

THE RAYMORE **ARTS COMMISSION** MET IN REGULAR SESSION TUESDAY, **SEPTEMBER 8, 2015** IN THE CITY COUNCIL CHAMBERS IN CITY HALL AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. MEMBERS PRESENT WERE: COMMISSIONERS PARYS, GAMBRELL, LAWRENCE, MARTIN, BERRY, CANOVIC AND SETSER. ALSO PRESENT WERE ASST. CITY MANAGER HAUCK, COMMUNICATIONS MANAGER EKEY AND E.D. ASST. SEITTER.

1. **Call to Order** - Chair Parys called the meeting to order at 7:00 p.m.
2. **Roll Call** - E.D. Asst. Seitter called roll and a quorum was present.
3. **Pledge of Allegiance**
4. **Public Comments** - Laura Richardson, Ray-Pec High School Art Department Chair discussed the student Art Fair to be held at the Ray-Pec High School in November. Approximately nine metro schools participate in the event, with three students per school competing in various art mediums. The local Optimist Club helps sponsor the event by donating funds to cover the cost of art supplies to the winners, as well as a traveling trophy. This event provides great interaction between students from various schools and parents also attend the evening assembly where the winners are announced. Ms. Richardson invited the Arts Commission to participate in any way they would like to such as helping the night of the event, promoting the event, financial contribution, etc.

Asst. City Manager Hauck indicated she would follow-up with Ms. Richardson on specifics of the event.

5. **Staff Report** -
  - A) FY 2014-15 Budget Update - Asst. City Manager Hauck pointed out the budget breakdown included in the Commissioner's packets. She also noted that there was an additional \$100 expenditure for the ¼ page Festival in the Park ad. This increase in cost was due to printing the ad in color instead of black & white. She also noted the Arts Commission's current budget balance was \$2,561.32.
  - B) Community Stakeholder Workshop Facilitator - Asst. City Manager Hauck noted the agreement with Jill Grotzinger, as a facilitator for a community stakeholder workshop, had been approved by the City Council at the first reading on August 24th and was scheduled for a second reading on September 14th. Ms. Hauck also noted she would get in touch with Ms. Grotzinger, staff, and Chair to discuss questions,

invitees, dates, etc. and then provide a detailed report at the October meeting. Ms. Hauck noted that a big component was getting people to attend the workshops and Communications Manager Ekey had put together a Communications Strategy.

Asst. City Manager Hauck passed out Mr. Ekey's proposed Communications Strategy and asked him to present his proposal to the Commissioners.

Communications Manager Ekey stated that the overall purpose of the Communications Strategy was to communicate to residents and members of the arts community the goals and activities of the Raymore Arts Commission. He indicated the strategy would target three distinct audiences: residents interested in the arts in general, residents interested in becoming more involved in the arts themselves, and local artists/organizations looking to connect with other artists or grow their business or presence.

Communications Manager Ekey also stated the key goals of the Communications Strategy were to:

- \* Promote awareness of the Arts Commission and its members; and
- \* Promote the activities of the Arts Commission

Communications Manager Ekey noted the Listening Session Communications Plan will be broken down into three tiers with each containing distinct activities (see Attached Listening Session Communications Plan).

Communications Manager Ekey also shared information on website activities that will include a series of features highlighting the individual Commissioners to run approximately 6-7 months. Other items of interest to be included on the website will be: stories on local artists, content from the listening sessions, a calendar of local arts events that are sponsored or supported by the Commission, information for artists looking to grow their craft/trade, links to the Missouri Arts Council, grants, etc.

Asst. City Manager Hauck mentioned the City was in the process of redesigning the City's website and the new platform would lend itself to these types of subsites.

There was discussion on integrating an online survey and Mr. Ekey indicated this would be easy to do on either the backend or during the listening sessions. He also envisions handing out a small collateral piece at the listening sessions directing

people to the online survey.

Asst. City Manager Hauck mentioned that the City Council felt it was very important to have an online component for the community listening sessions and it was written into Ms. Grotzinger's revised contract. She also indicated one of the tasks would be to help develop questions with Ms. Grotzinger so they coordinate with questions she will ask during the in-person listening sessions.

Chair Parys asked if there were any other questions or comments and thanked Mr. Ekey for his presentation.

C) Festival in the Park Update - Commissioner Berry mentioned they had taken a slightly different approach with the float idea. The float will now include musical talent and he is in discussions with the KC Symphony Quartet in hopes of securing the group to play on the float during the parade. Other volunteers will walk beside the float and hand out candy and information on the Arts Commission. He noted volunteers were welcome and that the truck and trailer had been secured.

Asst. City Manager Hauck noted it would be beneficial for perhaps one Commissioner to be a parade judge if possible. It was also noted that since the Arts Commission is a key parade sponsor their float would not be eligible for judging due to a conflict of interest.

D) Brackets for Art in the Council Chambers -

Asst. City Manager Hauck noted that at the August meeting Commissioner Gambrell had inquired about purchasing wall brackets in order to hang art in the Council Chambers. Management is in support of this idea and Facilities staff are checking to see if this is possible due to the composition of the walls in the Council Chambers. Ms. Hauck will have more information on this topic at the October meeting.

6. **Consent Agenda** - Chair Parys asked for a motion to approve the Consent Agenda - Minutes of the August 11, 2015 Arts Commission meeting.

Commissioner Lawrence made a motion to approve the Consent Agenda as presented. Commissioner Martin seconded the motion. The motion was unanimously approved with a vote of 7-0.

## 7. **Old Business -**

A) Tri-County Art League's Art Fest - Chair Parys noted that at the August meeting the Commission earmarked \$300 to support the student Art Contest. At that meeting there was some discussion about MSHSAA regulations and student prizes. She noted this event is not subject to MSHSAA regulations, so Tri County Art League can offer prizes to the student winners. Tri County will open the competition to students in grades K-12 in all ten schools in the Raymore-Peculiar area and notes will go out to the art teachers in those schools. Prizes being considered are: art supplies, gift certificates for art supplies, and perhaps a workshop prize. Tri County will take care of administering the contest and the Arts Commission will be a sponsor. All brochures, banners, publications, etc. will include the City of Raymore Arts Commission logo.

Chair Parys asked for a motion to approve \$300 in support of the Tri County Art League's Art Fest. Commissioner Lawrence made a motion to approve \$300 in support of the Tri County Art League's Art Fest. Commissioner Setser seconded the motion. The motion was unanimously approved with a vote of 7-0.

B) Streetlight Banners - Chair Parys noted that at the August meeting the Commissioners discussed this proposal and decided to revisit the topic at the September meeting. Chair Parys asked Asst. City Manager Hauck to discuss what had transpired since the August meeting.

Asst. City Manager Hauck stated that she and Chair Parys attended the August Park Board meeting and asked the Park Board if they would be interested in splitting the cost for 10 brackets for KCP&L poles & 12 brackets for Municipal Circle poles. The Park Board indicated they are very interested in partnering with the Arts Commission to split this cost. Upon receiving direction from the Arts Commission, the Park Board will formally consider this request at their September meeting. The cost for the Arts Commission's half would be \$1,394, plus a 10% contingency for shipping, for a total of \$1,540; with the Park Board contributing \$1,540 as well. This cost will come out of the 2015 fiscal budget. Ms. Hauck also stated she met with Parks & Rec Director Nathan Musteen and they feel they can work internally to determine banner installations to ensure they are equally split between the departments.

Discussion ensued regarding possible banner locations, the possibility of purchasing additional brackets, and the need to make a decision no later than the October meeting due to budget year end. Chair Parys noted that the Park Board

had requested a formal proposal from the Arts Commission regarding the bracket purchase, so any extra bracket purchases would need to be included in that proposal.

After much discussion, the Commissioners were unable to come to a consensus on purchasing brackets. Therefore, Asst. City Manager Hauck suggested the Commissioners move on and discuss Agenda Item #C - Ray-Pec School District Sponsorship and then come back to the discussion and vote for purchasing brackets.

Chair Parys asked for a motion to change the order of discussion from Agenda Item #B to #C.

Commissioner Lawrence made a motion to change the order of discussion to Agenda Item #C. Commissioner Berry seconded the motion. The motion was unanimously approved with a vote of 7-0.

C) Ray-Pec School District Sponsorship - Asst. City Manager Hauck stated that due to schedule conflicts she would not be able to sit down with school district personnel until October. Therefore, she suggested that the Commission hold off on this discussion until the November meeting.

Commissioner Berry discussed the possibility of sponsoring the Ray-Pec Theatre Department with at least a \$100 donation. He indicated that a donation to the Friends of the Theatre would allow the Arts Commission to be recognized on the theatre brochures and announcements prior to performances.

Asst. City Manager Hauck noted that a formal request hadn't been received from the Ray-Pec Theatre Department, so perhaps she could fasttrack the conversations with the school district and get a written proposal for the Commission to consider at the October meeting. The Commission could then go ahead and earmark a portion of the budget to be set aside for this project and consider at the October meeting. She also noted the City Council would have to approve this proposal at the October meeting in order for this to be included in this year's budget.

Discussion ensued among the Commissioners regarding the lack of a formal process in place for organizations seeking support from the Arts Commission. Several Commissioners noted their concern that such a process should be developed soon. A refined process would provide equal opportunities for all groups

and organizations requesting assistance from the Commission and thus avoid the perception of nepotism.

Chair Parys noted that as much as the Commission would like to use their budgeted money this year, that if the Commissioners as a whole felt the process needed refining perhaps it should be put to a committee in order to determine a plan for allocating funds to various groups.

Asst. City Manager Hauck made a suggestion to earmark a portion of the budget for the topic at hand.

Chair Parys asked for a motion to earmark a dollar amount for supporting the high school Theatre sponsorship for this budget year.

Asst. City Manager Hauck suggested the motion state the Ray-Pec arts program, in order to include the art departments.

Commissioner Berry noted that \$100 is the minimum donation to be considered a Friend of the Theatre. However, he suggested an amount between \$100 - \$300 for the Theatre Department only.

Chair Parys asked for a motion to earmark up to \$600 for support of the Ray-Pec arts programs.

Commissioner Berry made a motion to earmark up to \$600 for support of the Ray-Pec arts programs. Commissioner Gambrell seconded the motion. The motion passed unanimously with a vote of 7-0.

Asst. City Manager Hauck noted that she would follow-up with these contacts at Ray-Pec and provide proposals for the Commission's consideration at the October meeting.

B) Streetlight Banners cont'd.

Chair Parys directed the discussion back to Agenda Item #B and asked Asst. City Manager Hauck to confirm the Commission's budget balance before discussing the brackets.

Asst. City Manager Hauck indicated the remaining balance was approximately \$421.00.

Commissioners discussed whether to use the remaining funds for the purchase of additional brackets or to support the marketing plan previously laid out by Communications Manager Ekey.

Chair Parys suggested the Commission make a decision about the brackets and asked for a motion to approve the expenditure for street light brackets in the amount of \$1,540.

Commissioner Lawrence made a motion to approve the expenditure of street light brackets in the amount of \$1,540. Commissioner Berry seconded the motion. The motion passed unanimously with a vote of 5-2, with Commissioners Martin and Canovic opposed.

Asst. City Manager Hauck noted she would present a formal request to the Park Board at their next meeting requesting their consideration to fund the other half of the bracket expense.

## 8. **New Business -**

A) Approval of the 2015-2016 Calendar of Meetings - Chair Parys noted that in August of every year the Commission is to approve the calendar of meeting dates. This was not done at the August meeting, so the calendar of 2015-16 meetings is being presented tonight.

Asst. City Manager Hauck noted the December meeting was proposed for December 16, and that Jill Grotzinger was to present the results from the community listening sessions, however, she has a conflict and won't be able to attend on that date.

After discussion among Commissioners, several indicated they also had conflicts on December 16. Therefore, the regular Arts Commission meeting will be held on Tuesday, December 15, and a separate meeting date will be set for Jill Grotzinger to present the results of the community listening sessions.

Chair Parys asked for a motion to approve the 2015-2016 calendar of meetings. Commissioner Martin made a motion to approve the 2015-2016 calendar of meetings. Commissioner Canovic seconded the motion. The motion passed unanimously with a vote of 7-0.

B) Committee Assignments -

Art in the Park Arts Commission Liaison - Chair Parys stated that Communications Manager Mike Ekey will be the Chair of the Arts in the Park Committee. She noted that the Commission would like a liaison to work with Mike and any committee he sets up. Chair Parys asked for approval to appoint a liaison by a show of hands. The vote was 7-0 in favor of appointing a liaison. Chair Parys will be the liaison with Commissioner Berry serving as the backup. Chair Parys noted that other Commissioners could volunteer on an individual basis to serve on Mike's committee. She also noted it was one of the Commission's goals to have a successful Art in the Park event next year.

Public Art Committee - Chair Parys stated she would like to also establish a Public Art Committee that would review and research any and all types of public art. She asked for approval to set up a Public Art Committee by a show of hands. The vote was 7-0 in favor of setting up a committee. Chair Parys stated Commissioners Setser, Lawrence & Canovic will serve on this committee. This committee will select a chair and report directly to Chair Parys. Chair Parys noted that she would sit in on these meetings from time to time and noted that other Commission members were more than welcome to attend the committee meetings as well. Chair Parys thanked the Commissioners for serving on this committee and looks forward to great things from them. It was also noted that Asst. City Manager Hauck will be the staff liaison to the Public Art Committee.

Chair Parys noted that other committees will be formed in the future and Commissioners who aren't currently involved will be called upon for future committee work.

9. **Commissioner Comments** -

Commissioner Berry noted that he recently saw his son's completed zombie movie at the Ray-Pec Academy Theatre and it was awesome!

Chair Parys stated that one of the Commissioners was very involved in making sure the community knew about the arts. She thanked Commissioner Gambrell for her new column in the *North Cass Herald* and also noted that Commissioner Gambrell had donated a piece of her artwork to the City Council. Chair Parys thanked Commissioner Gambrell for doing a great job.



Commissioner Gambrell indicated she had a future idea to form an education committee that would focus not just on children's programs and performances, but also on educating our city officials and residents about art.

10. **Adjournment** - Chair Parys stated if there were no further comments she would entertain a motion to adjourn the meeting. Commissioner Lawrence made a motion to adjourn the meeting at 8:25 p.m. Commissioner Berry seconded the motion. The motion was unanimously approved with a vote of 7-0.

Respectfully submitted,

Dana Seitter