

Mayor ~ Todd Gotten  
Mayor Pro Tem ~ Michael Gallops  
Deputy Mayor Pro  
Tem ~ Tammy Dana-Bashan

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, February 9, 2016

City Hall Conference Room B

4000 Main Street, Rowlett, TX 75088

- 1) Meeting called to order by Chair Jim Katzenberger at 6:34 p.m. and determined a quorum was present.
  - *Members present: Jim Katzenberger, Gary Alexander, Tamra Williams, Deborah Crosby, Jeff Hendrickson and Brian Hokanson (arrived at 6:38 p.m.)*
  - *Members absent: Gabriela Borcoman, Jessica Bertucci and Jeff Winget*
  - *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 January 12, 2016.
  - *Tamra W. moved to accept the January 12, 2016 meeting minutes as written; Gary A. seconded motion. Motion passed unanimously.*
- 4) Receive 2016 Operating Budget update.
  - *FY2016 Arts and Humanities Commission budget amount: \$10,000; current balance \$3,640.*
- 5) Review updates and take possible action on Standing Committee reports.
  - *Young Artists Exhibit*
    - *Reception held prior to City Council awards presentation, approximately 70 people attended*
    - *Awards presentation was well attended*
    - *Next year, will ask Second, Third and Honorable Mention winners to come to the dais for group recognition*
    - *Kathy F. thanked all Commission members Deborah C., Jim K., Tamra W. and Brian H., who assisted with display setup and artwork take-in/take down; thanks also expressed to Library staff members Phil Barott and Brenda Kennedy for help with setup and reception.*
  - *Arts in Education Grant*
    - *Gary A. and standing committee members modified the grant application using wording from Cultural Arts Grant application: "Grants and amounts are subject to availability of funds".*
    - *Grant applications were sent to Rowlett schools on Friday, February 5, 2016*
    - *Deborah C. will hand-deliver grant applications to local schools*
  - *Writing Contest*
    - *Deborah C. is contacting judges from last year*
    - *Brenda K. will send Deborah C. contest info used last year*



- *Promotional (polo shirts)*
  - *Tamra W. provided sample shirts for sizing; she will place order with the vendor and check to see if “unbanded” sleeves are available*
- *Facebook Project*
  - *Jim K. will meet with Jeff W. to discuss a plan for co-administration; a future meeting with Laura Tschoerner, Library Circulation Services Supervisor, to discuss City Social Media guidelines and to set up an Arts and Humanities Commission Facebook page*
  - *After discussion, Jim K., Jeff W. and Kathy F. were named co-administrators for the page*
  - *Jim K. and Jeff W. will provide an update at next meeting*
- *Publicity*
  - *Brian H. has notified various media outlets of the winners of the Young Artists Exhibits and Cultural Arts Grants recipients*
  - *Deborah C. will send Writing Contest info the standing committee once it is updated*

6) Update on Public Art Project.

- *Kathy F. updated members on the City Council work session held Tuesday, January 19, 2016*
- *Discussed strategies for presenting Commission’s Public Art Project plan to the City Council*
- *Discussed possible tornado memorial; Public Art Project committee will meet with local artist and report at next meeting*

7) Discuss information for future Joint Work session with Council.

- *Review AHC description in City Boards and Commissions handbook*
  - *Brian H.’s comprehensive review and commentary were forwarded by Kathy F. to City Secretary Laura Hallmark*
  - *Kathy F. will check with the City Manager in answer to Brian H.’s assertion that the Commission is an administrative board*
- *Discuss 2015 accomplishments and 2016 goals*
  - *Deborah C. has submitted accomplishments and goals to Kathy F.*
  - *Members decided not to form a sub-committee; all members can provide input at next meeting*
- *Consider specific budget needs*
  - *Nothing at this time*

8) Finalize Standing Committee templates.

- *Copies of Publicity, Young Artists Exhibit, Writing Contest and Arts in Education Grants templates given to members*
- *Deborah C. will write template for Special Needs Project upon its completion; Jim K. will write template for Photography Contest*

9) Discuss future Talent Contest.

- *Item tabled until Boot Camp to be held in September 2016*

10) Public Announcements.

- *Deborah C. announced that Garland Independent School District is hosting the 2016 Visual Arts Scholastic Event (VASE) on February 12, 2016 at Rowlett High School*

- *Jim K. reminded members to email their volunteer hours to Brenda K.*

11) Future topics.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from previous meeting*
- *Receive 2016 Operating Budget update*
- *Review updates and take possible action on standing committee reports:*
  - *Arts in Education Grants*
  - *Writing Contest*
  - *Promotional (polo shirts)*
  - *Facebook Project*
  - *Special Needs Project*
  - *Animal Shelter Adopt-a-Thon Drawing Contest*
  - *Publicity*
- *Update on Public Art Project*
- *Discuss information for future Joint Work session with Council*
  - *Review AHC description in City Boards and Commissions handbook*
  - *Discuss 2015 accomplishments and 2016 goals*
  - *Consider future budget needs*
- *Review and take possible action to finalize Standing Committee templates*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

12) Meeting adjourned at 8:15 p.m.

Approved by the Rowlett Arts and Humanities Commission:

  
\_\_\_\_\_  
Signature

3-8-16  
Date