

## Prince William Arts Council Meeting Minutes

Date	January 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		
Carylee Carrington	E	Vice Chair Marketing	X		
Ron Crigger	A	Vice Chair Nominations & Membership	X		
Susan Dommer	E		X		
Jordan Exum	E		X		
Kelly Haneklau	A		X		
Dawne Horizons	A	Vice Chair Programs	X		
Catrina Hudson-McNeil	A		X		
Alice Mergler	E	Board Chair	X		
Larissa Miller	A		X		
Elysabeth Muscat	E		X		
Sean Peck	E	Secretary	X		
Jackie Thomas	E				X

### Members Present

Name	Organization
Carter McClelland	DPR liaison
Adonis Dorsey	Edutainment Production Inc
Becki O'Loughlin	New Dominion Choraliers
Diane Roebuck	PW Community Band
Isaiah Luckey	Edutainment Production Inc
Julie Brewer	Cabin Branch Quilters
Mark Cohen	Woodbridge Community Choir
Patty Parker	Manassas Symphony Orchestra
Staci Blanchard	Prince William Arts Society

<b>Meeting Called to Order</b>	Meeting called to order at 6:34 pm.
<b>Opening Remarks</b>	<p>Chair, Alice Mergler provided opening comments.</p> <ul style="list-style-type: none"> <li>• Highlighted new Arts magazine <ul style="list-style-type: none"> <li>• Carylee C. will discuss during the Marketing committee report</li> </ul> </li> <li>• Circulated committee volunteer sign-up sheets <ul style="list-style-type: none"> <li>• Program committee specifically needs members</li> </ul> </li> <li>• Discussion of county arts grants <ul style="list-style-type: none"> <li>• Alice attended a presentation of DPR about the new grant process</li> <li>• Need clarification of process and concern of grantees about receiving award on a timely basis</li> </ul> </li> </ul> <p>Kelly H. reported that Supervisor Gordy received a rough outline of the public arts plan from DPR. Supervisor Gordy relayed that the supervisors are favorable to a policy.</p> <p>Ron C. reported that the new strategic plans outlines arts programs</p> <p>Larissa attended the Parks Commission monthly meeting and discussed with Seth Hendler-Voss (Director) to volunteer to represent the Arts Council at their meetings.</p>
<b>Meeting Minutes Approval</b>	<p>Approval of meeting minutes from November 2024 meeting.</p> <ul style="list-style-type: none"> <li>• Alice asked for any comments for minutes or updates.</li> <li>• Elysabeth moved to accept the minutes as appended.</li> <li>• Motion seconded by Larissa M.</li> <li>• Vote: 12 to approve and none opposed.</li> <li>• Minutes approved.</li> </ul>
<b>Treasurer’s Report</b>	<p>Peter A. presented current budget information.</p> <p>Annual FY 25 Allocation: \$62,784  Arts Alive Spent to date: \$5,797  Office Costs: \$186</p> <p><b>Technical Assistance Grants</b>  \$3,225 is available for grants</p> <p><b>Grant Request</b>  Requester: Manassas Symphony Orchestra  Amount Requested: <b>\$500</b>  Request: Purchase 30 music folders</p> <p>No discussion.</p> <p>Ron C. moved to accept the request.  Kelly H. seconded motion.</p>

	<p>Discussion None</p> <p><b>Grant Vote</b> Approve: 14 Opposed: none The motion passed.</p> <p><b>Grant Request</b> Requester: TEMA Choir USA, Inc. Amount Requested: <b>\$500</b> Request: LED light panels for stage lighting</p> <p>Discussion Application is incomplete. Mark Cohen inquired about specifications for technical grant for software for subscriptions. Answer: Software is an acceptable expense.</p> <p>Ron C. moved to table the grant proposal until the next meeting when the application is complete. Elysabeth M. seconded the motion.</p> <p>Vote to table the grant motion. Approve: 10 Opposed: 1 Abstain: 1</p>
Special Presentation	<p>Directors of Edutainment representing Open Space Arts presented a video highlighting efforts and events of Open Space using equipment funded by the Arts Council.</p> <p>Open Space Arts supports and showcases community art disciplines and is open to anyone. Their new location is in Tackett’s Mill shopping center.</p> <p>The presenters thanked the Arts Council for enabling their efforts through equipment supplied by the council.</p> <p>The video presentation will be made available to the board members.</p> <p>Further discussion regarding the video production equipment</p> <ul style="list-style-type: none"> <li>• DPR requested return of equipment via Janet LaFleur.</li> <li>• Edutainment has asked to retain the equipment for use.</li> <li>• Discussion point made that since the equipment was purchased by the Arts Council, it should be available for all groups to use. We need to develop a procedure for request to use.</li> <li>• Alice M. will follow up with Janet regarding a process for use of the</li> </ul>

	equipment.
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**Standing Committee Reports**

**Marketing**

Chair	Carylee Carrington
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Carylee will set up future marketing meetings and will be conducted via public zoom.

**Magazine**

- February 15 is the cutoff for submissions for articles for the March issue.
- Current publication was distributed all over the county by Carylee personally. The next publication will need volunteers to meet and distribute.
- Carylee has a list of targeted distribution locations.
- Larissa M. inquired about checking back to distribution locations to determine if magazines were taken. Anecdotal evidence indicates that the magazines were picked up.
- 500 hard copies were printed for the current issue.
- Ron C. inquired, How much is DPR is involved in the production of the magazine? Answer: They basically print it.
- Dawne H. inquired about getting a count of email requests to ensure that east and west end of the county received copies.

**Nominations & Membership**

Chair	Ron Crigger
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Currently 72 members registered.  
A printed list of membership was distributed at the meeting.

**Program**

Chair	Dawne Horizons
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Announced the need for committee members to assist with planning events.  
Responsibilities of committee members include identification and securing of venues, food, presenters, etc.

- Events Planned for the year
- Black History Month – Feb 21 or 23 – looking for a venue
  - Meet and greet in the community planned throughout the year
    - Dawne has reached out to some board members and will be discussing with each district board representative for ideas for scheduling events.
  - May- July – Poetry in the Parks
    - May 30/31, June 27/28, July 5/ 11/12, August 9/16 – possible dates

<b>Arts and Education</b>	
<b>Chair</b>	Susan Dommer
<p>The committee will meet in the next 2 weeks to discuss new plans.</p> <p>Susan will be presenting to PWC arts teachers January 22 about program offerings.</p> <p>To support previously approved arts outreach programs, Susan D. moved to increase funding for teaching artists from \$150 in the initial program to \$250. Anticipated total cost of \$900.</p> <p>Dawne H. seconded the motion</p> <p>Discussion</p> <p>What does it encompass? Each person spends about 2-3 hours planning and teaching per event. Instructors have not been paid yet. They are vendors and the county is generally slow to pay. This is an overall issue for events.</p> <p>Vote:</p> <p>For: 11</p> <p>Against: None</p> <p>Motion passed.</p> <p>Kid Pan Alley</p> <p>Susan would like to add an addition school to participate for a total of for the 3 day artist in residency program. A portion of the program is funded via a VA arts commission grant applied for by the schools.</p> <p>Susan D. moved to add one more school with 3 classes for the Kid Pan Alley program.</p> <p>\$1000 for Pennington Traditional school</p> <p>\$600 for Hayden Elementary school</p> <p>\$1600 total requested</p> <p>Kelly H. seconded the motion</p> <p>No further discussion.</p> <p>For: 13</p> <p>Opposed: None</p> <p>Motion passed.</p>	
<b>Parks and Recreation Reports</b>	
<b>Liaison Report: Carter M</b>	<p>The first version of final report for grants is due February 1<sup>st</sup>.</p> <p>Membership name categories will be shortened to fit on the receipts.</p> <p>Carter will send out mass email about committee volunteer requests.</p>

<b>Additional business</b>	
<ul style="list-style-type: none"><li>• None</li></ul>	
<b>Announcements</b>	
<ul style="list-style-type: none"><li>• ArtFactory multiple upcoming events<ul style="list-style-type: none"><li>○ Off the Wall awards January 25, 2-4 pm</li><li>○ William Kennedy exhibit, February 1</li><li>○ Murder Mystery event</li></ul></li><li>• PW Community Band concert at all District band on Feb 2</li></ul>	

**Final Note**

Our next meeting will be February 11th at 6:30pm at the McCoart building.

**Adjournment**

Adjournment at 7:56 pm.

# Prince William County Arts Council Treasurer's Report 1/14/2025

## 1 Finances

From the county financial reports, we have spent \$5797 of our allocation of \$62,784 for costs associated with Arts Alive and \$186 for office costs .

Attached is the latest budget document.

## 2 Technical Assistance Grants

There is one new TA grant application.

### Manassas Symphony Orchestra

An orchestra needs music folders to conveniently hold and organize the sheet music each musician needs to read during a performance, allowing them to easily access their individual parts while playing, making sure everyone is on the same page throughout the piece; this is especially important in complex orchestral works where musicians need to quickly reference their notes and follow the conductor's cues.

The music folders will improve artistic quality by making it easier for musicians:

1. To quickly access their part without having to fumble through loose sheets
2. To easily make annotations or markings directly on the sheet music within the folder to remember specific interpretations or cues given by the conductor.

Many of our orchestral pieces are rented and returned at the end of the concert. The folder protects the sheet music from damage, spills, or wear and tear and eliminates extra charges for damages.

The cost of each music folder is \$18.37; the total for 30 is \$551.10. MSO will use the grant towards this purchase.

Amount of grant requested.is \$500

## 3. Membership dues:

\$4,445 plus \$525 from Arts Alive was collected. Total available for TA grants is \$3225.

<b>PW County Arts Council FY25 Budget</b>		Adopted Oct 8, 2024		Updated Jan 14, 2025		
	Adopted	Revised	Actuals	Extra	Income Balance	
	Budget	Budget				
<b>Income</b>						<b>TA Grants</b>
Operating Revenue from county	\$62,784	\$0				<b>Awarded</b>
Dues from members	\$5,000	\$0	\$4,445		\$4,445	<b>\$1,745</b>
Donations	\$250	\$0				<b>Available</b>
Special Events from classes/workshops	\$2,000	\$0	\$525		\$525	\$3,225
Grants	\$0	\$0			\$0	
<b>Income total</b>	<b>\$70,034</b>	<b>\$0</b>	<b>\$4,970</b>	<b>\$0</b>	<b>\$4,970</b>	
<b>Expenses</b>					<b>Expense Balance</b>	<b>Budget Balance</b>
Arts Alive	\$9,000		\$5,797		\$5,797	\$3,203
Seefeldt Awards	\$5,000				\$0	\$5,000
Workshops	\$1,000				\$0	\$1,000
Festival attendances	\$1,000				\$0	\$1,000
Poet Laureate Programs	\$2,000				\$0	\$2,000
Stipend for Poet Laureate	\$500				\$0	\$500
Public Art	\$6,000				\$0	\$6,000
Community art programs	\$4,000				\$0	\$4,000
Art programs at schools	\$8,000				\$0	\$8,000
Art magazine	\$8,500				\$0	\$8,500
Advertising	\$5,000				\$0	\$5,000
Promotion & publicity	\$2,500				\$0	\$2,500
Event expenses (Events TBD)	\$5,500				\$0	\$5,500
Arts business expenses	\$4,784		\$186		\$186	\$4,598
<b>Expense Total</b>	<b>\$62,784</b>	<b>\$0</b>	<b>\$5,983</b>	<b>\$0</b>		<b>\$56,801</b>
11/9/2024						