

RAYMORE ARTS COMMISSION AGENDA

Tuesday, July 14, 2020 - 7 p.m.

City Hall Council Chambers
100 Municipal Circle
Raymore, Missouri 64083

We kindly ask that commissioners and members of the public wear a mask to the meeting.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Comments

Please identify yourself for the record and keep your comments to a maximum of five minutes.

5. Presentations

6. Committee Updates

a. Public Art Committee

7. Staff Reports

- a. Budget, sponsorship update
- b. G.O. Bond Issues

8. Consent Agenda

The items on the Consent Agenda are approved by a single action of the Arts Commission. If any Commissioner would like to have an item removed from the Consent Agenda and considered separately, he/she may do so.

a. Arts Commission Meeting minutes - May 2020

Motion to approve the consent agenda

9. Unfinished Business

10. New Business

a. Amendment to bylaws regarding attendance to align with the City Code of Ordinances SECTION 120.110: - ARTS

COMMISSIONERS—TERMS OF OFFICE: The Mayor may, by and with the consent of the City Council, remove any Commissioner for misconduct or neglect of duty. A Commissioner's absence from three (3) consecutive regular meetings or six (6) regular meetings in the year shall also constitute neglect of duty.

Motion to approve

b. Sponsorship of band for Spirit of America Celebration Friday, Sept. 11 at Recreation Park up to \$500.

Motion to approve

11. Commissioner Comments

12. Adjournment

Any person requiring special accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify the City Clerk at (816) 331-0488 no later than forty-eight (48) hours prior to the scheduled commencement of the meeting.

THE RAYMORE **ARTS COMMISSION** MET IN REGULAR SESSION TUESDAY, **MAY 12, 2020**, IN HARRELSON HALL AT CENTERVIEW, 227 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. COMMISSIONERS PRESENT WERE: JONES, SETSER, GRIBBLE, YOUNG, BERRY, SIMPSON. ALSO PRESENT: COMMUNICATIONS MANAGER MELISSA HARMER.

1. Call to Order

2. Roll Call - Communications Manager Melissa Harmer called roll and a quorum was present. Commissioner Beth Brown was absent.

3. Pledge of Allegiance

4. Public Comments

5. Presentations

6. Committee Updates

a. Public Art Committee

Commissioner Berry gave a review of the Public Art Committee, including:

- i. The committee chose a sculptor for the Hawk Ridge Park sculpture project
- ii. The committee picked a recipient of the Little Free Library reimbursement grant.

7. Staff Reports

- a. Melissa Harmer mentioned that local Raymore author Christina S. Thompson thanked the Raymore Arts Commission in the Acknowledgements of her latest book, Center 82.
- b. Budget Update: Summer Scene is on hold for this year due to the COVID-19 pandemic. Harmer said the commission could possibly plan a smaller event later in the summer or fall. Harmer asked the commissioners to consider using some of the events budget for public art projects or other items before the end of the fiscal year. Some of the Summer Scene budget has been used to purchase branded crayons and Harmer is ordering 1,000 coloring books that feature Raymore art and parks that will be distributed to promote the Arts Commission.
Commissioner Berry asked about purchasing some musical pieces for Hawk's Nest inclusive playground with funds budgeted for canceled events. Harmer stated the musical play pieces have already been sponsored.
Commissioner Setser mentioned she spoke with community band directors about possible performances later this year.

- C. Events update: Harmer stated the June 25 acrylic pour art class was still scheduled and would have a max capacity of 20 attendees.

8. Consent Agenda

Commissioner Berry moved to approve the March meeting minutes. Commissioner Setser seconded. The Commission voted 6-0 to approve.

9. Unfinished Business

10. New Business

- a. Commissioner Setser moved to approve the \$500 Little Free Library reimbursement grant to Pointe at Raymore HOA. Commissioner Gribble seconded the motion. The Commission voted 6-0 to approve.
- b. Commissioner Berry moved to approve a \$100 reimbursement to three additional Little Free Library HOA applicants if they chose to install and register a library in their neighborhood. Commissioner Simpson seconded the motion. The Commission voted 6-0 to approve.
- c. Commissioner Setser moved to approve artist Leslie Tharp for the Hawk Ridge Park sculpture project. Commissioner Gribble seconded the motion. The Commission voted 6-0 to approve.

11. Commissioner Comments

Commissioner Berry said it was good to see everyone. Commissioner Simpson said it was great to see everyone and be able to get together. Commissioner Setser said she inquired with the Methodist Church about the Holiday Sing Along about making the holiday event more of a virtual event as a precaution for the December event. Commissioner Young thanked Harmer for promoting the sidewalk chalk community project on Facebook and thanked the Public Art Committee for undertaking the Hawk Ridge Park sculpture project and said it was encouraging to see multiple HOAs involved in the Little Free Library grant project. Commissioner Gribble did not have a comment. Commissioner Jones said it was great to see everyone healthy and safe during these times. He thanked Berry and Setser on their work on the public art projects and bringing the Little Free Library project to fruition. Jones mentioned that while it is hard to plan physical events, keep planning virtual events and keep thinking creatively. Jones mentioned possibly using the events budget for art supplies for local schools if they have to cut arts programming in the fall and wanted to make sure we use every penny of the money allotted.

12. Adjournment

- a. Commissioner Berry moved and Young seconded to adjourn the meeting at 7:21 p.m. The Commission voted 6-0 to approve.

Submitted by:

A handwritten signature in cursive script, appearing to read "Melissa Farmer". The signature is written in black ink on a white background.

AGENDA ITEM MEMO

To: Raymore Arts Commission
From: Communications Department
Re: Amendment of Bylaws Regarding Attendance

This agenda item would update the Raymore Arts Commission Bylaws to reflect the City Code of Ordinances Section 120.110 to include: The Mayor may, by and with the consent of City Council, remove any Commissioner for misconduct or neglect of duty, A Commissioner's absence from three (3) consecutive regular meetings or six (6) regular meetings in the year shall also constitute neglect of duty.

This would be added as Article 3.E.

<i>Motion to approve</i>



RAYMORE ARTS COMMISSION BYLAWS

Approved June 9, 2015

Amended June 12, 2018

ARTICLE 1: PURPOSE AND DUTIES

The Raymore Arts Commission will:

- A. Engage citizens to cultivate art in the community;
- B. Promote close cooperation between the City and all private citizens, institutions, and agencies interested in or conducting activities related to the arts in the city, so that all arts resources within the community may be coordinated to maximize promotion and support of the arts;
- C. Facilitate communication between arts organizations; and
- D. Serve as an advisory board to the City Council in all arts-related matters including long range planning, allocations process, and comprehensive and strategic planning;

ARTICLE 2: MEMBERSHIP

- A. The Commission is composed of seven (7) members appointed by the City Council.
- B. A member serves at the pleasure of the City Council.
- C. An individual Commissioner may not act in an official capacity except through action of the Commission.
- D. A member who resigns from the Commission shall submit a written resignation to the chair of the Commission and the staff liaison. If possible, the resignation should allow for a thirty (30) day notice so the City Council can make a replacement.

ARTICLE 3: OFFICERS

- A. The officers of the Commission shall consist of a chair and vice-chair.
- B. Officers shall be elected annually by a majority of the vote of the Commission at the first regular meeting after August 1. In the event a current officer becomes ineligible to serve as an officer, the Commission may hold an emergency election as needed.
- C. The term of office shall be one year, beginning September 1 and ending August 31. An officer may serve until a successor is elected. A person may not serve as an officer for more than three (3) consecutive one (1) year terms.

- D. A Commissioner may not hold more than one office at a time.
- E. The Mayor may, by and with the consent of City Council, remove any Commissioner for misconduct or neglect of duty, A Commissioner's absence from three (3) consecutive regular meetings or six (6) regular meetings in the year shall also constitute neglect of duty.

ARTICLE 4: DUTIES OF OFFICERS

- A. The chair shall preside at Commission meetings, appoint all committees, represent the Commission at ceremonial functions, and approve each final meeting agenda.
- B. In the absence of the chair, the vice-chair shall perform all duties of the chair.

ARTICLE 5: AGENDAS

- A. Two or more Commission members may place an item on the agenda by oral or written request to the staff liaison at least five (5) days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
- B. The staff liaison will submit the meeting agenda to the Arts Commission not less than 72 hours before the meeting, unless extenuating circumstances exist.
- C. Posting of the agenda must comply with the Missouri Sunshine Law.

ARTICLE 6: MEETINGS

- A. The Commission meetings shall comply with the Missouri Sunshine Law.
- B. Commission meetings shall be governed by Robert's Rules of Order.
- C. The Commission may not conduct a closed meeting without the approval of the City attorney.
- D. The Commission will generally meet on a monthly basis. In August of each year, the Commission will adopt a schedule of meetings for the upcoming year.
- E. The chair may call a special meeting, and the chair shall call a special meeting if requested by three (3) or more members. The call shall state the purpose of the meeting. A commission may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule more often than once a quarter, unless the meeting is required to comply with a statutory deadline or deadline established by the City Council.
- F. Four members constitute a quorum.
- G. If a quorum of the meeting does not convene within one-half (1/2) hour of the posted time for the meeting, then a meeting may not be held.

- H. To be effective, a board action must be adopted by an affirmative vote of a majority of the number of members necessary to provide a quorum (*amended 6/12/18*).
- I. The chair has the same voting privileges as any other member.
- J. The Commission shall allow citizens to address the Commission on agenda items and during a period of time set aside for citizen communication. The chair may limit the speaker to five (5) minutes.
- K. The staff liaison shall prepare the Commission minutes. The minutes of each Commission meeting must include the vote of each member on each item before the Commission and indicate whether a member is absent or failed to vote on an item.
- L. The City Clerk shall retain agendas, approved minutes and bylaws. The staff liaison shall retain all other Commission documents. The documents are public records under the Missouri Sunshine Law.

ARTICLE 7: COMMITTEES AND WORKING GROUPS

A. COMMITTEES

1. A committee must be established by an affirmative vote of the Board.
2. Each committee shall consist of at least three Commission members appointed by the chair.
3. A staff member shall be assigned to each committee by the staff liaison.
4. A majority of the total number appointed committee members constitutes a quorum.
5. Committee meetings must be posted in accordance with the Missouri Sunshine Law.

B. WORKING GROUPS

1. The Commission can determine the size of a working group but the number of Commission members serving on the working group must be less than a quorum of the Commission.
2. Quorum requirements do not apply to working groups.
3. Staff support will not be provided for working groups.
4. Working groups are not required to post their meetings in accordance with the Missouri Sunshine Law.

ARTICLE 8: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Commission in all cases to which they are applicable, except when inconsistent with these bylaws or special rules of order which the Commission or City Council may adopt.

ARTICLE 9: BY-LAW AMENDMENT

These by-laws may be amended by approval of the vote of two-thirds (2/3) of the Commissioners.

AGENDA ITEM MEMO

To: Raymore Arts Commission
From: Communications Department
Re: Spirit of America Band Sponsorship

The City of Raymore has moved the Spirit of America Celebration to Friday, Sept. 11, to honor Patriot Day.

The Raymore Arts Commission has an opportunity to sponsor the American Legion Band of Greater Kansas City or a smaller ensemble (yet to be determined) as the opening musical entertainment of the evening event at Recreation Park.

While many of the commission's originally planned concerts and other events for the summer have been canceled or on hold, this event is anticipated to be well attended and provides an opportunity to participate in the celebration.

The band is made up of volunteers and does not charge fees, but will accept donations to cover travel expenses, etc. The sponsorship amount would be up to \$500, depending on whether the entire band is able to perform or if one or two smaller ensembles perform.

Motion to approve

FY 2020 Arts Commission Budget

Project	Description	Budget	Actual Status
Public Art		\$16,500	
Hawk Ridge Park	Permanent Art Piece	\$15,000	\$1,500
Pop Up Art Project	2020 Event	\$1,000	
Art Exhibit Program	Promotion/Supplies	\$500	
Partnerships/Sponsorships		\$3,000	
Farmers Market Sponsorship	Entertainment	\$1,000	
Sound of South KC – Community Band	Entertainment	\$1,000	
Additional Sponsorships	Literature/Other	\$1,000	Hold \$800 for LFL grants
Programming		\$7,000	
Family Art Days	Teacher Fees and Supplies	\$1,000	possible Parks & Rec sponsorships
Summer Scene	2020 Event	\$5,000	\$443
Classes/Programming for adults	Paint & Sip events	\$1,000	\$110
Performance		\$3,000	
Holiday Singalong	Dec. 2 @ 3:30pm	\$1,000	\$825
Summer Concert Series	Three events	\$2,000	
Professional Development		\$500	
Professional Development		\$500	\$50 MAACA membership
Other		\$0	
Communications		\$0	\$30 LFL/Book FB promo
Total Budget		\$30,000	\$30,000
Total Expenditures		\$30,000	\$2,958
Available		\$0	\$27,042