

Prince William County Arts Council Board Meeting Minutes October 8, 2019

Darren called the meeting to order and welcomed us at 6:38pm

The Roll was passed. Twenty-two were present.

The September's Board Meeting Minutes were reviewed and approved (1st: Darren Council and 2nd Peter Alten).

- I. Each member was given information as to the importance of renewing their members.
- II. Darren began his report by saying that he needed more assistance to cover all the aspects of his Chairmanship. A discussion followed, and those Board members present said they would do more to assist.
- III. Darren welcomed three new members: Ms. Alexis Gore & Mrs. Piper Caprice with Devine Inspirations.
- IV. Darren shared that BOCS Principi invited him to meet his Arts Council representative applicant, Mr. Jay Torres. Mr. Torres is fully vested in art, whether it be painting, sculpture, music, or fashion). Unfortunately, Mr. Torres couldn't join us tonight but will be at the November meeting.
- V. Matthew Villareale with the Public Works Department of Prince William County. Mr. Villareale was asked to discuss with us the Public Art opportunities of county buildings. Also, he was invited to talk to us about the use of the stage and grounds between 1 County Complex and 5 County Complex, commonly known as "the Plaza". This led to a valuable question and answer time during which he explained that the stage had been worked on by adding bird netting and other ideas for us to be involved such as part of the/a Public Safety Day and on Earth Day. To use the County facilities, you would not have to be a member of the Arts Council. Restrooms would be provided on the Stage-Grounds end of the McCoart Building and all other parts of the building would be locked. Mr. Villareale finished by saying that he knew we were all needed to make these offered facilities great places for our Arts Endeavors.

After he (Mr. Villareale) left the meeting, a sub-committee (Plaza Planning) was created under the Education Committee. This sub-committee will work to delve into these ideas and to make marketing happen.

- VI. Treasurer's Report – Members need to renew their membership(s). We have forty-two members. We need to send out an "Active Members List" was requested (1st: Darren Council; 2nd: Kelly Haneklau).
- VII. Program Committee Report (Kelly Haneklau) – Please find post-Arts Alive! notes attached. Chick-Fil-A wants to help the Arts Council; get more members involvement and exposure. met with Rachel James and Karen Allam (marketing team) per Darren's request. She is very excited

about the community outreach opportunities discussed. CFA is considering becoming an associate member. Possible Arts Council Involvement and event opportunities discussed:

- a. CFA Dinner with Santa Dec 10th from 5:30-7:30. Would like carolers, musicians and volunteers for cookie decorating. They are happy to allow signage advertisement from individual and business PWAC members who would like to help.
- b. 5th Tuesday of the month-Family night (must be kid/family friendly)
- c. CFA 11th Birthday Party Celebration
- d. Brentsville Appreciation Day (3rd Wednesday in Aug.) 2-6 pm. County Supervisor will be in attendance.
- e. Suggested Spring event: PWAC Day at Chick-Fil-A!

All participants should be within a 15-mile radius of the CFA location 9939 Sowder Village Square, Manassas, VA- since they are independently owned and operated. Also, no Sunday involvement since they are closed on Sundays.

Darren commented: That he could volunteer to be Santa if they are interested.

Kelly also mentioned she is sending out the "PWAC Art Event Calendar" email to the County Supervisors for Oct./Nov., so if anyone has any changes or additions to their events, to please make them tonight.

- VIII. Before the meeting ended, members were given an opportunity to tell us about immediate productions, and that they were listed on the website.

Darren Council made a motion to adjourn (1st Alice Mergler and 2nd Eileen Moore). Adjourned at 8:10pm.

Board of Directors Meeting Agenda

Tuesday, November 12, 2019; 6:30 – 8:00pm

****Meeting will be at:**

**McCoart Administration Building – Powell’s Creek Conference Rooms
1 County Complex Court – Woodbridge, VA 22192**

****Please Note: Minutes are sent in advance of the next monthly meeting for members to review prior to the following meeting.***

- I. Call to Order (6:30pm)
- II. Corrections / Vote on October 2019 Meeting Minutes (5 min)
- III. Guest Introductions and Citizens’ Time (5 -10 mins)
 - a. Kristen Burnham, Office of Programming & Outreach Coordinator; Prince William Public Library System
- IV. Darren Council (Chair) (10 mins)
 - a. State of the Chair Report
 - b. Acknowledge & Welcome New Businesses
 - i. Mr. Jesus (Jay) Torres – Artists/Woodbridge District (Principi’s) Representative
 - c. Membership Renewal
- V. Committee Reports (20 mins)
 - a. Marketing Committee (Christina Brooks)
 - b. Nomination Committee (James Gallagher)
 - c. Program Committee (Kelly Haneklau)
 - d. Treasurer’s Report (Nancy Kyme)
- VI. Old Business and New Business (5 mins)
- VII. Round Robin (What Events Do You Have Going On)

Kelly's comments on Arts Alive!

Kelly thanked everyone for helping to make **Arts Alive!** a successful event. She said the PWCAC and Hylton team were amazing! It was very well received, and a lot of compliments were made. Kelly also listed the post-event notes (as follows).

Pros:

matched attendance from 2 years ago even with year break-approx. 2500 guests
Lots of positive comments from guests re: well-planned event with lots of performance/artist choices.

Beautiful day!

notebook huge help Susan!

Hylton Team outstanding!

PWCAC Volunteers outstanding!

Cons:

seating arrangements at Poet Laureate reconfigured

outdoor stages competing with one another for sound

communication for volunteers via Kelly -a little lacking day of event- but not much. Had some volunteers sitting around for a bit in beginning. This could also be because the Hylton was on top of things!

Uncle Js thought it would have been better if he could have served hot dogs too-sales not what he had hoped

Captain Cookie sales low -maybe due to location of truck?

PWAS said most disappointing year to date-not a lot of sales.

need shade at Showmobile

a lot of questions where stages were from visitors and MCs

Changes/Additions?

move food trucks throughout event instead of clumping together

Kelly get radio

Maybe arts council tent/check-in/Information Tent all in one.. at parking lot entrance? and

small PWCAC table inside

more time in-between acts for people to get from one place to the next

MCs to check in with stage managers-refine process

have Kelly do a walk-through of stage dressing room areas for knowledge of exact whereabouts

refine speakers as MCs

omit Showmobile? due to sound problems

Craft fair-as part of Arts Alive? (to help retain visitors)

More "on-site" signs!

Picnic Tent renamed? so people realize it is a performance tent, not just for eating
get boy scouts and girl scouts for set-up and break-down

Ellen made some suggestions:

1. need signs on premise telling performers where stages/ dressing rooms are
2. send email to performers with map of stages and dressing rooms and have maps available for them at event as well
3. need a better plan for dressing room locations for performers who are performing more than one event (going up and down stairs not ideal) One performer in wheelchair finally made it up in the elevator, only to get lost upstairs.
4. more time between performances

Darren suggested:

Everyone needs to encourage their guests to come for entire event, not just the time-frame they are there.