

**Prince William Arts Council
Meeting Minutes**

Date	March 24, 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
Peter Alten	E	Treasurer	X		
Ron Crigger	A		X		
Jordan Exum	E	Vice Chair for Nominations	X		
Dawn Franklin	A				X*
Kelly Haneklau	A		X		
Dawne Horizons	A			X	
Brenda Johnson	A				X
Alice Mergler	E	Board Chair	X		
Kim B. Miller	E	Vice Chair for Programs	X		
Elysabeth Muscat	E		X		
Sean Peck	E	Secretary	X		
David E. Roberts	E	Vice Chair for Marketing		X	
Wanda Smith	A		X*		
Catrina Stroman	A		X		
Jackie Thomas	E		X		

***Still awaiting reappointment notification**

Others Present

Name	Organization
Janet LaFleur	DPR
John Blevins	DPR
Ebenezer Allotay	Tema Choir USA
Michael Artson	Arts Leg, NAACP
Julie Brewer	Cabin Branch Quilters
Mark Cohen	Woodbridge Community Choir
Susan Dommer	Manassas Chorale
Amy Feinberg	Woodbridge Community Choir
Heather Gorrell	Manassas Ballet Theatre
Joanne Hawk	Cabin Branch Quilters
Ann Levy	Old Bridge Chamber Orchestra
Thomas Meier	New Dominion Choraliers
Diane Roebuck	PW Community Band
Theo Scott	Manassas Jazz Society
Rob Tessier	Upper Room Theatre Ministry
Vaze	Edutainment
Donell Taylor	Edutainment

Lilia Vennett	Individual
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Meeting Called to Order	Meeting called to order at 6:35 pm
Opening Remarks	<p>Chair, Alice Mergler highlighted agenda items to be addressed and other information.</p> <ul style="list-style-type: none"> • Discussion of supervisor appointees to the board <ul style="list-style-type: none"> ○ Alice asked appointees to identify themselves and reminded appointees that the date of appointment ended on 12/31/23. ○ Advised that If you are not reappointed, you cannot vote until the council is notified of the appointment ○ Four seats are still waiting to be appointed. • Jordan E. will recognize 8 new members to the council in her report. • Vaze has asked for time to present information about Open Space and the magazine.
Meeting Minutes Approval	<p>Approval of meeting minutes from February 13, 2024 meeting.</p> <ul style="list-style-type: none"> • Alice asked for any comments or additions. • Elysabeth M. moved to accept the minutes. • Motion seconded. • Minutes approved with no changes by show of hands.
Treasurer Report	<p>Budget</p> <p>Money is available from our budget to spend for the fiscal year.</p> <p>From the county financial reports:</p> <ul style="list-style-type: none"> • We have spent \$10,083 of our allocation of \$62,784 and none of the \$725 earned at Arts Alive. <ul style="list-style-type: none"> ○ \$3,360 for costs associated with Arts Alive ○ \$385 for art programs at schools ○ \$900 for the parliamentarian ○ \$5,438 for marketing and magazine ○ \$2738 for a PC which will be returned • Not clear how the arts supplies are paid for since the expenditure does not appear in any financial reports. <p>Discussion</p> <ul style="list-style-type: none"> • Kim M. asked a question about what the Marketing line item in the budget represented.

- Clarification provided from Peter A. and Janet L. that the county will provide current information from the line item.
- Clarification of classification provided by Janet L. about how the county charges expenses back to the accounts – some charges may be listed as professional services.
- Janet will research further and provide information about expenses for the magazine.
- Kelly H. pointed out that we have been discussing the status of the marketing budget for the past 3 meetings.
- Janet L. will research and provide further clarification of expenses and remaining funds.

Technical Assistance Grants

Funds available for grants:

- \$3,800 has been collected from dues.
- In addition, \$725 from Arts Alive Vendor fees was added to the fund.
- About \$750 remains in the fund if the current applicants are approved.
- Question from Kim M.: Have we verified membership requirements of the applicants? Peter A. indicated that each group is a member of the council.
- Four grant applications have been received and discussed below. Further details are provided in the attached Treasurer's report.

Applicant #1

Grant applicant: Manassas Ballet Theatre

- Amount requested: \$425
- Purpose of request: Purchase a computer to run Zoom and other software in each studio plus a portable disc drive.
- Jackie T. moved to accept the grant request.
- Kim M. seconded the motion.
- No further discussion.
- Vote: 9 in favor and none opposed.

Applicant #2

- Grant applicant: Prince William Arts Society
- Amount requested \$315
- Purpose of request: Fund the annual cost of a QuickBooks Simple Start online subscription for financial management.
- Kelly H. moved to accept the grant request.
- Kim M. seconded the motion.
- Discussion
 - Jackie T. posed a question about the cost to a non-profit organization.

- Elizabeth Stathis (representative of PWAS) stated their plan for use and relayed that Mark Murphy (PWAS Treasurer) researched software options and determined that the option selected was the best fit for their organization.
- Question from floor: Is there a plan for the future use since the request is only for the first year of subscription?
- Elizabeth S. stated that they plan to train and get familiar with the software in the first year.
- Jackie T. stated that the use of the TechSoup version for \$85 per month fee may be a better cost option.
- Vote: 9 in favor and none opposed.

Applicant #3

- Grant applicant: Virginia National Ballet
- Amount requested: \$500
- Purpose of request: Purchase a new Logo Gobo which will be projected onto the main curtain at all performances, and a Step and Repeat portable banner with the VNB logo on it which can be displayed in the lobby of all performances.
- Jordan E. moved to accept the grant request.
- Jackie seconded the motion.
- No further discussion
- Vote: 7 in favor and none opposed (Peter A. and Elysabeth M. abstain)

Applicant #4

- Grant applicant: TEMA Choir
- Amount requested: \$500
- Purpose of request: Purchase 2 Shure condenser microphones for performances and recording
- Retail cost \$1,398
- Kelly H. moved to accept the grant request
- Jordan E. seconded the motion
- Motion passed with 9 in favor and none opposed

Grant Reimbursement

Janet L. reminded grant recipients that have been approved, please make your purchase, and provide a receipt (itemized with product, amount and how you paid for it). Submission of receipts must be completed no later than June 1st. Typical turnaround to receive a reimbursement check is about 2 weeks.

	<p>Jackie T. asked for clarification about sales tax and/or shipping costs. Only the item/service can be reimbursed, not sales tax or shipping.</p> <p>Janet L. also provided clarification for the term “vendor” for registration as an identifier for an entity doing business with the county as part of the registration online to be paid.</p> <p>Peter will send out process steps for reimbursement.</p> <p>Wanda S. inquired as to when the email listing the T/A grant requests were sent out. Peter A. replied that email notifications were only sent to current board members. Alice M. stated that until the board of county supervisors voted to appoint/renew the remaining seats, those previous arts council board members would not be able to vote in meetings. Janet L. concurred.</p> <p>Wanda S. responded that her understanding was that Supervisor Victor Angry’s office had previously sent a message to Alice M.</p>
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Standing Committee Reports

Nominations	
Chair	Jordan Exum
Members	
<p>New members to the council were recognized.</p> <p>Ann Chen - GMU English professor Belinda Hartnett, Julie Brewer, Courtney Gaskins - Cabin Branch Quilters Angela Marthell - Art Teacher Mathew Moore - Triune Entertainment, Inc Kerry Molina - Crossroads Arts Alliance Donya Maria Twyman Susan Furr Independent Artist Theo Scott Manassas Jazz Society</p> <p>The Arts Council website has been updated with member information and links. If you have updates, send information to Jordan or Peter.</p>	

Marketing	
Chair	David Roberts
Members	
No report.	

Program	
Chair	Kim B. Miller

Members

The committee has been meeting to discuss the 3 upcoming events.

- Women's History Month Event - March 23 at the Clearbrook Center for the Arts
 - 17 groups registered
 - Event time: 2 – 5 pm
 - Budget:
 - Space cost: \$400 for the day
 - Gifts: Approximately \$35 each
 - Food: \$3,000
 - Estimated Total: \$4,000
- April - Poetry Month Celebration – Still trying to identify space
- June 1 - Seefeldt Awards
 - Tentatively will be hosted at the Quantico Marine Museum
 - Facility cost: \$4,900
 - Exhibit hours at the museum for attendees 7-11 pm
 - Food service must be provided by the museum.
 - All setup provided by the facility.
 - Nomination information is provided on the website.
 - Two new categories have been added this year: Outstanding School Spirit (Schools in PWC, Manassas & Manassas Park) and Outstanding Youth Artist
 - In 2023 the event cost was \$9,500 all inclusive (space, awards, food, and photographer)

Discussion

- Alice M. asked a point of clarification for approval for each event. Janet L. replied, we can either identify individual expenditure or authorize a ceiling amount.
- Elysa M. asked if we don't know the total amount, how can we vote on each event cost?
- As part of discussion related to how much overall funding is available, Janet L. indicated there is roughly \$35,000 remaining in the overall budget.
- Kelly H. clarified that we approved hosting the events in previous meetings. Janet L. recommended that we authorize a budget for each event.

Peter A. moved to approve budget amounts for each event as follows:

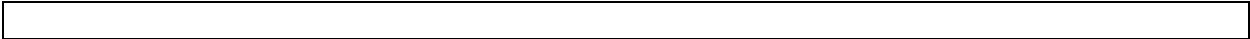
- Women's History Month: \$5,000
- Poetry Month Celebration: \$5,000
- Seefeldt Awards \$10,000

Jordan E. seconded the motion.

Discussion

- Wanda S. asked for clarification of budgeted amount. The original budget line item was \$7000 for the Seefeldt Awards. Janet L. indicated that the yearly expectation for the Seefeldt event was \$10,000.
- Question: were other locations reviewed to host events? Kim M. replied that the committee looked for locations in different districts based on requests from supervisors to spread events across the county. Other locations for events have been researched, but there are limited choices for an event size of the Seefeldt awards.

Vote: Motion passed to accept the recommended budget amounts 8 in favor and none opposed.



Special Committees

Arts in Education	
Chair	Susan Dommer
Members	
<p>Susan D. reported a recap of student experience at the Open Space art events. Students from Mayfield Intermediate were the most recent attendees. Recap of experience of students at Open space event.</p> <p>Susan D. provided a recap of the Kid Pan Alley proposal.</p> <p>Kid Pan Alley We have partnered with Kid Pan Alley, a local non-profit dedicated to bringing songwriting to children of all ages as Artists-in-Residence. The Music Teachers at Rockledge and Pattie Elementary Schools are in the process of writing a Grant to the Virginia Commission for the Arts for \$1500 per school. Each school has agreed to pay a portion of the residence fees. The Arts Council will pay \$3000 and the transportation fees to bring their 2nd-grade classes to Open Spaces Art Gallery for a guided tour of 30 minutes and a 15-minute consultation with Paul and Cheryl Reisler, songwriters. Four classes from Rockledge and six classes from Pattie will each select 1 piece of artwork to use as the subject and inspiration for their song!</p> <p>Susan D. moved to support the Kid Pan Alley artist in residence program for \$3000 for event and \$339 for transportation.</p> <p>Elysabeth M. seconded the motion.</p> <p>Vote: Motion passed with 9 in favor and none opposed.</p>	

Public Art	
Chair	Jordan Exum
Members	
No report	

Liaison Report

	<ul style="list-style-type: none"> Janet L. notified two groups, Woodbridge Community Choir and Woodbridge Dance, that received grants that the first part of final reports are currently due. The final report is due July 1 for all grant recipients. Currently working on posting for FY 25 grants and workshop. Position will be posted soon for the Arts Council liaison: Admin Support Coordinator I.
Magazine/Open Space	Presentation by Vaze, Executive Director of Edutainment

	<ul style="list-style-type: none"> • All groups are welcome to provide marketing information to Open Space for posting. • Upcoming events include: Black Paint On A White Canvas: The Exhibit, April 3 – 28, 2024 • Check the website for more events Open Space Arts Center: Prince William County (openspaceartspwc.com)
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Announcements

Prince William Community Band	March 17 Unity Reed High School
Manassas Chorale	March 16 7:30 pm Hylton Performing Arts Center
Jackie Thomas Book signing	March 23 11 – 2 WFC bookstore Prince William Square, Woodbridge
PWAS Scholarships	Jewell Pratt Burns Scholarship Up to 2 \$1,000 scholarships will be awarded to graduating seniors accepted into a Fine Art or Art Education program.
Kelly Haneklau Art Show	April 28 Rangoli restaurant in Manassas
Old Bridge Chamber Orchestra	March 23 7 pm Christ Chapel Church in Woodbridge
Friday's at Five	Entertainment at Connaughton Plaza First event June 21 5-9 pm Free event with food trucks

Final Notes

Alice discussed the email sent to supervisor appointees and the expected communication with their supervisor about the Arts Council. Our goal is to have the supervisors more attentive to what the arts council is doing.

Kelly H. relayed that she is in contact with her supervisor and her supervisor had a question about the progress of public arts. Janet L. replied that she relayed the request to Seth Hendler-Voss, Director.

Wanda S. relayed a request from the Chief of the county fire and rescue to have art placed in the firehouses. She also relayed that Laura Haufler on the Neabsco Animal Advisory Board was working on a Pit Bull event and was looking for artists who could paint pictures, assist with events, or foster/adopt a dog. Wanda had information on both the fire and rescue event and pit bull events. Anyone interested should see her after the meeting.

Our next meeting will be April 9, 2024.

Adjournment

Call for adjournment at 8:25 pm.

Prince William County Arts Council Treasurer's Report 3/12/2024

1 Finances

From the county financial reports, we have spent \$10,083 of our allocation of \$62,784 and none of the \$725 earned at Arts Alive. \$3360 for costs associated with Arts Alive, \$385 for Art programs at schools, \$5,438 for marketing and magazine and \$900 for the parliamentarian. \$2738 for a PC which will be returned.

2 Technical Assistance Grants applied for: Two.

The first grant application is from Manassas Ballot Theatre.

They want to purchase a computer to run Zoom and other software in each studio plus a portable disc drive for when a DVD or CD is needed.

It will be used to help facilitate rehearsals and classes and provide speed and accessibility to instruction and performance preparations.

It will be used by staff, the company dancers and academy students.

Cost: External DVD drive: \$19.99; 2 mini PCs \$199 each; shipping and tax \$31.62.

Amount of grant requested: \$452.58.

The second grant application is from Prince William Art Society

The grant will be used to fund the annual cost of a Quickbooks Simple Start online subscription.

It will be used to post and track costs, sales taxes, artist payments and commissions. It will also support the tracking of donations, expenses, membership dues, web gallery and show fees and the creation of organizational budgets.

This purchase will improve PWAS financial management. Artists will have improved confidence in organizational finances with expanded reporting and benefit from improved efficiency in payments for art sold.

This tool will reduce the workload of the treasurer and provide the executive board more detailed and flexible reporting.

Cost is \$15 per month for the first three months, then \$30 per month.

Amount of grant requested: \$315.

3. Membership dues: \$3,800 collected so far.. \$1,805 is available for TA grants.

Addendum to the
Prince William County Arts Council Treasurer's Report 3/12/2024

The third grant application is from Virginia National Ballet

Virginia National Ballet will purchase equipment with Technical Assistance Grant funds, specifically a new Logo Gobo which will be projected onto the main curtain at all of our performances, and a Step and Repeat portable banner with the VNB logo on it which can be displayed in the lobby of all performances.

The grant funds will be used to purchase these two important pieces of equipment which will be used at all performances.

The banner and the gobo will help with marketing and branding for Virginia National Ballet. The public will have no question about who the performing arts organization is, and it also lends more professionalism to the event with the added branding. The 10 x 10 banner will be used as a backdrop for photos which will be shared on social media and help to further spread the word and branding for Virginia National Ballet.

The Virginia National Ballet organization, especially the Managing Director, Elysabeth Muscat, and the Artistic Director, Rafik Hegab, will benefit from having these items for promotion of Virginia National Ballet.

Step and Repeat Banner and Hardware: \$249.95
Custom Logo Gobo: \$250
Shipping: TBD

Total: \$99.95 plus shipping and tax

Amount of grant requested: \$500

Second Addendum to the
Prince William County Arts Council Treasurer's Report 3/12/2024

The fourth grant application is from Tema Choir USA

Tema Choir USA is seeking a \$500.00 grant to cover the cost of Two Shure KSM137 Small-diaphragm Condenser Microphones – Stereo Pair which will cost \$1,398.00.

The KSM137 possesses the coveted trifecta of versatility, durability, and precision, making it an excellent choice for live and studio applications alike. Whether deployed on stage or in the studio, the Shure KSM137 delivers premium performance.

Tema Choir USA holds a variety of programs throughout the year and in need of a compact, yet capable microphone setup. On some occasions, the choir has lacked in audio recording quality and had to rely on third parties to assist. The Shure KSM137 will elevate the choir's audio productions.

Amount of grant requested: \$500