

## Prince William Arts Council Meeting Minutes

Date	March 11, 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		
Elysaebeth Muscat	E		x		
Sean Peck	E	Secretary	x		
Jackie Thomas	E		x		

### Members Present

Name	Organization
Carter McClelland	DPR liaison
Becki O'Loughlin	New Dominion Choraliers
Bill Lake	Woodbridge Community Choir
Brodie Freer	Parks & Rec Commissioner
Dani Moya	Manassas Ballet Theater
Diane Roebuck	PW Community Band
Elizabeth Stathis	AOLC Executive Director
Emily Smith	HPAC
Isaiah Luckey	Edutainment Production Inc
Julie Brewer	Cabin Branch Quilters
Mark Cohen	Woodbridge Community Choir
Patty Parker	Manassas Symphony Orchestra
Sandra Lewin	Self
Susan Furr	Susan Elizabeth Art LLC

<b>Meeting Called to Order</b>	Meeting called to order at 6:36pm.
<b>Opening Remarks</b>	<p>Chair, Alice Mergler provided opening comments.</p> <ul style="list-style-type: none"> <li>• Guests at tonight’s meeting <ul style="list-style-type: none"> <li>· Chairman of the Parks Commission</li> </ul> </li> <li>• At future meetings we will have a spokesperson from a member group to provide an overview of their group.</li> </ul>
<b>Meeting Minutes Approval</b>	<p>Approval of meeting minutes from January 2025 meeting.</p> <ul style="list-style-type: none"> <li>• Alice asked for any comments for minutes or updates.</li> <li>• Alice M. moved to accept the minutes as appended.</li> <li>• Motion seconded by Susan D.</li> <li>• Vote: 10 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: \$8,869</p> <p><b>Technical Assistance Grants</b>  Member dues collected: \$4,495  Arts Alive collected: \$525  Total: \$5,020</p> <p><b>Grant Request</b>  Requester: Art of Life Charities  Amount Requested: <b>\$500</b>  Request: Square point of sale terminal with stand and hub.</p> <p>No discussion.</p> <p>Jordan E. moved to accept the request.  Jackie T. seconded the motion.</p> <p>Discussion  None</p> <p><b>Grant Vote</b>  Approve: 8  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 None.</p> <p>Jackie T. moved to accept the request. Kelly H. seconded the motion.</p> <p>Approve: 11 Opposed: 0 The motion passed.</p> <p><b>Grant Request</b> Requester: Art Factory Amount Requested: <b>\$362.96</b> Request: 3 sets of 2 wireless Blink security cameras and monitor</p> <p>Discussion None.</p> <p>Kelly H. moved to accept the request. Dawne H. seconded the motion.</p> <p>Approve: 10 Opposed: 0 The motion passed.</p> <p><b>Other Discussion</b> Jackie T. asked about date limits for eligibility for TA grants if the member doesn't register by September 1. Alice M. advised to research to verify/validate date requirements.</p> <p><b>Available Funds</b> A few members asked about the allocation of money in the board approved budget. The board approved \$6,000 for public art, \$8,000 for art programs at schools to include art supplies and other costs such buses and payments for instructors, \$5000 for advertising and \$2500 for promotion &amp; publicity to include handouts (mugs, pens, etc. with our logo). There was also discussion on whether to hold the Seefeldt awards program. The general feeling is no. This frees up \$5,000 for other approved budget areas such as the arts program at schools and promotion and publicity.</p>
<p>Special Presentation Woodbridge Choir</p>	<p>Larissa introduced Chairman of Board of Woodbridge Community Choir, Bill Lake to provide an overview of their group.</p> <p>Highlights</p> <ul style="list-style-type: none"> <li>• Established in 1966 as an outreach from local church choirs</li> <li>• All volunteer staff and members</li> <li>• Members from all areas of region</li> </ul>

	<ul style="list-style-type: none"> <li>• 2026 is 60<sup>th</sup> anniversary</li> <li>• Historical performances and activities <ul style="list-style-type: none"> <li>○ Ellipse tree lighting</li> <li>○ Today show</li> <li>○ White House</li> <li>○ Kennedy Center</li> <li>○ Woodlawn</li> <li>○ Joint performance with group from Newport, RI</li> <li>○ Workshops with guest composers/conductors</li> <li>○ Formed a children’s choir</li> <li>○ Toured to VA area sites</li> </ul> </li> <li>• Metal recycling as a fundraising (average \$50 week)</li> <li>• May 3 and 4 Spring Concert scheduled at the Ferlazzo Building</li> <li>• Christmas Concerts scheduled for December 6 and 7</li> </ul> <p>Alice introduced Brody Freer, Chairman of Parks Commission.</p> <ul style="list-style-type: none"> <li>• Parks Commission is a conduit between citizens and supervisors for Parks and Recreation</li> <li>• Meets with supervisor regularly</li> <li>• Commission meets monthly on 3<sup>rd</sup> Wednesday with a different department presenter</li> </ul>

<b>Standing Committee Reports</b>	
<b>Marketing</b>	
Chair	Carylee Carrington
<b>Magazine</b> Carylee is currently working on the Arts Council magazine. Several articles have already been submitted. Please submit any upcoming events or announcements Carylee by March 14 at the latest. Send to Arts Council Marketing <a href="mailto:marketing.pwcartscouncil@gmail.com">marketing.pwcartscouncil@gmail.com</a>	
<b>Nominations &amp; Membership</b>	
Chair	Ron Crigger
No report  Contact Ron if you need anything regarding membership	
<b>Program</b>	
Chair	Dawne Horizons

Planning an event for Women's History month.

- March 30 including lunch
- Venue is Old Hickory Golf Club in Woodbridge

Women to be honored:

- Supervisor Andrea Bailey (Catrina you will have to keep this a secret for now)
- Chair BOCS Deshundra Jefferson
- PWCS Superintendent Latanya McDade
- Jeanine Dean, initiated the 1st school for black children in PWC and started 5 churches.

Students will also be included.

- Meet and greet in the community planned throughout the year
  - Conduct an event in each district
  - Groups represent their art form with some presentations
  - Farmer's market suggested
  - Dawne has reached out to some board members and will be discussing with each district board representative for ideas for scheduling events.

Announced the need for committee members to assist with planning events.

Responsibilities of committee members include identification and securing of venues, food, presenters, etc.

- Arts in the Parks Planning Dates
  - May 24
  - June 28
  - July 26
  - August 23
  - Parks to be determined including Locust Shade – prefer parks with stage and bathrooms

#### **Arts and Education**

<b>Chair</b>	Susan Dommer
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Susan provided a recap/discussion of the upcoming Kid Pan Alley song writing events. The next Kid Pan Alley Performance is for Pennington Traditional School on April 30th at 7:00 PM taking place at Unity Reed High School.

#### **Art Supply Purchase for Art Gallery Visits**

Previously we approved the art gallery visits by school children. For each visit, art supplies are needed for the activities. Peter H. provided an arts supplies list with a new calculated total of \$6,275.30 (see attached list of proposed supplies).

Peter H. provided a motion to purchase the art supplies.

Kelly H. seconded.

Discussion

Question: is there a schedule for replenishing? Answer: We will track once we start to use the supplies.

Peter H. stated that we allocated \$8,000 in the budget for the supplies.

**Vote**

11 yes.

None opposed.

Motion passed.

**School Outreach Art Gallery Visits**

Since the hosting art galleries are gracious to provide space and personnel, we should provide a minimal honorarium amount to demonstrate our appreciation for their participation in the school art event.s

Susan D. moved to provide hosting art galleries \$150 honorary per school visit with a total of up to \$1,050 for the fiscal year.

Alice M. seconded the motion.

**Discussion**

A question was asked about the number of visits and total cost. There are currently five events scheduled – yielding the proposed total cost of \$1,050.

Catrina S. asked/stated clarifying question about the galleries needing to be set up as vendors to be paid by the county. The galleries are currently set up as vendors.

**Kelly Glyptis Performance/Q&A for HS Chorus and Theater Students**

Kelly Glyptis is a PW county school alumnus and professional singer/touring performer. She will be in the U.S. the week of April 10 and is available for a performance and Q&A session with high school chorus and theater students.

The Arts in Education committee proposes booking Ms. Glyptis with an honorarium of \$500 and booking her accompanist at \$250. We will offer to reimburse participating schools for 1 bus per school for a tentative total of \$1200. In addition, we will need to book a school to host the event with an honorarium of \$150. The total proposed amount is \$2,400.

Susan D moved to accept the proposal.

Jordan E. seconded the motion.

**Vote**

11 yes.

None opposed.

Motion passed.

**Public Art Policy**

Kelly H. provided update on Public Art Policy initiative. The original directive was issued from Supervisory Angry to DPR. In her latest discussion with her district supervisor, Kelly has been directed by Supervisor Gordy to proceed to work on developing a public arts policy. Further discussion centered on clarifying the role of DPR and the Arts Council relationship in forging the policy. As a result of the discussion, anyone who wants to work

with Kelly please contact her to assist with input to the policy process.

### Parks and Recreation Reports

#### Liaison Report: Carter McClelland

#### Arts Grants Workshop

- March 24 at 5:30 pm
- Hellwig Park offices
- Attendance is required if your group is applying for a grant.
- DPR is working on creating a new digital grant application system.

October 1 is verified as the deadline for membership each year to apply for a TA grant.

The PWC Library publishes a brochure that provides a schedule of area arts events.

[Explore-Magazine](#)

[Events - Prince William Public Library](#)

Send alternate email addresses from your group if you want emails sent from Carter to someone other than the member email address.

### Additional business

- Catrina McNeil announced that she will be leaving the board after June.

### Announcements

- Manassas Chorale - Voices United - Merchant Hall, March 25 at 7:30
- PW Community Band concert - Metz MS, March 23 3 pm
- Art of Life Charities – Workshops – need volunteers check website
- Edutainment – NYC Arts Excursion June 20-23
- Edutainment – Outloud in the park June 8 Locust Shade
- GEM Improv Night Ferlazzo June 27
- GEM Secrets of the Butterfly Club Ferlazzo June 28

### Final Note

Our next meeting will be April 8th at 6:30pm at the McCoart building.

### Adjournment

Adjournment at 8:15 pm.

# Prince William County Arts Council Treasurer's Report 3/11/2025

## 1 Finances

From the county financial reports, we have spent \$8869 of our allocation of \$62,784 for costs associated with Arts Alive, poet laureate, art programs at schools, advertising and office costs .

Pending are expenditures of about \$16,600 for the Seefeldt awards celebration, art materials, poet laureate stipend and women's history event.

Attached is the latest budget document.

## 2 Technical Assistance Grants

There are two applications.

### Art of Life Charities (AoLC)

They are requesting a grant to purchase a Square point of sale terminal with stand and hub. This will be used to receive donations at various events.

At any given time, they will have two or more volunteers receiving donations. This will greatly help business management and provide records and receipts. Having this terminal is necessary to seamlessly accept donations as the events they have are crucial to the mission to help those in need.

The mission of AoLC is to employ the arts to support communities in need. They help people with food and housing insecurity, mental health and wellness issues, special health needs and more. This year, our focus is on art programming for youth and senior citizens. Part of their outreach involves receiving donations at various events in the greater county as well as galas.

The cost of the terminal is \$299, hub \$49, stand \$149 and receipt rolls \$29. Total \$526.

Amount of grant request is \$500

### TEMA Choir USA, Inc

TEMA Choir is seeking a grant to buy two Nanlite Compac 100 5600k Soft Light LED Panels The Nanlite Compac 100 is great for video and photography production. This 120-watt LED panel provides 5600K light on a dimmable circuit, with professional-grade color ratings. It also features an easy-to-read numerical display and adjustment knob to fine-tune output and has an active silent fan that prevents overheating.



TEMA Choir USA hopes to enhance the visual impact and professional quality of our stage performances by acquiring two LED stage lights. Adequate lighting is crucial for stage productions as it ensures performers are visible and allows for the creation of dynamic visual effects that captivate and engage the audience. Currently, we lack sufficient stage lighting, which diminishes the overall experience for both performers and attendees.

The requested LED lights will be versatile, energy-efficient, and designed for small-to-medium-sized venues, aligning with our commitment to sustainability and cost-effectiveness. These lights will significantly improve the visibility and aesthetic appeal of our events

Amount of grant request is \$500

### **ARTfactory**

Requesting funds to purchase three sets of two wireless Blink security cameras and a security monitoring screen for use in the Wind River Chimes Theatre of the ARTfactory (3rd floor). No surveillance is currently provided on the 3rd floor where performances and events take place.

The purchase of the hardware will directly improve their risk management and risk mitigation, and overall surrounding community. In addition to their overall to improving their management of security and risk, the monitoring system will allow theatre cast and crew to real-time monitor the progress of a performance backstage.

Amount of grant request is \$362.96

By the way, five TA grants have been awarded plus these two for a total of \$3071. There is \$1949 available: that can be four or five more grants!. Please apply now.

### **3. Membership dues:**

\$4,495 plus \$525 from Arts Alive was collected. Total of \$5020.

<b>PW County Arts Council FY25 Budget</b>		Adopted Oct 8, 2024		Updated Mar 11, 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	\$4,495		\$4,495	<b>\$3,071</b>
Donations	\$250	\$0				<b>Available</b>
Special Events from classes/workshops	\$2,000	\$0	\$525		\$525	\$1,949
Grants	\$0	\$0			\$0	
<b>Income total</b>	<b>\$70,034</b>	<b>\$0</b>	<b>\$5,020</b>	<b>\$0</b>	<b>\$5,020</b>	
<b>Expenses</b>				<b>Pending</b>	<b>Expense Balance</b>	<b>Budget Balance</b>
Arts Alive	\$9,000		\$6,270		\$6,270	\$2,730
Seefeldt Awards	\$5,000			\$5,000	\$0	\$5,000
Workshops	\$1,000				\$0	\$1,000
Festival attendances	\$1,000				\$0	\$1,000
Poet Laureate Programs	\$2,000		\$943		\$943	\$1,057
Stipend for Poet Laureate	\$500			\$500	\$0	\$500
Public Art	\$6,000				\$0	\$6,000
Community art programs	\$4,000				\$0	\$4,000
Art programs at schools	\$8,000		\$250	\$6,275	\$250	\$7,750
Art magazine	\$8,500				\$0	\$8,500
Advertising	\$5,000		\$1,275		\$1,275	\$3,725
Promotion & publicity	\$2,500				\$0	\$2,500
Event expenses (Events TBD)	\$5,500			\$4,825	\$0	\$5,500
Arts business expenses	\$4,784		\$131		\$131	\$4,653
<b>Expense Total</b>	<b>\$62,784</b>	<b>\$0</b>	<b>\$8,869</b>	<b>\$16,600</b>		<b>\$53,915</b>
11/9/2024						