

THE RAYMORE **ARTS COMMISSION** MET IN REGULAR SESSION TUESDAY, **OCTOBER 13, 2015** IN THE CITY COUNCIL CHAMBERS IN CITY HALL AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. MEMBERS PRESENT WERE: COMMISSIONERS PARYS, GAMBRELL, MARTIN, BERRY, AND SETSER. MEMBERS ABSENT WERE: LAWRENCE AND CANOVIC. ALSO PRESENT WERE: ASST. CITY MANAGER HAUCK, COMMUNICATIONS MANAGER EKEY AND ADMINISTRATIVE ASSISTANT SEITTER.

1. Call to Order - Chair Parys called the meeting to order at 7:00 p.m.

2. Roll Call - Adm. Asst. Seitter called roll and a quorum was present.

3. Pledge of Allegiance

4. Public Comments - None

5. Staff Report

A. FY 2014-2015 Budget Update

Asst. City Manager Hauck noted that at the current time there was \$721.00 remaining in the 2014-15 Arts Commission budget. However, she noted that if the Commission approved all items on the current agenda, the entire \$10,000 that had been allocated from the City Council for the current fiscal year would be spent.

Asst. City Manager Hauck also stated the City Council made an amendment to the City's budget at their October 12th meeting to include additional funding for the Arts Commission in the 2015-2016 fiscal year. The Arts Commission budget had already been increased from \$10,000 to \$15,000 in order to expand the Arts in the Park program. However, City Council also decided to include an additional \$5,000 in the 2015-2016 Arts Commission budget, for a total of \$20,000 for the upcoming fiscal year. She noted this will provide an opportunity to expand programming over the next year.

Chair Parys clarified that \$15,000 was already approved for the Arts Commission budget, with an additional \$5,000 approved by the City Council. Of that total \$20,000 budget, \$5,000 will be for the Arts in the Park program.

Asst. City Manager Hauck indicated that was correct.

B. Community Stakeholder Workshop Facilitator

Communications Manager Ekey gave an update noting that the online survey had been live since October 5th and had received 72 responses. Of those who responded, 75% said art and art programming in the community was important or very important. Most respondents tended to gravitate towards music or performing arts and would like to see more arts in the park. He also received great feedback on some of the written responses.

Communications Manager Ekey also noted that RSVP's were continuing to come in for the Community Stakeholder Workshops with five confirmed for the October 14th session and 10 confirmed for the Oct. 16th session. He also predicted that the evening session on October 14th might draw more residents from the community, while the October 16th session appeared to have more business respondents.

Chair Parys stated she was hoping for additional walk-ins at the Stakeholder Sessions and Asst. City Manager Hauck encouraged the Commissioners to continue to reach out to as many invitees as possible during the final publicity push. She also noted that approximately 2,000 e-mails and 150 postcard invites had been sent out, and the information was also shared on the City's website and social media.

C. Street Light Banner Brackets

Asst. City Manager Hauck stated that the Public Works Dept. had ordered the street light banner brackets and the next step would be to work with the Public Art Committee to put together a display plan for 2016 for discussion at the November meeting.

Commissioner Gambrell asked what date the Public Art Committee would be discussing the display plan.

Asst. City Manager Hauck clarified the committee meeting would be held Tuesday, November 10th after The Depot grand opening.

Chair Parys clarified that only the brackets, and not the banners, had been ordered at this point.

Asst. City Manager Hauck stated that was correct and since the Parks Dept. had funded a portion of the bracket purchase, she and Director Musteen would also be meeting to discuss procedures for brackets and banners.

D. Brackets for Art in the Council Chambers

Asst. City Manager Hauck noted that the City Manager had approved these brackets and some had already been installed in the wall panels. She noted this will allow for one piece of art in each panel section throughout the chamber. She also stated she was working on a selection process for submitting artwork. This guideline will be submitted to the Public Arts Committee for feedback at its next meeting.

Commissioner Gambrell asked if the Arts Commission would also be able to provide feedback about exhibitions they would like to have in the Council Chambers.

Asst. City Manager Hauck indicated the Public Art Committee would discuss selections and then make a recommendation to the full Arts Commission for discussion. She also indicated the City Manager would be approving the selection process, as it would not need to go before the City Council for approval.

E. Festival in the Park Update

Chair Parys stated that she and Commissioners Lawrence & Berry were judges for the festival parade. They walked through the floats before the parade started and then moved to the pavilion to view the parade as it moved by. She did comment that there was very little in the way of performances in front of the judging pavilion, so that made it harder to judge "Performance" floats. If the Commission participates next year, Chair Parys may recommend some changes such as moving the judges pavilion to a location out of the sun and with a better view of parade performances. She indicated there was a good turnout and she feels the parade is very well perceived in the city.

Commissioner Gambrell questioned the lack of a float entry by the Arts Commission and Asst. City Manager Hauck stated that due to coordination issues the float was canceled at the last minute. Chair Parys and Commissioner Berry apologized for not communicating this to all of the Commissioners.

F. Tri-County Art Fest Art Contest Update

Chair Parys stated she had sent information to all eleven art teachers in the Ray-Pec area. However, to date she has only heard back from East Middle School and they are enthusiastic about the event. She also noted she will continue to make phone calls to additional teachers to see if there is any interest. She indicated there may be a smaller number of contestants in the art contest this year with only 7th & 8th graders participating at this time.

Discussion ensued as to whether private schools had also been invited to the event; and whether a student had to be affiliated with a school in order to participate. Chair Parys stated no school affiliation was necessary and any student in grades K-12 in the Raymore-Peculiar area was eligible to participate.

Asst. City Manager Hauck indicated that since the Arts Commission was a sponsor for this event that perhaps the City could also help to promote the activity through the City's channels. Chair Parys agreed that would be helpful.

Discussion ensued about the need to send invitations to home school groups and private schools in the area. Chair Parys noted she would contact Tri County Art League and ask that they send information to these groups as well.

6. Committee Updates

- Public Arts Committee

Asst. City Manager Hauck noted this committee held their first meeting last week with the main purpose being to brainstorm items they wanted to discuss in the upcoming year. The committee decided to focus on art in public spaces throughout the community, rather than performing art. The committee will meet again in November and hopes to get more direction from the outcome of the facilitator meetings. She also noted that no committee Chair or meeting dates had been selected.

- Arts in the Park 2016 Committee

Communications Manager Ekey noted the committee is looking at June 4 or June 11 as possible new dates for this event. He also noted that he is researching events within a 50-mile radius from Raymore to determine other activities or conflicts on those dates. He noted there are events scheduled in Lee's Summit and

Liberty on June 4; and the former Clara Brierly Art Festival in Peculiar would have been held on June 11th, so this might be a good date since the Peculiar group has disbanded. The Depot shelter is open on both dates and Parks & Rec staff is also available. He noted the committee is leaning towards the June 11th date at this time. The committee is looking to recruit additional members as well, perhaps through the Stakeholder Workshops coming up.

Communications Manager Ekey mentioned the possibility of bringing on a new graphic designer who will be able to create a new logo, style sheets and guidelines for sponsorship brochures and advertisements for the festival.

7. Consent Agenda - Chair Parys asked for a motion to approve the Consent Agenda - Minutes of the September 8, 2015 Arts Commission meeting.

Commissioner Martin made a motion to approve the minutes as presented. Commissioner Setser seconded the motion. The motion was unanimously approved with a vote of 5-0.

8. Old Business

A. Update to 2015-2016 Calendar

Asst. City Manager Hauck stated changes had been made to the 2015-2016 calendar which was presented at the previous meeting. The facilitator workshops scheduled on November 3rd and January 5th have been added to the calendar; and the November 10th meeting has been canceled due to lack of new business. She also invited Commissioners to attend The Depot grand opening on November 10th at 5:00 p.m.

Commissioner Gambrell indicated she was not in favor of canceling the November 10th meeting, as she felt there were several topics that could be discussed. Discussion ensued with Chair Parys asking the other Commissioners how they felt about canceling the November 10th meeting.

Asst. City Manager Hauck noted staff was open to having a meeting on November 10th, although the facilitator meeting would be held the week before. She also indicated the other challenge in rescheduling the meeting would be finding a date that the Council Chambers would be available.

Asst. City Manager Hauck also noted that the correct date for the December meeting was December 8th; and that a motion could be made to approve all the meeting dates except November 10th.

Chair Parys asked for a motion to adopt the amended 2015-2016 calendar of meetings except for November 10th.

Commissioner Gambrell made a motion to adopt the amended 2015-2016 calendar of meetings with the exception of the November 10th meeting. Commissioner Berry seconded the motion. The motion was unanimously approved with a vote of 5-0.

Asst. City Manager Hauck checked the Council Chambers calendar and indicated the room was not available any other dates in November in order to reschedule the November 10th meeting.

Discussion ensued about the possibility of having additional open discussions after the November 3rd workshop. However, Asst. City Manager Hauck noted that only a specific agenda item could be added to the November 3rd meeting.

Chair Parys asked if there was still a motion on the table for a November 10th meeting.

Commissioner Gambrell made a motion to hold a November 10th meeting. Hearing no second to the motion, the motion failed. There will not be a November 10th meeting.

B. Ray-Pec High School Sponsorship Opportunities

Asst. City Manager Hauck noted she had reached out to the Art, Theatre and Music departments at Ray-Pec High School regarding sponsorship opportunities. She did hear back from the Art and Theatre departments, but wasn't able to connect with the Music department. She noted the Arts Commission had previously allocated \$600 for these sponsorships, so she had allocated \$200 for each department, but the Commission was free to allocate the funds in any way.

Asst. City Manager Hauck noted the Art department's proposal was for \$200 to cover the cost of gifts given to teachers at the Arts Invitational event; and the Theatre department - Friends of the Theatre - had a minimum sponsorship of \$100

and would accept any amount above this. No proposal was received from the Music department.

Commissioner Gambrell inquired as to the process used in seeking these proposals from the school district.

Asst. City Manager Hauck noted she had been in broader conversations with the school district as to how the Arts Commission could support the arts throughout the district. Based on the the Council's direction, she focused on the high school and reached out to these three departments asking if there was a specific program which could be funded by the Arts Commission before November 1st.

Commissioner Setser noted that we reached out to the Instrumental Music department, but not the Vocal Music department. She felt it was important to reach out to both groups as they often perform at City events such as the Veteran's Day and Mayor's Tree Lighting ceremonies using their own funds.

Asst. City Manager Hauck indicated the challenge is that the Commission isn't allowed to give a donation to a group, but rather it must be a sponsorship to a specific proposal, outlining what the City receives in return. For example, the Art department will feature the Commission's logo thus it is a marketing opportunity; and the Friends of the Theatre sponsorship shows a specific return as well. She noted that after November 1st, the Commission could reach out to both music departments and present their proposals at the December meeting.

Discussion ensued about the process involved in granting funds to groups and projects and the legal requirements the City must heed, since it is not a non-profit group. The need to implement a formal and comprehensive process was also discussed.

Asst. City Manager Hauck noted this was a topic the full Commission should discuss and that she would put it on the December meeting agenda as a staff presentation only.

Commissioner Gambrell also mentioned her concern with the discussions taking place in the committees, which doesn't include all of the Commissioners.

Chair Parys noted that going forward part of each committee's responsibility was for the committee Chair or representative to report on their activities at each Commission meeting.

Asst. City Manager Hauck stated the committees are set up so they can't vote or approve anything on behalf of the Commission. They provide opportunities for baseline conversations, and then more complete proposals are submitted to the full Commission for consideration and vote.

Chair Parys asked for a motion to approve the sponsorship opportunities with \$300 each for the Art and Theatre Departments.

Commissioner Berry made a motion to approve the sponsorship opportunities. Commissioner Martin seconded the motion. The motion was unanimously approved with a vote of 5-0.

Chair Parys noted that input and/or proposals from both the Music departments would be included on the December meeting agenda.

9. New Business

A. Arts in the Park Graphic Design Work

Asst. City Manager Hauck stated she and Communications Manager Ekey had been brainstorming as to how the Commission could spend their remaining budget funds. Discussion ensued about initial graphic design / collateral design costs that would be incurred with the Arts in the Park event. She noted she had had conversations with an outside graphics designer who could create a new graphic, style sheet, colors, standards, etc. If these costs were covered using the remaining 2014-2015 funds, then they wouldn't have to be spent out of next year's budget.

Commissioner Gambrell asked why Communications Manager Ekey couldn't do the graphic design work.

Asst. City Manager Hauck indicated it was solely due to workload and she thought it would be a great idea to have a fresh set of eyes on the design.

Chair Parys asked if the Commission would see the graphic design results at the December meeting?

Asst. City Manager Hauck indicated these designs would go through the Arts in the Park Committee instead to get immediate feedback and approval.

Commissioner Berry asked about the process for approving the graphic designs, who decides the final art selections, etc.

Asst. City Manager Hauck stated that Communications Manager Ekey was the Chair of the Arts in the Park event. She explained Chair Parys appointed two Arts Commissioners as liaisons to serve on the committee, however, it wasn't technically an Arts Commission committee since other departments and community members are involved. She noted that most items for the Arts in the Park event would be handled by this committee with the Arts Commission providing overarching direction and feedback.

Chair Parys noted that the liaisons to the Art in the Park Committee report back to the Arts Commission with a staff report.

Chair Parys asked for a motion to approve funding for Arts in the Park graphic design work using the remaining budget balance of approximately \$721.

Commissioner Martin made a motion to approve funding for Arts in the Park graphic design work. Commissioner Berry seconded the motion. The motion passed unanimously with a vote of 5-0.

10. Commissioner Comments

Commissioner Martin asked if the Arts Commission played a role in the Mayor's Tree Lighting event?

Asst. City Manager Hauck stated that presently the Arts Commission didn't have an official role in this ceremony, as it was handled by the Parks & Rec department. However, if the Commission wanted to be involved in some way she could share this with the Parks & Rec department.

Commissioner Martin indicated this might be a larger conversation related to the Arts Commission becoming involved in events throughout the city which involve performing arts or have an art focus. It might be a matter of coming up with a proposal or supporting in some way.

Chair Parys noted that since the Mayor's Tree Lighting event was on December 5th this couldn't be discussed on the December meeting agenda.

Asst. City Manager Hauck indicated she could have a discussion with the Parks and Rec staff to see if there were any opportunities to participate with this event and let everyone know by email.

Commissioner Berry mentioned the Raymore-Peculiar Academy Theatre's presentation of Shakespeare's "Much Ado About Nothing" on November 5th - 8th and encouraged everyone to come out and see the play.

Chair Parys stated she was excited about the upcoming Community Stakeholder Listening Sessions and was hoping for great results. She thanked Asst. City Manager Hauck and Communications Manager Ekey for their help with the sessions.

Commissioner Gambrell thanked Communications Manager Ekey for a great job in creating the Listening Session post cards. She mentioned she would also be watching rehearsals of the "Much Ado About Nothing" production at the high school.

11. Adjournment - Chair Parys stated if there were no further comments she would entertain a motion to adjourn the meeting. Commissioner Berry made a motion to adjourn the meeting at 7:55 p.m. Commissioner Gambrell seconded the motion. The motion was unanimously approved with a vote of 5-0.

Respectfully submitted,

Dana Seitter