

**Prince William Arts Council
Meeting Minutes**

Date	February 13, 2024
Location	ArtFactory in Manassas
Time	Scheduled for 6:30 pm

Board Members

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

***Notification of appointment/reappointment has not yet been provided.**

#Notified of Mr. Torres resignation from the board as of January.

Others Present

Name	Organization
Herb Williams	DPR Arts Recreation Specialist
John Blevins	DPR
Ebenezer Allotay	Tema Choir USA
Susan Dommer	Manassas Chorale
Cindy Lancaster	Art of Life Charities
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**There was an issue with the attendance roster during the meeting. Other attendees were present not listed. Adjustments will be made as notified.

Meeting Called to Order	Meeting called to order at 6:33 pm
Opening Remarks	<p>Chair, Alice Mergler highlighted agenda, items to be addressed, and other information.</p> <ul style="list-style-type: none"> • Future meetings will be held at other locations - Alice looking for other sites. • Executive board meeting held last week to discuss topics for the remaining year including identifying how we are meeting the mission, marketing, events, and budget. • There is a need for more marketing <ul style="list-style-type: none"> ○ Alice has attended many events where they ask what is the Arts Council? • We will host an Open House event to meet/greet and provide information about member groups.
Meeting Minutes Approval	<p>Approval of meeting minutes from February 13, 2023 meeting.</p> <ul style="list-style-type: none"> • Ron Crigger moved to accept minutes. • Jordan Exum seconded motion. • Minutes approved with no changes by show of hands.
Treasurer Report	<p>Budget</p> <p>From the county financial reports:</p> <ul style="list-style-type: none"> • We have spent \$6886 of our allocation of \$62,784 and none of the \$725 earned at Arts Alive. <ul style="list-style-type: none"> ○ \$2,887 for costs associated with Arts Alive ○ \$361 for Art programs at schools ○ \$900 for the parliamentarian ○ \$2738 for a PC which will be returned. • Not clear how the arts supplies are paid for since the expenditure does not appear on any financial reports. <p>Technical Assistance Grants</p> <ul style="list-style-type: none"> • Requests presented for 2/13 (more details provided in the attached Treasurer’s report) <ul style="list-style-type: none"> ○ Grant Request 1 ○ Edutainment submitted a request for renting a wifi router <ul style="list-style-type: none"> ▪ Total itemized projected cost is \$1068 per year. Amount of grant requested: \$500.

	<ul style="list-style-type: none">▪ Applicant clarified by indicated that the group is leasing the router▪ Ron Crigger moved to approve the grant request▪ Jackie Thomas seconded motion▪ Approved with 6 in favor and 4 opposed○ Grant Request 2○ Art of Life Charities submitted a request to purchase QuickBooks for Non-Profits software to manage their finances.<ul style="list-style-type: none">▪ Amount of grant requested: \$495▪ Jackie Thomas moved to approve the grant request▪ Jordan Exum seconded motion▪ Approved with 8 in favor and 1 abstain (Kim Miller)● Discussion of Grant Requests and Process<ul style="list-style-type: none">○ Wanda Smith requested that we be able to see the complete application as in the past.○ Question from Kim Miller: Did the applicants meet the requirements and are we following our guidelines for eligibility? Do they need to be a paid member?<ul style="list-style-type: none">▪ The website indicates that dues must be paid as of September 1, but this year since dues were not able to be paid until the fall, we cannot restrict to that date.▪ Peter indicated that he did not review guidelines to verify eligibility.○ Dawne H. expressed the need for clarity of the application process.○ Do we want to set a policy for reviewing grant requests in total?<ul style="list-style-type: none">▪ One issue is the need to streamline the process – Sean will discuss the process of submission with Peter and be able to provide grant application information in complete to all board members.○ The name of the program is technical grant, but grants may be made for a variety of requests. Should we update the name? Discussion of whether we need to update the charter to change the title. No change is needed since the charter only mentions the qualifications.○ Ron C. will email John Blevins about naming of technical grant to something more generic.▪ Discussion of timing of reimbursement and how long it takes for grantees to receive reimbursement.
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	<ul style="list-style-type: none"> ▪ Some have seemingly taken a long time to complete. • Kelly H. asked a question about the timing of submitting receipts for reimbursement. All funds must be spent before the end of the fiscal year.
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Standing Committee Reports

Nominations	
Chair	Jordan Exum
Members	
<p>Jordan reviewed previous draft of membership levels and dues.</p> <p>Jordan made a motion to adopt the new levels of membership. Jackie Thomas seconded.</p> <p>Discussion</p> <ul style="list-style-type: none"> ▪ Elysabeth M. commented desire that the website/registration documentation has the correct categories and allow you to change if need to. ▪ Note taken by John Blevins from the Park Authority to address. <p>Vote by show of hands. 10 in favor to adopt. None opposed.</p> <p>Jordan will forward list to John Blevins to submit to county board of supervisors.</p>	

Marketing	
Chair	David Roberts
Members	
<p>Alice presented a basic overview of discussion from the executive board meeting. David is forming the committee. Two members have been identified, but more are needed.</p>	

Program	
Chair	Kim B. Miller
Members	
<p>Upcoming Events</p> <ul style="list-style-type: none"> • Women’s History Month Event - March 23 at the Clearbrook Center of the Arts in Lake Ridge <ul style="list-style-type: none"> ○ Looking for women performers – all talent accepted ○ Event time: 2 – 5 pm ○ Link will be provided via social media for form to complete for participation. ○ Event is located in Occoquan district since the idea was presented by supervisor Boddye ○ Jordan will contact high school students that participated in Off the Wall event to possibly participate. • April - Poetry Month Celebration – looking for dates possibly with Open Space Arts • May - Seefeldt Awards – will be hosted at the Quantico Marine Museum 	

Kim asked John B. to provide a list of county approved caterers for events. He indicated that he would provide the list.

We need committee members to volunteer for each of the events. Send email to Kim@kimbmiller.com

Special Committees

Arts in Education	
Chair	Susan Dommer
Members	
<p>The Arts in Education Committee has started an Open Spaces Art Gallery Visit and Art Session for Middle School students. The Art Teachers are invited to bring a class/group of up to 25 students to tour the current exhibit with a Docent from Edutainment Productions and enter the back room for a session with a local artist. The students will create art to take home, using the art supplies purchased by the Arts Council in early Fall. We have hosted 3 schools and are looking forward to more in the Spring! The students and teachers have been excited to learn about the Gallery and many have made plans to visit on their own. The PW Arts Council is making an impact. The cost of this initiative is \$150 per instructor and bus costs are reimbursed to the schools if needed.</p> <p>We have partnered with Kid Pan Alley, a local non-profit dedicated to bringing songwriting to children of all ages as Artists-in-Residence. The Music Teachers at Rockledge and Pattie Elementary Schools are in the process of writing a Grant to the Virginia Commission for the Arts for \$1500 per school. Each school has agreed to pay a portion of the residence fees. The Arts Council will pay \$3000 and the transportation fees to bring their 2nd-grade classes to Open Spaces Art Gallery for a guided tour of 30 minutes and a 15-minute consultation with Paul and Cheryl Reisler, songwriters. Four classes from Rockledge and six classes from Pattie will each select 1 piece of artwork to use as the subject and inspiration for their song!</p> <p>The Artist-in-Residence will continue back at the schools - each class will spend 2 1-hour sessions with the songwriters to compose a song. The final day will include a rehearsal with each class and a performance for the school.</p> <p>The impact on learning will be huge for the second graders at each school! The students will be meeting the Standards of Learning for Music, Art, and Language Arts. The entire student body will be impacted by these projects because the Art Teachers will ask the students in the school to create art based on the songs, which were composed based on artwork!</p> <p>Susan stressed the need for committee members to help with the activities.</p> <p>Kim Miller posed questions about adult screening and child safety considerations. Susan will research and follow up.</p>	

Public Art	
Chair	Jordan Exum
Members	
No report	

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Liaison Report

	Herb notified council of his impending departure for another professional opportunity.
Magazine	<p>Herb introduced the editor of the magazine: Vaze.</p> <ul style="list-style-type: none"> ▪ The current edition is number 10. ▪ Arts council members normally submit articles, but the last issue had no member submissions. ▪ Due dates for submission are always the 1st of every other month – March 1 is the next submission date. <p>General Discussion about the magazine</p> <ul style="list-style-type: none"> ▪ What is the distribution channel? Copies are provided to locations and for members. ▪ What is the print run? 2,000 copies of each edition are currently printed. ▪ Members are encouraged to submit articles each period. ▪ How to submit: <ul style="list-style-type: none"> ○ Suggested 400 words or less. Specifics for images will be provided along with contact information from the editors. ○ Send to the new email address being created – will be provided later. ○ Submission is open to anyone in the county. ▪ Sean asked to explore the possibility of pushing a link to the magazine via email through DPR similar to their other email notifications. John B. will explore the possibility with DPR team. ▪ Dawne H. asked the staff at the Chinn public library if the magazine could be distributed there but was declined with staff saying only paid publications could be provided to customers. <ul style="list-style-type: none"> ○ Further discussion focused on what may need to be done for distribution in libraries and the rules/protocols that are required for publications to be distributed at county facilities. ○ Clarification was provided that the document is currently vetted by the DPR communication office.

Announcements

Prince William Community Band	March 17
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

Alice provided a list of events coming up in March.

Our next meeting will be March 12, 2024.

Adjournment

Call for adjournment at 8:25 pm.

Prince William County Arts Council Treasurer's Report 2/13/2024

1 Finances

From the county financial reports, we have spent \$6886 of our allocation of \$62,784 and none of the \$725 earned at Arts Alive. \$2,887 for costs associated with Arts Alive, \$361 for Art programs at schools and \$900 for the parliamentarian. \$2738 for a PC which will be returned.

2 Technical Assistance Grants applied for: Two. I recommend approval of both applications.

The first grant application is from *Edutainment Productions Inc* to use the Technical Assistance Grant funds for an internet connection/Wifi via a Verizon Router

Here is a description of equipment/ Internet Connection: Fios internet 50M/10M and Verizon router.

This purchase will improve the artistic quality and community service by giving them access to the digital atmosphere of The Arts which houses events throughout Prince William County, as well as exhibitions and activities within The Arts for a diverse group of residents.

Edutainment Productions Inc, the managing company of Open Space Arts, will benefit by furthering their mission and vision therein benefiting all residents of the county who want to see The Arts grow, thrive, and expand.

Total itemized projected cost is \$1068 per year.

Amount of grant requested: \$500.

The second grant application is from *Art of life Charities* to use the Technical Assistance Grant to purchase QuickBooks for Non-Profits software to manage our finances.

AOLC currently uses Excel for all financial management. They have a need for a more robust budgeting and financial management and reporting capability. The grant funds will be used for 16 months of QuickBooks for Non-Profits subscription fees.

It will improve the member's management operations. QuickBooks will enable rigorous financial tracking and reporting, ensuring the organization complies with all Federal and State tax and corporation reporting requirements.

The entire AOLC organization will benefit. Specific positions that will benefit include President and Treasurer.

Total itemized projected cost of \$30/month Promotional rate currently being offered: 50% off first three months. $\$15 \times 3 \text{ months} = \45 $\$30 \times 15 \text{ months} = \450
TOTAL: \$495

Amount of grant requested: \$495

3. Membership dues: \$3,640 collected so far. 53 members have paid dues. \$3140 is available for TA grants. And with 8 additional appointed members, the total is 61. Jay Torres paid as a visual artist.