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Deputy Mayor Pro  
Tem ~ Tammy Dana-Bashian

City Council ~  
Robbert van Bloemendaal  
Carl Pankratz  
Debby Bobbitt  
Rick Sheffield

City Manager ~ Brian Funderburk



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

## Official Minutes of the Rowlett Arts and Humanities Commission

Tuesday, October 13, 2015

City Hall Conference Room B

4000 Main Street, Rowlett, TX 75088

- 1) Meeting called to order by Staff Liaison Kathy Freiheit at 6:31 p.m. and determined a quorum was present.
    - *Members present: Gary Alexander, Tamra Williams, Jim Katzenberger, Deborah Crosby, Jeff Hendrickson, Jessica Bertucci, Jeff Winget, Gabriela Borcoman (arrived at 6:40 p.m.) and Brian Hokanson (arrived at 7:40 p.m.)*
    - *Members absent: N/A*
    - *Staff present: Kathy Freiheit, Director of Library Services and Brenda Kennedy, Senior Administrative Assistant*
  - 2) Around the table introductions by members.
    - *Brief introductions made by members.*
  - 3) Election of Chair and Vice-Chair for FY2015 – 2016.
    - *Tamra W. nominated Jim K. to serve as Chair; Jim K. nominated Tamra W. Tamra respectfully declined nomination. Election made by unanimous consent.*
    - *Jim K. nominated Tamra W. to serve as Vice-Chair; no other nominations for position. Election made by unanimous consent.*
- As newly elected Chair, Jim K. convened the remainder of the meeting.
- 4) Chair selects voting alternate(s), if necessary.
    - *N/A*
    - *Kathy F. explained the importance of alternates; they are encouraged to attend all meetings and participate in discussions, even when all regular members are present. Alternates may only vote on an item when they are selected to fill the absence of a regular voting member. Per the City Boards and Commission Handbook, the Chair will select alternate(s) as may be needed.*
  - 5) Consider approving minutes from the regular meeting held September 8, 2015.
    - *Motion made by Gary A. to accept the September 8, 2015 meeting minutes as written; Tamra W. seconded motion. Motion passed unanimously.*
  - 6) FY2015 budget review.
    - *FY2015 expenditures \$3,989.81.*
    - *FY2016 Arts and Humanities Commission operational budget amount: \$10,000 to be used for contests, grants and other projects as decided upon*
    - *Kathy F. explained the FY2016 operational budget was increased from \$6,000 during FY2016 budget considerations; City Council expressed a desire to do more for the arts in Rowlett.*
    - *The operational budget is separate from a Public Art Project budgeted at \$40,000.*



- 7) Arts and Humanities Commission orientation presentation.
- *Kathy's PowerPoint presentation included information on her background and role as staff liaison, a listing of current AHC members, a sample agenda, Commission members' responsibilities, how Boards and Commissions interact with staff, and a screen shot of the Commission's City webpage.*
  - *Robert's Rules of Order are followed; only one person holds the floor at any given time; Recording Secretary cannot capture information for meeting minutes when multiple conversations are underway.*
  - *In her role as Staff Liaison, Kathy F. is responsible for bringing Commission recommendations/requests for funding, etc. to Council; because the Commission makes decisions as a group, a majority vote or consensus is required.*
  - *This year, the City Council plans to meet jointly with each Board/Commission and Staff Liaisons to discuss last year's accomplishments, their plans for FY16, and to consider the ways Boards/Commissions provide information to Council.*
- 8) Continue to discuss ideas for 2016 increased budget.
- *Reviewed potential ideas for expenditure of additional funds:*
    - *increase dollar amounts of current awards*
    - *add new categories to existing contests*
    - *expand categories for existing contests, such as music recording, graphic arts, videography, etc.*
    - *include special needs community in contests*
    - *plan for a talent showcase*
    - *offer student scholarships or stipends in the arts*
  - *A list of FY2015 contests/grants and dollar amounts of awards will be emailed to members for further discussion at November meeting*
  - *At the September meeting, a 2016 Arts Calendar was suggested for distribution to teachers and local businesses in an effort to increase awareness of contests. Calendars would include photographs of recent contest winning entries and contest information. Discussion ensued on the cost to produce them.*
  - *Jim K., Tamra W. and Deborah C. will meet and return to the November meeting with a calendar project plan for review and possible approval. Plan to include:*
    - *Prototype of calendar*
    - *Release forms and jpeg images for 2014 and 2015 Photography Contest winning entries (to includes 2016 Second and Third Place winners)*
    - *Quantity of calendars to order*
    - *Confirm cost and delivery date (need no later than November 28)*
    - *Plan for members to distribute calendars to teachers and local businesses*
- 9) Finalize Standing Committee templates.
- *Item tabled until next meeting.*
- 10) Review updates and take possible action from standing committees.
- *Public Art Project*
    - *City Council funded \$40,000 for Public Art Project; anticipate discussion with Council at future joint work session for more direction.*
  - *Cultural Arts Grants (Brian H.)*
    - *Nothing to report.*
  - *Arts in Education Grants (Deborah C. and Gary A.)*
    - *Nothing to report.*

- *Young Artists Exhibit (Jeff H., Deborah C. and Jim K.)*
  - *Suggestion was made that if student cannot attend Council awards presentation, that the teacher attend on their behalf.*
  - *Planning meeting scheduled for Monday, November 9, at 6 p.m. at the Library; Committee will discuss last year's contest packet, contest mechanics, awards, judging, and new artwork display challenges.*
  - *Standing Committee will make recommendations at November meeting for Commission's review and possible action.*
- *Writing Contest (Tamara W. and Deborah C.)*
  - *Nothing to report.*
- *Photography Contest (Jim K.)*
  - *Jim K. to give update at November meeting.*
- *Publicity (Brian H.)*
  - *Photography Contest winner information will be emailed to Brian to send to media outlets.*
- *Cultural arts center (Gary A.)*
  - *Nothing to report.*

11) Public Announcements.

- *Brenda K. reminded new and reappointed members that Open Meeting Act training is due for completion by November 16; handouts with website links to the video were given to those members who still need to complete the training.*

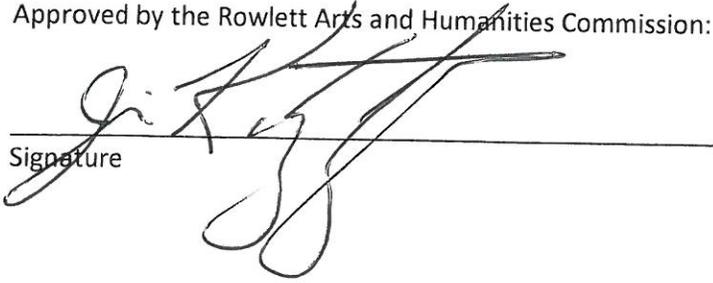
12) Future topics.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from previous meeting*
- *Continue to discuss ideas for 2016 budget*
  - *Review and take possible action on 2016 calendar project*
  - *Review existing contests, grants and awards for planning*
- *Review, discuss and take possible action on Standing Committee assignments*
- *Finalize Standing Committee templates*
- *Review updates and take possible action on standing committee reports:*
  - *Public Art Project*
  - *Cultural Arts Grants*
  - *Arts in Education Grants*
  - *Young Artists Contest recommendations*
  - *Writing Contest*
  - *Photography Contest update*
  - *Publicity*
  - *Cultural Arts Center*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

13) Meeting adjourned at 8:55 p.m.

Approved by the Rowlett Arts and Humanities Commission:

Signature

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and appears to be "Ji [unclear]".

Date

11-10-15