

## **Sammamish Arts Commission – Minutes – May 23, 2016**

Sammamish City Hall, 801 228<sup>th</sup> Ave SE, Sammamish, Washington

### **Attendees:**

**Commissioners:** Chair Anne Schaefer, Claradell Shedd, Margaret Rosenow, Barbara Jirsa, Priti Joshi, and Jennifer Kacsmarek. **Alternate:** Angela Bovo. Also present: **Staff:** Colleen Rupke, Administrative Assistant.

**Absent:** Commissioners Ramu Iyer and Lin Garretson; Alternate Carole Weaks.

### **Call to Order**

**Chair Anne Schaefer**

The meeting was called to order at 6:41 p.m. by Chair Anne Schaefer.

**Approval of April 25, 2016 Minutes** – The meeting minutes of April 25, 2016 were approved by the Commission via email.

### **Budget and Financial Report Year-End 2015**

**Colleen Rupke**

- 2015 Carry forward \$4,292.00
- 2016 Budget \$32,300.00 (includes \$6,500 4Culture Grant)
- 2016 Additional \$1,000.00 4Culture Grant
- 2015-2016 Mid-Bi Adjustment \$10,000.00
  - **2016 TOTAL BUDGET \$47,592.00**
- 2016 Expenditures to Date: **\$7,528.50**
- 2016 Balance: **\$40,063.50**

Rupke reported that the carry-forward amount of \$4,292 has been approved by the Council and earmarked to the Arts Commission budget. \$3,500 has been applied to the roundabout line item section of the budget to nearly cover the payment for last year's roundabouts completed, installed and billed this year. The actual expenditure amount for the payment of these 3 roundabouts was a little over \$3800, so the Commission may want to earmark further funds to this line item to bring this year's budgeted amount for roundabouts back to the \$5,000 amount originally budgeted. In addition, \$792 of the remaining carry-forward funds was applied to the "Un-allocated" line item of the budget.

Rupke reported that the Commission Chair will be meeting this week with the Finance Acting Director to discuss preliminary budget planning for the upcoming 2017-2018 biennial budget. Council will begin budget discussions in September of this year culminating in budget approval in November or December.

Rupke reminded Commissioners that if they are having vendors submit invoices for payment for professional services rendered at Arts Commission events, they need to have the vendor also fill out the W-9 form and submit that along with their invoice. This only needs to be done once each year. The W-9 and the invoice template can be found in the hard-copy and electronic copy of the Commissioners' Handbook.

Rupke reminded Commissioners that if they are needing to schedule facilities for their events, to have Rupke make those arrangements on their behalf—particularly for city

facilities—and to sign the contracts on their behalf as well. Copies of all of these contractual arrangements need to be on file with the City and liability coverage concerns require City staff to sign for room/facility rentals.

## **Recent Events Reports**

### **Poetry Event**

**Lin Garretson**

Commissioner Garretson was not present to give a report directly on this event, so Chair Schaefer gave a brief report. She indicated that approximately 20 people attended the event. The event was really nice. Those participating enjoyed the evening.

Alternate Angela Bovo advised that she has a poetry contact for future events if the Commission is interested. Chair Schaefer asked that this contact information be forwarded to her.

### **Big Rock Opening**

**Anne Schaefer**

Commissioner Iyer was not present to give this report so Chair Schaefer gave a brief report of the event. The event did not garner a large crowd, likely because of the rain, but it was a very nice event and the park was lovely. Commissioners in attendance were able to have their photo taken in the giant Nest and the photo has been shared on the Commission's Facebook page. ArtEAST provided an activity booth near the Nest for kids to color rocks to add to the Nest and the park. The Nest artist, Karen White, was able to attend the event.

### **Public Art / Dedication Piece**

**ALL**

Commissioner Jirsa has located some potential bronze artists for Joe Guinasso's memorial. She still has yet to speak with them about specifics. We are pursuing a memorial bronze rendering of a home plate (because of Guinasso's great affection for the sport of baseball) and the plate will bear an inscription in memorial to the late Finance Director. Rupke reminded the Commission that city funds can't be used for this but employees and Council and Commissioners will likely donate to it. Also, permission has been secured to install the bronze plate into the Commons plaza floor.

Commissioner Shedd offered that she would like the Commission to revisit the possibility of bringing decorated utility boxes to the City as part of the upcoming biennial budget planning.

Alternate Angela Bovo discussed an interest in the possibility of having solar rocks lining a City trail. Bovo thinks this would be nice for a trail or bike lane. Commissioner Jirsa agreed this might be a good partnership idea to work through with the Parks Commission. Commissioner Rosenow agreed that park art installations should be encouraged. Commissioner Shedd reminded the Commission of the newest ordinance regarding lighting in the City, which is more in compliance with the "Dark Sky" philosophy, and would likely prohibit the placement of solar rocks in the park.

Chair Schaefer asked that Commissioners come up with public art proposals for next year's budget planning. Commissioner Jirsa suggested that the Commission consider first the location of where art pieces should be placed and the location could then assist with

the type of art installation envisioned for that location. Discussion about possible art installation ideas followed thereafter.

### **Special Arts**

**Lin Garretson**

Commissioner Shedd reported that she had taken photographs at Commissioner Garretson's recent Au-Some Artists event. She reported there were approximately 100 in attendance and the event was enjoyed by all. Once Commissioner Garretson has had a chance to review the photos and authorize their public release, they can be posted publicly.

### **Roundabouts**

**Claradell Shedd**

Commissioner Shedd reported that the roundabout artist is working on the current sculpture ideas and she is giving him space and time to work. The contract needs to be fleshed out with the City's Acting Finance Director, Chris Gianini. Once Commissioner Shedd has received conceptual proposals for sculptures from the artist, she will finalize the contract paperwork. Four more roundabout art sculptures will be installed this year. There was some discussion about having a different type of art piece installed at the intersection of Inglewood Hill RD and East Lake Sammamish Parkway.

### **Cultural Event**

**Priti Joshi**

Commissioner Joshi reported that she is looking at August 27 for the Bollywood Dance cultural event. Chair Schaefer asked that Commissioner Joshi fill out the event proposal form and submit it to the Commission for consideration and funding. Chair Schaefer asked Commissioner Rosenow to assist Commissioner Joshi by walking her through the process. **Commissioner Rosenow agreed to do so with the understanding that she is not operating as a co-chair or any level of responsibility on this event, she is simply assisting with familiarizing Commissioner Joshi with the event process. The two commissioners will get together this week to discuss further details.** There was some discussion about venues and capacity and use of preregistration to monitor the crowd size.

### **2016 Year End Calendar**

**Anne Schaefer**

The following Sammamish Arts Commission Events remain:

- David Allison Art Exhibit – July 11 – Oct. 7
- David Allison Artist's Opening Reception – July 21
- Sammamish Nights – Aug. 20
- Bollywood Dance Event - August
- Fall Senior Art Program - September
- Sammamish Arts Fair – Oct. 8-9
- Art Exhibit – Oct. 14, 2016 – Jan. 13, 2017
- Gen-Fusion workshop – November
- Theater of Possibility - November
- Holiday Theater Performance - December

### **2017 Budget Thoughts**

**Anne Schaefer**

Chair Schaefer will be meeting with Acting Finance Director Chris Gianini regarding the upcoming 2017-2018 budget. **Chair Schaefer would like Commissioners to email her your ideas for next year's events and expenditures between now and the June meeting.**

Commissioner Jirsa would like to add an *artist-in-residence* to next year's roster, potentially to work on an eco-project. Commissioner Jirsa wondered if the house at Big Rock Park could be used at all. **Rupke will check into this.**

### **Update Marketing Materials**

**Anne Schaefer**

Chair Schaefer reported that she had ordered new Arts Commission event signs to fit the A-frames. She is updating the event flyers as well for public distribution.

Chair Schaefer asked the Commission if they would like to consider having an Arts Commission booth at Farmers Market once a month, manned by commissioners to promote events. **There was consensus agreement that participation in the Farmers market would be ideal if it can be arranged. Chair Schaefer will explore this possibility.**

### **Open discussion**

#### **Cancellation of July or August Meeting**

**All**

**Anne Schaefer**

**After discussion it was agreed that the August 22 meeting will be cancelled.**

There will be a need for a Chair Pro-Tem for the July 25 meeting. **Commissioner Rosenow tentatively agreed to chair the July meeting.**

There was discussion about continuing the theater momentum that the late Commissioner Steve Wright began and whether there is a way for the Commission to sponsor some upcoming production. Commissioner Shedd reported that it will be some time yet before she has some specific knowledge about the status of the late Commissioner Wright's non-profit organization and future production plans that may have been put into motion before his death. **Commissioner Shedd will keep the Commission apprised of any findings.**

Commissioner Rosenow reported that she still has not received any response from the photographer who was to take photos of the City's art pieces/purchases.

Commissioner Shedd provided an update on the chapel at Providence Heights. There was such a high level of public outcry that it appears to have had an impact. The City of Issaquah has been approached by a school district interested in

considering a partnership purchase and use of that facility. Commissioner Shedd said that speaking up does make a difference.

Rupke advised the Commission that she had been approached about asking the Commission to consider sponsoring one to two Sammamish kids for the upcoming artEAST Summer Kids Art Camp. **There was consensus agreement to sponsor one to two kids for this camp from the Arts Commission Budget.**

**Adjourn** – There being no further business, the Commission was adjourned at 8:31 p.m.

**Next regular SAC meeting – Monday, June 27, 2016 – 6:30 pm**