

# PRAIRIE VILLAGE ARTS COUNCIL | MEETING MINUTES

Zoom

Wednesday, June 10<sup>th</sup>, 2020

3:30 P.M.

## PLANNING COMMITTEE AS A WHOLE

### EVENT REPORTS

**March Show** Kathy Clark, March curator, reported that the only art pieces still in the gallery are those of Hasna Sal, who is working on getting a friend and a truck to pick them up. Kathy will continue coordinating.

**Art of Photography 2020** Shelly Trewolla, AOP curator, asked Dan Andersen about the status of the online gallery for the People's Choice voting, and he said they are still not up and ready, but are close.

**June One-Woman Show** Shelly, also the June curator, shared that she has notified artist Donna Yeager of the cancellation of her show (that was tentatively moved to July), and that Donna would like to reschedule for next year and hopes we can make that work.

### PLANNING

**August/September Shows** Arts Council voted to cancel both of these shows due to a variety of reasons, including, but not limited to: the City isn't holding in-person meetings yet, the events wouldn't be able to have food, artists would have to limit their guests, many other arts events in the city and nation have been cancelled, and JazzFest has also decided to cancel.

**October State of the Arts Show** Arts Council voted to move this annual juried show online.

**November/December** Arts Council agreed to revisit the status of these shows at the September meeting.

**Chamber in Chamber future events** No update.

### MARKETING

**Marketing/Website** Julie Hassel & Al Guarino updated us on the Wan Security proposal for web hosting and David Tai's proposal for on-call coding services. Dan also ran down the following for review to continue paying until the web hosting contract is finalized.

Ongoing Expenses even without events:

- FlipCause - \$100/month
- White Pages - \$25/month
- Credit card machine - \$10/month
- Website boosting - \$5/month
- Calendar Plug-in - \$89/year
- Constant Contact - \$70/month

Dan said we aren't seeing the value of any of these services yet.

**Second Friday Logo** Paul Tosh showed the latest options, and Council discussed and chose their favorite.

**Consolidation of documents/photos on an FTP and accessible** Still no update. We keep saying it should be part of our Wan Security contract, but no one has verified it with Wan or directed them to implement it. Dan said he would finalize this.

**Intern Social Media Contractor** Al shared the Scope of Work the marketing committee drafted for this contractor. It would be for a limited time of only 3 months and one-time only. Bonnie Limbird, Arts Council Chairperson for City Council, shared the City parameters for such a contract and how to move forward. City Council will have to approve the concept after Arts Council approves it, and then the contract will have to be reviewed by the city attorney at a rate of \$295 per hour billed to the Arts Council to insert the non-discrimination language, general provisions, insurance requirements, etc.. Al clarified the limited time frame for this contractor, and how the marketing committee has tried to tackle the digital platforms themselves, but they don't have the experience or skills, and this person would get us a digital strategy and plan formalized that the marketing committee then could implement once the contract is over. Arts Council voted to move forward.

**Constant Contact** No change. Review in July.

**Sponsorship Package** - No packages yet. Info on the website is old, and there are seemingly duplicative tabs that could be combined. No immediate action discussed.

## **MISCELLANEOUS**

**Storage Shed** - No update.

**Julie Flanagan** - No one has heard from her in several months. Shelly will try to reach her, and Bonnie will talk to Jamie Robichaud, Deputy City Manager, about the appointment of the next volunteer for this seat.

Having concluded the Planning Committee as a Whole, the meeting was adjourned at 4:49 P.M.

## **BUSINESS MEETING**

Our chairperson, Bonnie Limbird, called this evening's meeting to order at 4:49 pm. Council members present via Zoom were Dan Andersen, Betsy Holliday, Sherrod Taylor, Paul Tosh, Al Guarino, Julie Hassel, Kathy Clark, Shelly Trewolla, Nancy Maxwell, Jessie Cartwright, and Bonnie Limbird.

After **Roll Call and Introductions**, the **Agenda** was approved with added items to vote on cancelling arts shows through September, modifying the October State of the Arts event to be virtual, voting on the 2nd Friday logo, and approving the ongoing monthly expenses.

The **Consent Agenda** was unanimously approved after a motion by Daniel Andersen and a second by Al Guarino.

**City Council Report** – Bonnie gave the council update including the status of allowing chickens in PV and how that may or may not conflict with HOA deed restrictions for residents; the status of large item pickup; the mayor’s statement about the murders of George Floyd and others by police officers, the Police Chief’s response, and more; and thanked Arts Council for moving up the meeting so members could attend the PV March for Justice Rally.

A discussion of the **2020 Budget Update** included overview of expenses that have continued despite not having any shows or in-person events: web hosting, constant contact, etc.. One piece of artwork from the March show did sell, but it hasn’t hit our account yet, and there have been no other expenses recorded since last month, therefore the financial report has not been updated. Dan Andersen has several items to turn in to Meghan Buum for reimbursement.

## **Old Business**

Dan moved to **continue paying our monthly ongoing expenses outlined below** while we’re waiting to finalize the Wan Security contract, and Shelly Trewolla seconded. Motion passed.

Ongoing Expenses:

- FlipCause - \$100/month
- White Pages - \$25/month
- Credit card machine - \$10/month
- Website boosting - \$5/month
- Calendar Plug-in - \$89/year
- Constant Contact - \$70/month

Dan moved to **approve the updated Wan Security** contract at \$45 per month with a six-month performance period (invoice attached), and Kathy Clark seconded the motion. Motion passed.

Shelly Trewolla moved to **approve the 2nd Friday Logo** (attached) modifying the red to be the same red as in our other logos, Julie Hassel seconded, and the motion was passed.

## **New Business**

Dan moved to **approve a verbal contract with David Tai** for \$80 per month for two hours of work through the end of 2020. If the two hours in a month are not used, they will rollover to the next month. Additional hours beyond the first two will be billed at \$80 per hour. Paul seconded the motion, and the motion passed.

If needed, Al Guarino will draft up the contract for the City Attorney to review at a rate of \$295 per hour billed to Arts Council. This review will include adding all the general and non-discrimination language as well as insurance requirements. (Bonnie will confirm if needed or not.)

Dan moved to **approve the statement of work for a social media contractor** (see attached) for three months as drafted by the marketing committee and to be reviewed by the City Attorney at a rate of \$295 per hour billed to the Arts Council. Shelly seconded, and the motion passed.

Dan moved to **cancel the August and September events and move State of the Arts to a virtual show**. Kathy seconded, and the motion passed.

There being no further items on the business meeting agenda, Dan moved to close the meeting, and Shelly seconded. Bonnie adjourned the business meeting at 5:19 PM.

END