

Prince William Arts Council Meeting Minutes

Date	April 8, 2025
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				
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
Janet LaFleur	DPR
Adonis Dorsey	Edutainment
Christopher James	Edutainment
Dani Moya	Manassas Ballet Theater
Diane Bennett	Manassas Symphony Orchestra
Diane Roebuck	PW Community Band
Ellen Carleton	New Dominion Choraliers
Emily Smith	HPAC
Maggie Hall	New Dominion Choraliers
Mark Cohen	Woodbridge Community Choir
Sandra Lewin	Self
Staci Blanchard	PWAS

Meeting Called to Order	Meeting called to order at 6:36pm.
Opening Remarks	<p>Chair, Alice Mergler provided opening comments.</p> <ul style="list-style-type: none"> • Remarks about recent productions that Alice attended in the past month <ul style="list-style-type: none"> • Prince William Little Theater • Prince William Community Band • Manassas Chorale • Virginia National Ballet - Snow White production • Woodbridge Dance Company
Meeting Minutes Approval	<p>Approval of meeting minutes from March 2025 meeting.</p> <ul style="list-style-type: none"> • Alice asked for any comments for minutes or updates. • Larissa M. moved to accept the minutes as appended. • Elysabeth M. seconded motion. • No discussion. • Vote: 10 to approve and none opposed. • Minutes approved.
Treasurer's Report	<p>Peter A. presented current budget information.</p> <p>Annual FY 25 Allocation: \$62,784 Allocation Spent to date: \$13,326 Pending expenditures: \$7,325</p> <p>Technical Assistance Grants Member dues collected: \$4,495 Arts Alive collected: \$525 Total: \$5,020 Awarded TA Grants: \$3,462 Funds available: \$1,558</p> <p>TA Grant Request Requester: New Dominion Choraliers Amount Requested: \$500 Request: Laptop computer for business operations</p> <p>Peter A. moved to approve the grant request for \$500 Susan D. seconded the motion.</p> <p>Discussion Question: Why only 6GB of memory? Seems like a low request. Answer: Personnel for group using their own computers and software. Looking for storage and support. The group will purchase most computer for money allocated.</p> <p>Grant Vote Approve: 10 Opposed: none</p>

	<p>The motion passed.</p> <p>Other Discussion</p> <p>Available Funds A number of 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 & publicity to include handouts (mugs, pens, etc with our logo).</p> <p>Reallocation of Funds Within Budget Since at this point in the year we have budget line items that will unlikely be spent we should consider reallocation of funds to budget line items that will be used.</p> <p>Discussion What is the status of community art programs? Not Public art – no current budget line item in PWC budget. Since there is no policy, we can’t spend money specifically for Public Art.</p> <p>Concern about reallocating since we likely don’t have time to spend by the end of the fiscal year.</p> <p>Idea to send ideas</p> <p>Peter moved to move \$9500 from the following line items to Arts Alive 2500 Community art 4000 Festival attendance 500 Art business expense 2500</p> <p>Move to art program in schools \$3200 Advertising 3,000 Promotion and Publicity\$3,300</p> <p>Elysabeth M. seconded the motion.</p> <p>5 in favor 3 opposed 2 abstain Motion passes.</p> <p>Vendor fees collected cannot be used for Technical Assistance Grants. Question about admission charging for events.</p>
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Standing Committee Reports	
Marketing	
Chair	Carylee Carrington
<p>Magazine</p> <p>Draft completed. Printing of 500 copies should be completed next week. Carylee provided signup sheet for distribution of hard copies to area locations. Suggest taking a picture of the drop off location and send to email.</p> <p>Please submit any articles, upcoming events, or announcements Carylee by June 14. For articles provide 250 to 500 words and images in 300 dpi jpeg format. Projected issue to be published by mid-July. You may also submit articles about attending events We are planning to produce a special issue for Arts Alive to feature performers.</p> <p>Send to Arts Council Marketing marketing.pwcartscouncil@gmail.com</p>	
Nominations & Membership	
Chair	Ron Crigger
<p>Elections will be held in June. Nominations are made in June. Four seats will be open. Appointees are automatically on the Board. Seats up for election:</p> <ul style="list-style-type: none"> • Alice M. • Ebenezer A. • Jackie T. • Peter A. <p>Supervisors do not have to provide an appointee. We currently do not have 2 appointee assignments. A question was raised about replacing appointee seats with elected seats. Alice and Ron will confirm as option.</p>	
Program	
Chair	Dawne Horizons
<p>Previous planned events did not take place because of lack of committee planning participation.</p> <ul style="list-style-type: none"> • Planning for meet and greet events in the community. In discussion with <ul style="list-style-type: none"> • Jordan E. for ArtFactory location May/June • Ron C. for event in July • Larissa suggested hosting meet and greet and member events/concerts <ul style="list-style-type: none"> • Woodbridge Community Choir May 3-4 • Manasass Park event <p>Dawne H. moved to provide \$2,000 for five meet and greet events for food, drinks, and balloons Ron C. seconded the motion.</p> <p>Discussion</p> <p>Peter A. proposed an amendment to increase amount to \$6,000.</p>	

Vote: 10 in favor and none opposed.
Motion passed.

Seefeldt Awards

Discussion to not hold the Seefeldt awards this year. Instead, possibly add awards to Arts Alive during events.

Elysabeth M. pointed out that originally Seefeldt awards were part of Arts Alive. The event was then separate and in the early years was a more festive event.

Alice M. moved to cancel the separate event for the Seefeldt awards this year. As an alternative we will include some elements of the event at Arts Alive.

Jackie T. seconded the motion

Vote: 10 in favor and none opposed.
Motion passed.

Arts Alive

Emily S. presented information about Arts Alive planning for the Hylton Center. Applications will be available on June 1 for performance participation. Suggested adding the event to media and advertising now and provide marketing publication for save the date.

Money will be allocated as needed for marketing expenditures.

Arts in the Parks

Planning dates have been targeted for

- May 24
- June 28
- July 26
- August 23

Park locations to be determined, including Locust Shade. We prefer parks with a stage and bathrooms. The Program Committee will discuss further in the next meeting.

Arts and Education

Chair	Susan Dommer
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Susan provided a recap/discussion of the upcoming Kid Pan Alley song writing events.

Haydon finished their Kid Pan Alley Artist-in-Residency and had their concert on March 24th!

Pennington Traditional just finished their Kid Pan Alley Residency today. Susan shared an audio sample of a composition composed in 2 one-hour sessions. Their concert will be on Wednesday, April 30th at Unity Reed High School at 7:00 PM.

We have postponed the Kelly Glyptis Concert/Q&A until next year. There wasn't enough time to get this up for this week. We will work around her performance schedule.

Osborn Park High School will take a tour and sculpt with clay at Artfactory on April 22nd.

Woodbridge Middle School will take a tour and sculpt with clay at Artfactory on May 7th.

The Committee has started to plan for next year. We welcome any ideas to connect visual and performing arts with students!

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 events.

Susan D. moved to provide hosting art galleries with \$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.

Vote: 10 in favor and none opposed.

Motion passed.

Public Art Policy

Kelly H. provided public comment at the BOCS on 4/8 promoting the creation of a public art policy. Peter A. also provided comments to the BOCS.

Parks and Recreation Reports

Liaison Report: Carter McClelland

Janet presented the new Leisure magazine issue. Registration is open for spring/summer programs. Access registration through parks website.

Carter M. reported that we spent \$2,000 on marketing merchandise including a new flyer/brochure.

Additional business

Announcements

- New Dominion Choraliers First United Presbyterian Church of Dale City May 3 and 4
- Woodbridge Community Choir – Ferlazzo Bldg. – May 3-4

- PW Art Society – best of the region show – ArtFactory June 3-15
- Sandra Lynn McClelland Lewin
- Manassas Ballet Theater – Sleeping Beauty - May 9-11 Hylton Center
- Concert for a Cause Boxes of Basics – April 27
- Manassas Symphony – Hylton Center – May 3 7:30 pm
- Virginia National Ballet – Hylton Center – April 27
- Edutainment – NYC Arts Excursion – June 20-23
- Greater Manassas Children’s Choir – Manassas Baptist – May 3
- Edutainment – Outloud in the park June 8 Locust Shade
- GEM – Find out about productions, volunteer and audition April 12 – Zoom call 1-3 pm Meeting ID 81964557673
- GEM Improv Night Ferlazzo June 27
- GEM Secrets of the Butterfly Club Ferlazzo June 28
- Sonus Brass Theater – Apple Blossom Parade May 3 – Winchester VA

Final Note

Our next meeting will be May 13 at 6:30pm at the McCoart building.

Adjournment

Adjournment at 8:22 pm.

Prince William County Arts Council Treasurer's Report 4/8/2025

1 Finances

From the county financial reports, we have spent \$13,326 of our allocation of \$62,784 for costs associated with Arts Alive, poet laureate, art programs at schools, advertising, magazine and office costs .

Pending are expenditures of about \$7,325 for poet laureate stipend art materials and an event.

Attached is the latest budget document.

2 Technical Assistance Grants

There are no applications.

By the way, 8 TA grants have been awarded for a total of \$3462. There is \$1558 available.. Please apply now.

3. Membership dues:

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

4. Available funds

A number of 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 & publicity to include handouts (mugs, pens, etc with our logo).

5 Motion to move funds from one category to ones that can benefit.

There are several budget items that will not all be used - Arts alive, festival attendances, community art program and arts business expenses. This can free up \$5000 to \$9,500 for other approved budget areas such as the arts program at schools and promotion & publicity.

PW County Arts Council FY25 Budget		Adopted Oct 8, 2024		Updated Apr 8, 2025		
	Adopted	Revised	Actuals	Extra	Income Balance	
	Budget	Budget				
Income						TA Grants
Operating Revenue from county	\$62,784	\$0				Awarded
Dues from members	\$5,000	\$0	\$4,495		\$4,495	\$3,462
Donations	\$250	\$0	`		`	Available
Special Events from classes/workshops	\$2,000	\$0	\$525		\$525	\$1,558
Grants	\$0	\$0			\$0	
Income total	\$70,034	\$0	\$5,020	\$0	\$5,020	
Expenses				Pending	Expense Balance	Budget Balance
Arts Alive	\$9,000		\$6,225		\$6,225	\$2,775
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		\$943		\$943	\$1,057
Stipend for Poet Laureate	\$500			\$500	\$500	\$0
Public Art	\$6,000				\$0	\$6,000
Community art programs	\$4,000				\$0	\$4,000
Art programs at schools	\$8,000		\$2,527	\$2,000	\$2,527	\$3,473
Art magazine	\$8,500		\$2,094		\$2,094	\$6,406
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	\$675
Arts business office expenses	\$4,784		\$262		\$262	\$4,522
Expense Total	\$62,784	\$0	\$13,326	\$7,325		\$42,133
11/9/2024						