



Meeting: May 17, 2022

Members Present:

Dan Smith – Chair
Patricia Gallagher – Vice Chair
Clayton Austin – Treasurer
Ruth Bandler – Secretary
Lisa Casazza
Sharon Chang
Michele Greet - Virtual
Melissa Grow
Brian Howell
Steve Latourette
Yolanda Ortiz
Jessica Russo Revand
Padma Surapureddi
Debra Wright

Members Absent, Excused:

Susan Morris

Members Absent, Unexcused:

None

Staff:

Megan DuBois – Cultural Arts Manager

Guests:

None

Visitors:

None

Dan Smith called the Commission on the Arts (CoA) Meeting to order at 7:00 PM.

Approval of Minutes for April 2022 – Ruth Bandler, Secretary *(included in the read-ahead packet)*

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

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

- Clayton summarized the budget status.

- Clayton said he will draft a proposed FY’23 budget based on FY’22 data as a starting point. He asked for input for FY’23 by May 31.

Action: Committee/workgroup chairs should submit new or revised budget line items to Clayton by May 31.

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

- Megan discussed the calendar. She pointed out the list of key dates for FY'22/23 and suggested we add them to our calendars now.
 - Megan said she has leftover boards from this year's "Art Walk" and proposed using them for a "Chalk It Up to Art" event at this year's Fall Festival. She asked the members if CoA wants to sponsor it again. The consensus was that CoA wants to sponsor it again this year. Megan said the main CoA table will need to be relocated for this year so it could be placed next to the "Chalk" event.
 - Megan said she is updating the CoA website and needs bios from Padma and Michele.
 - Megan pointed out that the December 2022 CoA meeting is currently scheduled for December 20. She asked if the members thought that was too close to the holidays and wanted to move it up a week. The consensus was to move the December CoA meeting to December 13, 2022.
- Action: Padma and Michele should send bios to Megan ASAP. Anyone else who wants their head shot and/or bio updated should send their update to Megan ASAP.**
- Action: The December CoA meeting is moved from Dec 20 to Dec 13, 2022.**

Old Business – Dan Smith, Chair

- **Willard-Sherwood Health and Community Center**
 - o Dan urged people to keep an eye out for opportunities to restate our views/requests to the city staff.
- **Joan Cross Award**
 - o Dan said the Fairfax H.S. Band Director announced this year's winner: Pranathi Sariputi, flutist. Some members expressed interest in attending the awards banquet at the high school to show CoA's involvement. Dan will email the information to the members.
 - o **Action: Dan will email the information about the presentation of the Joan Cross Award at the Fairfax H.S. Awards Banquet to the members in case any want to attend.**
- **Diversity Committee**
 - o Dan reported that after talking with several members about how effectively the CoA is working on this, it appears that many support the idea of the CoA having a "Diversity Coordinator" instead of a Diversity Committee. The Diversity Coordinator would serve as a liaison to the committees/workgroups who would draft their own diversity/inclusion statement relative to their program area, and then work on diversity/inclusion issues themselves. Megan said she is presently taking DEIA training and may have access to 3 hours of a facilitator's time to help us with this in the fall.
- **Commission Officer Slate**
 - o Dan reminded the members that we hold annual elections of the officers every June. Officer job descriptions are included in the CoA Draft Handbook (emailed to the members on 5/15/22 with the Meeting Packet). He asked anyone interested in nominating themselves or others to let the secretary & Megan know by May 31.
 - o **Action: Anyone interested in nominating themselves or another commissioner (with their agreement) to an officer position should inform Ruth Bandler (Secretary) and Megan by May 31.**
- **Fourth of July Float Judging**
 - o Megan said we have judged "Most Creative Float" in the City's July 4 parade in recent years and members reported it was a fun activity and a good way to give visibility to the CoA.
 - o **Action: Anyone interested in participating in the July 4 float judging should tell Megan by the June CoA meeting.**
- **CoA Handbook**
 - o Dan asked the members to review the Draft CoA Handbook (emailed to the members on May 17 with the Meeting Packet) and send comments with changes or a recommendation to adopt it to Dan by this fall. Megan said she needs to revise her job description.
 - o **Action: Members should review the Draft CoA Handbook and send Dan comments by this fall.**
- **Grants Matters** (added to the agenda by Pat)
 - o Pat said there are two matters for the CoA to discuss related to grants.
 - The Fairfax Academy informed Megan that due to COVID, they were changing their project from in-person to virtual, and they asked about returning their grant funds.

After discussion, Pat summarized the sense of the CoA as follows. Megan should follow up with the organization to get a revised budget for review. If they send an acceptable budget, Megan should inform them that they can keep the 75% of the grant that they have already received.

- Grant guidelines changes – Pat discussed the grant guideline changes recommended by the Grants Committee (*included in the Grants Committee Report in the read-ahead packet*).
- *In order to assist the CoA in evaluating “free or reasonable costs” for events, a motion was made, seconded and passed unanimously to approve the committee’s recommendation to include language in the Guidelines, where appropriate, directing grant applicants that anticipate charging a fee to provide two examples of fees charged for similar events by similar groups in the local or greater metropolitan area.*
- *In order to include schools that can’t open their events to the public, a motion was made, seconded, and passed unanimously to include a waiver for schools by adding guidance saying that “for schools, events should be open to the public where practicable.”*
- *A motion was made, seconded and passed unanimously to delete the phrase that school projects must “not be a required part of the curriculum.”*
- The members agreed to handle, “does this submission fit within our definition of a project” on a case-by-case basis. There were no changes approved for this section.
- Goal B.5. says in part – “The Commission invests in the arts . . . as a means of promoting tourism, economic vitality, civic involvement, and civic pride.” The members agreed to rephrase the above to “as a means of promoting economic vitality and civic involvement.”

Committee Reports – Dan Smith, Chair

- **Arts Awards – Jessica Russo Revand**
 - Jessica said the awards ceremony went very well. She plans to follow up with Megan for a lessons learned in order to improve future ceremonies.
 - **Action: Jessica will talk with Megan about a lessons learned for the awards ceremony.**
- **ArtScreen – Steve Latourette**
 - Steve said with his upcoming resignation, the committee needs additional members. He encouraged people to attend the June 24 committee meeting (which Megan said had been moved to City Hall), even if they don’t join the committee, as it will be an opportunity to give input for the list of movies that we schedule for next year.
 - **Action: Commissioners should send suggestions for next year’s ArtScreen movies to Steve and/or attend the June 24 committee meeting. Anyone interested in joining the ArtScreen Committee should attend the next meeting, June 24, 7pm, City Hall.**
- **City of Fairfax Band Association (CFBA) – Ruth Bandler** (*included in the read-ahead packet*)
 - Ruth summarized the CFBA report.
 - Steve mentioned upcoming dates for his trombone quartet and that the Main Street Community Band will be performing the new march that Steve composed for them several times this summer.
- **Diversity – Clayton Austin**
 - See comments above under “Old Business.”
- **Grants – Pat Gallagher** (*included in the read-ahead packet*)
 - See comments above under “Old Business.”
- **Language Arts 123 Committee – Sharon Chang** (*included in the email with the read-ahead packet*)
 - Sharon discussed the committee report.
 - Sharon said business participation in the Quote-a-Palooza event was very good, but no artists participated or indicated why they didn’t participate. She speculated that the instructions for the artists were too complicated. Brian asked how we publicized the event. Megan listed the various methods, including her weekly email which reaches 7000 people.
 - Sharon said with the upcoming resignation of Steve, the committee needs more people. Padma said she will join the Language Arts 123 Committee.

- **Parks and Recreation Advisory Board (PRAB) – Pat Gallagher** (*included in the read-ahead packet*)
 - o Pat summarized the report.
- **Performance and Events – Melissa Grow**
 - o Melissa said the next and last BL-OTHPS event for the season will be on June 3 at Old Town Hall. Ruth and Melissa will be ushers.
 - o Melissa will send line items to Clayton for the FY'23 budget
 - o **Action: Melissa will send line items to Clayton for the FY'23 budget.**
- **Public Art – Debra Wright** (*included in the read-ahead packet*)
 - o Debra thanked the members for a successful Art Walk and said it will be a semi-annual occurrence.

Fairfax Art League (FAL) New Location – Padma Surapureddi

- Megan asked the members to tell her if they're coming to the ribbon-cutting ceremony on May 20, 4pm-7pm, to celebrate the opening of FAL's new location.

The meeting adjourned at 9:00 pm.