

# MEETING AGENDA

**Governing Body:** Arts Advisory Board  
**Date of Meeting:** Thursday, August 24  
**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 – August 10, 2023
5. Boone Chamber – Jennifer Hanson
6. Financial Overview
  - a. Fiscal Year Update
  - b. Budget Overview
  - c. Revenue vs. Expense Report
  - d. Contributions/Sponsorships Update - Byrd
7. Boards and Committees
  - a. Christmas Committee(s) - Update
8. Grants
  - a. Grant Application Update – Blakely
  - b. Film Update – Blakely
9. Event(s) Update
  - a. Community Christmas Celebration
  - b. Update Status – Blakely
10. Other Business
11. Board Comments
12. Public Comments
13. Motion to Adjourn.

# MEETING MINUTES

**Governing Body:** Arts Advisory Board  
**Date of Meeting:** August 10, 2023  
**Time of Meeting:** 5:30 pm  
**Place of Meeting:** Airport Conference Room



**Call Meeting to Order** — Meeting called to order at 5:45 pm (Blakely)

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

**Approval of Agenda** — Board approved meeting agenda (motion Sutton; second Byrd. Vote: unanimous)

**Approval of Minutes** — The Board approved minutes of the June 29, 2023 Board meeting (motion Grundstad; second Byrd. Vote: unanimous).

The Board approved minutes of the July 6th meeting (motion Grundstad; second Sutton. Vote: unanimous)

**Financial Overview** — The Board discussed funding for the Community Christmas Celebration. The City Council approved releasing \$5,000 budgeted for grants for fiscal year 2023/2024 to be used for this year's Community Christmas Celebration, since there are no current grant requests pending. Since that time, the Holiday Parade and Tree-lighting Ceremony have been placed under the direction of the Arts Board without additional funding. Byrd reported that he has contacted the City regarding rules for collecting donations for Arts Board events. The Board learned that all donations must be sent to the City of Boone in the form of cash or checks made out to the City. The City is not able to accept credit card donations. Any donations received to date will not be usable until budgeted in Fiscal year 2024/2025. Byrd is to reach out to the City to see if sponsors can provide funding directly to a specific portion of the event rather than contributing to the City Arts Board. Reimbursement for expenses require receipts.

**Boards and Committees** — The Board discussed the need for committees to assist with the Community Christmas Celebration. Blakely directed the Board to make a list of tasks we need committees to accomplish and submit prior to next meeting.

**Grants** — Blakely reported that she has finalized the grant application. It was suggested by the City that we have an annual application process, starting July 1.

Blakely will make the necessary changes to the application. The Board approved a motion that Blakely submit the application to the Board via email for final approval (motion Byrd; second Grundstad. Vote: Unanimous).

Blakely updated the Board on the status of the film project *It All Happened One Christmas*. The film makers have asked the City of Boone for \$50,000 to help fund the film, which they propose to shoot in Boone. City officials asked the Arts Board to negotiate with the film makers for a recommendation to the City Council. The Board approved a motion to recommend that the City of Boone provide a grant for \$25,000 to Fearless Cinema, LLC for the film *It All Happened One Christmas, LLC* (motion Sutton; second Byrd. Vote: unanimous).

Film/video consultant Joe Pundzak will get the appropriate paperwork from the Production Company, including a Product Placement Agreement for City review.

Sutton updated the Board on the Sharitage Project. John Busbee, creator of the project, has met with Ericson Public Library Director Jamie Williams, and reports that she reacted favorably. Busbee is in the process of planning a meeting with the Boone County Historical Society and plans to apply for a grant through the Arts Board if support from these organizations is forthcoming. Blakely stated that the Grant request will most likely have to come from either the Library or the Historical Society as they reside within the City Limits.

**Event(s) Update** — The Board discussed the November 30 Community Christmas Celebration. A call for performers will be sent out next week via Facebook and posters in local businesses. An informational meeting for people interested in participating will be held Sunday, August 27 at 3 pm at the City Hall Auditorium.

**Other Business** — The Board discussed the feasibility of an Arts Advisory Board web site, and effective use of social media to promote Arts Board events and projects.

**Next Meeting** — The Board's next meeting will be Thursday, August 24 at 5:30 pm at the Boone Airport conference room.

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

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

**Motion to Adjourn** — The meeting adjourned at 7:55 pm (motion Grundstad; second 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

**GENERAL LEDGER HISTORY REPORT**  
**FROM 7/01/2022 TO 7/30/2023**

*Revenue*

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE
JOURNAL	DATE	PERIOD ACCT NO NAME						ENDING BAL
009-599-4705		DONATIONS					.00	
RM1252	8/26/22	2/23 ART DONATIONS			BOONE CVB		373.00	
RM1256	8/29/22	2/23 ART DONATIONS			PAMELA GRUNDSTA		50.00	
RM1256	8/29/22	2/23 ART DONATIONS			ANIMAL RELIEF C		300.00	
RM1392	10/12/22	4/23 ART DONATIONS			ARPT CHILI EVEN		40.00	
RM1600	12/27/22	6/23 ART DONATIONS			BECKWITH FOUNDA		2,500.00	
RM2125	6/23/23	12/23			BOONE COUNTY CV		660.58	
						-----		
						.00	3,923.58	
009-910-4830		TRANSFER IN-ART COMMISSION						
GL2789	6/20/23	12/23 YR END ADJUSTI			TRF FROM GENERA		3,500.00	
						-----		
						.00	3,500.00	
REPORT TOTALS						=====		
TOTAL DEBITS / CREDITS						.00	7,423.58	

**GENERAL LEDGER HISTORY REPORT**  
**FROM 7/01/2022 TO 7/30/2023**

*Expense*

ACCOUNT NUMBER	JOURNAL	DATE	PERIOD	JOB/PO ACCT NO	ACCOUNT TITLE NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
009-599-6499					CONTRACT SERVICES				.00		
AP9661	9/07/22	3/23		4419	PIX BY TWILA	100	1	213391 PHOTOGRAPHY-NIG	100.00		
AP9774	12/20/22	6/23		3948	FORTE STUDIO E	720	1	214371 EDITING-XMAS CE	150.00		
AP9774	12/20/22	6/23		3948	FORTE STUDIO E	734	1	214371 LIGHTING/SOUND-	1,025.00		
AP9774	12/20/22	6/23		4377	JOSEPH PUNDZAK	12202022A	1	214396 REIMB-SANTHA SV	427.00		
AP9774	12/20/22	6/23		4377	JOSEPH PUNDZAK	12202022A	2	214396 REIMB-KWBG ADV	198.00		
AP9774	12/20/22	6/23		4419	PIX BY TWILA	101	1	214434 PHOTO SHOOT-XMA	250.00		
AP9774	12/20/22	6/23		4455	NATHANIAL BROW	7876AB8A-0001	1	214426 PRODUCTION SERV	686.71		
AP9877	3/21/23	9/23		4286	BOONE COUNTY C	1.10.2023	1	215197 SPONSORSHIP-NIG	900.00		
									-----		
									3,736.71	.00	
009-599-6506					OFFICE SUPPLIES						
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	1	213377 STICKERS-NIGHTS	19.98		
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	3	213377 SUPPLIES-NIGHTS	51.43		
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	4	213377 SUPPLIES-NIGHTS	137.66		
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	5	213377 SUPPLIES-NIGHTS	51.95		
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	6	213377 PARTY BAGS-NIGH	7.99		
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	7	213377 STICKERS-NIGHTS	7.99		
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	8	213377 SUPPLIES-NIGHTS	29.97		
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	9	213377 WRISTBANDS-NIGH	19.98		
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	10	213377 NECKLACES-NIGHT	40.44		
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	11	213377 RIBBON-NIGHTS O	53.96		
AP9661	9/07/22	3/23		9999999999	LINDA BLAKELY	09072022	12	213377 PIRATE COINS-NI	9.99		
AP9661	9/07/22	3/23		9999999999	MARY MENTZER	09072022	1	213380 HAIR SUPPLIES-N	45.75		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	1	214406 REIMB-FLASH DRI	41.98		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	2	214406 REIMB-HOBBY LOB	151.20		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	3	214406 REIMB-WALMART B	27.60		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	4	214406 REIMB-WALMART B	18.31		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	5	214406 REIMB-WALMART B	16.98		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	6	214406 REIMB-CHOIR SUP	9.99		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	7	214406 REIMB-CHOIR SUP	8.92		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	8	214406 REIMB-WALMART B	21.36		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	9	214406 REIMB-WALMART S	34.73		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	10	214406 REIMB-LIGHT GUN	26.99		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	11	214406 REIMB-POCKET FO	46.96		
AP9774	12/20/22	6/23		9999999999	LINDA BLAKELY	12202022A	12	214406 REIMB-SHEET MUS	136.43		
AP9774	12/20/22	6/23		9999999999	MARSHA MOORMAN	12202022A	1	214413 REIMB-AMAZON SE	26.95		
AP9774	12/20/22	6/23		9999999999	MARSHA MOORMAN	12202022A	2	214413 REIMB-FLEECE XM	63.50		
AP9774	12/20/22	6/23		9999999999	CHRIS SUTTON	12202022A	1	214352 REIMB-SIGNS QTY	200.72		
AP9774	12/20/22	6/23		9999999999	RITA FOSTER	12202022A	1	214440 REIMB-WALMART S	42.02		
AP9774	12/20/22	6/23		9999999999	VICTORIA VAN V	12202022A	1	214460 REIMB-BLACK DRA	36.00		
AP9807	1/17/23	7/23		1697	SUNSTROM MILLE	9721	1	214725 CHRISTMAS FLYER	126.00		
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									1,513.73	.00	
REPORT TOTALS											
TOTAL DEBITS / CREDITS									=====		
									5,250.44	.00	

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2023, FISCAL 1/2024**

Arts

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	AMOUNT UNEXPENDED
009-599-4705	DONATIONS	1,500.00				1,500.00
009-910-4830	TRANSFER IN-ART COMMISSIO	5,000.00				5,000.00
	TOTAL REVENUE	6,500.00	.00	.00	.00	6,500.00
009-599-6413	ART GRANTS	5,000.00				5,000.00
009-599-6499	CONTRACT SERVICES	1,000.00				1,000.00
009-599-6506	OFFICE SUPPLIES	500.00				500.00
	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