

# **RAYMORE ARTS COMMISSION AGENDA**

**Tuesday, Aug. 14, 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. Hawk Ridge Park Update
- c. Upcoming Events
  - i. Sept. 8 // Family Art Day, Hip-hop Dance
  - ii. Oct. 1 // Raymore Community Conversation, 6 p.m.
  - iii. Oct. 20 // Family Art Day, History of Halloween

**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 - July 2018**

***Motion to approve the consent agenda***

**9. Unfinished Business**

**10. New Business**

**a. Community sing-along event**

This would allocate \$1,000 in the FY 2019 to the proposed community sing-along at St. Paul's United Methodist during the holiday season.

***Motion to approve***

**b. Paint your Pet sponsorship/event**

The Animal Shelter is again interested in hosting a paint your pet event. This event would be held at Centerview and could accommodate 60 participants. Staff is asking for a \$300 sponsorship to host the event and help the Animal Shelter in this fun project.

***Motion to approve***

**c. FY 2019 budget**

Staff is proposing the FY 2019 Budget for consideration by the Arts Commission. The budget and the projects contained can be amended at any time, but this document gives staff the ability to plan accordingly throughout the year.

***Motion to approve***

**d. 2018-2019 meeting schedule**

The Arts Commission meets in its regular business meeting on the second Tuesday of each month. Staff has prepared the official schedule. Commission members can propose additional meeting as set out in the bylaws as necessary.

***Motion to approve***

**e. Election of officers**

The Arts Commission will need to nominate and elect a new Chair and Vice Chair per the bylaws. A simple majority is all that is necessary.

***Staff will conduct the election***

**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	\$306	
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	\$13,234
Available	\$750	\$6,766

THE RAYMORE **ARTS COMMISSION** MET IN REGULAR SESSION TUESDAY, **JULY 10, 2018**, IN THE CITY COUNCIL CHAMBERS IN CITY HALL AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. COMMISSIONERS PRESENT WERE: BERRY, LAWRENCE, PARYS, SETSER 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 a request from Commissioner Ditgen to show what expenses would look like if all projects were to be completed.

b. Upcoming events

Ekey provided an update on upcoming events hosted by the Arts Commission.

**7. Committee Updates**

a. Public Art Committee

Commissioner Harriet Lawrence provided an update on the discussions from the Public Art Committee.

**8. Consent Agenda**

Commissioner Setser moved to approve the June 2018 minutes. Commissioner Berry seconded. The Commission voted 5-0 to approve.

**9. Old Business**

**10. New Business**

Communications Director Mike Ekey and the Commission discussed the feedback received from the July 1 joint meeting with the City Council

**11. Commissioner Comments**

- a. Commissioner Setser presented a new idea for the following meeting to have the Arts Commission sponsor a community sing-along event.

**12. Adjournment**

- a. The Commission adjourned the meeting at 7:39 p.m.

Submitted by:

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

Mike Ekey

## **AGENDA ITEM MEMO**

**To:** Raymore Arts Commission  
**From:** Communications Department  
**Re:** Holiday Sing-along, \$1,000 in FY 2019

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At the July Arts Commission meeting, Commissioner Setser proposed hosting a Holiday sing-along in partnership with St. Paul's Methodist Church and the Raymore-Peculiar High School Choir program.

This program would include an evening or afternoon (date and time to be determined) of music with community members singing along to popular holiday music.

Commissioner Setser and members of the Ray-Pec Choir program will arrange for music and programming. The Communications Department will advertise and provide logistical support, including refreshments and other items.

### **Budget for the program**

Musical arrangements	\$ 500
Choir Director	\$ 200
Accompanist	\$ 150
Advertising	\$ 150
<b>Total</b>	<b>\$1,000</b>

This item would place this program in the FY 2019 budget and will have no impact on the current budget.

***Motion to approve***

## **Holiday Sing Along Proposal**

To engage citizens of Raymore in a Holiday Sing Along, hopefully an annual event, that caters to adults, particularly older adults in the community. Older adults often have no outlet to sing in a group. This will provide that, through familiar songs, and give them a chance to mingle, visit and have fun.

### **Host: St. Paul's Methodist Church**

They will provide the place, sound, lighting, lyrics, piano, accompanist(s), and refreshments. They have excellent facilities to accommodate disabled and elderly. Plenty of parking and a covered entrance. Easy location. This activity connects the Arts to Foxwood, via St Paul's connection, and the HS, via the HS Choir performing.

Initial start up will include organizing literature, and rescoring (key areas) if necessary, providing lyrics when needed and coordinating with the Raymore Peculiar HS Choir who will be in attendance and perform with the community chorus. Additionally refreshments will be provided. Church can add lyrics to house system for ease of reading. It is possible we may be able to live stream this and archive the video. Live streaming could be very important to allow citizens who cannot travel that day, or unable to participate in person to watch, participate from home, or watch and participate on their own.

Set up time approximately 60-90 minutes before, event 75-90 minutes and clean up, take down, 60 minutes.

St. Paul's Methodist church will work with the HS Choir to arrange a time between Thanksgiving and Christmas 2018.

### **Arts Commission Responsibilities:**

Outreach and advertising to public, in particular Foxwood Springs, Benton House, etc. Notify and work with area groups to announce the event. Cost unknown, Arts website, FB, flyers

If necessary, visit ( Foxridge, Benton House, etc.) and run a pre- event rehearsal. (Pat Setser) \$0

Fund the start up costs, including some paper copies of the arrangements, and refreshments, set up sound and lighting. \$500

Fund the choir director( RPHS) and accompanist (s) \$200 director; \$75 per accompanist, possible two Choir Director is Stephen Rew of RPHS. Accompanist may be HS accompanist or church accompanist. Unknown at this time.



## **AGENDA ITEM MEMO**

**To:** Raymore Arts Commission  
**From:** Communications Department  
**Re:** Pop-Art Your Pet fundraiser, \$300

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As part of the Arts Commission's goal to support art programs and organizations, the Animal Control division in the Raymore Police Department is asking for the support of the Arts Commission to help host a third Pop-Art Your Pet event.

This \$300 partnership would help offset the cost of Centerview and the need for a Police Officer as this event will be similar to the previous paint and sip events hosted by the Arts Commission.

By holding the event at Centerview, rather than in Lee's Summit, the GOT Art Gallery artists can enroll 60 individuals into the class increasing the amount we are able to raise through the enrollment fees.

Oct. 11, admission will be \$45. Ages 21 and up. Participants will be allowed to bring their own beverages.

<b><i>Motion to approve</i></b>
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## **AGENDA ITEM MEMO**

**To:** Raymore Arts Commission  
**From:** Communications Department  
**Re:** Approval of the FY 2019 Budget

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Each year the Arts Commission approves a budget that outlines the projects and initiatives to be undertaken in the coming fiscal year.

The proposed budget aims to allocate the budgeted amount of \$20,000 into the various goals and focus areas as outlined at the Commission May work session and approved at its June meeting.

<b><i>Motion to approve</i></b>
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## FY 2019 Arts Commission Budget

Project	Description	Budget	Actual	Status
<b>Public Art</b>		\$8,500		
Hawk Ridge Park - Musical Element	Permanent Art Piece	\$7,000		
Pop Up Art Project	2018 Event	\$1,000		
Art Exhibit Program	Promotion/Supplies	\$500		
<b>Partnerships/Sponsorships</b>		\$1,600		
Farmers Market Sponsorship	Entertainment	\$1,000		
TCAL Art Contest	Student Art Contest	\$600		
<b>Programming</b>		\$7,500		
Family Art Days	Teacher Fees and Supplies	\$1,000		
Summer Scene	2018 Event	\$5,000		
Classes/Programming for adults	Paint & Sip events	\$1,500		
<b>Performance</b>		\$1,750		
Holiday Singalong		\$1,000		
Summer Concert Series		\$750		
<b>Professional Development</b>		\$650		
Professional Development	TBD	\$650		
<b>Other</b>		\$0		

Total Budget	\$20,000	\$20,000
Total Expenditures	\$20,000	\$0
Available	\$0	\$20,000

# Raymore Arts Commission - FY 2019 Work Plan

## Strategy 1: Increase the amount of public art in Raymore

### Project 1: Implement the Public Art Plan

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
Based on the Public Art Plan adopted in FY16, commission or acquire artwork for designated priority locations.	Public Art Committee	Summer/Fall 2019		See detail sheet for priority areas.

### Project 2: Expand the 2019 Pop Up Art Project

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
Continue the success of the Pop Up Art Project: Relax in Raymore. The project centers around creating a community-wide art project that residents, visitors, and businesses can engage in.	Public Art Committee	Spring 2019		

### Project 3: Continue the City Council Art Exhibit Program

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
Continue to exhibit artists in the Raymore City Council Chambers and expand to include Centerview	Public Art Committee	Ongoing		

## Strategy 2: Increase resources for the arts by broadening and diversifying the base of public and private funding sources

### Project 1: Retain support from the City Council and community for the Arts Commission

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
Produce an annual report highlighting the work and accomplishments of the Arts Commission and Foundation.	Arts Commission	02/01/2018		Arts Commission Discussion will begin in March.

### Project 2: Coordinate with the Foundation to develop a fundraising plan to support the arts

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
Once the foundation is established, the Arts Commission will work with the Foundation Board to develop a plan for raising money to support the arts in Raymore.	Arts Commission	TBD		

### Project 3: Identify grants to assist with funding Arts Commission priorities

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
Staff will continue to identify and apply for grants that could be applied for to either offset City funding or provide additional funding for FY18 projects.	Mike Ekey	Ongoing		

**Project 4: Implement a Social Media plan focused on the Arts Commission and community/regional arts**

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
To support local arts and artists — as well as the efforts of the Arts Commission — the Communications Department will use a stand-alone social media account focused on arts and culture.	Melissa McGhee	Ongoing		

**Strategy 3: Continue support of existing community art-related programs and provide incentives to incorporate additional artistic elements**

**Project 1: Provide funding to Parks and Recreation for additional musical performances during the Farmers Market**

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
Parks & Recreation’s Farmers Market already features musical performances throughout the season. This funding would allow them to add additional dates to the calendar.	Parks & Recreation	Summer/Fall 2019		Parks & Recreation will be responsible for hiring the artists and contracting with them.

**Project 2: Return as a co-sponsor of the Tri-County Art Council’s Student Art Contest**

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
Continue the Arts Commission’s support of the TCAL Student Art Contest	TCAL	Fall 2019		TCAL is responsible for coordinating the contest.

**Project 3: Develop a formal Sponsor/Donation recognition and reporting structure**

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
To support the Commission’s on-going sponsorship opportunities, the Commission will develop a formal reporting structure to receive information about the success/failure of that support.	Mike Ekey	Spring 2019		

**Project 4: Work with Parks & Recreation to increase the number of arts-related classes and programs each season**

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
In cooperation with the Parks and Recreation Department, identify and suggest additional arts-related classes and programs that could take place as part of the Department's offerings.	Arts Commission Education Working Group	Ongoing		

**Project 5: Present the Arts Commission's Signature Event Summer Scene**

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
To build awareness of arts in the community, the Arts Commission will continue to host its signature event Summer Scene in June. The event will feature community artists.	Summer Scene Committee	Summer 2019		



**Strategy 4: Increase opportunities for performance art throughout the community.**

**Project 1: Develop the roles and responsibilities of a Public Performances Committee**

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
To help guide any future committee or group focused on performance arts, the Commission will need to develop a specific set of roles and responsibilities for this group.	Arts Commission	Winter 2018/2019		

**Project 2: Evaluate and explore possible community venues for public performances**

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
To bring more performance art to the community, the Commission will identify both public and private venues that will accomodate.	Arts Commission	Spring 2019		

**Project 3: Determine feasibility of a participatory performance programming**

<i>Description</i>	<i>Owners</i>	<i>Time Frame</i>	<i>Estimated Cost</i>	<i>Notes</i>
Performance art always lends itself to allowing for participation. This can grow its popularity and help grow the Commission support and resources overall.	Arts Commission	Fall 2019		

## Parks and Trails Public Art Plan Overview

Park Art			
Priority	Key	Area	Type of Art
1	HR	Hawk Ridge Park	Musical feature
1	HR	Hawk Ridge Park Amphitheater	Sculpture
2	M1	Memorial Park Arboretum	Sculpture
2	M2	Memorial Park Trailhead	Sculpture
2	M4	Memorial Park Entrance	Interactive Art
3	MV1	Moon Valley	Interactive Art
3	MV2	Moon Valley	Temporary Art Exhibit
4	W1	Ward Park Parking Lot	Mural
4	W2	Ward Park Trail	Small Scale Passive
5	RP1	RAC	Sculpture
5	RP2	Rec Park Concession Stand	Mural
Future	TB	TB Hanna Station	TBD During Planning

**Trail Art**

It is the intent of the Public Art Plan to have the trail art tie together through a citywide exhibit. Additional pieces may be placed along trails, but key features would occur in these locations.

<b>Priority</b>	<b>Key</b>	<b>Area</b>	<b>Type of Art</b>
4	T1	North Cass Trailhead	Temporary or Interactive
4	T2	Foxridge Drive/Old Mill Trailhead	Temporary or Interactive
4	T3	Eagle Glen/Lucy Webb Trailhead	Temporary or Interactive
4	T4	Eagle Glen/Johnston Trailhead	Temporary or Interactive

**Completed Works of Art**

<b>Date Completed</b>	<b>Key</b>	<b>Area</b>	<b>Type of Art</b>
June 2017	CV	Centerview	Kinetic Sculpture
Oct 2017	CL	58 & Dean/Entrance	Kinetic Sculpture
June 2018	MP	Memorial Park Entrance	Historical Mural

## **2018-2019 ARTS COMMISSION MEETING SCHEDULE**

**All meetings begin at 7 p.m. and are held in the City Council Chambers**

- Sept. 11, 2018
- Oct. 9, 2018
- Nov. 13, 2018
- Dec. 11, 2018
- Jan. 8, 2019
- Feb. 12, 2019
- March 12, 2019
- April 9, 2019
- May 14, 2019
- June 11, 2019
- July 9, 2019
- Aug 13, 2019

\* Meetings are generally held on the 2nd Tuesday of the month unless otherwise noted

## **AGENDA ITEM MEMO**

**To:** Raymore Arts Commission  
**From:** Communications Department  
**Re:** Election of Officers

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Arts Commission by-laws state that the members must elect a Chair and Vice Chair at the first official meeting in August of each year. Below is the relevant sections of the Commission's by-laws that pertain to the Chair and Vice Chair positions and their duties.

### **Election Procedure**

The current Chair will open the item on the agenda and then ask for staff to lead the meeting through the election.

Staff will open the floor to any nominations at which time Commission members can nominate any eligible member. Staff will ask the nominated individual if they accept and will place their name on the ballot if they do.

Once there are no more nominations, staff will ask for the Commission to vote by a show of hands for each nominated individual in the order in which nominations were received until one nominee receives a majority of the votes.

### **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.*

<b>Staff will conduct the election</b>
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