



Meeting: November 20, 2018, Sherwood Center

**Members Present:**

Molly Grimsley – Chair  
Patricia Gallagher – Vice Chair  
Jeff Seffens - Treasurer  
Ruth Bandler – Secretary  
Clayton Austin  
Carol Caputo  
Sharon Chang  
Deborah Dillard  
Laura Hills – Immediate Past Chair  
Stephen Latourette

**Members Absent, Excused:**

Mary Lechter

**Members Absent, Unexcused:**

Kelly Herman

**Staff:**

Megan DuBois – Cultural Arts Manager

Molly called the meeting to order at 7:03 PM.

There were no public comments.

**Skype Session re: Armistice Turtora’s memorial sculpture**

A 3-way Skype session was held with 1) Michael Pearce (sculptor), 2) Armistice’s daughter, Janice Turtora Zagardo, and 3) the CoA, for the CoA to ask any remaining questions and confirm the plans for the sculpture. The Public Arts Committee indicated they have already approved the sculpture plans.

- Acquisition process - Megan said the city will issue a contract with, and pay, the sculptor. Janice will reimburse the CoA for the balance of funds required above the funds already raised by the CoA.

- Sculptor’s details – The sculpture cost is \$5000; Michael requires ½ down before he starts the process to complete and ship the sculpture. He’s adding \$1000 for shipping and installation. He described installation as very basic. He plans on shipping the piece using “Hands On Shipping.”

- Location - Megan gave Janice a heads up about the location. It will be initially installed at the agreed upon location in Van Dyck Park, however, the park is undergoing some renovation in the near future, and that may result in the sculpture being moved no more than about one foot from the original location. It will retain its proximity to the other memorial pieces, the bench and tribute sign. Janice said she loves the original location and just wants to make sure the 3 pieces are kept together.

- Insurance policy - Megan said we need a written insurance policy in place before shipment. Molly echoed that. Michael agreed, although he said the sculpture is aluminum and not at all fragile. Megan will send a city insurance policy template to Michael.

- Sculptor’s timeframe – Michael will ship the piece as soon as he receives the half-payment from the CoA.

- Janice's details - Janice said, as soon as the CoA approves this line item, we should tell her and she'll send us the balance of the funds. She also asked for the list of contributors so she can thank them. Jeff agreed to send the list.

- Janice asked for confirmation that this line item is restricted for this purpose. Molly confirmed that it is.

- Post Skype session discussion - After Michael and Janice left the Skype session, the CoA discussed additional items -

- Molly told the CoA that she wasn't aware of the intended shipping company, so she would do some vetting.

- Jeff asked how the funds will be conveyed. Megan said she will look into that.

- Motion: A motion was made, seconded, and passed unanimously to issue a contract with the sculptor, Michael Pearce, through the city, for the Peace Bird sculpture for Armistice Turtora's memorial. The CoA will contribute funds not to exceed \$1825 (the amount already raised); Janice Turtora Zagardo will provide the balance.

**Action: Megan will draft a contract between the city and the sculptor, Michael Pearce.**

**Action: Megan will send the sculptor a city insurance policy template.**

**Action: Molly will vet the shipper selected by the sculptor, Hands On Shipping.**

**Action: Jeff will send Janice Turtora Zagardo the list of contributors to the memorial sculpture.**

**Action: Megan will look into how funds will be conveyed and inform Jeff of the details.**

### **Review of Minutes for October, 2018**

The October minutes were reviewed. Minor edits were made.

- A motion was made, seconded and passed unanimously to accept the minutes as amended.

### **Treasurer's Report & 2018-2019 Budget Discussion – Jeff Seffens, Treasurer**

Jeff reviewed the Balance Sheet and Profit & Loss (P&L) statements.

**Action remaining from last month: Determine where the \$4500/year received from the Virginia Commission on the Arts to fund grants goes within the city, and if it is available to us directly.**

### **Announcements – Megan DuBois, Cultural Arts Manager**

- Megan described some projects that she is working on, including a project to display murals at the holiday market. She said the Whole Food mural project is on hold.

### **Old Business**

#### *ArtScreen – Jeff Seffens*

- Jeff summarized the first ArtScreen event. He thanked those commissioners who came to help, he said everything went very smoothly, but (possibly due to the weather) the attendance was low (17). We received \$42 in donations on site.

- Megan said she would try to obtain some jazz books to use as a door prize for the second event, *The Glenn Miller Story*.

**Action: Megan will try to obtain some jazz books to use as a door prize for the second event, *The Glenn Miller Story*.**

#### *Public Art Committee (PAC) – Carol Caputo*

- Old Town Square (OTS) sculpture – Carol said the Public Art Committee visited the designated site to determine if the selected sculpture might be too small and be dwarfed by the adjacent shrubs. She said the plan now is to locate the sculpture near the bushes near the path close to the Surf Shop. She said it will be a more effective location.

- Motion: A motion was made, seconded, and passed unanimously to purchase the sculpture of the girl with the dog, and to have it placed in Old Town Square in a designated area near the path near the Surf Shop.

*Art League – Carol Caputo*

- Carol announced the many upcoming Art League events. Since many members were interested and were trying to take notes, Ruth suggested that Carol email the information to the members. Carol agreed. Molly suggested we grant the members access to the CoA Rolling Calendar so we can all add events that we're aware of.

**Action: Carol will email information about upcoming Art League events to the members.**

**Action: Molly and Megan will look into granting access to the CoA Rolling Calendar to the members so that we can all add events that we're aware of.**

*Development – Pat Gallagher*

- Pat summarized the recent meeting of the Development Committee. They have some potential interest from corporations, but nothing confirmed yet. Megan's assistant is reviewing the CoA past donor list for prospects. Pat said the committee will draft a CoA development plan for the members to review. They will adhere to the city's guidelines for sponsorship benefits.

**Action: Pat and the Development Committee will draft a CoA Development Plan for the members to review. They will adhere to the city's guidelines for sponsorship benefits.**

*Fall Festival/Fall for the Book update – Molly Grimsley*

- Molly asked the members what their memory was regarding officially fulfilling volunteer slots for the Fall for the Books event. When members said they remembered it was official, she suggested we note it in the minutes so there will not be any confusion in the future.

*Ushering – Clayton Austin*

- Vacancies - Clayton said there are still a few vacancies on the usher schedule. He will send us the list to fill out the remaining slots.

- Lighting for performers - Clayton said we need temporary lighting for the long wall since that's where the performers are located now. Ruth reported that some of the performers have complained about the lack of lighting. Megan will look into this and talk with the operations staff.

- Bottled water for sale - Ruth mentioned that several attendees asked to purchase bottles of water.

**Action: Clayton will send us the OTHPS ushering schedule for the members to fill in the remaining slots.**

**Action: Megan will talk with the operations staff about temporary lighting along the long wall for the OTHPS performers.**

**Action: Megan will follow up on the feasibility of providing bottled water for sale during the OTHPS performances.**

*Business cards update – Megan Dubois*

- No update.

**Action: Megan will select which phone number to use on the generic CoA business cards.**

*CoA Vacancies update – Molly Grimsley*

- Molly reported that interviews are scheduled in December with two candidates. Laura is planning on resigning when she moves to Baltimore; that will result in a third vacancy. Jessica has been in "unexcused absence" status for an extended period. The City Clerk will not permit us to interview a replacement until Jessica sends a written letter of resignation, even though her term has expired.

**Action: Molly will formally tell Jessica to resign so that we can fill the seat with an active member.**

*Strategic plan update – Molly Grimsley*

- Molly asked for members to submit ideas by the January meeting, and then the executive committee will start putting the plan together.

**Action: Members should submit ideas for the revised strategic plan to Molly by the January meeting.**

*Mason and Business Award Nominations – Molly Grimsley*

- Molly reminded the members that Mary asked for Mason and Business Award nominations by the December meeting so that we can discuss them during the February Meeting.

**Action: Members should provide Mason and Business Award nominations to Mary by the December meeting.**

**New Business**

*Donation to the Women's Club – Molly Grimsley*

- Molly announced that the Women's Club is developing coloring pages for children and the CoA will donate two dozen crayon packs.

*Grants – Molly Grimsley, Jeff Seffens*

- Molly led a discussion of the grant applications that we received. Decisions regarding recipients and amount were captured. Megan will follow up with the submitters.

**Action: Megan will follow up with the grant application submitters.**

The meeting was adjourned at 10:08pm.