

Mayor ~ Todd Gottle  
Mayor Pro Tem ~ Michael Gallops  
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, November 10, 2015  
City Hall Conference Room B  
4000 Main Street, Rowlett, TX 75088

- 1) Meeting called to order by Chair Jim Katzenberger at 6:32 p.m. and determined a quorum was present.
  - *Members present: Jim Katzenberger, Gary Alexander (left meeting at 7:30 p.m.), Tamra Williams, Deborah Crosby, Jeff Winget, Gabriela Borcoman and Brian Hokanson (arrived at 6:45 p.m.)*
  - *Members absent: Jeff Hendrickson and Jessica Bertucci*
  - *City Council Liaison: Robbert van Bloemendaal*
  - *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 held October 13, 2015.
  - *Tamra W. moved to accept the October 13, 2015 meeting minutes as written; Deborah C. seconded motion. Motion passed unanimously.*
- 4) Continue discussion on ideas for FY2016 budget.
  - *Review calendar project proposal and take possible action on purchase of 2016 arts calendars.*
    - *Jim K. and Tamra W. presented sample calendar for review; additions and corrections noted with changes to be made by printer when order is placed.*
    - *Discussion ensued on ideas to be considered for a 2017 calendar (i.e.: include dates for AHC contests, grants and awards, include City cultural events, use historic places in City as a theme)*
    - *Deborah C. will create a master delivery list for distribution of calendars (i.e.: Fine Arts teachers, Chamber of Commerce, City buildings, contest winners and local businesses). Also discussed passing out during Holiday Parade event on December 12, 2015.*
    - *Estimated delivery of calendars is 7-10 days.*
    - *Jeff W. suggested asking for a business card when delivering calendars.*
    - *Tamra W. moved to purchase of 1,000 calendars at a price not to exceed \$2,950.00; motion seconded by Gary A. Motion passed unanimously.*
    - *Jim K. will order calendars on Wednesday, November 11, 2015.*
  - *Review existing contests, grants and awards*
    - *Discussion ensued; Standing Committee proposals will be due to Jim K. by Friday, November 20, 2015.*
    - *Proposals should include a brief description of the program, funding amount requested and a proposed timeframe.*



- *Jim K. will meet with Kathy F. and Brenda K. on Monday, November 23, 2015 and finalize Standing Committee budget requests.*
  - *Brenda K. will report at January 2016 meeting the number of ribbons available*
- *Discussed need to move the Public Art Project forward; there is uncertainty over what Council is seeking. Additional discussion ensued about Standing Committee membership and what kind of presentation needs to be made to Council. Council Liaison Robbert van Bloemendaal will speak with City Manager Brian Funderburk and share information at the next Commission meeting.*
  - *Brian H. indicated that he will update the March 2015 slide presentation with grants information provided by Deborah C.*
- *Discussed the Cultural Arts Grant project so that grant availability can be publicized. Deborah C. moved to increase budget not to exceed \$2,500; Brian H. seconded. Motion passed unanimously.*
  - *Brenda K. will post Cultural Arts Grants application on City website by November 17; deadline to submit grant applications is December 15, 2015. Applications will be emailed to the Cultural Arts Grant Standing Committee the week of December 21, 2015. Previous year grant recipients must submit a final Grant Report in order to be eligible for FY2016 grants.*
  - *Standing Committee will meet to review and recommend awards for presentation at the January 2016 meeting.*
- *Consider additional contests, grants and awards*
  - *Tamra W. proposed participation in Rowlett Animal Shelter Adopt-a-Thon with a children's art project to promote the arts. Commission would provide paper and colored pencils for children to draw animals while at Adopt-a-Thon. Tamra will prepare a proposal and send to Jim K. by Friday, November 20, 2015. Deborah C. and Gabriela B. offered to help with project.*
  - *Deborah C. would like to see Special Needs children and adults involved in art contests. Deborah will create a proposal and send to Jim K. by Friday, November 20, 2015.*
  - *Discussed a possible Rowlett Arts & Humanities Commission Facebook page; Kathy F. will discuss feasibility and expectations with City Manager Brian Funderburk. The City has Social Media guidelines which would need to be followed.*
  - *Standing Committee proposals for new projects (including brief description, budget and timeframe) due to Jim K. by Friday, November 20, 2015.*
    - *Kathy F. suggested that Commission members might consider promotional giveaways and shared an example; members may wish to bring their ideas to the next meeting.*
    - *Discussed purchase of shirts for Commission members; t-shirts are less expensive and could be imprinted, polos would have an embroidered City logo (with Arts and Humanities Commission beneath it); Councilmember van Bloemendaal commented that polos are classier than t-shirts.*
  - *In the interests of planning for FY2017, Kathy F. wants to hold a Boot Camp in September 2016; members would discuss possible contests, grants, awards, stipends and projects, developing tentative budgets and timelines for them. Subject to Council's FY17 budget appropriation, plans and expenditures could be finalized by the Commission in October.*

5) Appoint Standing Committee chairs and members.

- *Members serve on 2 – 3 Standing Committees; Committees meet as needed in advance of regular Commission meetings to execute contests, grants and projects, and to provide updates.*

- *Standing Committee information was emailed prior to meeting for review.*
- *FY2016 Standing Committees assignments were made as follows:*
  - *Young Artists Exhibit: Chair Jeff H., Jim K. and Deborah C.*
  - *Cultural Arts Grants: Chair Brian H., Gary A. and Gabriela B.*
  - *Arts in Education Grants: Chair Gary A., Jeff W. and Gabriela B.*
  - *Writing Contest: Chair Deborah C., Jeff W. and one vacancy*
  - *Photography Contest: Chair Jim K., Tamra W. and one vacancy*
  - *Publicity Committee: Chair Brian H., Jim K., and Jeff W.*
  - *Calendar Project: Chair Tamra W., Jim K. and Brian H.*
  - *Special Needs Art Project: Chair Deborah C., Gary A. and one vacancy*
  - *Adopt-a-Thon Art Project: Chair Tamra W., Deborah C. and Gabriela B.*
  - *Public Art Project: Chair Jim K., Tamra W. and Brian H.*

6) Discuss and take possible action on a November Special meeting to finalize 2016 budget.

- *No action taken; FY2016 budget will be finalized at the January 12, 2016 Commission meeting.*

7) Review updates and take possible action on Standing Committee reports.

- *Photography Contest*
  - *N/A*
- *Young Artists Exhibit*
  - *Committee plans to display artwork in the City Annex building; a reception will be held on a Saturday in January for young artists, their teachers, family and friends. Artwork will be on display in the Annex from January 10–22, 2016.*
  - *Discussed budget needs for contest; Deborah C. moved to increase budget to \$900 for the Young Artists Exhibit, Tamra W. seconded. In further discussion, Brian H. moved to amend the motion by substituting “budget not to exceed \$1,000”; Deborah C. seconded. Motion passed unanimously.*
- *Publicity*
  - *Brian H. has asked Drew Rist for help in promoting contests, grants, projects through City media.*
  - *Kathy F. shared a print out of Communications Department guidelines, which includes production deadlines.*

8) Finalize Standing Committee templates.

- *Item tabled until next meeting.*

9) Deadline to complete Open Meetings Act training by Monday, November 16, 2015.

- *As of this meeting, one person still needs to complete.*

10) Public Announcements.

- *Board and Commission Volunteer Banquet invitations have been sent out; Banquet will be held on Thursday, December 3, 2015 at the Rowlett Community Centre beginning at 6:30 p.m.*
- *A meeting with Council is planned for Board/Commission Chairs and Staff Liaisons; date to be determined.*
- *All City Boards and Commissions will be meeting with Council in joint work sessions after the first of the year; members will present their FY2015 accomplishments, FY2016 plan and discuss ways to effectively*

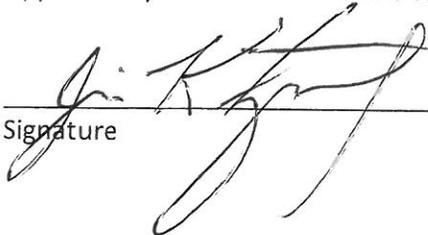
communicate with Council. Kathy F. will let members know when the Commission's joint meeting is scheduled.

11) Future topics.

- Call to order
- Chair selects voting alternate(s), if necessary
- Consider approving minutes from previous meeting
- Discuss and take possible action to finalize FY2016 budget
- Receive recommendations from Cultural Arts Grants Standing Committee for FY2016 applications received
- Review, discuss and take possible action on the Cultural Arts Grant Standing Committee recommendations to award Cultural Arts Grant funds for FY2016
- Finalize Standing Committee templates
- Review updates and take possible action on standing committee reports:
  - Calendar Project
  - Arts in Education Grants
  - Young Artists Exhibit
  - Publicity
- Public announcements
- Future agenda items
- Adjourn

12) Meeting adjourned at 8:46 p.m.

Approved by the Rowlett Arts and Humanities Commission:

  
\_\_\_\_\_  
Signature

1-12-16  
Date