



Meeting: December 18, 2018, Sherwood Center

Members Present:

Molly Grimsley – Chair
Patricia Gallagher – Vice Chair
Ruth Bandler – Secretary
Clayton Austin
Carol Caputo
Sharon Chang
Deborah Dillard
Kelly Herman
Laura Hills – Immediate Past Chair
Steve Latourette

Members Absent, Excused:

Jeff Seffens - Treasurer
Mary Lechter

Members Absent, Unexcused:

Staff:

Megan DuBois – Cultural Arts Manager

Molly called the meeting to order at 7:00 PM.

GMU Mural Brigade, Yassmin Salem, Co-President and Don Russell, University Curator and Faculty Advisor

- Yassmin gave a presentation introducing the GMU Mural Brigade, a student-run organization focused on bringing murals by student and professional artists to campus. They are looking to the commission for help in engaging the community outside of GMU. Sharon suggested they form a team with CoA. Megan said that we can have citizens as members of our Public Art Committee. Molly asked them for a map of where the 4 currently-displayed murals are hanging, and asked if we could have some of them after they come down. Don said they're very large (up to 28 feet wide). Steve suggested they create campus tours and maps showing the location of the murals. Molly asked them to add Megan to their mailing list so we can be aware of their news. Megan said she is working on a project that might bring temporary walls to Old Town Square; these walls could be used to display murals.

Action: Megan will send them the City's Public Art Policy.

Review of Minutes for November, 2018

The November 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

- In Jeff's absence, the members reviewed Jeff's report and statements. Deb had questions about how her store's donations were credited.

- A motion was made, seconded and passed unanimously to accept Jeff's recommendations to 1) move \$300 of unawarded funds from the grants budget to cover the two receptions that followed OTHPS events this fall, and 2) leave the rest of the unawarded funds from the grants budget as is, to allow us the flexibility to reprogram them later on.

Action: Deb will follow up with Jeff regarding her store's donations to make sure they're allocated towards the Funday Monday program.

Announcements – Megan DuBois, Cultural Arts Manager

- Old Town Hall Performance Series (OTHPS) update - Megan announced a change in schedule for the OTHPS on January 11. The Eric Felton Big Band Swing cancelled; they will be replaced by the "Mason Jazz Guitar Night" with Shawn Purcell and friends. Megan is printing revised bookmarks for the spring.

- Megan said she met with people at GMU and the 2 groups agreed to partner with each other re: event promotion. Molly suggested Megan send GMU our rolling calendar.

Action: Megan will send GMU our rolling calendar.

Old Business

ArtScreen – Jeff Seffens

- Megan said the GMU jazz band will provide tickets to their concerts to use as a door prize for the second ArtScreen event, *The Glenn Miller Story*.

- Megan said some GMU Film and Video Students will show their short films before our January ArtScreen event. We don't know if the students will be present, but it would be preferable if someone came to talk about the films.

- Molly suggested that we consider designating January as "Jazz Month," since we are presenting jazz events for ArtScreen and OTHPS.

Public Art Committee (PAC) – Carol Caputo, Megan DuBois

- Carol said the committee will meet on January 14; Megan said she would find a location.

- Megan said our PAC does not fit the requirements for a PAC as stated in the city's Public Art Policy document.

- Megan said we need to present our pieces to City Council at the January meeting for approval. Molly has already signed letters of commission endorsement. There will be no movement on the Armistice memorial bird sculpture until Council approval is obtained.

Action: Megan will present the plans for the Armistice memorial bird sculpture to Council at the January meeting.

Action: Megan will send the CoA members copies of the letters of endorsement.

Development/Sponsorship updates – Pat Gallagher, Megan DuBois

- Megan said the TD Bank staff are talking with their national management about providing support for CoA activities, and will get back with her. They're interested in sponsorship opportunities in the Fairfax area, e.g., OTHPS, CoA summer activities. They also talked about providing a volunteer to work with us.

- Pat said she's waiting for Megan's assistant to provide the past donor list for us to identify prospects; she will follow up with Megan. Pat suggested we consider sending an appeal letter early next year.

- Pat said she asked Cathy if we can use the city's civic association list for mailings. Cathy said yes, if we follow the city's guidelines for frequency of contact, etc.

- Pat explained the "adopt-a-block" program. She said participants must prove themselves for 2 years before they can get their names added to the "adopt-a-block" participants list, so this is not likely to get us much community visibility in the short-term. But she suggested we consider volunteering to support the area of Van Dyck Park near Armistice's memorial. Pat asked if the members want to have the coordinator speak with us at a CoA meeting. Molly suggested Pat talk with her first, see if this program makes sense for us, and if so, then we should have the woman talk with us.

Action: Pat will follow up with Megan about obtaining the past donor list.

Action: Pat will talk with the coordinator of the “adopt-a-block” program, and if it makes sense for us, ask the woman to come to a CoA meeting to talk with us.

Mason and Business Award Nominations – Mary Lechter

- 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. Molly asked members to send nominations to Mary by email.

- Molly asked if Earth Fare should cater the event. Megan said she is talking with Mary about it.

Action: Members should email Mason and Business Award nominations to Mary soon, so that we can discuss them during the February meeting.

Grants update – Megan DuBois

- Megan said award letters have issued, contracts are being sent in, and checks are issuing. Megan is preparing a press release to announce the recipients; she will send that to us.

Action: Megan will inform the members of those performers who received a grant from the commission.

Ushering – Clayton Austin

- Vacancies - Clayton said there are still a few vacancies on the usher schedule and he circulated the schedule.

- Bottled water for sale – Megan said we are permitted to sell bottles of water during OTHPS events. We can use the OTH refrigerator and ice machine. The downstairs usher would handle the sales. Ushers should be reminded to walk through the building and gather and dispose of used water bottles and programs after the performances. Clayton offered to make a sign to display at the point of the water sale. It was mentioned that there is an easel in the OTH office. Molly said she would ask Jeff to supply a cash box. Members discussed the amount of petty cash that would be necessary to provide change, perhaps \$100 in small bills. Carol suggested that a cheap tackle box might be a good cash box.

- A motion was made, seconded and passed unanimously to purchase up to \$20 of water mini-bottles to sell at OTHPS events as an experimental program. Sales price: \$1/bottle.

- Lighting for performers - Megan said she is bringing in a friend/consultant to advise on lighting at OTH and at Sherwood. She does have funds in her budget to cover the lighting.

Action: Molly will talk with Jeff about purchasing water bottles.

Action: Clayton will make a sign to display at the point of the water sale.

Action: Molly will ask Jeff to provide a cash box containing an agreed upon amount of petty cash.

Action: Megan will bring in a consultant to advise on lighting for performers at OTH and Sherwood.

Business cards update – Megan DuBois

- Megan suggested we have generic business cards, and asked if the members want to use her 1-800 number and a general CoA email address on the business cards. Calls would go to Megan’s voicemail and emails would go to the whole group; Megan would forward the calls to the appropriate member. Some members said they did not want to be cc’d on all emails, and preferred having personalized business cards with individual city-based email addresses. Megan said the city isn’t planning on implementing individual email addresses for us at this point. Since some members are anxious to have cards for when they solicit sponsors, etc., she suggested we start out now with cards with the general CoA email address. Laura suggested we consider using the “Foundation” name on the cards, since that would reduce many of the city-mandated restrictions on the cards. Pat and Megan will follow up offline. Megan will look at what other groups are doing.

Action: Pat and Megan will look into the use of listing the “Foundation” on business cards, rather than the “Commission.”

Action: Megan will look at what other groups are doing regarding group business cards.

CoA Vacancies update – Megan DuBois

- Megan said a candidate was interviewed in December who was rejected because he/she wasn't a registered voter in the city. Another candidate will be interviewed in January.

- Carol said she received a letter indicating that she was re-appointed to another CoA term.

Action: Molly will formally email Jessica to confirm that she is resigning so that we can fill the seat with an active member. The email will have a "if no answer is received by X date, we will conclude that your answer is that you are resigning," statement.

GMU – Islamic project update – Megan DuBois

- Megan said she hasn't heard anything. Molly said the mayor is excited about this project and wants to meet the coordinator, Ann Birkelbach. Molly asked the members if they wanted to have Ann come to a meeting and talk with us, the consensus was "yes."

Action: Molly will ask Ann Birkelbach to come to a CoA meeting to discuss the Islamic art project. Molly will invite the mayor to that meeting, and/or provide another opportunity to introduce Ann to him.

Strategic plan update – Molly Grimsley

- Molly reminded the 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.

New Business

Armistice Turtora film – Molly Grimsley

- Molly said that Jason Scadron drafted a press release announcing the availability of the film; she will send it to us.

Partner Updates

PRAB – Pat Gallagher

- Pat said there is a city/county partnership to redevelop the health center property adjacent to the Sherwood Center, making it into a senior center. Sharon said we already have a senior center, and asked if part of that space could be developed into a performance space. Pat will find out and send us more details.

Art League – Carol Caputo

- Carol distributed new Art League brochures.

CFBA – Ruth Bandler

- Ruth mentioned the various CFBA December concerts, including the upcoming City of Fairfax Band concert on December 22. As always, comp tickets are available for members at will call, although anyone who plans to attend should come early, since the holiday concert tends to fill up.

The meeting was adjourned at 8:55pm.