

# MEETING AGENDA

**Governing Body:** Arts Advisory Board  
**Date of Meeting:** Thursday, August 10  
**Time of Meeting:** 5:30 pm  
**Place of Meeting:** Airport Conference Room



1. Call Meeting to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
  - a. Board Meeting - June 29<sup>th</sup>, 2023
  - b. Special Meeting – July 6<sup>th</sup>, 2023.
5. Financial Overview
  - a. Fiscal Year Update
  - b. Budget Overview
  - c. Revenue vs. Expense Report
  - d. Contributions/Sponsorships Update - Byrd
6. Boards and Committees
  - a. Christmas Committee(s)
7. Grants
  - a. Grant Application Update – Blakely
  - b. Film Update - Blakely
  - c. Sharitage Project Update - Sutton
8. Event(s) Update
  - a. Community Christmas Celebration
    - i. Vision Overview – Blakely
    - ii. Music Overview – Grundstad
9. Other Business
  - a. Discussion – Arts Website
  - b. Discussion - Social Media
10. Board Comments
11. Public Comments
12. Motion to Adjourn.

# MEETING MINUTES

**Governing Body:** Arts Advisory Board  
**Date of Meeting:** Thursday, June 29, 2023  
**Time of Meeting:** 5:30 pm  
**Place of Meeting:** Airport Conference Room



**Call Meeting to Order** — Meeting called to order at 5:33 pm (Blakely)

**Roll Call** — Present: Linda R. Blakely, David Byrd, Pam Grundstad, Chris Sutton

**Approval of Agenda** — Board approved meeting agenda (motion Grundstad; second Sutton).

**Approval of Minutes** — The Board approved minutes of the Board's May 25, 2023 meeting (motion Grundstad; second Sutton).

**Financial Overview** — Blakely reported that the \$660.58 donated by the CVB from the NOG event was not included in the Financial report but was received by the City.

**Unfilled Arts Advisory Board seat** — The Board discussed the 5<sup>th</sup> Board Seat. It was decided to focus on the visual arts. Discussion included reaching out to the schools. Blakely reminded everyone to remember they have to live in the City Limits.

**June 2 Nights on the Green** — Chairman Blakely provided a post-event. Stats included: Approx. 700 in attendance, 28 Vendors, Total Miles traveled: 890, Farthest Traveled: Emmetsburg (113 Miles), Shortest Traveled: 5 Miles, (12) vendors from Boone. The CVB donated reg. fees to the Arts for our assistance with the Vendors.

**Community Christmas Celebration** — Date: Nov. 30<sup>th</sup>, 2023. Councilman Byrd was asked to consult with Ondrea on options to accept donations via credit card.

**Next meeting** — The Arts Advisory Board will hold a Special Meeting on: Thursday, July 6 at 5:30 pm at the Airport Conference Room.

**Board Comments** — There were no additional Board comments.

**Public Comments** — There were no public comments

**Motion to Adjourn** — Meeting adjourned at 7:09 pm. Motion Made: Grundstad. Second. Sutton. Motion approved.

# SPECIAL SESSION MINUTES

**Governing Body:** Arts Advisory Board  
**Date of Meeting:** Thursday, July 6, 2023  
**Time of Meeting:** 5:30 pm  
**Place of Meeting:** Airport Conference Room



**Call Meeting to Order** — Blakely called the meeting to order at 5:35 pm

**Roll Call** — Present: Linda R. Blakely, David Byrd, Pam Grundstad and Chris Sutton.  
(Guest) Joe Pundzak

**Approval of Agenda** — Pam Grundstad made the motion to approve the special meeting agenda. Seconded by Sutton. Vote: Unanimous.

**Financial Overview** — The fiscal year 2023 cash flow statement was discussed. The Board will seek clarification regarding whether unused grant money can be used for events/projects or must remain in the Arts Board budget even if there are no grant requests pending. Councilman Byrd will follow up with appropriate city staff for additional information on this question.

**Special Project** — Blakely introduced Film/Video Consultant, Joe Pundzak. Blakely and Pundzak had met with the Producer prior to the meeting and was able to share information and answer questions/concerns regarding the Production Company and confirmed the Production Company was legitimate.

Pundzak recommended that the Arts Board sit down with Skare first.

Sutton made a motion to for Pundzak/Blakely to sit down with Skare for the next steps to send the project to the City Council for their consideration. Seconded by Grundstad. Vote: Unanimous.

**Community Christmas celebration** — Blakely shared details of her meeting with Skare, Chamber & CVB on June 26. The Chamber turned over the Parade to the Arts. Blakely presented a Budget for review based solely on the Tree Lighting and Christmas Show.

Discussion included additional funding resources needed to handle all three elements of the Event. The Board agreed to keep the “community” involved at all levels. Blakely will reach out to CVB and Chamber to collaborate.

Sutton made a motion to approve \$5,000 to fund the 2023 Community Christmas Celebration. Seconded by Grundstad. Vote: Unanimous.

**Next meeting** — Next Meeting is August 10 @ 5:30 pm at the Airport Conference Room

**Board Comments** — Chairman Blakely shared an email request from the Boone Chamber from June 30 inviting the Arts to participate in the Family Fair portion of Arts in the Park. This request was outside the scope of the Arts Board role so the board instructed Blakely to decline the response. The board agreed for Blakely to again, request a meeting with our Board so we can explain our roles in the Community as a City Entity and how we can help the Chamber and all those involved who want to promote the arts/artists.

**Public Comments** — There were no public comments.

**Motion to Adjourn** — Grundstad made a motion to adjourn the meeting at 8:20 pm. Seconded by Sutton. Vote: Unanimous.

### Fiscal Year 2024 Cash Flow Statement

Beginning Cash Balance		7,765.15
FY2024 Transfer In	5,000.00	
FY2024 Membership Dues		
FY2024 Donations		
FY2024 Expenditures		
Cash Balance as of 8/08/2023		12,765.15

### 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		
FY2023 Membership Due	-		
FY2023 Donations	3,923.58		
FY2023 Expenditures		5,250.44	
Cash Balance as of 6/30/2023	15,900.86	8,135.71	7,765.15

**REVENUE & EXPENSE REPORT**  
**CALENDAR 8/2023, FISCAL 2/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	AMOUNT UNEXPENDED
009-599-4705	DONATIONS	1,500.00	.00	.00	.00	1,500.00
009-599-4750	MEMBERSHIP DUES-PIN SALES	.00	.00	.00	.00	.00
009-910-4830	TRANSFER IN-ART COMMISSIO	5,000.00	.00	.00	.00	5,000.00
	TOTAL REVENUE	6,500.00	.00	.00	.00	6,500.00
009-599-6413	ART GRANTS	5,000.00	.00	.00	.00	5,000.00
009-599-6499	CONTRACT SERVICES	1,000.00	.00	.00	.00	1,000.00
009-599-6503	MERCHANDISE FOR RESALE	.00	.00	.00	.00	.00
009-599-6506	OFFICE SUPPLIES	500.00	.00	.00	.00	500.00
009-910-6910	TRANSFER OUT-ART COMMISSI	.00	.00	.00	.00	.00
	TOTAL EXPENSES	6,500.00	.00	.00	.00	6,500.00
	ART COMMISSION TOTAL	.00	.00	.00	.00	.00
	TOTAL ARTS COMMISSION BAL	.00	.00	.00	.00	.00