



**ARTS AND HUMANITIES COMMISSION
SPECIAL WORK SESSION MINUTES
ZOOM MEETING ID #161 186 3002**

Our Vision: A well-planned lakeside community of quality neighborhoods, distinctive amenities, diverse employment, and cultural charm. Rowlett: THE place to live, work and play.

Saturday, October 3, 2020

8:00 a.m.

Rowlett Public Library - 3900 Main Street

- 1) Meeting called to order by Chair Jeff Winget at 8:04 a.m. and determined a quorum was present.
- *Members present: Jeff Winget, Deborah Crosby, Gary Alexander, JR. Forasteros, Barbara Morrison, Kim Nurmi, Cheyanne Rolf, Theresa Zicoello, Katherine Voor and Elizabeth Swagerty*
 - *Members absent: Neslie Fudge*
 - *Staff present: Laura Tschoerner, Interim Library Director; Phil Barott, Information Systems Administrator; Constance Whalon, Library Assistant and Brenda Kennedy, Senior Administrative Assistant*

- 2) Citizens' Input.
- N/A

Laura T. led this portion of work session.

- 3) Work Session items.
- *Laura's orientation presentation included information on AHC membership structure and meetings; members' role and responsibilities; role of staff; AHC standing committees, budgets and projects.*
 - *Laura will send the link to the City's Boards and Commission Handbook to members for review.*
 - *Commission is an advisory board; public artwork recommendations are taken to Council for their approval.*
 - *Joint Work Session with City Council is scheduled for Tuesday, June 15, 2021.*
 - *Currently, the Commission has seven Regular members and four Alternate members.*
 - *Meetings follow Robert's Rules of Order; Commission Chair presides; requests to speak should be directed to the Chair so that only one person holds the floor at any given time.*
 - *Commission makes decisions as a group; a majority vote or consensus is required.*
 - *City staff are responsible for operational matters; Board/Commission members do not direct the activities of staff.*
 - *Standing Committees consist of no more than three AHC members (Chair and two members); helpers attend event dates when possible quorum agendas are posted.*
 - *Communications with outside media should go through Community Relations Manager, Denise Perrin.*

Brief introduction by members and staff.

Jeff led the remainder of the work session.

- 4) Discuss FY2021 Work Plan (255 minutes).
- *Reviewed and discussed all grants, contests, projects, city partnerships, city events and supply items.*
 - *Recommended budgets and dates tentatively set; Commission will formally approve at October 13 regular meeting; standing committee members were identified.*

- *Jeff would like to begin a one-on-one mentoring program to pair new members with existing members.*
- *Discussed Writing Contest standing committee to build relationships with schools to promote the Writing Contest for youth.*
- *Discussed Publicity standing committee making communications with school districts a priority this year, publicizing winners regularly, possible subscription-based online MailChimp service to publicize events.*

JR. left the meeting at 12:30 p.m.

- *For the upcoming meeting, Commission will vote for Chair and Vice-Chair. This is Jeff's last year to serve as Chair (3-year limit), please be thinking who you would like to nominate for both positions.*

Chair Jeff Winget adjourned meeting at 1:00 p.m.



Chair Signature

11-10-2020
Date