



MEETING AGENDA

ARTS ADVISORY BOARD

Governing Body: Arts Advisory Board

Date of Meeting: April 6, 2023

Time of Meeting: 6:00 pm

Place of Meeting: Boone Airport Conference Room

1. Call Meeting to Order.
2. Roll Call.
3. Approval of Agenda.
4. Approval of Minutes
 - A. January 11, 2023
 - B. January 19, 2023 (Special Meeting)
5. Financial Review
 - A. Nights on the Green Sponsorship Update
 - B. Special Grants Discussion
6. Arts Board/Council/Committees
 - A. 2023 Arts Board Appointments and Vacancies
7. Project Discussions
 - A. Nights on the Green
 - B. Christmas Show
8. Other Business
 - A. Board Comments
 - B. Public Comments
9. Motion to Adjourn.

ARTS ADVISORY BOARD MEETING MINUTES

1-11-2023 – Boone City Hall - Auditorium

Meeting Called to order: 6:33 pm

In attendance: Linda Blakely, David Byrd, Pam Grundstad, Chris Sutton

Approval of Agenda: Moved to approve agenda by Grundstad. Seconded by Sutton. Motion carried.

Approval of Minutes: Amendments to Previous Minutes as follows:

12/10/2022 – Time stated for adjournment is incorrect. The minutes *should* read:

Adjourned at 11:15 AM

Motion to approve the change to the 12/10/2022 minutes. as stated above made by Grundstad. Seconded by Sutton. Motion carried.

12/13/2022 (Special Meeting) – The vote to approve the expenditures from the Christmas Show was inadvertently omitted from the minutes. The minutes *should* read:

The chair presented to the Board the final expenditures for the Christmas Program as compared to the Budget. A motion was made to approve the expenditures by Sutton. Seconded by Byrd.

Motion to approve the 12/13/2022 omission as stated above made by Byrd. Seconded by Sutton. Motion carried.

Financial Overview:

Board reviewed financial report received by the City. Blakely asked Byrd to meet with Elmquist for clarification on the budget and finances submitted by Elmquist for the fiscal year.

Grant Update: High Bridge Quilting submitted a request for funding assistance in 2022 to begin a program that introduces the Art of Quilting specifically targeting teens. In lieu of the meeting on 12/29/2022 with Skare regarding the Arts Ordinance, Blakely suggested a “special project grant” be created for such projects which would allow the Board to offer one time funding assistance and remain in compliance. Blakely requested everyone research arts grants and bring samples/suggestions and a special meeting be held to focus specifically on a grant program. Sutton suggested that we approve an amount now so that we can budget appropriately for the rest of the year with the understanding that monies won’t be awarded until an application is created, received and approved by both the Board and City Council.

Motion to approve a \$500 grant to High Bridge Quilting pending receipt of grant application (and approval) was made by Sutton. Seconded by Grundstad. Motion carried.

Arts Board Council/Committees Overview

Arts Board Ordinance: Blakely & Byrd met with Skare on 12/29/2022 to review the current ordinance and discuss possibilities to hold events and remain in compliance. Discussion included the need to create a Grant Program as a priority and the steps that need to be done to be able to host an event. Blakely suggested a “Special Meeting” be set for 1/19/2023 that focuses specifically on these two issues so that the Arts Board can move forward for the rest of the year.

Arts Board Committees – (Arts Council Committee): It was decided to table any sub-committees at this time and focus on getting the specifics for the ordinance in place first. Blakely will notify the members of the sub-committee of this decision and explain that it doesn’t change their role as participants with the Arts Board.

Arts Board Vacancy: Blakely shared the need to find that 5th person to serve on the Arts Advisory Board. The board agreed that finding the right individual to serve was a priority over just putting a body in the seat. Blakely reviewed the requirements to serve on the Board and asked the board that they have any potential candidates submit an application via the city's website for consideration.

Arts Projects/Events/Programs Overview

CVB – Nights on the Green: Blakely and Grundstad met with Kris Blocker of the CVB regarding sponsoring one of the Nights on the Green Events. A vendor fair was discussed to showcase artists and crafters. Sponsoring the event will allow us to participate and remain in compliance with our purpose. Blakely and Sutton will begin the process of working with the CVB to get the ball rolling.

Motion to approve the \$900 sponsorship for the June 2nd Nights on the Green event was made by Sutton. Seconded by Grundstad. Motion carried.

Christmas Show: Discussion to host another Christmas show included how well it was received and if the interest was there in doing another. A policy/resolution will have to be created to allow the Arts Board to host any event in the future. This can be included in the 1/19/2023 special meeting regarding the ordinance.

Community Choir Survey: Grundstad will put together a list of questions for a survey to be sent to the public to see if there is any interest in creating one. The Arts Board can help it get started, but it will have to be a separate entity. Board is to submit their questions to Grundstad to be brought to the next regularly scheduled board meeting.

Other Business:

Board Member Comments: It was brought to the board's attention that a comment was posted on social media by a Councilperson that discouraged members of our community from supporting the Arts Board and discouraged the community to attend the City's Community Christmas Celebration put on by the Arts Advisory Board in 2022. The immediate concern of the board is the negative impact this person's actions could have on the 300+ people, businesses and organizations that participated in the Celebration should the Arts want to repeat the event in 2023. The Arts board will decide on any action to take once additional information is received and confirmed.

No Public Comments

Next Meeting: January 19, 2023 at 5:00 pm. Boone Municipal Airport. This will be a Special Meeting to focus on a Grant Program and Policy/resolutions for future events.

Meeting Adjourned: 8:11 pm

Motion to Adjourn made by Byrd. Seconded by Sutton. Motion carried.

**ARTS ADVISORY BOARD
SPECIAL MEETING - MINUTES**

1-19-2023 – Boone Municipal Airport Conference Room

Meeting Called to order: 5:08 pm

In attendance: Linda R. Blakely, David Byrd, Pam Grundstad, Chris Sutton

Approval of Agenda: Motion to approve agenda by Grundstad, seconded by Sutton. Motion Carried

Financial Overview:

At the Board's January 11 meeting, board members asked for additional clarification regarding financial statements involving the Arts Board. Byrd explained the Fiscal Year 2023 Cash Flow Statement, specifically what funds are available for projects during the calendar year and fiscal year, and the difference between unexpended amounts and projected revenue.

Arts Board Ordinance:

The Board discussed possible amendments to the current city ordinance establishing the Arts Advisory Board. Blakely will put together bullet points for the Arts Board to review to present to the City regarding Projects/Events hosted by the City of Boone's Arts Board. The revised ordinance will be presented to the board and the City Council for approval as a resolution to the ordinance.

Grant Guidelines

Blakely recently spoke with the representatives of the Ames Commission on the Arts (COTA) which awards annual grants for various projects in Ames. Blakely distributed samples of their documents to use as a guide for grants. Ames Commission members offered to meet with the full Boone Arts Advisory Board to provide additional information upon our request

Board members noted that the Ames Commission on the Arts (COTA) is well-established and has operated successfully for several decades. Their guidelines and application forms are extremely well and good examples to use as a guide for the Boone Arts Board. These guidelines also offer the Boone Arts Board the opportunity to grow and support more artists each year.

Motion to approve the grant guidelines and grant application forms pending minor changes and approval from the City by Grundstad. Seconded by Sutton. Motion carried.

Board members will review other documents used by the Ames Commission on the Arts and submit suggested revisions to the full Arts Board by January 30.

Nights on the Green

The Board discussed a proposal that the Arts Advisory Board sponsor the June 2, 2023 Nights on the Green, a Boone Convention and Visitors Bureau event. In addition to the other activities, there will be a Crafter's Fair beginning at 5:00 that day. The Arts Board will help find volunteers to assist with the Fair, including set up and tear down. As a sponsor of the event, we will distribute promotional fliers explaining the mission and activities of the Arts Board and promote our grant program.

Motion to approve a \$900 sponsorship by the Arts Board for the June 2 Nights on the Green by Sutton, seconded by Byrd. Motion carried.

No additional comments from the Board or Public.

Next Meeting TBD

Motion to Adjourn: 7:25 pm, by Byrd, seconded by Sutton, approved unanimously.

Fiscal Year 2023 Cash Flow Statement

Beginning Cash Balance		9,092.01
FY2023 Membership Dues		
FY2023 Donations	3,263.00	
FY2023 Expenditures		5,250.44
Cash Balance as of 1/11/2023		7,104.57

Cash Flow History Statement

	Revenue	Expenditures	Cash Balance
FY2021 Economic Development Transfer	5,000.00		
FY2021 Membership Due	240.00		
FY2021 Donations	-		
FY2021 Expenditures		222.03	
FY2022 Donations	2,577.28		
FY2022 Membership Dues	660.00		
FY2022 Expenditures		2,663.24	
FY2023 General Fund Transfer	3,500.00		
Cash Balance as of 6/30/2022	11,977.28	2,885.27	9,092.01

REVENUE & EXPENSE REPORT
CALENDAR 3/2023, FISCAL 9/2023

Arts

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	AMOUNT UNEXPENDED
009-599-4705	DONATIONS			3,263.00		3,263.00-
009-910-4830	TRANSFER IN-ART COMMISSIO	3,500.00				3,500.00
	TOTAL REVENUE	3,500.00	.00	3,263.00	93.23	237.00
009-599-6499	CONTRACT SERVICES	9,000.00	900.00	3,736.71	41.52	5,263.29
009-599-6506	OFFICE SUPPLIES			1,513.73		1,513.73-
	TOTAL EXPENSES	9,000.00	900.00	5,250.44	58.34	3,749.56
	ART COMMISSION TOTAL	5,500.00-	900.00-	1,987.44-	36.14	3,512.56-
	TOTAL ARTS COMMISSION BAL	5,500.00-	900.00-	1,987.44-	36.14	3,512.56-