly instructions with all the panels and to not require that a Commission member be present during first-time assembly by outside groups; all voted in favor. Laminated display panel assembly instruction sheets will accompany the panels.*
 - *Display panel policy will be placed on the February agenda for further discussion and possible action.*
- 6) Review updates and take possible action from standing committees.
 - *Cultural Arts Grants (Aimee L. and Brian H.)*
 - *Commission received three grant applications*
 - *Lakeshore Symphonic Winds*
 - *Rowlett Community Chorale*
 - *Artists 'Round Texas*

- *Standing Committee reported the three groups received grants in FY2014 and met all of the guidelines*
- *Standing Committee made the following recommendations to the Commission:*
 - *Award \$500 to the Artists 'Round Texas for the following:*
 - *Payments to professional artists for demos at monthly meetings*
 - *Juror fees for Small Works and Paint Rowlett shows*
 - *Marketing and ads for juried Small Works and Paint Rowlett shows and A.R.T. club promotional publications and forms*
 - *Award \$750 to the Lakeshore Symphonic Winds for the following:*
 - *Purchase of music*
 - *Venue space rental*
 - *Purchase of BMI/ASCAP performance license*
 - *Payments to conductor*
 - *Publicity costs*
 - *Live recording of performances*
 - *Award \$750 to the Lake Cities Chorale for the following:*
 - *Payment to accompanist for each performance*
 - *Venue space rental*
 - *Publicity costs*
 - *Purchase of music*
 - *Motion made by Gary A. to accept the Cultural Arts Grant Standing Committee's recommendations and to award grants respectively; Jim K. seconded the motion. Motion passed unanimously.*
 - *Brenda will contact grant recipients and let them know when they can expect to receive the grant checks.*
- *Arts in Education Grants (Aimee L., Deborah C. and Gary A.)*
 - *Gary asked when info is sent out. Grant applications will be emailed to Rowlett schools by February 9, 2015; applications are due March 6, 2015; Standing Committee will present recommendations to Commission at the April 14, 2015 meeting.*
- *Young Artists Exhibit (Jeff H. and Jim K.)*
 - *Mary D. has scheduled John Millet with Trinity Christian Academy to judge the Exhibit. He will judge Thursday, January 15, at 5 p.m. Deborah C. will meet with him and leave winners' names and Mr. Millet's bio with the librarian on duty.*
 - *Received 100 entries from nine schools.*
 - *Take-down is Saturday, February 7, from 10 a.m. to noon; Jeff will be there for take-down*
 - *Award checks will not be available for City Council meeting; City is in process of implementing new financial software; presentations will be made and actual checks sent as soon as they are available.*
 - *Council presentation schedule for Tuesday, February 17, 2015.*
 - *Suggestions for future consideration:*
 - *Jim K. suggested giving receipts for home school entries*
 - *Teacher suggested moving Exhibit to the fall for better participation*
 - *A Young Artists Exhibit de-briefing will be included on the March agenda.*
- *Writing Contest (Mary D., Tamra W. and Deborah C.)*
 - *No report*
- *Photography Contest (Mary D., Cynthia B. and Jim K.)*
 - *No report*
- *Publicity (Brian H., Janet A. and Cynthia B.)*

- Cynthia has resigned from Publicity Standing Committee due to work commitments
- Brian H. will meet with Janet A. to give her overview of what needs to be sent to external media
- Kathy F. explained internal publicity (i.e.: newsletters, social media, etc) is handled by City staff
- Brian H. asked for update on DART display. Kathy F. continues to work with DART in attempt to finalize details; she expects that DART will try to allow for a three-month display due to the delays experienced and will keep Commission updated.
- Cultural arts center (Mary D.)
 - No report.
- Public Art Project (Jeff H., Tamra W. and Brian H.)
 - Jeff resigned as the lead person for Standing Committee due to family obligations
 - Brian H. gave slide presentation to update Commission on progress since November meeting
 - Site visit to Frisco
 - Contacted Jim Grabenhorst and Marc Kurbansade regarding information on Village of Rowlett for public art opportunities; waiting for response
 - Chamber of Commerce declined sponsorship as they are too busy
 - Reported on a meeting with Councilmember Dana-Bashian, who supports a fast-track approach in getting the project to Council in February or March to determine City level of support and possible funding
 - Brian submitted the project to the CIP Task Force, requesting \$60,000 over a two-year period
 - Research into 501(c)(3) status continues
 - Outlined fundraising options
 - Summarized current interest as a Phase I approach, with possible location of artworks at Pecan Grove Park and in the Rowlett Community Center, with future expansion to a program comparable to Mankato
 - Kathy asked to be informed when the Committee reaches out to local community groups and colleagues, so that she can be knowledgeable when asked for additional details or updates.
 - Kathy will meet with City Manager Brian Funderburk for further input and direction regarding the project

7) Public Announcements.

- Kathy F. asked that before closing meeting, assignments be summarized for the minutes.
- Kathy F. also asked when the closing recording (“Happy Trails”) plays, that discussions be held until it finishes; it is difficult (to impossible) to hear conversations when the recording is playing, and it is important that discussions be reflected correctly in the minutes.
- Assistant City Manager Jim Proce has video for CIP Task Force on YouTube; still time to provide input. Brenda will email link.
- Laurieann Dygowski with Artists Round Texas announced an art program at the Rowlett Community Centre on Sunday, January 18th.

8) Future topics.

- Call to order
- Chair selects voting alternate(s), if necessary
- Consider approving minutes from previous meeting
- Review budget from prior month
- Review, discuss and take possible action on display panel policy and hanger supply purchases
- Review, discuss and take possible action on Cultural Arts Grants policy
- Review updates and take possible action on standing committee reports:
 - Cultural Arts Grants

- *Arts in Education Grants*
- *Young Artists Contest*
- *Writing Contest*
- *Photography Contest*
- *Publicity*
- *Cultural Arts Center*
- *Public Art Project*
 - *Select lead person for Standing Committee*
- *Public Announcements*
- *Future agenda items*
- *Adjourn*

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

Approved by the Rowlett Arts and Humanities Commission:



Signature

2/10/15

Date