



Meeting: September 21, 2021

Members Present:

Dan Smith – Chair
Patricia Gallagher – Vice Chair
Clayton Austin – Treasurer
Ruth Bandler – Secretary
Carol Caputo
Lisa Casazza - Video
Sharon Chang - Video
Molly Grimsley
Melissa Grow - Video
Steve Latourette
Jessica Russo Revand
Debra Wright - Video

Members Absent, Excused:

None

Members Absent, Unexcused:

None

Staff:

Megan DuBois – Cultural Arts Manager

Guests:

None

Visitors:

None

Dan Smith called the meeting to order at 7:00 PM.

Approval of Minutes for June 2021 – Ruth Bandler, Secretary *(included in the read-ahead packet)*

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

Treasurer’s Report and FY22 Budget Discussion – Clayton Austin, Treasurer *(included in the read-ahead packet)*

- Clayton summarized the budget status for FY22.

- Clayton asked if OTHPS programs would include donor listings by donation category this year, and if so, if someone would send him the donor categories, he will produce a donor list by category.

- **Action: If someone sends Clayton the donation categories, he will produce a donor list by category for the OTHPS programs.**

Cultural Arts Manager’s Report – Megan DuBois, Cultural Arts Manager *(included in the read-ahead packet)*

- Megan summarized her report and the upcoming calendar.

- She said there were several outdoor and indoor programs this summer, both band concerts and theater performances, and the audiences were significantly larger than in prior years.
- Megan said Funday Monday has continued throughout the summer. Events were limited to 20 children because none of the children were vaccinated. Masks were required.
- Megan summarized the status of the Sherwood-Willard Center renovation plans. There have been discussions about including performing and other arts spaces in the new facility. Focus groups will be interviewed after an architect is hired. She urged the members to advocate for a theater and other arts spaces, e.g., arts classrooms.
- **Action: Megan urged the members to advocate for a theater and other arts spaces in the renovated Sherwood-Willard Center.**

Business Update – Dan Smith, Chair

- ArtScreen Committee - Steve Latourette

- o Steve said the first movie, *The Big Night*, will be shown on November 5. He's waiting to hear if we can return to providing popcorn, candy, and beverages. Megan said the Bellissimo Restaurant had originally agreed to provide a gift card as a door prize for the event, and some discount coupons for attendees. She will follow up with them to confirm their plans.
- o **Action: Megan will confirm that we can provide popcorn, candy, and beverages at ArtScreen events this year.**
- o **Action: Megan will follow up with the Bellissimo Restaurant to confirm that they're providing a gift card as a door prize for *The Big Night* movie as well as discount coupons.**

- Arts Awards and Recognition Working Group –

- o Dan said with the resignation of Mary Lechter, we need a new volunteer to chair this group.
- o **Action: Dan is soliciting a volunteer to chair the Arts Awards and Recognition Working Group.**

- Diversity Committee – Clayton Austin

- o Clayton said the committee is working on an outreach effort to solicit input and to enhance awareness of CoA.

- Language Arts 123 Committee – Sharon Chang

- o Sharon said the committee met recently to develop the details for the "Quote-a-Palooza" event. They will be distributed to the local businesses and the Old Town Business Association.
- o Sharon said the committee is also working on topics for this spring's literary contest. She suggested the topics embrace diversity within the city. She asked members to suggest ideas.
- o **Action: Sharon is soliciting ideas for topics for this spring's literary contest. She's looking for ideas that embrace diversity within the city.**

- Performance Committee – Melissa Grow

- o Melissa said the bookmarks have been distributed and the CoA website now has information about this year's OTHPS events. Instructions for ushers and a sign-up sheet will be distributed soon.
- o Melissa said the city has no requirements for spacing or vaccination, just masks. Melissa and Ruth both expressed concerns about attending and CoA sponsorship of indoor events that are as crowded as our typical OTHPS events. Jessica suggested following Kennedy Center and Broadway policy which both have no requirements for spacing but do require proof of vaccination. Megan said the city will not mandate vaccination cards, but she will ask the city Risk Manager if we can check vaccination cards. Sharon agrees with us checking vaccination cards if we can. Steve expressed the concern that the members have no authority to enforce this. Megan said if we put a limit on capacity at these events, e.g., if we cannot mandate vaccination, we'll have to alert the public in advance, and she'll set up a mechanism for online advance signups. Megan said she will get more information from the city, and she'll report her information at the October 4 Performance Committee meeting.
- o Megan said she lost her assistant and thus will need help producing the OTHPS programs. She'll discuss this with the Performance Committee.

- **Action: Megan will ask the city if we can mandate and check vaccination status at our indoor events and report her findings at the October 4 Performance Committee meeting.**
- **Public Art Committee (PAC) – Carol Caputo** *(included in the read-ahead packet)*
 - Carol referred to her report.
 - **A motion was made, seconded, and passed unanimously to allot \$500 in funds from the Public Art Committee budget line item to the project to install a Plastic Bottle Cap Mural at the Green Acres Center.**
- **Grants Committee – Pat Gallagher** *(included in the read-ahead packet)*
 - Pat summarized her report. Megan discussed the grants review timeline for this year. She said the grants are due to her this Friday. She plans to email them along with review instructions to the members on Monday. The members will have two weeks to review them, and then the Grants Committee will compile the results to present to the full CoA at the October CoA meeting. Megan said she did not present a full grant writing workshop this summer due to COVID issues, but she did meet individually with several groups who wanted to discuss the process.
- **City of Fairfax Band Association (CFBA) – Ruth Bandler**
 - Ruth mentioned Main Street Concert Band's (MSCB's) upcoming concert during the Fall Festival and City of Fairfax Band's (CFB's) upcoming concert on October 30. Members should let Ruth know if they would like comp tickets for any CFBA event.
- **PRAB Representative – Pat Gallagher** *(included in the read-ahead packet)*
 - Pat summarized her report. She received Cathy Salgado's notes on the Sherwood-Willard Center project and the communications plans. She'll forward them to the members for review.
 - Pat mentioned that the CoA is scheduled to host PRAB for this year's joint meeting in November. Dinner will be provided since the joint meeting will start at 6pm. Dan asked the members to suggest agenda items for the joint meeting.
 - **Action: Pat will forward Cathy Salgado's notes on the Sherwood-Willard Center project and the communications plans to the members for review.**
 - **Action: The members should send Dan a list of suggested agenda items for the joint CoA-PRAB meeting.**

New/Old Business – Dan Smith, Chair

- **CoA Vacancies – Megan DuBois**
 - Megan said CoA has three vacancies. She heard from Melanie Crowder, City Clerk, that the city has received three applications, there have been no interviews yet, and the city hopes to make appointments by the November meeting.

The meeting was adjourned at 8:19 pm.