

**Prince William Arts Council
Meeting Minutes**

Date	November 14, 2023
Location	McCoart Building, Woodbridge, VA
Time	Scheduled for 6:30 pm

Board Members

Name	Position	Present	Notified Absence	Not Notified Absence
Peter Alten	Treasurer	X		
Carylee Carrington		X		
Ron Crigger		X		
Jordan Exum	Vice Chair for Nominations	X		
Dawn Franklin				X
Kelly Haneklau		X		
Dawne Horizons		X		
Brenda Johnson				X
Alice Mergler	Board Chair	X		
Kim B. Miller	Vice Chair for Programs	X		
Elysabeth Muscat			X	
Sean Peck	Secretary	X		
David E. Roberts	Vice Chair for Marketing		X	
Wanda Smith		X		
Catrina Stroman			X	
Jackie Thomas		X		
Jesus Torres				X

Others Present

Name	Organization
Herb Williams	DPRT Arts Recreation Specialist
Janet LaFleur	DPRT
Ebenezer Allotay	Tema Choir USA
Allan Anderson	PW Community Band
Michael Artson	Arts Leg, NAACP
Helen Burrroughs	Business Supporter
Mark Cohen	Woodbridge Community Choir
Susan Dommer	Manassas Chorale
Heather Gorrell	Manassas Ballet
Denise McPhail	CAPAC
Diane Roebuck	PW Community Band
Lilia Vannett	Individual

Meeting Called to Order	Meeting called to order at 6:35 pm
Opening Remarks	<p>Chair, Alice Mergler highlighted agenda including the following items to be addressed.</p> <ul style="list-style-type: none"> • Alice presented a list of events for holiday performances and noted that members should try to attend events to support each other. (List of activities provided at end of minutes) • Members presented information about events between now and January 1st for each of their represented organizations. • Alice called on appointee board members to relay information to their board members about council activities.
Meeting Minutes Approval	<p>Approval of meeting minutes from October 10, 2023 meeting.</p> <p>Wanda raised clarification question about Edutainment management of Open Space events. Herb will provide more information in his report.</p> <ul style="list-style-type: none"> • Ron Crigger moved to accept minutes. • Kim Miller seconded motion. • Minutes approved with no changes by show of hands.
Treasurer Report	<p>Budget</p> <ul style="list-style-type: none"> • Expenditures: \$4,484 so far this year • None of the \$725 in collected vendor fees from Arts Alive has been spent. • \$3,100 in member fees has been collected for 42 registered members. • \$2,600 is currently available for TA grants. • A request for a TA grant for \$500 was submitted from CAPAC, Inc. dba The Creative And Performing Arts Center (request provided as attachment) <ul style="list-style-type: none"> ○ Wanda S. moved to accept the grant request. ○ Jackie seconded the motion. ○ A show of hands majority approved the motion to accept the request.

Standing Committee Reports

Marketing	
Chair	Vacant
Members	
No report this month	

Nominations	
Chair	Jordan Exum
Members	
<p>Two new members have paid dues and have been added to the arts council roster. There are 42 total members currently.</p> <p>With the passing of Victor Harper, the Marketing Vice-chair position is currently vacant. Jordan moved to nominate David Roberts to be the Vice-chair for Marketing. Kim Miller seconded.</p> <p>Discussion – Peter A. extolled David’s recruitment efforts for youth for Arts Alive, his acting skills, and the fact that he is a guidance counselor at Woodbridge HS providing him a perspective on youth participation in the arts.</p> <p>Review member dues list Discussion about categories Kim suggested putting member age minimum for senior rate Janet will confirm county age Age range for student – up to 25? Possibly add category and/or language on website for school age</p>	

Program	
Chair	Kim B. Miller
Members	Arts Alive: Susan Bardenhagen, Carylee Carrington, Kelly Haneklau, Emily Smith (Hylton Center), Peter Alten, Kojjo Opoku-Reeves, Alice Mergler
<ul style="list-style-type: none"> • The recently held elections will impact appointed board members. Their appointments will need to be reinstated with the new county board of supervisors in January. • Kim will be in contact with Christopher Shorter, the new county executive starting in January regarding council activities. <ul style="list-style-type: none"> ○ Recent contact has been made with the current county executive, Woodbridge, Occoquan, Neabsco, and Gainesville board of supervisors representatives about the arts council and our support of the community. ○ Common threads noted in discussion with each supervisor. <ul style="list-style-type: none"> ▪ Lack of events provided in each district ▪ Not enough events are provided for children ▪ New events will have a component that includes children • New categories will be added to the Seefeldt awards targeted specifically to youth. <ul style="list-style-type: none"> ○ Outstanding talented youth artist ○ Outstanding school spirit <p>Wanda pointed out that we used to have youth performers at the Seefeldt awards program. Additionally, Kelly pointed out that we had a youth category prior to Covid, but no longer.</p> <p>We should only list 2024 events on the website for upcoming events (list below from previous meeting discussions).</p> <ul style="list-style-type: none"> • Poetry Month Celebration – April 2024 • Seefeldt Awards – May 2024 • Arts Alive - September 2024 	

- Poet Laureate – October 2024
- Veterans Celebration – November 2024

Special Committees

Arts in Education	
Chair	Susan Dommer
Members	Debbie Madsen, Herb Williams
<p>The committee met in September.</p> <ul style="list-style-type: none"> ▪ We are in the process of getting schools signed up to attend. In general, response from teachers is slow. Schools currently scheduled to participate include: <ul style="list-style-type: none"> ○ Rippon MS ○ Manassas Park MS ○ Mayfield ○ Braxton MS <p>Susan will volunteer to help facilitate teachers to plan for a field trip. Peter identified rates for buses to determine the cost if we need to supply transportation. If needed, we will pay for transportation. The Parks Authority may provide assistance in the process, but schools must make arrangements and get reimbursed for the transportation costs.</p> <p>Discussion considerations</p> <ul style="list-style-type: none"> ▪ What about a school that only has an art club and no art classes/teacher? ▪ Possibly notify parents via PTA/PTO at schools for engagement, or reach directly out to parents as an option. 	

Public Art	
Chair	Jordan Exum
Members	
No report	

Liaison Report

Grants	Grants have been approved and the first 70% amount has been submitted to finance. Checks should be sent to recipients by Thanksgiving.
Parks and Rec	Holiday Walk of Lights Neabsco Regional Park Boardwalk Dates in December (see link below) Holiday Walk of Lights (pwcva.gov)

	Seeking chorale groups to perform on each of the event dates. Contact Herb if interested.
Magazine	Deadline is 11/15 for December/January issue.
School Dude	Herb now has access to School Dude account and can create events from your group submissions.
Open Space	<p>Clarification of Open Space</p> <ul style="list-style-type: none"> ▪ Herb in his role as coordinator provides support as needed at the Open Space facility. ▪ Young people participating are adamant about the arts. ▪ Edutainment is a stepping stone for participation in the arts. ▪ Victor Harper was originally going to lead the group. The leadership plan has changed after his passing. ▪ Herb is now helping the group with their organization and filing for 501(c)3 IRS status. ▪ Confusion has been expressed about the role of the arts council. The Open Space facility is not actively administered by the arts council. <ul style="list-style-type: none"> ○ The Arts Council does not need to provide approval of any group using the facility for any event. ○ At issue was use of the Arts Council logo as an indication that the facility was under the administration and/or approval of the council. ▪ History <ul style="list-style-type: none"> ○ Originally Stonebridge developers had approval from DPRT to use the facility space. Herb arranged for the Prince William Arts Society to manage the space. ○ A news article a couple of years ago implied/stated that the Arts Council runs the space. ○ An issue is that there was no operations document to clarify how the space works, who has the contract, etc. ▪ Kim Miller introduced an issue that a tab for Open Space is prominent on the PWAC web site. The prominence of the tab may lead viewers to conclude that the facility is under management of the council. Language on the page does indicate that members may use the space, but the space is open to any organization: "Open Space Arts can be used by Arts Council Members and the General Public for Art and Community Related events for a small fee." <ul style="list-style-type: none"> ○ We need to clarify the relationship of the Council and the management of the facility. ○ No events at Open Space should have the arts council logo or verbiage/language that implies that the Arts Council has any affiliation with the facility. ○ We need to completely keep events at the facility separate from the Arts Council to avoid any confusion about the relationship. ○ Members should not be using the logo at events to imply that the event is sponsored by the council.

	<ul style="list-style-type: none"> ▪ Kim Miller moved to remove the Open Space Arts tab from the PWAC web site. <ul style="list-style-type: none"> ○ Kelly H. seconded. ○ A show of hands indicated 9 in favor of the motion.
Ferlazzo Auditorium	<p>2024 African Americans and the Arts Month of February 2024 Looking for artists to participate in program – theater, musicians, artists, etc. Send your participation inquiry to: tsolomon@pwcgov.org</p>

Announcements

Prince William Community Band	<p>Christmas concert December 10, 3 pm Metz Middle School Manassas, VA</p>
Manassas Chorale	<p>Sounds of the Season December 9, 7:30 pm Hylton Center</p>
Woodbridge Community Choir	<p>Concert and Sing-along December 2, 8 pm December 3, 3 pm Ferlazzo Building</p>
ArtFactory	<p>Art of Latin America November 18, 6-8 pm</p> <p>White Christmas November 25-26, December 1,2,3, 8,9,10 Virginiaartfactory.org</p> <p>Pied Piper Theatre The Best Christmas Pageant Ever December 15-17</p>
VA National Ballet	<p>The Nutcracker Hylton Center November 24th Capitol One Hall December 22nd</p>
Manassas Ballet Theatre	<p>The Nutcracker Hylton Center December 14-17 and 19-23</p>
TEMA Choir	<p>Christmas Concert Ebenezer Presbyterian Church</p>

	December 2 nd , 4 pm Performing with New Dominion Choraliers
Greater Manassas Children’s Choir	December 3, 3 pm Manassas Baptist Church December 16 Central Library
Kelly Hankelau	Artisans Market Occoquan December 2-3 10-5
Manassas Symphony Orchestra	Family Concert: Nature’s Rhythms December 2, 3:30 pm Hylton Center

Final Notes

We will not have a December meeting. Our next meeting will be January 9, 2024.

Adjournment

Call for adjournment at 8:00 pm.

Request for a Technical Assistance grant:

Arts Council Member (Individual or Organization)
CAPAC, Inc. dba The Creative And Performing Arts Center

To launch a successful 2024, during the period of November 20 through December 20, 2023, CAPAC is seeking to engage in a series of capacity building exercises by working with two nonprofit professionals, Jennifer (Jen) Hudson, Accountant @ Fierce Consulting and Tykeysha (Ty) Boone, Founder Retain My Brain 2.0.

As a lifetime member of Urban Awareness USA (<https://urbanawarenessusa.org/non-profits/>), Denise McPhail has engaged in one hour Zoom workshops with Ty Boone and Jen Hudson for nearly a year through Urban Awareness, USA. However, to move CAPAC to the next level, we believe that CAPAC Board representatives could benefit from two months of one-on-one training with these amazing nonprofit professionals who have assisted thousands of nonprofits prosper. Through McPhail's membership she has negotiated a "Bundle" deal with Urban Awareness to achieve the services of Fierce Consulting and Retain My Brain 2.0 for \$399 per month. Jen's nonprofit services will assist us with properly aligning our bookkeeping, accounting, and budgets for organizational sustainability. Ty Boone will provide CAPAC with the tools, strategies, and resources to achieve organizational and fund development goals.

The purchase of nonprofit professional services of Retain My Brain 2.0 and Fierce Consulting will enable CAPAC to strengthen the local economy, improve artistic quality, and provide consistent support for families and our community by attracting a skilled Science, Technology, Engineering, Arts, and Math (STEAM) workforce. CAPAC seeks to attract a STEAM workforce who can collaborate as a team to ensure that STEAM elements appear on stage during CAPAC's theatrical productions. Our STEAM concept improves unity among educators and CAPAC scholars. It also generates excitement for sponsors, families, and community members who support our participants. Further, our STEAM concept provides tangible outcomes for sponsors, families, and community supporters to witness and enjoy during CAPAC performances.

Who will use or benefit from the grant, including name and title of participants/attendees?
CAPAC participants include the Board President, Vice President, Treasurer, Grant Writer, and Executive Director.

Total itemized projected cost of activity such as fees (registration, consultant), travel (mileage, airfare, taxi), per diem (lodging, meals based on PWC Government per diem rates which can be obtained from the Admin Support Coordinator.
\$798.00

Amount of grant requested.
\$500

