

Fife Public Arts Committee Meeting Minutes

February 13, 2013

- 1) Call to Order & Roll Call- 4:18pm Boitano (absent), Cole, Cree, Danielson, Howe(excused), Paraschiv(absent), Sugimura, Thornhill(absent), Twichell
- 2) Changes, Additions & Deletions to Agenda- n/a
- 3) Consent Agenda
 - a) Approval of Minutes: December 12
- 4) Presentations
 - a) 2013 Call To Artists Update (Potter)- At this moment we have no submissions for either Call (Sculpture or Mural). Commissioners will promote calls through familiar arts connections and organizations. Due date is 2/28/2013
- 5) Committee Reports
 - a) Grant Writing- Cree- No grants submitted at this time. The committee finds difficulty in submitting grants when our funding process is unclear and/or we are limited by city rules/laws.
 - b) Business Community Liaisons – n/a
 - c) Community Service- n/a
 - d) Strategic Planning- The 2013 FPAC Work Plan presentation to the Fife City Council has been postponed until March.
- 6) Old/Unfinished Business
 - a) Scholarship Foundation Approval (Danielson)
 - i) Commission reviewed and voted on and approved the criteria for the 2013 scholarship program created by the Scholarship Committee. (Cole moved, Cree 2nd, Vote-yay)
 - b) Artist in Residency Program (Cree)--Program was discussed.
 - Ideally, there will be 2 Visual Art Workshops/Residency and 1 Music Residency and 1 Performing Arts Session.
 - Possible rate of Artist Pay (suggested by WSAC \$ 40-60 per/h plus Mileage and Materials) 4 Residencies @\$ 1,500 = \$6000
 - 1 week each for youth sessions.
 - 9-11:30 & 12:30-3 @ \$ 45 p/h = \$ 220 x 4 (M-Th) = \$880
 - Schedule undecided for an Adult Performing Arts Class.
 - Mileage- 50 cents per mile (with a maximum reimbursement of \$170 per week)
 - Material Cost: up to \$450 (Material cost to be determined and agreed upon by artist and FPAC based on project and number of participants
 - Locations TBD (Museum=Barn, Community Center, Schools) Depending on availability and artist/student needs. If we are required to pay a user fee, the budget will need to be rewritten.

- It was confirmed that the FPAC must contact the artists to begin talks and/or offer teaching opportunity as both Danielson and Cree spoke with representatives from the Washington State Arts Commission.
- Commissioners should review the WaArtsCommission Roster and choose possible artists who could fill the needs of the Fife Community. (<http://www.arts.wa.gov/arts-in-education/teaching-artists#roster-of-teaching-artists>) The full approval of the FPAC is necessary before picking the artist.

7) New Business

a) Special Projects- Chalk Festival/Community Art Event- Allocated Total Budget of \$3000. Chalk: up to \$1000, Music/Band: \$1000, Other (i.e. Performance, Face Painting, Prizes, Games, etc.) \$1000

- Hopefully schedule on a Saturday in September. Possible ideas are to include 2 areas for chalk artists- one for competition and one for public. Uncertain whether FPAC should partner with City of Fife and locate event @ Dacca Park or partner with a local business (possibly EQC? Cole volunteered to check logistical possibilities.). Vision of event would include games, music and prizes for participants.
- Fife Parks Appreciation Project- FPAC to create and hide a small token of some sort (possibly clay?) during the night or early morning hours before the Parks Appreciation Day on the 20th of April, 2013. The volunteers that show to clean and care for our parks will find and enjoy the artisan while they are completing their work tasks. This could be a good promotional activity for FPAC. Twichell will create a mock-up from polymer clay. Danielson will create a mock-up from earthenware clay.

b) Amendments to Position Descriptions (Cree)

- i) Commission reviewed and suggested edits to the job descriptions created by the Strategic Planning Committee in January. Nominated- Sugimura (Newsletter) and Twichel (Historian) *See below for edited Job Descriptions. Official Commission vote to occur next month.

c) Retreat/Work Plan (Potter)

- i) A staff-run meeting is set for either Thursday, March 7th or Tuesday, March 12th from 4 to 7pm to review the 2013 work plan, Commission Goals & Mission, and Commissioner/Program Administrator expectations
- ii) Voted and approved that FPAC will be moving to monthly meetings beginning in March. Schedule will continue to be the 2nd Wednesday of the month.

8) Commissioner Comments-

- Sugimura urges the Commissioners to attend a legislative session and lobby for the arts. Especially in relation to small communities such as the city of Fife. Cole will invite "Aaron" (the lobbyist for the Puyallup Tribe) to attend a FPAC meeting and brief Commission about the process.

- Via Judge Ringus, there is a possibility that Ed Fietz, local accountant, would be willing to discount his fee (\$1000) if FPAC decides to pursue a 501C3.

9) Citizen Comments n/a

10) Adjournment- 5:15 pm

Job Descriptions: FPAC

All necessary materials are provided out of FPAC budget. City staff can purchase items for you or reimburse you for pre-approved purchases.

Newsletter: Quarterly (April, August, December)

1. Provide written content about:
 - a. past activities include location, number of attendees, activity performed (If applicable, write/publish comments from attendees)
 - b. Upcoming events
 - c. Include some stats and facts about our mission, i.e. how the fundraiser went etc. where we spent money
 - d. Locations of public art/and names of pieces
 - e. Include names of donors/supporters
2. Provide newsletter to Commission/City Staff for approval
3. City Staff will publish the newsletter on the website, Fife Free Press, and distribute to e-mailing lists.
8. Provide 50 printed copies to City facilities, Chamber, local businesses

Historian

1. Keep log/folder on events with name, place, #of attendees, if applicable survey outcome
2. Take photos of FPAC events (or gather them) and create a photo album,
Place in strategic point during events
3. Conduct/record surveys
4. Cut and keep news paper articles/file in folder

Treasurer

Only applicable if it is decided that we want create a new foundation that will be a private subsidy of the Fife Public Arts Commission.