

RAYMORE ARTS COMMISSION AGENDA

Tuesday, July 10, 2018 - 7 p.m.

City Hall Council Chambers
100 Municipal Circle
Raymore, Missouri 64083

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. Staff Reports

- a. Budget Update
- b. Upcoming Events
 - i. July 13: Summer Concert Series, 7 p.m. at Centerview
 - ii. July 14: Family Art Day, 9:30 a.m. at The Park House

7. Committee Updates

- a. Public Art Committee
- b. Education/Event Working Group

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 - June 2018

Motion to approve the consent agenda

9. Old Business

10. New Business

a. Feedback from City Council joint meeting

This is an opportunity for Commission members to offer feedback and discuss the joint meeting with the City Council on July 2.

<i>Discussion item</i>

11. Commissioner Comments

12. Adjournment

Any person requiring special accommodation (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.

FY 2018 Arts Commission Budget

Project	Description	Budget	Actual	Status
Public Art		\$9,500		
Memorial Park Mural	Permanent Art Piece	\$5,000	\$5,000	Final
Memorial Park Mural - Community	Edu/Community Activity	\$2,000	\$0	
Pop Up Art Project	2018 Event	\$2,000	\$1,400	\$400 chair sales
Art Exhibit Program	Promotion/Supplies	\$500	\$0	
Partnerships/Sponsorships		\$1,600		
Farmers Market Sponsorship	Entertainment	\$1,000	\$1,000	
TCAL Art Contest	Student Art Contest	\$600	\$0	
Programming		\$7,500		
Family Art Days	Teacher Fees and Supplies	\$1,000	\$106	
Summer Scene	2018 Event	\$5,000	\$4,329	\$610 In booth rentals
Classes/Programming for adults	Paint & Sip events	\$1,500	\$694	March 22 event
Professional Development		\$650		
Professional Development	TBD	\$650	\$505	MACAA
Other		\$1,000		
Arts Commission Social Media		\$0	\$0	
Foundation Formation	Legal Fees	\$0	\$0	

Total Budget	\$20,000	\$20,000
Total Expenditures	\$19,250	\$13,034
Available	\$750	\$6,966

****PROJECTED FY 2018 Arts Commission Budget****

Project	Description	Budget	Actual	Status
Public Art		\$9,500		
Memorial Park Mural	Permanent Art Piece	\$5,000	\$5,000	Final
Memorial Park Mural - Community	Edu/Community Activity	\$2,000	\$0	
Pop Up Art Project	2018 Event	\$2,000	\$1,400	\$400 chair sales
Art Exhibit Program	Promotion/Supplies	\$500	\$0	
Partnerships/Sponsorships		\$1,600		
Farmers Market Sponsorship	Entertainment	\$1,000	\$1,000	
TCAL Art Contest	Student Art Contest	\$600	\$600	
Programming		\$7,500		
Family Art Days	Teacher Fees and Supplies	\$1,000	\$1,000	
Summer Scene	2018 Event	\$5,000	\$4,329	\$610 In booth rentals
Classes/Programming for adults	Paint & Sip events	\$1,500	\$1,500	March 22 event
Professional Development		\$650		
Professional Development	TBD	\$650	\$650	MACAA
Other		\$1,000		
Arts Commission Social Media		\$0	\$0	
Foundation Formation	Legal Fees	\$0	\$0	
Jazz in the Park	Summer Concert Series	\$0	\$600	

Total Budget	\$20,000	\$20,000
Total Expenditures	\$19,250	\$16,079
Available	\$750	\$3,921

THE RAYMORE **ARTS COMMISSION** MET IN REGULAR SESSION TUESDAY, **JUNE 12, 2018**, IN THE CITY COUNCIL CHAMBERS IN CITY HALL AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. COMMISSIONERS PRESENT WERE: LOVE, BERRY, PARYS, SETSER, DITGEN AND JONES. ALSO PRESENT: COMMUNICATIONS DIRECTOR MIKE EKEY AND COMMUNICATIONS SPECIALIST MELISSA MCGHEE.

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

2. Roll Call - Communications Director Mike Ekey called roll and a quorum was present.

3. Pledge of Allegiance

4. Public Comments

N/A

5. Presentations

N/A

6. Staff Reports

a. Budget Update

Communications Director Mike Ekey updated the Commission on the budget and expenditures. This included an update on unbudgeted funds and remaining funds from past projects.

b. Summer Scene

Communications Specialist Melissa McGhee provided an update from the successful Summer Scene arts and music festival. Ms. McGhee also said she will be sending a survey to vendors and the community following the event.

7. Committee Updates

a. Public Art Committee

Commissioner Berry provided an update on the Public Art Committee's decision to update the art priority plan and other areas of the Commission's work plan.

b. Education/Event Working Group

Commissioner Jones updated the group on the new Family Art Day planned for Saturday, July 14 with Rock U America. Children will be able to play a variety of instruments.

8. Consent Agenda

Commissioner Ditgen moved to approve the June 2018 minutes. Commissioner Jones seconded. The Commission voted 7-0 to approve.

9. Old Business

N/A

10. New Business

Commissioner Berry moved to approve the the Arts Commission FY2019 Work Plan. Commissioner Setser seconded. The Commission voted 7-0 to approve.

Commissioner Setser moved to approve the change in the by-laws clarifying the voting requirements. Commissioner Lawrence seconded. The Commission voted 7-0 to approve.

11. Commissioner Comments

a. N/A

12. Adjournment

a. The Commission adjourned the meeting at 8 p.m.

Submitted by:

A handwritten signature in black ink, appearing to be 'ME', with a large loop at the end.

Mike Ekey



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.

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.

Joint City Council and Arts Commission meeting, July 2, 2018

1. Introductions

Commissioners Jones, Parys, Lawrence, Stester and Berry.

2. Staff Presentation

3. Council/Commission Questions

Commissioner Parys thanked the City Council and stated how important it is for the Commission to show the success of past projects. Commissioner Parys asked the Council for ideas/input about the formation of the Performance Art Committee and performance arts in general.

Councilman Barber said he was very pleased and complimented the Commission on the number of projects completed by the Commission. He also said the City is looking forward to new performance arts opportunities in the community.

Councilman Berendzen encouraged the Commission to go bold and go big with the performance arts committee. He said the Council trusted their work and was excited to see more in the future.

Commissioner Parys said the Performance Arts Committee's work will include a survey of venues and interest in the community to determine if there is a desire by the community to see more than just music. She also complimented Summer Scene and Communications Specialist Melissa McGhee

Councilman Kellogg said he had a high level of confidence in the Arts Commission and trusted their decisions when it comes to bringing creative arts to the community. He recommended the Arts Commission reach out to street performers and musicians to attend events already in Raymore.

Councilman Holman said the original idea for the Commission was from former Councilman Derek Moorhead and he would be pleased with the work being done. He also said he was pleased and look forward to the future of the group. Holman also said the focus on music and performance art is well overdue and residents will be appreciative of the effort. Holman said he it would be a good idea to connect with the high school and junior high schools to find and develop more talent.

Councilman Circo said he was delighted with the work done by the Arts Commission. He echoed Holman's comments that the Commission should look to the high school and younger students to give younger artists a venue to show off their talents and work.

Holman shared with the group a phrase he has used as a strategic thought; "We would like to claim your final eight." Holman explained that we have no problem getting people to move here and live, but they go elsewhere for eight hours a day for work, will sleep and be at home for eight hours, but we need to focus on what they do for that final eight.

Commissioner Lawrence said she liked the idea of bringing more students to

showcase their talent. Lawrence said as a member of the public art committee, she shared how the first call for artists only garnered three responses, but the most recent call of artists brought in more than two dozen responses. Lawrence additionally introduced the idea of leveraging private donations and support to help fund future public art pieces.

Mayor Turnbow asked if there were protocols or policies in place when it comes to soliciting donations and how those would be used.

Communications Director Mike Ekey explained that there are a number of organizations that offer policy examples. The bigger hurdle has been that City did not have a 501(c)(3). With that now out of the way, we can engage those groups and seek grant funding and additional support.