

**Prince William Arts Council
Meeting Minutes**

Date	June 11, 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
Ebenezer Allotey	E		X		
Peter Alten	E	Treasurer	X		
Michael Artson	E		X		
Davene Barton	A		X		
Ron Crigger	A		X		
Jordan Exum	E	Vice Chair for Nominations	X		
Kelly Haneklau	A		X		
Dawne Horizons	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		
Wanda Smith	A		X		
Catrina Stroman	A		X		
Jackie Thomas	E		X		

Others Present

Name	Organization
Janet LaFleur	DPR
Carter McClelland	DPR Liaison
Julie Brewer	Cabin Branch Quilters
Mark Cohen	Woodbridge Community Choir
Lucetta Furr-Snider	Woodbridge Dance Company
Diane Roebuck	PW Community Band
Em Smith	Hylton Performing Arts Center
Elizabeth Stathis	Individual
Vaze	Edutainment

Meeting Called to Order	Meeting called to order at 6:34 pm.
Opening Remarks	<ul style="list-style-type: none"> • Tonight is the Annual meeting • Refreshments will be provided at the end of the meeting • Janat L. introduced the new liaison: Carter McClelland <ul style="list-style-type: none"> o Located at the Birchdale office o Email contact: cmcclelland@pwcgov.org o 703.792.8782 • Jordan will conduct elections and Janet will oversee counting of ballots
Meeting Minutes Approval	<p>Approval of meeting minutes from May 11, 2024 meeting.</p> <ul style="list-style-type: none"> • Alice asked for any comments for minutes or updates. • Jordan E. moved to accept the minutes. • Motion seconded by Ron C. • Minutes approved with no changes. • Vote: show of hands to approve with none opposed.
Treasurer Report	<p>Finances</p> <p>TA Grants</p> <ul style="list-style-type: none"> • \$4,305 plus \$725 from Arts Alive was collected. • \$368 is remaining • 11 TA grants awarded totaling \$4,662

- \$36,524 of our allocation of \$62,784 spent for the year
- \$3,774 for costs associated with Arts Alive
- \$7,341 for Seefeldt awards program
- \$4,135 for Art programs at schools
- \$14,149 for marketing and magazine
- \$4,306 for events
- \$1,919 Art business expenses
- \$900 for the parliamentarian

Remaining Budget

- Discussion of purchasing 10x10 tents to use for events.
- Also, purchase t shirts similar to those distributed for use at Arts Alive for volunteers.
- Peter will send email with specifications to Janet for possible purchase since we are near the end of the fiscal year.

Other Discussion

Wanda asking about “other” sources for information cited in the finance report.

Janet replied that all expenditure information through various ways to purchase items including contracted vendors Information is provided by the finance team.

Result is just a matter of semantics. Peter will change report to reflect.

Standing Committee Reports

Nominations	
Chair	Jordan Exum
Members	
<p>Tonight, we will be voting to elect Council Directors for six open positions. Vote for any of the six on the list. For write ins, the nominated person needs to give permission and announce their candidacy.</p> <ul style="list-style-type: none"> • The floor was opened for any nominations for any write ins. • Jordan provided an explanation of the stagger of 5 board members for each year. • Introduction of current members on the ballot. • Ballots distributed. <p>Election results: All members on the ballot elected.</p> <ul style="list-style-type: none"> • Jordan Exum • Elysabeth Muscat • Carylee Carrington • Susan Dommer • Sean Peck • Michael Artson <p>Officers Subsequent to the voting for open council directors, voting was conducted for officers for the FY 25 year.</p> <p>Alice Mergler, Chair Peter Alten, Treasurer Sean Peck, Secretary Carylee Carrington, Marketing Chair Dawne Horizons, Program Chair Ron Crigger, Nominations Chair</p>	

Marketing	
Chair	Vacant
Members	
No report.	

Program	
Chair	Kim B. Miller
Members	
<p>Preliminary Arts Alive meetings coming up soon</p> <ul style="list-style-type: none"> • Event will be held September 14th at the Hylton Center. • Projected timing of event 12-5 pm. • Application information will be sent out • Number for vendors and performances will be limited based on the number of applicants • Deadline is mid-July • Applications will be reviewed and performers will be notified by Em Smith (esmith68@gmu.edu) <p>Seefeldt Awards</p> <ul style="list-style-type: none"> • Held on June 1 at 7 pm • Venue: POV Church in Dumfries. 1006 Williamstown Drive, Dumfries, VA 22026 • Comments <ul style="list-style-type: none"> ○ Staff was very helpful ○ A recording was made of the event ○ Intimate setting for awardees ○ Judges from different geographic areas ○ Committee members helpful <p>Final note: Kim is resigning from the Arts Council and Program chair at the conclusion of this meeting.</p>	

Special Committees

Arts in Education	
Chair	Susan Dommer
Members	
No report.	

Public Art	
Chair	Jordan Exum
Members	

No report.

Liaison Report

	No report

Appointee Reports – No reports

Kelly Haneklau – Brentsville District

Ron Crigger – Coles District

Wanda Smith – Neabsco District

Dawne Horizon - Occoquan

Catrina Stroman - Potomac

Final Notes

Our next meeting will be August 11.

Adjournment

Call for adjournment at 7:34 pm.

Prince William County Arts Council Treasurer's Report 6/11/2024

1 Finances

From the county financial reports, and other sources, we have spent \$36,524 of our allocation of \$62,784. \$3,774 for costs associated with Arts Alive, \$7,341 for Seefeldt awards program, \$4,135 for art programs at schools, \$14,149 for marketing and magazine, \$4306 for events, \$1,919 for art business expenses and \$900 for the parliamentarian.

Attached is the latest budget document.

2 Technical Assistance Grants

There were 11 TA grants awarded totaling \$4,662.

3. **Membership dues:** \$4,305 plus \$725 from Arts Alive was collected. \$368 is remaining.

4. Motion

I plan to make a motion to purchase now (this FY) all the materials needed for Arts Alive.

PW County Arts Council FY24 Budget		Adopted 9/12/23		Updated 6/11/2024		
	Adopted	Revised	Actuals	Extra	Income Balance	
	Budget	Budget				
Income						TA Grants
Operating Revenue from county	\$62,784	\$0				Awarded
Dues from members	\$5,000	\$0	\$4,305		\$4,305	\$4,662
Donations	\$250	\$0				Available
Arts Alive vendor fees	\$700	\$0	\$725		\$725	\$368
Special Events from classes/workshops (OSG)	\$2,000	\$0			\$0	
Grants	\$0	\$0			\$0	
Income total	\$70,734	\$0	\$5,030	\$0	\$5,030	
Expenses					Expense Balance	Budget Balance
Arts Alive	\$6,000	\$6,000	\$3,774		\$2,226	\$2,226
Seefeldt Awards	\$7,000	\$12,000	\$7,341		\$4,659	-\$341
Workshops	\$3,000	\$1,000			\$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	\$4,135		\$1,865	\$1,865
Marketing/ advertising/ promotion/magazine	\$14,000	\$14,000	\$14,149		-\$149	-\$149
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	\$1,919		-\$35	\$3,965
Miscellaneous Recreation	\$1,000	\$0			\$0	\$1,000
Spec Events	\$3,000	\$0			\$0	\$3,000
Expense Total	\$62,784	\$62,784	\$36,524	\$0		\$26,260