

**Prince William Arts Council  
Meeting Minutes**

Date	April 9, 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		
Davene Barton	A		X		
Ron Crigger	A		X		
Jordan Exum	E	Vice Chair for Nominations	X		
Kelly Haneklau	A		X		
Dawne Horizons	A				
Davene Barton	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**

<b>Name</b>	<b>Organization</b>
Janet LaFleur	DPR
John Blevins	DPR
Ebenezer Allotey	Tema Choir USA
Michael Artson	Arts Leg, NAACP
Krys Bienia	Woodbridge Dance Company
Julie Brewer	Cabin Branch Quilters
Mark Cohen	Woodbridge Community Choir
Susan Dommer	Manassas Chorale
Heather Gorrell	Manassas Ballet Theatre
Joanne Hawk	Cabin Branch Quilters
Ann Levy	Old Bridge Chamber Orchestra
Diane Roebuck	PW Community Band
Theo Scott	Manassas Jazz Society
Rob Tessier	Upper Room Theatre Ministry
Vaze	Edutainment
Lilia Vennett	Individual

<b>Meeting Called to Order</b>	Meeting called to order at 6:30 pm.
<b>Opening Remarks</b>	<ul style="list-style-type: none"> <li>• Chair, Alice Mergler addressed upcoming events in May 2024 featuring our members and their organizations.</li> <li>• Chair discussed wonderful events hosted by PWCAC members, specifically mentioning several that she attended and enjoyed. Alice made a calendar printout list for events and shared it with all attendees so that we can show support and network.</li> <li>• Marketing position – adjustments to be made, David cannot attend meetings.</li> <li>• Introduced and welcomed new appointee for Chair-At-Large Jefferson – Davene Barton. Davene (DAY-veen) introduced herself to the attendees at the meeting. She is interested in learning more about the organization and contributing in any way that she can.</li> </ul>

<p><b>Meeting Minutes Approval</b></p>	<p>Approval of meeting minutes from March 12, 2024 meeting.</p> <ul style="list-style-type: none"> <li>• Alice asked for any comments for minutes or updates. Ron mentioned there were 3 different versions sent out.</li> <li>• Alice asked John Blevins to introduce himself.</li> <li>• Elysabeth Muscat moved to accept the minutes.</li> <li>• Motion seconded by Jackie Thomas.</li> <li>• Minutes approved with no changes.</li> <li>• Vote: 10 to approve and none opposed.</li> </ul>
<p><b>Treasurer Report</b></p>	<p>Finances</p> <p>From the county financial reports, we have spent \$21,590 of our allocation of \$62,784 and none of the \$725 earned at Arts Alive (will be used for TA grants).</p> <p>Current expenditures</p> <ul style="list-style-type: none"> <li>• \$3,699 for costs associated with Arts Alive</li> <li>• \$385 for Art programs at schools</li> <li>• \$12,300 for marketing and magazine</li> <li>• \$4,306 for events</li> <li>• \$900 for the parliamentarian.</li> </ul> <p>Attached is the latest budget document and a proposed re-adjustment of budgeted amounts. Peter encouraged that the board adopt the changes.</p> <p><b>Technical Assistance Grants</b></p> <p>Applicant #1 Grant applicant: ArtFactory</p> <ul style="list-style-type: none"> <li>• Amount requested: \$287.98</li> <li>• Purpose of request: Purchase of 2 Bonsaii 18-Sheet Heavy Duty EverShred C149-C Cross-Cut Paper and Credit Card Shredders.</li> <li>• Ron C. moved to accept the grant request.</li> <li>• Kelly H. seconded the motion.</li> <li>• Discussion <ul style="list-style-type: none"> <li>○ Kelly H. inquired if the amount included tax.</li> <li>○ Ron C. asked whether shredders are considered arts equipment. Jordan answered indicating that a shredder is considered office technical equipment.</li> </ul> </li> <li>• Vote: 9 in favor and none opposed.</li> </ul> <p>Applicant #2 Grant applicant: Manassas Chorale Children’s Choir</p>

- Amount requested: \$299.35
- Purpose of request: Purchase a portable speaker system (Rockville RAM15BT).
- Jordan E. moved to accept the grant request.
- Jackie T. seconded the motion.
- No discussion.
- Vote: 10 in favor and none opposed.

#### Applicant #3

Grant applicant: GEM Theatre Productions

- Amount requested: \$500
- Purpose of request: Purchase an 8800 Church Wireless System consisting of 8 x 100 Channels UHF Mic Professional Beige Headset and Wireless Condenser Microphone.
- Kelly H. moved to accept the grant request.
- Kim M. seconded the motion.
- No discussion.
- Vote: 10 in favor and none opposed.

#### Applicant #4

Grant applicant: Woodbridge Dance Company

- Amount requested: \$500
- Purpose of request: Purchase costumes for ballet performances.
- Jackie T. moved to accept the grant request.
- Kelly H. seconded the motion.
- Discussion
  - Elysabeth M. asked if we can approve this request since it is not a technical piece of equipment or software. Does the request meet the criteria of a TA grant?
  - Upon review, it does not appear that the application falls within the technical grant criteria.
- Kelly H. moves to table the motion until more information about the specific details (need link or screenshot of product) is provided.
- Jordan E. seconded the motion to table.
- Discussion

	<ul style="list-style-type: none"> <li>○ Kim M. pointed out that this is not technical equipment.</li> <li>○ Kelly H. would like to hold the spot for this group's request.</li> <li>○ Discussed possible future expansion of the guidelines.</li> <li>● Vote: 8 in favor to table the request and one opposed.</li> </ul> <p>Details of each request is attached.</p> <p>For Technical Grant reimbursements, Peter reminded everyone to send their paid detailed receipt as soon as possible, but no later than May 15.</p> <p><b>General Grant Application Process</b></p> <p>Peter shared information about the general operating grant, and new and emerging grants, funded each fiscal year. All NFP organizations are encouraged to apply for these grants.</p> <p>A grants workshop is scheduled April 10 at 5:30 pm at Hellwig Administration Building.</p> <p>Julie B. asked if attendance was mandatory for grant applicants. Janet LaFleur will provide a response.</p> <p><b>Arts News Magazine</b></p> <ul style="list-style-type: none"> <li>● Budget: \$3,000 an issue/edition.</li> <li>● Published every other month.</li> <li>● This fiscal year we spent \$12,300 on printing/publishing. \$3,000 each copy (according to Kim); 1,500 copies each print.</li> <li>● We do not know the distribution.</li> <li>● Approximately \$2 per copy as calculated by Kelly H.</li> <li>● John B. will provide comments about the cost</li> </ul>
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**Standing Committee Reports**

<b>Nominations</b>	
Chair	Jordan Exum
Members	

We have two board member spots available. Jordan proposes Ebenezer Allotay and Michael Artson as our new board members. Both are active in the community and regular attendees.

- Ebenezer – Board Chair and Artistic Director for Tema Choir USA
- Michael – Involved in youth advocacy, academic and cultural and technological competition for high school students: ACTS-SO (program is intended to provide recognition to young people who could demonstrate academic, scientific, and artistic achievement, allowing young people to gain recognition equal to that often achieved by entertainers and athletes) around for 46 years! Local competition is April 20. Top winners go to national competition in July. Open to high school students. This is Michael’s 3<sup>rd</sup> year participating in the program.

Ron C. moved to accept the two nominees as board members.

Jackie Thomas seconded motion

Vote: 12 in favor. None opposed.

<b>Marketing</b>	
Chair	David Roberts
Members	
No report.	

<b>Program</b>	
Chair	Kim B. Miller
Members	
<p>Women’s History Month event in March</p> <ul style="list-style-type: none"> <li>• Went well in a lot of ways, but lessons learned.</li> <li>• 60-70 attendees</li> <li>• The performers were fantastic.</li> </ul> <p>Preliminary Arts Alive meetings coming up soon</p> <ul style="list-style-type: none"> <li>• Will be held September 14<sup>th</sup> the Hylton Center.</li> </ul> <p>Seefeldt Awards</p> <ul style="list-style-type: none"> <li>• Will be held June 1<sup>st</sup></li> <li>• Quantico did not work out. Kim has another location she is looking at currently and is tentatively held for us.</li> <li>• Nominations are open and will close May 5<sup>th</sup>. Some nominations have already been received. Nominate someone.</li> </ul>	

- Mrs. Seefeldt will be present at the event.

**Special Committees**

<b>Arts in Education</b>	
Chair	Susan Dommer
Members	
<p>Susan reviewed the Kid Pan Alley program approved in March.</p> <ul style="list-style-type: none"> <li>• Rockledge and Patty elementary schools will be participating in the program.</li> <li>• Rockledge is coming to the ARTfactory for their tour/program/visit on April 22.</li> <li>• Patty elementary is scheduled to visit Open Space Arts on May 3.</li> <li>• The third day of the program is a concert for/to their school.</li> </ul>	

<b>Public Art</b>	
Chair	Jordan Exum
Members	
No report	

**Liaison Report**

<b>John Blevins</b>	
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<b>Magazine/Open Space</b>	<p>Discussed next issue of the Arts Council magazine.</p> <ul style="list-style-type: none"> <li>• John B. asked: what is the process for this? How do we solicit articles?, etc. The board should establish a clear process since we are dealing with county funds. A procedure should be established. Amir’s team will proof the publication. The content must be reviewed by the Parks and Rec before publishing.</li> <li>• Kim M. suggested that we should not spend this much per edition.</li> <li>• Group discussion about cheaper price options</li> <li>• The county must have bids according to John B.</li> <li>• Vaze has received a couple of articles from PWCAC members. Email articles to Vaze.</li> </ul>
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<b>Appointee Reports</b>	
Kelly Haneklau – Brentsville District	
	<p>Kelly has not had a chance to chat with the supervisor yet about the Public Art Policy. The supervisor is including an Arts Column in the district newsletter to include items provided by the council. Discussion about how to get public art into the conversation, and how we can do this through the county.</p>
Ron Crigger – Coles District	
	<p>For the Coles district, we want to incorporate the schools, music, and theatre. Next month he will try to create a committee of “district arts”. Andrea Madden advised Ron that council members are not “reappointed” but stay on the committee forever. John B. agreed that this is how it is typically appointments are handled.</p>
Wanda Smith – Neabsco District	
	<p>A grand rededication will be conducted in the fall for Cloverdale Park. We might want to participate in this somehow. Art can be displayed the supervisor’s office on easels.</p>

**Final Notes**

Our next meeting will be May 14<sup>th</sup>.

Julie (new member) asked should she have received contact information once she joined. We don’t have that currently.

**Adjournment**

Call for adjournment at 8:13 pm.



## **Technical Assistance Grant Details**

### **Applicant #1: ArtFactory**

The Technical Grant funds will be used for the purchase of 2 Bonsai 18-Sheet Heavy Duty EverShred C149-C Cross-Cut Paper and Credit Card Shredders for use in the ARTfactory office.

The purchase of the two shredders will directly improve our community service and management in a few ways. We work closely on a regular basis with volunteers from Didlake and the PWCS system providing real life workplace experience including filing, sorting, organizing, cleaning, and shredding of paperwork. These tasks encourage volunteers to apply critical thinking skills when reviewing the materials and help prepare them for the workforce.

Recently, we've had issues with our current shredder overheating and cutting off, which interrupts the volunteers and interns during their time here. With a properly working, heavy duty shredder we will not encounter issues with overheating, and our volunteers and interns can continue to help without interruption. In addition to the purchase improving our community service, the shredder will also improve the overall management of our office and office paperwork. The shredder will assist with disposing of sensitive materials in a timely manner.

ARTfactory as an organization will benefit from use of this grant, but our patrons will also benefit since it allows us to dispose of sensitive private information. Additionally, our volunteers and interns will greatly benefit from the use of this grant as they can continue to develop their workplace skills each week with us at ARTfactory.

Amount of grant requested \$287.98

### **Applicant #2: Manassas Chorale & Greater Manassas Children's Choir**

Purchase a portable speaker system (Rockville RAM15BT) which must have a rechargeable battery, Bluetooth and at least 2 microphones.

This equipment will allow the children's voices to be heard when they are singing outdoors. It will also improve the sound quality in indoor spaces that do not have a built-in sound system. This all-in-one portable system will allow them to be more mobile and accept more invitations to sing at outdoor venues. It will give the Greater Manassas Children's Choir more exposure and greater impact.

All members of the Greater Manassas Children's Choir, their three directors and three accompanists and audiences will benefit as described above.

Amount of grant requested \$299.35

### **Applicant #3: GEM Theater Productions**

Purchase an 8800 Church Wireless System consisting of 8 x 100 Channels UHF Mic Professional Beige Headset and Wireless Condenser Microphone.

The grant funds will be used to purchase multi-channel headset mics for GEM Theater live performances. These mics are on a completely difference frequency than emergency service mics.

These mics will improve community-based performances and avoid past issues of police frequency interference. The quality of performances will increase substantially.

Community, GEM Theater performers, staff, and volunteers will all benefit from this purchase.

Amount of grant requested: \$500

**Applicant #4:** Woodbridge Dance Company

Woodbridge Dance Company is presenting the classical ballets "Pas de Quatre" and "Steadfast Tin Soldier" along with an original titled "Ballerina and the Blues" which will be featured in its annual end of season performance in June 2024.

Funds from the technical assistant grant will directly help defer the cost of new tutus for the company to costume the dancers performing in the ballets.

Costuming, along with scenery and lighting always help bring classical and original works to life on stage. "Setting the stage" for our performers and viewers are always something our choreographers and directors consider helping enhance the experience.

Woodbridge Dance Company will benefit from adding these beautiful costumes to their costume closet. This season, four of WDC's members will be the first to premiere them in June 2024.

They are seeking funding to aid in the cost of costuming that WDC provides for their members performing in this June's performance. This performance is projected to cost \$2,500.00 which includes venue cost, costume, scenery & props, and moving truck expenses.

Amount of grant requested: \$500

# Prince William County Arts Council Treasurer's Report 4/9/2024

## 1 Finances

From the county financial reports, we have spent \$14,414 of our allocation of \$62,784 and none of the \$725 earned at Arts Alive. (This will be used for TA grants) \$3699 for costs associated with Arts Alive, \$385 for Art programs at schools, \$5,124 for marketing and magazine, \$4306 for events and \$900 for the parliamentarian.

Attached is the latest budget document and a proposed re-adjustment of budgeted amounts. I encourage that we adopt the changes.

**2 Technical Assistance Grants** applied for: Four. Please note that we have nearly run out of funds to provide money if all applications are awarded. If the first three are awarded, then there is \$27 remaining for the fourth applicant.

The first grant application is from ArtFactory

The Technical Grant funds will be used for the purchase of 2 Bonsaii 18-Sheet Heavy Duty EverShred C149-C Cross-Cut Paper and Credit Card Shredders for use in the ARTfactory office.

The paper shredders to be used as needed. Their current paper shredder is very old and not fully functional anymore, often cutting off when in use and overheating. ARTfactory works weekly with a number of volunteers, interns, and students with learning disabilities from the Prince William County School System and Didlake to provide workplace experience. One of the tasks they assist with each week is sorting paperwork, and shredding files. ARTfactory has to shred sensitive information periodically, and the shredder is essential to ensure the privacy of our patrons.

The purchase of the two shredders will directly improve our community service and management in a few ways. We work closely on a regular basis with volunteers from Didlake and the PWCS system providing real life workplace experience including filing, sorting, organizing, cleaning, and shredding of paperwork. These tasks encourage volunteers to apply critical thinking skills when reviewing the materials and help prepare them for the workforce.

Recently, we've had issues with our current shredder overheating and cutting off, which interrupts the volunteers and interns during their time here. With a properly working, heavy duty shredder we will not encounter issues with overheating, and our volunteers and interns can continue to help without interruption. In addition to the purchase improving our community service, the shredder will also improve the overall management of our office and office paperwork. The shredder will assist with disposing of sensitive materials in a timely manner.

ARTfactory as an organization will benefit from use of this grant, but our patrons will also benefit since it allows us to dispose of sensitive private information.

Additionally, our volunteers and interns will greatly benefit from the use of this grant as they can continue to develop their workplace skills each week with us at ARTfactory.

Amount of grant requested \$287.98

The second grant application is from Manassas Chorale & Greater Manassas Children's Choir

They want to purchase a portable speaker system (Rockville RAM15BT) which must have a rechargeable battery, Bluetooth and at least 2 microphones.

This equipment will allow the children's voices to be heard when they are singing outdoors. It will also improve the sound quality in indoor spaces that do not have a built-in sound system. This all-in-one portable system will allow them to be more mobile and accept more invitations to sing at outdoor venues. It will give the Greater Manassas Children's Choir more exposure and greater impact.

All members of the Greater Manassas Children's Choir, their three directors and three accompanists and audiences will benefit as described above.

Amount of grant requested \$299.35

The third grant application is from GEM Theater Productions

They want to purchase a 8800 Church Wireless System consisting of 8 x 100 Channels UHF Mic Professional Beige Headset and Wireless Condenser Microphone

They will use the grant funds to purchase multi channel headset mics for GEM Theater live performances. These mics are on a completely difference frequency than emergency service mics.

These mics will improve community based performances and avoid past issues of police frequency interference. The quality of performances will increase substantially.

Community, GEM Theater performers, staff, and volunteers will all benefit from this purchase.

Amount of grant requested. \$500.00

The fourth (and just received) grant application is from Woodbridge Dance Company

Woodbridge Dance Company is presenting the classical ballets "Pas de Quatre" and "Steadfast Tin Soldier" along with an original titled "Ballerina and the Blues" which will be featured in its annual end of season performance in June 2024.

Funds from the technical assistant grant will directly help defer the cost of new tutus for

the the company to costume the dancers performing in the ballets.

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They are seeking funding to aid in the cost of costuming that WDC provides for their members performing in this June's performance. This performance is projected to cost \$2500.00 which includes venue cost, costume, scenery & props, and moving truck expenses.

Amount of grant requested.\$500

**3. Membership dues:** \$4,625 plus \$725 from Arts Alive collected so far.. \$1115 is available for TA grants.

#### **4. Types of Grants**

As a member of the Prince William County Arts Council (PWCAC) you, as an organization or individual, can apply for several different grants.

The first is a **Technical Assistance (TA) grant** funded from member dues paid to PWCAC. The goal is to raise \$5,000 to be used to fund these grants. Any member of PWCAC can apply for this grant. The maximum amount that can be awarded is \$500. The grant can be for: short-term consultations on artistic or organizational problems; sending artists, administrators, board members, and other authorized representatives to conferences or seminars which will increase member effectiveness and purchase of equipment, computer hardware, and software (including subscriptions and licensing) for management purposes.

Next are: **New and Emerging Grants** designed to assist newly established art start-up nonprofit arts groups find their footing through providing some assistance within the first three years of their existence.

**General Operating Grants** were put in place to ensure that our established nonprofit organizations have every opportunity to sustain themselves as they continue to provide rich cultural and art performances to our citizens across the region.

The grant application season begins in April of each year with grant selection which is done by grant panel, announced in late July.

These arts grants are provided through Prince William County Board of County Supervisors each Fiscal Year. For a number of years, there was a pot of about \$193,000 to be used for the many organizations who apply.

All nonprofit organizations in the Greater Prince William, to include Manassas and Manassas Park, are encouraged to apply for support in one of two granting areas.

A Grants Workshop is held each year to educate the public about the grants process. The 2024 Grants Workshop will be held tomorrow, April 10 at 5:30 PM at the Hellwig Administration Building, 14420 Bristow Rd, Manassas, VA 20112.

PW County Arts Council FY24 Budget		Adopted 9/12/23		Proposed revision 4/7/24		
	Adopted Budget	Revised Budget	Actuals	Extra	Income Balance	
<b>Income</b>						<b>TA Grants</b>
Operating Revenue from county	\$62,784	\$0				<b>Awarded</b>
Dues from members	\$5,000	\$0	\$4,625		\$4,625	<b>\$4,235</b>
Donations	\$250	\$0				<b>Available</b>
Arts Alive vendor fees	\$700	\$0	\$725		\$725	<b>\$1,115</b>
Special Events from classes/workshops (OSG)	\$2,000	\$0			\$0	
Grants	\$0	\$0			\$0	
<b>Income total</b>	<b>\$70,734</b>	<b>\$0</b>	<b>\$5,350</b>	<b>\$0</b>	<b>\$5,350</b>	
<b>Expenses</b>					<b>Expense Balance</b>	<b>Budget Balance</b>
Arts Alive	\$6,000	\$6,000	\$3,699		\$2,301	\$2,301
Seefeldt Awards	\$7,000	\$12,000			\$12,000	\$7,000
Workshops	\$3,000	\$1,000		<b>Proposed Change</b>	\$1,000	\$3,000
Festival attendances	\$2,500	\$500			\$500	\$2,500
Poet Laureate Programs	\$2,000	\$2,000			\$2,000	\$2,000
Stipend for Poet Laureate	\$500	\$500			\$500	\$500
Community art programs	\$6,000	\$3,000			\$3,000	\$6,000
Art programs at schools	\$6,000	\$6,000	\$385		\$5,615	\$5,615
Marketing/ advertising/ promotion/magazine	\$14,000	\$14,000	\$5,124		\$8,876	\$8,876
Event expenses (Events TBD)	\$5,000	\$15,000	\$4,306		\$10,694	\$694
Parliamentarian	\$900	\$900	\$900		\$0	\$0
Arts business expenses	\$5,884	\$1,884			\$1,884	\$5,884
Miscellaneous Recreation	\$1,000	\$0			\$0	\$1,000
Spec Events	\$3,000	\$0			\$0	\$3,000
<b>Expense Total</b>	<b>\$62,784</b>	<b>\$62,784</b>	<b>\$14,414</b>	<b>\$0</b>		<b>\$48,370</b>
						<b>\$0</b>