

Sammamish Arts Commission -Sammamish City Hall
July 15, 2013, 6:30pm
Meeting Minutes

Attendees:

Commissioners – Chair Anne Schaefer, Daphne Robinson, Claradell Shedd, Lin Garretson, Mary Lynn Vance, Max Montrey, Amy Lam

Staff - Joe Guinasso, Colleen Rupke

Absent with regrets - Barbara Jirsa, Margaret Rosenow

Call to Order – Meeting called to order at 6:31 p.m.

Note Approval of June 17, 2013 Minutes - Commission Meeting Minutes approved via email.

Budget and Financial Report YTD (2013)

- \$32,800 total budget
- \$23,824.92 balance YTD
- \$8,975.08 spent YTD

Transition of Chair position

Commissioner Robinson feels confident in new Chair Schaefer's leadership

Commissioner Vance wanted to express a formal big thank you to Allison Gubata who has been instrumental in helping the Arts Commission in so many ways and going above and beyond in every task she is given. Commissioner Vance noted that Allison's help is invaluable to the Commission and she wanted this on record.

Review 2013 Event and Budget Calendars

Commissioner Robinson gave a report of the actuals

Web Archiving/Web Page

Commissioner Lam provided a template as an example for the Arts Commission web page. Her recommendation was to feature current or upcoming events. There was discussion of first and secondary pages. Commissioner Vance felt that, from her discussions with Cynthia Tiwana (webmaster), there are limitations on requests. Commissioner Vance was not sure we could make the changes that Commissioner Lam is proposing. Commission agrees that there needs to be further in-person discussion with the Web Master (Cynthia). Commissioner Vance reported that the Web Master (Cynthia) has constraints on her availability. Discussions may have to be via conference call or in-person during work hours. Web group will attempt to have further discussions with the Web Master about how to implement desired designs and outcomes. Commission complimented Commissioner Lam on her beautiful new web page design and agreed that events should be first.

July 25, 2013 LAA Meeting

Chair Schaefer reminded the Commission that we are hosting this meeting at Sammamish City Hall. The "Arts Education" Video will be shown during the coffee time. All Commissioners are encouraged to attend.

Wooden O' Shakespeare in the Park

Commissioner Vance reported that this is a collaboration with the Parks Department. The Parks Department will distribute cards at the concerts in the park for Shakespeare in Pine Lake Park.

Event Reporting

Commissioner Vance asked about the template for filling out on each event. Chair Schaefer showed the template she has devised for reporting on events and will distribute via e-mail to Commissioners.

Commissioner Robinson reported that on July 22, it is the Arts Commission 10th Anniversary.

2014 Planning

Commissioner Robinson suggested that the Commission consider approaching 2014 event/program planning by dividing budget spending into different categories of management/ involvement levels. This may be desirable in order to reduce the labor intensive nature of our current programming approach. As a suggestion, the calendar could be divided into percentages of programs/events in the following manner while maintaining the high quality of cultural arts opportunities for our community:

- Audience / attendance based programs/events that are 100% produced and managed by SAC
- Audience/attendance based programs/events that are provided by an outside vetted organization, sponsored by SAC with some production and management by SAC
- Programs or events that are 100% managed and produced by an outside vetted organization sponsored by SAC
- Other

Following is the legend devised to explain the marks accompanying each future event planned:

X=Full Mgmt.

Y=No SAC Marketing

Z=Sponsorship

This past year, 13.5 of 20 events were Full Management. The Commission would like to work toward a more healthy balance between the three.

[NOTE: after each event title are the initials of the commissioner(s) in charge of managing the event. In parens at the end of each event segment is a letter corresponding with the above-legend]

- **Build It Sammamish – (AS) \$800 estimated for Build It Sammamish (X)**
- **Can-Struction – (AL / MM)** this is a huge undertaking, Commissioner Robinson suggested enlisting help of DEKA groups in the schools. Commissioner Lam reports they are looking at tying this in with the Arts Fair in October. Commissioner Robinson suggested enlisting the help of Sammamish resident Ken Large who does sand sculptures. Estimated \$500 budget for this event **(X)**
- **Special Arts Sammamish - \$2,750 – (LG) – 5 events (X)**
- **Poetry Event – (AS) – Michael Dillon Welch – Haiku event - \$500 (X)**
- **Simple Measures – (DR) Duo – Cello and Piano - \$3,100 (X)**
- **Art for Seniors – (DR) Continue with 2 per year- \$1600 (Z)**
- **Wooden O' Shakespeare – (MLV) Collaboration with Parks and Rec - \$1800 (Z)**
- **Sammamish Nights – (AS) 17 artists for this year - \$2000 and \$2,000 for next year (Z)**
- **Theatre Sponsorship – (AS) - \$2,000 (Z)**
- **Art Fair – (AS) projecting \$6,000 for next year (X&Z)**
- **Utility boxes – (CS) \$2,000 (X)**
- **Exhibits - (BJ) – 4 per year - \$1200 (X)**
- **Architecture – (MM) - \$350 (X)**

- **Writers in the Schools**
The cost of one writer for one school for one season is \$6,000 and would relieve Commission of responsibility for managing the event and bringing the audience, which has become a challenge as programs are added. The concern is the limited amount of people that this would reach for the cost. **(Z)**
- **Public Art – (BJ)** – will get a report later as Commissioner Jirsa is absent **(X)**
- **Art for Community Garden** - Contact is Ann Precup **(Z)**

Commissioner Montrey suggested the Commission consider what items on their list move into the “Y” category.

There is room in this year’s budget for integration of more site-specific, directly SAC funded events.

Commissioner Lam suggested considering the demographics we are catering to with each event.

Chair Schaefer will mail out this list to each member. At the September 16, 2013 Arts Commission meeting we will wrap up where we are for 2014. Commissioner Garretson suggested the Commission focus on where we can spend additional budget.

Action Items:

- Chair Schaefer would like to find out in-house printing options vs. paying for professional printing
- Poster: Commissioner Robinson talked about the banner Commissioner Lam will be working on for the Commission, designing and preparing for Mail Post to print. Commissioner Lam will send Commissioner Robinson the print for proofing and then Daphne can get it sent off for printing.

Meeting adjourned at 8:29 p.m.

Next regular SAC meeting – Monday, September 16, 2013 – 6:30 pm

Note: There is NO August meeting. Enjoy the summer!