



Official Minutes of the Rowlett Arts and Humanities Commission

Tuesday, November 8, 2016

Rowlett Community Centre, Room A

5300 Main Street, Rowlett, TX 75088

- 1) Meeting called to order by Chair Jim Katzenberger at 6:35 p.m. and determined a quorum was present.
 - *Members present: Jim Katzenberger, Tamra Williams, Deborah Crosby, Dema' Roach, Gary Alexander (arrived at 6:37 p.m.), Gabriela Borcoman (arrived at 6:41 p.m.), and Jeff Winget (arrived at 6:45 p.m.)*
 - *Members absent: Neslie Fudge and Barbara Clinton*
 - *Staff present: Kathy Freiheit, Director of Library Services and Brenda Kennedy, Library Senior Administrative Assistant*

- 2) Chair selects voting alternate(s), if necessary.
 - *Alternate Dema' Roach selected as voting member in Neslie Fudge's absence.*

- 3) Consider approving minutes from the regular meeting held October 11, 2016.
 - *Motion made by Tamra W. to accept the October 11, 2016 meeting minutes as written; seconded by Deborah C.*
 - *Approved 4 – 0.*

4) Review, discuss and take possible action on FY2017 work plan items from November 5 special work session:

- *Standing Committee appointments*

Standing Committee	Chair	Members and Helpers
Grants: <ul style="list-style-type: none"> ▪ Cultural Arts ▪ Arts in Education 	Gary A.	Gabriela B. Neslie F.
Young Artists Exhibit	Deborah C.	Barbara C. Tamra W. Dema' R. (event helper) Jim K. (event helper)
Writing Contest	Deborah C. (Co-chair) Barbara C. (Co-chair)	Jeff W.
Photography Contest	Jim K.	Tamra W. Neslie F. Gabriela B. (event helper) Deborah C. (event helper)
Publicity	Jeff W. (Co-Admin) Dema' R. (Co-Admin)	Kathy F. (Staff) Laura Tschoerner (Staff)
Calendar Project	Tamra W.	Jim K. Dema' R.
Shelter Adopt-a-Thon	Gabriela B.	Tamra W. Deborah C.
Rowlett Sings	Gary A.	Jeff W. Gabriela B.
Public Art	Jim K.	Tamra W. Deborah C.

- *Motion made by Gary A. to approve FY2017 Standing Committee assignments as presented; seconded by Tamra W.*
- *Approved 5 – 0.*

- Grants, contests and projects (this item followed “Program budgets”)
 - Reviewed proposed grants, contests and projects
 - Grants: Cultural Arts and Arts in Education
 - Contests: Young Artists Exhibit, Writing Contest, Photography Contest and Rowlett Sings
 - Other: Calendar Project and Shelter Adopt-a-Thon
 - Action Plans to be submitted by chairs for each grant, contest and project
 - Motion made by Gabriela B. to accept proposed FY2017 grants, contests and projects as presented; seconded by Dema’ R.
 - Approved 6 – 0.

- Program budgets (this item discussed after Standing Committee assignments)
 - Reviewed proposed budgets presented at Special Work Session on November 5, 2016.
 - For Young Artists Exhibit, Chair Deborah C. reduced the budget amount needed for FY2017 from \$1,000 to \$600.
 - Discussion at Special Work Session to present participation certificates to Young Artists, Writing Contest and Photography Contest entrants. Cost for supplies would be \$200 (paper, document covers and envelopes). Commission agreed to budget \$200 in FY2017 for this.
 - Commission discussed reserving \$195 in budget for miscellaneous unanticipated expenses.
 - Motion made by Jeff W. to approve proposed budget with noted changes for FY2017; seconded by Gabriela B.
 - Approved 6 – 0.

- Program timeframes
 - Reviewed proposed program timeframes for 2017 calendar
 - Young Artists Exhibit: mention on January page with contest in February
 - Rowlett Signs: mention on January page (teaser of new contest coming) and tentatively will take place between April - June
 - Writing Contest: mention on February page with contest in March
 - Adopt-a-Thon: mention on April page and contest in May
 - Photography Contest: mention on July page with contest at end of August into September
 - Motion made by Deborah C. accept timeframes as presented for calendar project; seconded by Tamra W.
 - Approved 6 – 0.

5) Review updates and take possible action on standing committee reports.

- Calendar project
 - Tamra W. has contacted vendor who produced calendars last year and he has committed to charge same price as last year.
 - Standing Committee has photographs and copies of display agreements for calendar; working with printer to have mock up samples for review by Commission members by November 18th.
 - Kathy F. suggested that calendars could still be delivered to schools, businesses, etc. in early January.

- Cultural Arts Grants
 - Gary A. revised the grant application and report, and is ready for November 10th distribution to last year’s grant recipients and posting on City’s AHC webpage. Info will be forwarded to the Publicity Standing Committee for posting on the AHC Facebook page and release to local media outlets.
 - Grant applications are due Tuesday, December 20, 2016.
 - At the January 2017 AHC meeting, Standing Committee will present recommendations for Commission review and possible approval for grant awards.

- Publicity
 - Jeff W. would like to include a brief AHC member bio on the AHC Facebook page monthly; participation is optional.

- *Form distributed to members to complete and return to Jeff.*
- *Jeff posted about the new Rowlett Sings contest on AHC Facebook page.*

6) Update on Public Art Projects:

Kathy asked that news releases for both projects be coordinated with Denise Perrin, Community Relations Manager for the City of Rowlett.

- a) *Nic Noblique spiral sculpture*
 - *Kathy F. received photos of the sculpture in progress and will follow-up with Nic Noblique on status and possible installation timeframe (possibly late November early December)*
 - *Sculpture has not yet been named (for plaque)*
- b) *Troy Connatser "Phoenix" statue*
 - *Kathy shared slides on Schrade Bluebonnet Park improvements, noting where statue will reside and provided a brief status update*
 - *A tornado memorial event is planned for December 26th*
 - *Troy has offered to create a model of the statue for event*
 - *Jim K. reported that Troy has provided all necessary information for an agreement between the two parties; City staff will work with the City Attorney to review and finalize.*

7) Public Announcements.

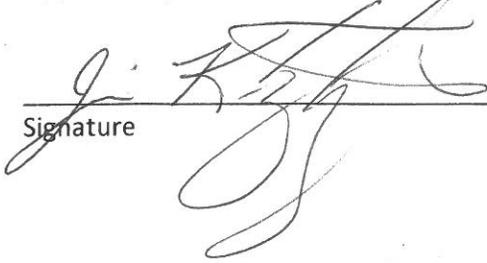
- *Kathy F. provided information cards on the Artists 'Round Texas "Paint and Photograph Rowlett" reception, Saturday, November 11th at the Annex. As previously discussed, this is an opportunity for members to attend and show Commission's support.*
- *Jeff W. announced a Veterans Day Ceremony, Friday, November 11th at 11 a.m. at the Rowlett Community Centre.*
- *Main Street Fest and Holiday Parade, Saturday, December 3rd from 3 – 7 p.m. Lakeshore Symphonic Winds scheduled to perform.*
- *Reminder: The City's Annual Boards, Commissions and Volunteer Appreciation Banquet is Thursday, December 1st*
- *Reminder: Open Meeting Act training to be completed by Monday, November 14th*
- *Reminder: New and Reappointed Board/Commission Members' Orientation training video to be completed by Thursday, December 1st*

8) Future topics.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from previous meeting*
- *Review updates and take possible action on standing committee reports:*
 - *Calendar project*
 - *Young Artists Exhibit*
 - *Cultural Art grants*
 - *Receive recommendations from Cultural Arts Grant Standing Committee from FY2017 applications.*
 - *Discuss and take possible action on the Cultural Arts Grant awards for FY2017.*
 - *Publicity*
- *Update on Public Art Projects*
 - *Nic Noblique spiral sculpture*
 - *Troy Connatser "Phoenix" statue*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

9) Meeting adjourned at 8:15 p.m.

Approved by the Rowlett Arts and Humanities Commission:

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Signature

1-10-17
Date