

**Prince William Arts Council
Meeting Minutes**

Date	January 23, 2024
Location	Ferlazzo Building
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			*	
Kelly Haneklau		X*		
Dawne Horizons		X		
Brenda Johnson			*	
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			*	

*Board of Supervisor Appointees had not been notified of appointment continuance

Others Present

Name	Organization
Herb Williams	DPRT Arts Recreation Specialist
Ebenezer Allotay	Tema Choir USA
Krys Bienia	Woodbridge Dance Company
Susy Moorstein	Prince William Little Theatre
Bob Thompson	Prince William Little Theatre
Lilia Vannett	Individual

Meeting Called to Order	Meeting called to order at 6:41 pm
Opening Remarks	<p>Chair, Alice Mergler highlighted agenda including the following items to be addressed.</p> <ul style="list-style-type: none"> • Alice provided impressions of holiday performances she attended including her experience with PW Community Band, Manassas Chorale, and Manassas Symphony • Membership levels and fees will be presented by Jordan Exum
Meeting Minutes Approval	<p>Approval of meeting minutes from November 14, 2023 meeting.</p> <ul style="list-style-type: none"> • Kelly Haneklau moved to accept minutes. • Jackie Thomas seconded motion. • Minutes approved with no changes by show of hands.
Treasurer Report	<p>Budget</p> <ul style="list-style-type: none"> • From the county financial reports, we have spent \$4148 of our allocation of \$62,784 and none of the \$725 earned at Arts Alive. <ul style="list-style-type: none"> ○ \$2,867 for costs associated with Arts Alive ○ \$361 for Art programs at schools ○ \$900 for the parliamentarian • Peter identified his need to track funds that may have been spent for art programs and other items • No current TA grant requests <ul style="list-style-type: none"> ○ Members encouraged to apply for \$2,745 currently available ○ Reminder that a paid receipt must be provided for reimbursement

Standing Committee Reports

Nominations	
Chair	Jordan Exum
Members	
<p>Jordan provided a review of the membership levels and fee structure proposed beginning in FY25. See attachment. We will be voting on the levels and fees in the February meeting.</p> <ul style="list-style-type: none"> • The committee analyzed trends of use of categories to minimize number. Suggestion to remove artist from category title, so categories will be labeled: <ul style="list-style-type: none"> • Individual artist • Individual friends of the arts • Individual senior • Individual student (high school/college) <p>A question was raised about the category of student – what age applies?</p>	

- Answer: The category generally recognizes high school or college student.
- We can add high school/college in parenthetical for clarification.
- There are currently 3 members in the student category.
- May need to further define the Senior category age.

Jordan requested ideas from the floor to increase membership. Some ideas offered:

- Create offsite events to socialize
- Host an open house event at ArtFactory – each group/person can present their organization
- Increased or including branding at events
- Present at the SACI (Superintendent's Advisory Council on Instruction) meeting with representatives from each school at the county school superintendent's council – Kelly H. offered to follow up
- Presentation at HOAs or other community groups
- Present to faith-based organizations (artists at all levels at each organization) – Jackie T. offered to make outreach African American faith groups
- Present to realtors as quality-of-life factor in locating in the county

Marketing	
Chair	David Roberts
Members	
David Roberts is the new chair and is looking for support on the committee since he is not available on Tuesday nights currently. John Wooten will be supporting.	

Program	
Chair	Kim B. Miller
Members	
<p>Kim discussed need to move Arts Council meeting to other locations in the county to increase exposure and accessibility.</p> <p>Collaboration individually with PWC Black History – event on February 22 at Hylton Center at tentative at 12 pm.</p> <p>We need committee members to volunteer for each of the events. Send email to Kim@kimbmiller.com</p> <ul style="list-style-type: none"> • March - Women's History Month Event • April - Poetry Month Celebration • May - Seefeldt Awards <p>Discussion of process to create and make available forms for participation online via the council website.</p>	

Special Committees

Arts in Education	
Chair	Susan Dommer
Members	Debbie Madsen, Herb Williams
No report	

Public Art	
Chair	Jordan Exum
Members	
No report	

Old Business	
Discussion of how the council website is constructed and maintained by the county.	
<ul style="list-style-type: none"> Jackie T. pointed out that some of the restrictions may be due to government agencies and following established protocols. Herb suggests to review county protocol for social media and website and make accessible to council members. Following continued discussion of the need for the board to understand the process, Herb will request via email to the web support team at DPR to discuss process and establish follow up meetings with the board. 	

Liaison Report

Grants	<p>First reports are due for FY24 grants. Information will be added to the website.</p> <p>Herb is working on putting all of the grants process online.</p> <ul style="list-style-type: none"> This includes researching commercial platforms ECIVIS is currently used by the county for other applications
Locust Shade Park	Looking for groups to schedule performances in the summer.
Parks and Rec	Discussion with DPR about getting SWAG ordered to help spend budget. Suggested concept of allocating funds for a professional artist to headline at an event such as Arts Alive to promote/draw attention and increase attendance for the entire event.
Magazine	<p>Encourage members to submit articles.</p> <ul style="list-style-type: none"> Send article information Herb's email. Current issue has been released for February/March.

	<ul style="list-style-type: none"> • Deadline is 3/10 for April/May edition. • Discussed need to have a calendar in the magazine of arts group's events. Refer to marketing committee for collection of information. <ul style="list-style-type: none"> ○ Most groups don't submit information on a regular basis. ○ Need to develop better communication to encourage all members to submit event information <p>Funding source for the magazine discussed. Are the funds allocated from the council budget or paid through DPR since it is a marketing tool? The indication from Herb is that it is paid for through the council budget. Need clarification from DPR via Herb.</p>
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Announcements

Prince William Community Band	
Prince William Little Theater Bob Thompson	40 th anniversary season See flyer for upcoming shows The group is seeking a carpenter and set building space.

Final Notes

Our next meeting will be February 13, 2024.

Adjournment

Call for adjournment at 8:25 pm.

Prince William County Arts Council Treasurer's Report 1/6/2024

1 Finances

From the county financial reports, we have spent \$4148 of our allocation of \$62,784 and none of the \$725 earned at Arts Alive. \$2,867 for costs associated with Arts Alive, \$361 for Art programs at schools and \$900 for the parliamentarian.

2 Technical Assistance Grants applied for: None

3. Membership dues: \$3,245 collected so far. 47 members have paid dues. \$2,745 is available for TA grants. And with 8 additional appointed members, the total is 55. Jay Torres paid as a visual artist.

PW County Arts Council FY24 Budget		Adopted 9/12/23		Updated 1/6/24		
	Adopted Budget	Revised Budget	Actuals	Extra	Income Balance	
Income						TA Grants
Operating Revenue from county	\$62,784	\$0				Awarded
Dues from members	\$5,000	\$0	\$3,245		\$3,245	\$500
Donations	\$250	\$0			\$0	Available
Arts Alive vendor fees	\$700	\$0	\$725		\$725	\$2,745
Special Events from classes/workshops (OSG)	\$2,000	\$0			\$0	
Grants	\$0	\$0			\$0	
Income total	\$70,734	\$0	\$3,970	\$0	\$3,970	
Expenses					Expense Balance	Budget Balance
Arts Alive	\$6,000	\$0	\$2,887		-\$2,887	\$3,113
Seefeldt Awards	\$7,000	\$0			\$0	\$7,000
Workshops	\$3,000	\$0			\$0	\$3,000
Festival attendances	\$2,500	\$0			\$0	\$2,500
Poet Laureate Programs	\$2,000	\$0			\$0	\$2,000
Stipend for Poet Laureate	\$500	\$0			\$0	\$500
Community art programs	\$6,000	\$0			\$0	\$6,000
Art programs at schools	\$6,000	\$0	\$361		-\$361	\$5,639
Marketing/ advertising/ promotion/magazine	\$14,000	\$0			\$0	\$14,000
Event expenses (Events TBD)	\$5,000	\$0			\$0	\$5,000
Parliamentarian	\$900	\$0	\$900		-\$900	\$0
Arts business expenses	\$5,884	\$0			\$0	\$5,884
Miscellaneous Recreation	\$1,000	\$0			\$0	\$1,000
Special Events from classes/workshops	\$3,000	\$0			\$0	\$3,000
Expense Total	\$62,784	\$0	\$4,148	\$0		\$58,636

