

**Prince William Arts Council
Meeting Minutes**

Date	May 14, 2024
Location	Powells Creek Conference Room, McCoart Building
Time	Scheduled for 6:30 pm

Board Members

Name	Elected/ Appointed	Position	Present	Notified Absence	Not Notified Absence
Ebenezer Allotey	E		X		
Peter Alten	E	Treasurer	X		
Michael Artson	E		X		
Davene Barton	A				X
Ron Crigger	A		X		
Jordan Exum	E	Vice Chair for Nominations	X		
Kelly Haneklau	A		X		
Dawne Horizons	A		X		
Alice Mergler	E	Board Chair	X		
Kim B. Miller	E	Vice Chair for Programs	X		
Elysabeth Muscat	E			X	
Sean Peck	E	Secretary	X		
Wanda Smith	A		X		
Catrina Stroman	A		X		
Jackie Thomas	E		X		

Others Present

Name	Organization
Janet LaFleur	DPR
Julie Brewer	Cabin Branch Quilters
Mark Cohen	Woodbridge Community Choir
Susan Dommer	Manassas Chorale
Diane Roebuck	PW Community Band
Vaze	Edutainment
Lilia Vennett	Individual

Meeting Called to Order	Meeting called to order at 6:34 pm.
Opening Remarks	<ul style="list-style-type: none"> • Annual meeting is next month, June • Alice provided information page about the Arts Council to new members and appointee documentation • Alice provided copies of programs from recent council member group events • Topics for the meeting <ul style="list-style-type: none"> ○ Susan D. will discuss Kid Pan Alley ○ Peter A. will discuss technical grants ○ Alice will discuss marketing committee and support
Meeting Minutes Approval	<p>Approval of meeting minutes from April 9, 2024 meeting.</p> <ul style="list-style-type: none"> • Alice asked for any comments for minutes or updates. • Ron C. moved to accept the minutes. • Motion seconded by Kim M. • Minutes approved with no changes. • Vote: show of hands to approve with none opposed.
Treasurer Report	<p>Finances</p> <p>From the county financial reports, we have spent \$29,031 of our allocation of \$62,784 and none of the \$725 earned at Arts Alive (will be used for TA grants).</p> <p>Current expenditures</p> <ul style="list-style-type: none"> • \$3,699 for costs associated with Arts Alive • \$3,385 for Art programs at schools • \$14,822 for marketing and magazine

- \$4,306 for events
- \$1,919 Art business expenses
- \$900 for the parliamentarian.

Attached is the latest budget document and a proposed re-adjustment of budgeted amounts. Peter encouraged that the board adopt the changes.

Technical Assistance Grants

Grant modification applicant: Woodbridge Dance Company

- Application reviewed during the April meeting
- The original request did not meet technical grant requirements
- New grant request for \$500
- Purchase 2 Sony portable wireless speakers
- Request was resubmitted after the deadline of May 1st
- Suggest they submit a request in the next fiscal year

Grant modification applicant: Art of Life Charities

- Awarded \$500 in original grant approval at February 13 meeting
- The group contacted Tech Soup to get software license for \$80.
- Group wants to modify their grant request to purchase a refurbished laptop and software for the remaining \$420 allocated
- Total of modified purchase is \$511.
- Kelly H. provided further explanation of the grant request modification

Sean P. moved to accept the revision of the grant request.

Jackie T. seconded the motion.

No further discussion.

Vote: 10 in favor. None opposed. 1 abstention.

Janet LaFleur provided a clarification to all technical grantees that the request must match what is purchased for documentation of receipts.

Standing Committee Reports

Nominations	
Chair	Jordan Exum
Members	
<p>The PWAC Annual meeting will be held June 11, Directors will be elected for expiring/open seats.</p> <p>Suggested slate for open positions for the next year: Jordan Exum, Elysabeth Muscat, Carylee Carrington, Susan Dommer, Sean Peck, and Michael Artson.</p> <p>Recognition was provided for new members: Bull Run Cloggers, Donald Hamilton, Mary Lalai, Mary-Hannah Klontz, and James Sears.</p> <p>Introduction of new members sparked discussion about new members paying near the end of the year.</p> <ul style="list-style-type: none">• The website does provide the date range of membership.• Is it clear that the payment is only good until the end of the fiscal year?• What do we need to add to the website to be clear that the membership ends at the end of the year?• A note has since been added to the purchase web page for clarification:<ul style="list-style-type: none">▪ 2024-2025 Arts Council Memberships.▪ Available for purchasing on July 1st.▪ For more information, please visit the Arts Council	

Marketing	
Chair	David Roberts
Members	
<p>Alice remarked that David Roberts is not able to fulfill the commitment of the chair position. Alice will ask Carylee Carrington to chair an ad hoc committee to support marketing for the remainder of the year to support upcoming events.</p> <p>Alice ordered marketing supplies via DPR and will be polling the group for ideas for other SWAG.</p>	

Program	
Chair	Kim B. Miller

Members	
<p>The Poetry event has been postponed.</p> <p>Preliminary Arts Alive meetings coming up soon</p> <ul style="list-style-type: none"> • Event will be held September 14th at the Hylton Center. • Projected timing of event 12-5 pm. <p>Seefeldt Awards</p> <ul style="list-style-type: none"> • Will be held on June 1 at 7 pm. • Quantico is too expensive and requires specific payment timeframes. • Venue: POV Church in Dumfries. 1006 Williamstown Drive, Dumfries, VA 22026 • Adjusted catering to accommodate 150 attendees • Open space for seating and other gathering spaces • 40 nominations have been received. • Selection committee, comprised of a diverse group of 6 judges, selected the winners. • Engraving for awards complete. Total amount invoice will be provided 5/15 to Kim. • Mrs. Seefeldt will be present at the event. 	

Special Committees

Arts in Education	
Chair	Susan Dommer
Members	
<p>Art experience in groups of 25</p> <p>Susan reviewed the Kid Pan Alley program approved in March.</p> <ul style="list-style-type: none"> • Rockledge and Patty elementary schools are participating in the program. • Rockledge visited the ARTfactory for their tour/program/visit on April 22. <ul style="list-style-type: none"> ○ Given a selection of art to choose from / brainstorm 20 minutes for each piece selected. ○ Song writers worked with the kids the next day to complete their song. ○ After 2 days 2 hours worked on performance for school. ○ 10 classes of 2nd graders – 150 students ○ Classroom, art, and music teachers involved ○ Entire school participated in concerts ○ Artist attended concerts • Patty elementary is scheduled to visit Open Space Arts on May 3. • The third day of the program is a concert for/to their school. <p>Susan would like to continue the programs next year – providing opportunities for 3 schools for gallery tours and open up to high school students.</p>	

Public Art	
Chair	Jordan Exum
Members	
No report	

Liaison Report

Janet	
	<p>Janet L. provided a recap of the conversation with John B. about publication of the magazine process, copies, budget, etc. and reemphasized that we need to put together process for future publication.</p> <p>She indicated that the Arts Council Liaison position selection is being processed.</p>
	<p>Old Business</p> <p>Isaih and Vaze representing the Art Magazine team spoke on the uniqueness of the publication and sudden change in publication status and their assertion that publication been cancelled.</p> <ul style="list-style-type: none"> Isiah provided information about development of a media kit for the publication to help determine budget needs. Possibly start with a digital newsletter and build up to publication. Reduction of run increases per unit cost. <p>Several discussion points were then provided.</p> <ul style="list-style-type: none"> Ron C. asked who actually publishes the magazine. Answer: DPR publishes. Kelly H. asked about content and approval process. Kim M. stated the fact that the board never voted on the publication or that publication was part of the council budget. Janet L. indicated that publication was not cancelled, but we need a defined process that is supported by the budget and the council. John B. informed Alice that there would be a limited run (200 copies) of the April/May issue. Janet provided information from John about cost: 500 copies approx. \$1600 and 250 approx. \$850 <p>Ron Crigger moved to print 500 issues of the Arts Magazine for \$1,634.18 for the April/May issue only.</p>

	<p>Peter A. seconded the motion.</p> <p>Discussion</p> <ul style="list-style-type: none"> • Wanda asked to clarify that we are voting only for the April/May issue. • Question: Will this include the digital copy? Answer: All issues are provided on the Arts Council website. • Lilia asked how I would find an old copy after printing? No direct answer provided. <p>Vote: Motion passed with 8 voting for and 2 against.</p>
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Appointee Reports	
	Kelly Haneklau – Brentsville District
	In contact with Supervisor Gordy’s office about public art. Assignment elevated to Janet Bartnik who is taking on the project of creating a public art policy.
	Ron Crigger – Coles District
	In discussion with Supervisor Yesli Vega about events to be held in Coles District.
	Wanda Smith – Neabsco District
	A grand rededication will be conducted in the fall for Cloverdale Park. We might want to participate in this somehow. Art can be displayed the supervisor’s office on easels.
	Dawne Horizon Occoquan
	Occoquan Riverfest Crafts fair – Representative asked if the council could have a table at the event June 1-2. Dawne asked for sign up sheet.
	Catrina Stroman, Potomac
	Supervisor Bailey held planning meeting that included discussion of arts.

Final Notes

Our next meeting will be June 11.

Adjournment

Call for adjournment at 8:11 pm.

Upcoming events

Greater Manassas Children's choir with Manassas Orchestra May 19

Dawne Horizon

Open mic/jazz night May 18th

Epic Food Hall Woodbridge 11 am – 9 pm Admission \$10

Art Therapy / wellness for Writing workshop at local libraries

9/9 Dumfries, 10/12 Independent Hill, 11/18 Potomac

Springbbse.eventbrite

Art of Life Charities Gala on October 19

Bee festival – 6/22 10 - 4

Prince William County Arts Council Treasurer's Report 5/14/2024

1 Finances

From the county financial reports, and other sources, we have spent \$29,031 of our allocation of \$62,784 and none of the \$725 earned at Arts Alive. (This will be used for TA grants) \$3699 for costs associated with Arts Alive, \$3,385 for Art programs at schools, \$14,822 for marketing and magazine, \$4306 for events, \$1,919 for art business expenses and \$900 for the parliamentarian.

Attached is the latest budget document.

2 Technical Assistance Grants modifications applied for: Two

The first grant application modification is from *Woodbridge Dance Company*

The funding will be used directly for equipment needed to provide quality sound at both produced and community events.

They report that they have struggled over the years renting venues that do not offer quality sound/service. This will ultimately save the organization time and money while being able to provide quality sound during performances.

The WDC members, guest artists and audience members will all benefit from support this grant offers.

They are looking to buy two Sony SRSXV500 portable wireless speakers with 4yr warranties. They have a powerful sound with a clear and deep bass. An illuminated touch control panel makes it easy to control. Up to 25 hours of playing time, plus quick charging.

Amount of grant requested. 500.00

The second grant application modification is from *Art of Life Charities*.

Art of Life Charities would like to update our grant already received to reflect two new items. After learning that we can purchase Quickbooks for \$80, a refurbished laptop for \$249 and accompanying software for \$182 – all from TechSoup, for the price of our original intended purchase, they want to go this way.

The QuickBooks Online Plus is online accounting software that will help AoLC manage essential financial tasks like creating invoices, producing reports, and tracking expenses, contributions, and payments.

The PC is a refurbished Dell Latitude 7480 laptop computer in very good condition that includes

- An Intel Core i5-6300U processor, 16 GB RAM, and a 256-GB solid-state drive
- Windows 10 Pro (64-bit)
- An AC power adapter
- A two-year warranty

The third item is an Office 365 Enterprise subscription.

They feel that this bundle is a better usage of the funds. The total before tax is \$511.40.

As an all-volunteer organization who helps people in need, these items will help tremendously in keeping our organization's financial records up to date and aid us in all aspects of the organization.

Amount of grant requested. 500.00

Very Important: Any artist or organization who was approved for a TA grant needs to send to Janet LaFleur their paid, detailed receipt ASAP, but no later than May 15th.

3. **Membership dues:** \$4,305 plus \$725 from Arts Alive collected so far.. \$207 (or \$527) is available for TA grants.

PW County Arts Council FY24 Budget		Adopted 9/12/23		Updated 5/14/2024		
	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	\$4,305		\$4,305	\$4,823
Donations	\$250	\$0				Available
Arts Alive vendor fees	\$700	\$0	\$725		\$725	\$207
Special Events from classes/workshops (OSG)	\$2,000	\$0			\$0	
Grants	\$0	\$0			\$0	
Income total	\$70,734	\$0	\$5,030	\$0	\$5,030	
Expenses					Expense Balance	Budget Balance
Arts Alive	\$6,000	\$6,000	\$3,699		\$2,301	\$2,301
Seefeldt Awards	\$7,000	\$12,000			\$12,000	\$7,000
Workshops	\$3,000	\$1,000			\$1,000	\$3,000
Festival attendances	\$2,500	\$500			\$500	\$2,500
Poet Laureate Programs	\$2,000	\$2,000			\$2,000	\$2,000
Stipend for Poet Laureate	\$500	\$500			\$500	\$500
Community art programs	\$6,000	\$3,000			\$3,000	\$6,000
Art programs at schools	\$6,000	\$6,000	\$3,385		\$2,615	\$2,615
Marketing/ advertising/ promotion/magazine	\$14,000	\$14,000	\$14,822		-\$822	-\$822
Event expenses (Events TBD)	\$5,000	\$15,000	\$4,306		\$10,694	\$694
Parliamentarian	\$900	\$900	\$900		\$0	\$0
Arts business expenses	\$5,884	\$1,884	\$1,919		-\$35	\$3,965
Miscellaneous Recreation	\$1,000	\$0			\$0	\$1,000
Spec Events	\$3,000	\$0			\$0	\$3,000
Expense Total	\$62,784	\$62,784	\$29,031	\$0		\$33,753