

## Prince William Arts Council Meeting Minutes

Date	November 12, 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		
Carylee Carrington	E	Vice Chair Marketing	X		
Ron Crigger	A	Vice Chair Nominations & Membership	X	X	
Susan Dommer	E		X		
Jordan Exum	E		X		
Kelly Haneklau	A		X		
Dawne Horizons	A	Vice Chair Programs		X	
Catrina Hudson-McNeil	A		X		
Alice Mergler	E	Board Chair	X		
Larissa Miller	A		X		
ElysaBeth Muscat	E			X	
Sean Peck	E	Secretary	X		
Jackie Thomas	E		X		

### Members Present

Name	Organization
Carter McClelland	DPR liaison
Janet LaFleur	DPR
Becki O'Loughlin	New Dominion Choraliers
Debora Madsen	Individual Artist
Diane Roebuck	PW Community Band
Isaiah Luckey	Edutainment at OSA
Kevin Antwi	DMV Chorale
Lee Vannett	Individual
Mark Cohen	Woodbridge Community Choir
Mark Wolfe	Manassas Ballet Theater
Patty Parker	Manassas Symphony Orchestra
Sandra McClelland Lewin	Independent

<b>Meeting Called to Order</b>	Meeting called to order at 6:35 pm.
<b>Opening Remarks</b>	<ul style="list-style-type: none"> <li>• Chair, Alice Mergler</li> <li>• The attendance check in roster was passed around the room.</li> <li>• Topics that need to be discussed in tonight’s meeting. <ul style="list-style-type: none"> <li>• Carylee C. – Highlights for marketing initiatives</li> <li>• Dawne H. – need committee members for program committee</li> </ul> </li> <li>• Alice provided a sign-up sheet for all standing committees</li> <li>• Committee chairs provided information about committee needs <ul style="list-style-type: none"> <li>• What are the jobs/responsibilities of committee members?</li> <li>• A job aid for committee memberships and roles and responsibilities needs to be created</li> </ul> </li> </ul>
<b>Meeting Minutes Approval</b>	<p>Approval of meeting minutes from October 2024 meeting.</p> <ul style="list-style-type: none"> <li>• Alice asked for any comments for minutes or updates.</li> <li>• Sean Peck reviewed previously provided edits for update.</li> <li>• Kelly H. moved to accept the minutes as appended</li> <li>• Motion seconded by Peter A.</li> <li>• Vote: 10 to approve and none opposed.</li> <li>• Minutes approved.</li> </ul>
<b>Treasurer’s Report</b>	<p>Peter A. presented current budget information.</p> <p>Annual FY 25 Allocation: \$62,784  Arts Alive Spent to date: \$5,089</p> <p><b>Technical Assistance Grants</b>  \$3,915 is available for grants</p> <ul style="list-style-type: none"> <li>• \$4,250 in dues have been collected</li> <li>• \$525 in vendor fees from Arts Alive</li> <li>• \$3,915 remaining after submitted technical request</li> </ul> <p><b>Grant Request</b>  Requester: Prince William Art Society, Inc (PWAS)  Amount Requested: <b>\$399</b>  Request: Square terminal directly from Square</p> <p>Peter A. moved to accept the request.  Susan D. seconded motion.</p> <p>Discussion  None</p> <p><b>Grant Vote</b>  Approve:12  Opposed:  The motion passed.</p>

	<p><b>Grant Request</b>  Requester: GEM Theater Productions  Amount Requested: <b>\$486</b>  Request: Donor Management Software one year subscription to Little Green Light (LGL).</p> <p>Peter A. moved to accept the request.  Alice M. seconded motion.</p> <p>Discussion  None</p> <p><b>Grant Vote</b>  Approve: 12  Opposed: none  The motion passed.</p>

<b>Standing Committee Reports</b>
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<b>Marketing</b>
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Chair	Carylee Carrington
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Committee members are needed. Contact Carylee to join the committee.

**Magazine**

Article submissions made and layout currently being created. Target distribution by December 1. The magazine will be distributed as a quarterly publication

Article submission requested from all groups in the Arts Council for representation of all groups. Deadlines will be provided for future editions. Information will be provided via social media for submission information.

To submit an article or media post send to: [marketing.pwcartscouncil@gmail.com](mailto:marketing.pwcartscouncil@gmail.com)  
Jackie T. offered to assist groups with writing an article for a member group.

The title of the magazine is changing to Prince William County Arts.

<b>Nominations &amp; Membership</b>
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Chair	Ron Crigger
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Alice reporting in Ron's absence.  
Membership list is improving and Ron will provide compilation of members.

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<b>Program</b>	
Chair	Dawne Horizons
<p>Carylee C. presented for Dawne in her absence.</p> <p>Planning for events for the rest of year.</p> <ul style="list-style-type: none"> <li>• Meet and greet in the community in January</li> <li>• Black History Month – Feb 8</li> <li>• Women’s History Month – March 8</li> <li>• Poetry Month – April 12 or 19 proposed dates</li> <li>• May- July – Poetry in the Parks <ul style="list-style-type: none"> <li>• May 30/31, June 27/28, July 5/ 11/12, August 9/16</li> </ul> </li> <li>• June – Seefeldt Awards – June 7 proposed date</li> <li>• September – Arts Alive – September</li> <li>• October – November 12</li> <li>• Fall Harvest party – teaching poetry/spoken word, crafts <ul style="list-style-type: none"> <li>• Proposed dates: 10/18 or 10/25</li> </ul> </li> </ul>	
<b>Arts and Education</b>	
Chair	Susan Dommer
<b>Parks and Recreation Reports</b>	
<b>Liaison Report: John Blevins</b>	<p><b>Magazine</b>  Discussion of Magazine development and review policy.  The process needs to be finalized and voted on by the council.  To that end, the proposed policy as provided by Carter was read in entirety in the meeting.</p> <p>Discussion  None</p> <p>Sean P. moved to approved policy  Kelly H. seconded motion  Vote:</p> <ul style="list-style-type: none"> <li>• 10 in favor</li> <li>• None opposed</li> <li>• The policy is adopted.</li> </ul> <p><b>Public Art Policy Update</b></p> <p>DPR has submitted a draft policy to BOCS. Awaiting further direction from BOCS</p> <p>Holiday Lights begin on December 6.  Send Carter an email if you have choirs that would like to perform.</p> <ul style="list-style-type: none"> <li>• Larissa stated her group received an email about performing.</li> </ul>

<b>Additional business</b>	
<ul style="list-style-type: none"> <li>• Alice M. introduced Sunshine Jefferson as the new representative from Manassas Park.</li> <li>• Kelly H. introduced Elizabeth Stathis as new director of Art of Life Charities. Mission is Employing the Arts to Support Communities in Need</li> <li>• Alice M. still working on Manassas Park public art policy. Elizabeth S. will provide future updates on progress.</li> <li>• Peter sent Isiah pictures of public art around Manassas. The city of Manassas is providing options</li> </ul>	
<b>Announcements</b>	
<ul style="list-style-type: none"> <li>• PW Community Band concert at Metz MS on December 8 at 3 pm.</li> <li>• Night of Improv scheduled GEM Theatre Productions January 3<sup>rd</sup> Saturday</li> <li>• New Dominion Choraliers Christmas concert December 7 and 8 First United Presbyterian.</li> <li>• Manassas Chorale concert on December 7 at 7:30 pm at the Hylton center.</li> <li>• Greater Manassas Children’s December 8</li> <li>• OSA Cabaret project 11/16-17 Saturday 3 and 8 pm Sunday at 3 pm</li> <li>• Manassas Christmas Parade December 7</li> <li>• VA National Ballet November 29 Nutcracker and Capital One Hall December 19</li> <li>• Woodbridge Community Choir December 7, 8 pm and December 8 Ferlazzo</li> <li>• Manassa Park Christmas Parade December 7</li> </ul>	

**Final Note**

Our next meeting will be January 14th at 6:30pm at the McCoart building.

**Adjournment**

Adjournment at 8:35 pm.

# Prince William County Arts Council Treasurer's Report 11/12/2024

## 1 Finances

From the county financial reports, we have spent \$5089 of our allocation of \$62,784 for costs associated with Arts Alive.

Attached is the latest budget document.

## 2 Technical Assistance Grants

There are two new TA grant application.

### Prince William Art Society, Inc (PWAS)

The Technical Assistance Grant funds will be used to purchase a Square terminal point of sale device. This will provide PWAS with greater flexibility and reliability when processing credit cards.

Funds will be used to purchase one Square terminal directly from Square.

Quick and reliable processing of credit cards purchases of art at any location is a necessary capability.

The device will benefit the artists selling art, the PWAS organization, and the patrons purchasing art.

Total cost is \$399. Shipping is free.

Amount of request: \$399

### GEM Theater Productions

This grant request is for the purchase of Donor Management Software one year subscription to Little Green Light (LGL). (December 2024 through December 2025) Little Green Light helps the organization manage donors, donations, acknowledgments, events, and campaigns for up to 2500 constituents. Initial subscription was received at a discount through TechSoup but was only applicable for the first year. LGL have proven to be a cost-effective solution for donation and donor management.

This program will enable GEM Theater Productions to accurately manage donations by campaign, donor, fundraising, events, and so forth.

GEM Theater Productions will benefit and the community donors, event participants as well .

Amount of grant requested: \$486,00

### **3. Membership dues:**

\$4,250 plus \$525 from Arts Alive was collected. Total available for TA grants is \$3915.

### **Motion**

Approve the TA grant applications from the Prince William Art Society and GEM Theater Productions

## Arts Council's Arts Magazine publishing process

### PURPOSE

To ensure that the Arts Council, under guidance from DPR Communications Division and the Arts Recreation Specialist, has clear parameters to handle content and articles for the arts magazine and that the established process guidelines is adhered to by all parties involved in the oversight and implementation of such.

### OVERSIGHT AND IMPLEMENTATION PROCESS GUIDELINES:

- The Arts Council Marketing Chair, along with the guidance from DPR's Communication staff and the Arts Recreation Specialist, will oversee the arts magazine implementation process and follow the guidelines set forth by DPR and the Arts Council Chair.
- The Arts Council board will determine allocated funds from the Arts Council's budget to support the production and print of the arts magazine. Frequency of production of the magazine (bi-monthly, quarterly) will be set by the Arts Council board and will be determined and voted on at the start of each fiscal year.
- The Arts Council board may elect to have an Arts Council member organization (i.e. Edutainment Productions) assist the Marketing Committee chair with the gathering of content and articles to be published for each publication.
- The Marketing Committee chair will send the final draft version of the arts magazine to the Arts Recreation Specialist and DPR Communications staff for review, edits, and final approval for print.
- The final print version of the arts magazine will be handled by DPR Communications staff to send to the printer vendor to print the estimated number of the publication.
- Payment to print the arts magazine will be handled by the Arts Recreation Specialist using the Arts Council's budget funds and the total cost of such will also be communicated to the Arts Council's Treasurer for recording purposes.

DPR and the Arts Council board can at any time during the fiscal year, make the decision to eliminate the funding of the arts magazine and allocate such funds to support any future Arts Council initiative.



<b>PW County Arts Council FY25 Budget</b>		Adopted Oct 8, 2024		Updated Nov 9, 2024		
	Adopted	Revised	Actuals	Extra	Income Balance	
	Budget	Budget				
<b>Income</b>						<b>TA Grants</b>
Operating Revenue from county	\$62,784	\$0				<b>Awarded</b>
Dues from members	\$5,000	\$0	\$4,250		\$4,250	<b>\$860</b>
Donations	\$250	\$0				<b>Available</b>
Special Events from classes/workshops	\$2,000	\$0	\$525		\$525	\$3,915
Grants	\$0	\$0			\$0	
<b>Income total</b>	<b>\$70,034</b>	<b>\$0</b>	<b>\$4,775</b>	<b>\$0</b>	<b>\$4,775</b>	
<b>Expenses</b>					<b>Expense Balance</b>	<b>Budget Balance</b>
Arts Alive	\$9,000		\$5,089		\$5,089	\$3,911
Seefeldt Awards	\$5,000				\$0	\$5,000
Workshops	\$1,000				\$0	\$1,000
Festival attendances	\$1,000				\$0	\$1,000
Poet Laureate Programs	\$2,000				\$0	\$2,000
Stipend for Poet Laureate	\$500				\$0	\$500
Public Art	\$6,000				\$0	\$6,000
Community art programs	\$4,000				\$0	\$4,000
Art programs at schools	\$8,000				\$0	\$8,000
Art magazine	\$8,500				\$0	\$8,500
Advertising	\$5,000				\$0	\$5,000
Promotion & publicity	\$2,500				\$0	\$2,500
Event expenses (Events TBD)	\$5,500				\$0	\$5,500
Arts business expenses	\$4,784				\$0	\$4,784
<b>Expense Total</b>	<b>\$62,784</b>	<b>\$0</b>	<b>\$5,089</b>	<b>\$0</b>		<b>\$57,695</b>
11/9/2024						