



Official Minutes of the Rowlett Arts and Humanities Commission

Tuesday, October 9, 2018

Rowlett Public Library, Class / Board Room
3900 Main Street, Suite 200, Rowlett, TX 75088

- 1) Meeting called to order by Chair Jeff Winget at 6:31 p.m. and determined a quorum was present.
 - *Members present: Jeff Winget, Deborah Crosby, Tamra Williams, Laura Keasling, Neslie Fudge and Kim Nurmi*
 - *Members absent: Gary Alexander and JR Forasteros*
 - *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 all present.*
- 3) Chair selects voting alternate(s), if necessary.
 - *Alternate Kim N. selected as voting member in Gary A.'s absence.*
- 4) Election of Chair and Vice-Chair for FY2019.
 - *Jeff W. was nominated for Chair by Tamra W. and seconded by Laura K. Jeff accepted the nomination. Approved 5-0, with 1 abstention.*
 - *Deborah C. was nominated for Vice-Chair by Tamra W. and seconded by Laura K.*
 - *Tamra W. was nominated for Vice-Chair by Deborah C.; Tamra respectfully declined nomination.*
 - *Deborah accepted the nomination. Approved 5-0, with 1 abstention.*

Skipped to discuss Item 11.

- 11) Discuss participation in Rowlett Chamber of Commerce "Taste & Trade" event on October 30, 2018.
 - *Laura K. reviewed the plans for "Taste and Trade"; Commission volunteers who will assist with children's games include Neslie F., Deborah C., Jeff W. and Tamra W. Event will be held at 5:30-8 p.m. at Rowlett High School; volunteers should arrive by 5:15 p.m.*
 - *Laura K. will arrange for a Commission table; any leftover candy/chips from "Trunk or Treat" can be given out during event.*
 - *At the September 11th meeting, the Commission approved purchasing "swag" items for giveaway in promoting the Commission. The amount was not to exceed \$150 for purchase of 100 soft touch stylus metal pens. After contacting the vendor, the additional set-up cost for imprinting will exceed the total cost approved for purchase.*
 - *After discussion, Tamra motioned to amend the original amount approval for the purchase of 100 soft touch stylus metal pens, now in an amount not to exceed \$250. Motion seconded by Deborah C.*
 - *Approved 6-0.*

Returned to the original order of agenda.

- 5) Consider approving minutes from the regular meeting held September 11, 2018.
 - *Motion made by Tamra W. to accept meeting minutes as written; seconded by Deborah C.*
 - *Motion approved 6-0.*
- 6) Arts and Humanities Commission orientation presentation by Staff Liaison.
 - *Due to new and renewed members' absences, the staff liaison will present at the November meeting.*

- *Kathy reported that Councilmember Debby Bobbitt will serve as Council Liaison for FY2019. Ms. Bobbitt sent an email asking Commission members to consider changing their meeting day due to various Council meeting conflicts on second Tuesdays.*
 - *After discussion, it was agreed that since Councilmember Bobbitt will miss the next few meetings, Jeff W. and Deborah C. will schedule a meeting with her to answer any questions and provide an update on Commission projects. Jeff and Deborah will report back to the Commission after meeting with Debby.*
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- **Reminder:** City Boards and Commission Members' Orientation for new and reappointed Commission members: Wednesday, October 24, 2018 at 6 p.m. in the Council Chambers
 - *Kathy reminded members that this is a mandatory meeting presented by the Mayor, City Manager and City Attorney. They will provide information and advice to guide legal and successful participation in City Board and Commission meetings.*
 - *If you cannot attend, the meeting will be recorded; a link can be provided to appointees not in attendance.*
 - **Reminder:** Open Meetings training deadline for new and reappointed Commission members: completed certificates must be turned in to City Secretary's Office by Wednesday, November 14, 2018
 - *Kathy reminded new appointees of the deadline to submit their completed certificates to the City Secretary.*
 - **Reminder:** AHC Boot Camp Planning Workshop for all members: Saturday, November 3, at Rowlett Community Centre, 8:00 a.m. – 1:00 p.m.
 - *Boot Camp starts promptly at 8 a.m. at the Rowlett Community Centre.*
 - *Discussion topics include FY19 workplan development: proposed projects, budgets, target audiences and dates, and standing committee assignments.*
 - *Need to appoint a liaison to the Parks 501(c) (3) board and fill vacancy on the Public Art committee.*
 - *The following members will provide refreshments: Jeff W. (coffee), Gary A. (doughnuts) and Deborah C. (fruit tray)*
 - *Deborah C. reminded of need to create a standard operating procedure document for "Rowlett Sings".*

- 7) Discuss and take possible action on a citizen proposal for yarn art installations.
- *Interested party has asked for postponement, item tabled until further notice.*
- 8) Discuss and take possible action on friends' art organization, Credenza of Rowlett.
- *Deborah C. and Kathy have been unsuccessful in attempts to follow up with Hugo Martinez, who spoke at the October meeting.*
- 9) Discuss participation in Village of Rowlett Main Street Market on October 13, 2018.
- *Jeff W. has contacted Shelby Coleman to let her know the Commission will not be available to participate in the Downtown Fall Market.*
 - *At the November 3rd Boot Camp, a standing committee will be created in preparation for the Spring Market to be held in May 2019.*
- 10) Discuss participation in Library "Trunk or Treat" program on October 27, 2018.
- *Event will be held in City Hall parking lot from 2-4 p.m.*
 - *Candy, novelties and sidewalk chalk have been purchased.*
 - *Deborah C. and Tamra W. plan to participate and will need a table.*

12) Review updates and take possible action on standing committee reports:

a) 2019 calendar

- Tamra W. will chair project and has been in contact with vendor who relocated to Caddo Mills.
- Tamra will advise at Boot Camp if same vendor can produce calendars this year.
- Discussed FY2019 calendar budget; same as previous year.
- Brenda provided Tamra with 2018 Young Artist and Photography Contest winners' info and photos on a flash drive, along with a photo spreadsheet and 2019 holiday dates.
- Question regarding a Young Artist Special Needs category winner; unsure if Creative Display Works Agreement was signed although AHC member recalls having asked parent to sign. Brenda will re-check for document and let standing committee know findings.
- Jeff W. to forward Rowlett Sings graphic to Tamra for use in calendar.

Laura K. left the meeting at 7:19 p.m.

b) 2019 Cultural Art Grants

- Gary A. would like to continue as Chair of standing committee.
- Reviewed dates and grant budget for FY2019; grant applications due date is Friday, December 14, 2018 with a total of \$2,500 in grant funds.
- Kim N. recommended asking applicants to disclose other sources and amounts of grant funding received.
- Motion made by Deborah C. to amend Cultural Art Grant application to include, "Please list additional sources and amounts of grant funding received." Tamra W. seconded. Approved 5-0.
- Motion made by W. Tamra to approve 2019 Cultural Art Grants totaling \$2,500 with an application due date of Friday, December 14, 2018. Deborah C. seconded. Approved 5-0.
- Brenda will update grant application and send to Gary for review. Once he approves, she will email to Publicity standing committee and grant winners from last year, and post information and grant application on City's AHC webpage.

c) 2019 Art in Education Grants

- Gary A. would also like to continue as Chair of standing committee.
- Reviewed dates and grant budget for FY2019; grant applications due date is Friday, January 18, 2019 with a total of \$1,000 in grant funds.
- Motion made by Tamra W. to approve 2019 Art in Education Grants totaling \$1,000 with an application due date of Friday, January 18, 2019. Deborah C. seconded. Approved 5-0.
- Brenda will update grant application and send to Gary A. for review. Once he approves, she will email grant information and application to schools located within the City of Rowlett. Kim N. suggested also sending to Brenda Haas with Garland ISD to distribute to Rowlett schools.

d) Publicity

- Jeff W. gave a brief account of Publicity standing committee's role; he is the only person on the committee at this time. Jeff W. asked Kim N. to consider serving on the committee; standing committee assignments to be made at Boot Camp.

13) Discuss and take possible action on Public Art projects:

a) Sculpture maintenance

- Kathy had researched other cities with public art programs and shared contact information with Public Art Committee members; she encouraged contacting them to learn how other cities' sculptures are maintained. Budgeting for maintenance and possible outsourcing of maintenance will be discussed during Boot Camp. Kathy will email the information to Jeff W. for further investigation.

b) Future art projects

- Jeff W. gave a brief account of role and work of the Public Art standing committee.
- Public Art committee and Kathy previously met with Fire Chief Neil Howard to discuss Commission's recommendations for a kinetic art installation at Fire Station #3; other kinetic art design options were considered at that time. Chief Howard has since expressed interest in other possibilities that might be more substantive and a better fit that location.

- Tamra W. will contact Noblique Studios to inquire about a "ladder" piece she previously shared with Chief Howard and will request a quote.
- Tamra and Jeff discussed kinetic art and other options for Veteran's Park, including a bronze "Synergy" piece previously presented, and will move forward with the process.

14) Public Announcements.

- The Artists 'Round Texas "2018 Paint and Photograph Rowlett" awards reception begins at 2 p.m. Saturday, October 13th in the Annex; Mayor's Choice Award will be announced.
- Friends of the Rowlett Library's "Grand Re-opening" event is Saturday, October 13th from 2 – 5 p.m. Participate in a scavenger hunt for a chance to win a Kindle Fire.
- Village of Rowlett Main Street Fall Market is Saturday, October 13th from 3 – 8 p.m.
- On Saturday, October 20th from 12 – 6 p.m., Main Street Cigar Company, Third Watch LE MC and Kaotic Angels LE MC will present the First Annual "Smokes and Spokes" event to benefit the Veterans Resource and Outreach Committee (VROC)

15) Future topics.

- Call to order
- Chair selects voting alternate(s), if necessary
- Consider approving minutes from previous meeting
- Arts and Humanities Commission orientation presentation by Staff Liaison
 - Reminder: Open Meetings training deadline for new and reappointed Commission members: completion certificates must be turned in to City Secretary's Office by Wednesday, November 14, 2018
- Review, discuss and take possible action on FY2019 work plan items from November 3, 2018, special work session.
- Discuss and take possible action on friends' art organization, Credenza of Rowlett
- Recap on Library "Trunk or Treat" event
- Recap on Chamber "Taste & Trade" event
- Review updates and take possible action on standing committee reports:
 - a) 2019 Calendar project
 - b) 2019 Grants
 - Cultural Art Grants
 - Arts in Education Grants
 - c) Young Artists Exhibit
 - d) Rowlett Sings
 - e) Writing Contest
 - f) Publicity
- Update on Public Art Projects
 - a) Sculpture maintenance plan
 - b) Future art projects
- Public announcements
- Future agenda items
- Adjourn

16) Adjournment

- Meeting adjourned at 8:22 p.m.

Approved by the Rowlett Arts and Humanities Commission:

Signature 

Date Nov. 13, 2018