



Meeting: February 21, 2023, Sherwood Center

Members Present:

Dan Smith – Chair
Patricia Gallagher – Vice Chair
Clayton Austin – Treasurer
Ruth Bandler – Secretary
Sharon Chang
Michele Greet
Brian Howell
Susan Morris
Yolanda Ortiz
Jessica Russo Revand
Kelsey Sandoval
Debra Wright

Members Absent:

Melissa Grow
Padma Surapureddi

Staff:

Megan DuBois – Cultural Arts Manager
Christine Vincent – Development and Event Assistant

Guests:

None

Visitors:

Mary Gautier

Dan Smith called the Commission on the Arts (CoA) Meeting to order at 7:02 PM.

Mary Gautier introduced herself to the commission. She said she has been involved with other city groups for many years. She has great interest in the arts and is a budding writer. She wanted to find out about the commission's programs to see if she might want to apply to be a commissioner.

Approval of Minutes for January 2023 – 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)*

- See the report.
- Clayton said he obtained information on last year's Joan Cross Award check which had not been cashed, so he stopped payment on last year's check and will issue a new check to the student winner.
- Clayton announced that he is stepping down from the Treasurer position and the commission itself this June.

- Action: Commissioners should think about running for the Treasurer position which will be vacant when Clayton steps down in June.

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

- Megan said her topics are covered by other commission reports.

Old/New Business – Dan Smith, Chair

- Mayor/Council visit

- Dan said the Mayor and City Council will visit with us before our next meeting, March 21, 6 pm, at the Sherwood Center. The Mayor and several of the Council members are new and would like to find out about the Commission's role and activities. Pat's PowerPoint slide deck presentation about the Commission will be the basis of our presentation. Megan said this will be a "Meet and Greet," with no further agenda.

- Feasibility Study – Megan DuBois, Cultural Arts Manager (*see the PRAB report in the read-ahead packet*)

- Megan discussed the city's progress toward proceeding with a task force to study performance space options in the city. Megan says the target date for the initial planning is September 2023.

- Scheduling Events

- Dan asked the members to think about our events schedule with respect to the number of events we have each year. Should we hold fewer events and do the fewer events better and publicize them better? He suggested we think about setting up our annual calendar in September and then not adding anything except special events during the year. Pat suggested a summer music series inside the Sherwood Center, since we're idle during the summer.
- Megan said we need a marketing committee to improve our publicity efforts. Kelsey and Sharon volunteered to participate.
- Michelle said it is hard to find items on our website and Facebook pages, e.g., our flyers. Megan said the city controls the website; we cannot fix/change it. She reminded us that she sends out "Live Life in the Arts" every two weeks or so, which lists and describes upcoming events in the city. She will add the commissioners to the mailing list.
- Kelsey and Debra asked Megan to have Kelsey replace Debra as the admin for our website and Facebook page. Kelsey wants to improve our marketing. Susan asked if we are choosing the right performers to boost attendance. Megan said she tracks event attendance and can share that information with us.
- Sharon said the city has many apartment communities and suggested we post our events calendar on their bulletin boards. Dan asked Sharon if she would coordinate that.
- **Action: Megan suggested we form a marketing committee to improve our publicity efforts. Kelsey and Sharon volunteered to participate.**
- **Action: Megan will have Kelsey replace Debra as the admin for our website and Facebook page.**
- **Action: Megan will forward our event attendance data to the members.**
- **Action: Sharon will coordinate posting our event calendars on apartment community bulletin boards.**

- Adopt a Spot participation – Megan DuBois, Cultural Arts Manager (*see the PRAB report in the read-ahead packet*)

- Pat referred to this item in the PRAB report.
- *Pat made a motion which was seconded and passed unanimously to authorize one or more CoA members to follow up with PRAB on the restart of the "Adopt a Spot" program and report back to the commission on possibilities for commission participation.*

Committee Reports – Dan Smith, Chair

- **Arts Awards – Jessica Russo Revand**
 - o Jessica said the invitation letters were sent to the award recipients and they both accepted.
- **ArtScreen – Clayton Austin**
 - o Clayton said the recent Jazz Fest: A New Orleans Story movie event went very well. Graham Breedlove, GMU Professor of Jazz, was the guest speaker and introduced the movie.
- **City of Fairfax Band Association (CFBA) – Ruth Bandler** *(included in the read-ahead packet)*
 - o Ruth referred the members to the CFBA report.
- **Language Arts 123 Committee – Sharon Chang**
 - o Sharon and Megan suggested that more promotion is needed for the upcoming contest. Sharon and Debra will meet to discuss this. Sharon will send the members information for us to distribute.
- **Parks and Recreation Advisory Board (PRAB) – Pat Gallagher** *(included in the read-ahead packet)*
 - o Pat referred the members to the PRAB report.
- **Performance and Events – Jessica Russo Revand** *(included in the read-ahead packet)*
 - o Jessica referred the members to the committee report.
 - o **Action: Members should send recommendations for next year's BLOTHPS performers to Melissa by March 3.**
- **Public Art – Debra Wright** *(included in the read-ahead packet)*
 - o Debra referred the members to the committee report.
 - o Signal box wraps – request for \$1000. Clayton confirmed that we have \$1000 in the budget for Neighborhood Art, which Megan said will not be taking place this year, so funds are available.
 - o Art Walk – request for approximately \$325. Clayton said there is \$600 in the budget for this item.
- *A motion was made, seconded, and passed unanimously to fund \$1000 to wrap 2 signal boxes.*
- *A motion was made, seconded, and passed unanimously to authorize funds not to exceed \$325 for the face-painting event at the Art Walk.*

The meeting adjourned at 8:10 pm.