

MEETING MINUTES

Governing Body: Arts Advisory Board
Date of Meeting: Saturday, Dec. 9, 2023
Time of Meeting: 1:00 pm
Place of Meeting: Boone Municipal Airport



1. **Call Meeting to Order** — Blakely called the meeting to order at 1:10 pm
2. **Roll Call** — Present: Linda R. Blakely, David Byrd, Pam Grundstad, Chris Sutton and guest Joe Pundzak.
3. **Approval of Agenda** — **Motion to approve: Sutton. Seconded: Grundstad. Vote: Unanimous**
4. **Approval of Minutes**
 - a. August 24, 2023 – **Motion to approve: Sutton. Seconded: Grundstad. Vote: Unanimous**
 - b. September 30, 2023 – **Motion to approve: Byrd. Seconded: Sutton. Vote: Unanimous**
 - c. October 19, 2023 – Blakely stated there was an omission to the 10/19 minutes. See below:
 - i. *Omitted from the 10/19/2023 minutes were the following:*

Blakely presented the final costs for approval for the Music, Lighting, Sound, Videos and for Santa.

 1. Blakely stated that adding the Tree Lighting would increase Forte Studios from \$1,500 to \$2,000. **Motion to approve the increase expense: Grundstad. Seconded Sutton Vote: Unanimous**
 2. Blakely presented the options for the videos from Janae + Co Productions. Blakely recommended that we hire Janae + Co Productions for only “Somewhere in My Memory” and not to exceed \$300. **Motion to approve: Sutton. Seconded: Grundstad Vote: Unanimous**
 3. Blakely presented the Invoice for Santa based on 4 hours + travel for \$900.00. **Motion to approve: Sutton. Seconded: Grundstad Vote: Unanimous**
 4. Blakely stated that Nate Brown Productions has agreed to handle all of the video set up and operational aspect for the show, including photography and video of both the Show and Tree Lighting at a cost not to exceed \$1,000.00. Blakely reminded the board that \$800.00 had already been budgeted, and the increased cost would be for the addition of the Tree Lighting. **Motion to approve: Sutton. Seconded: Grundstad Vote: Unanimous**
 - d. There was no meeting held in November.

5. Financial Overview

- a. Discussion regarding Janae + Co. Production's new Invoice for \$150.00 for the Christmas Show included:
 - i. On 10/16, Blakely & Pundzak met with Janae + Co Productions and discussed the scope of the project, the time line, the date of show and the payment procedure with the City. Immediately following that day Janae submitted a quote with a quote and 2 options.
 - ii. On 10/19 the board approved to hire Janae for one portion of one of the options. ("edit for Somewhere in My Memory".) It was agreed that the ARTS would provide the materials necessary for her to do the video. Janae agreed to provide the "edit of Somewhere in My Memory" with a cost not to exceed \$300.

On 10/26 materials were provided to Janae by the ARTS with a deadline given of Nov. 13. Janae agreed to meet that deadline.
 - iii. On 11/21 Janae sent a contract with an invoice demanding payment before she would release the video. This was past the deadline and did not afford the ARTS any time to work with Janae on additional edits and corrections.
 - iv. After discussion with Janae, she admitted that the contract should have been submitted up front, and agreed to release a link to the video for review. Sutton, Blakely & Pundzak agreed that the video did not meet the scope of the project as originally discussed, therefore it was not usable. The link was removed by Janae prior to Byrd's review, leaving the Arts without a product to use for the Christmas Show.
 - v. Blakely suggested to Janae submit an invoice for \$150.00 for approval by the board for her time, as a gesture of good will.
 - vi. 11/22 Janae submitted an invoice for \$150.00 for "one draft review". This review was never seen by the entire board before Janae pulled access to it. To date, the ARTS board, nor the City has received any video or permanent link providing access to the product we purchased.
 - vii. **A motion to approve payment for \$150.00 to Janae + Co Productions for the draft review was made by: Sutton. Seconded: Byrd. Vote: Unanimous**
- b. Blakely presented the final budget and expenses for the Community Christmas Celebration for Approval by the board which will be submitted to the City for the approval at the December 18th, 2023 Council Meeting. Payments/Reimbursements should be issued within 30 days of approval by Council. **Motion to approve: Grundstad. Seconded: Sutton. Vote: unanimous**
- c. Blakely reminded the Board that AgCertain's donation to the Arts was received and would be applied to a future budget.

Boards & Committees

- d. **Community Christmas Decoration Committee:** Bill Skare informed Blakely that there was a meeting scheduled in the auditorium on December 6th. Blakely reported that all audio, video and lighting equipment, rental items, risers and personal Christmas decorations were removed and successfully returned by December 5th.

6. Grants

- a. **Movie Update:** Blakely updated the Board that by late November, neither the City nor the Arts had received the required document by the Film Production Company to fulfill the terms of the agreement. Blakely stated she had asked consultant Pundzak to reach out to them at that time:
 - i. Pundzak reported that he had reached out to the Production Company and was told they *were* in production, but not in Boone. Pundzak said he wished them well in the future.
 - ii. Blakely stated that the City Attorney confirmed that the agreement was null and void since the terms had not been met.
 - iii. Councilman Byrd expressed disappointment with the outcome as he felt the majority of the Council approved the project because they saw the value and benefit to our community.
 - iv. Blakely stated she had already updated Skare and submitted a request to be placed on the Dec. 18th Agenda to update the City Council, along with a year-end review.
 - v. **Movie Grant Summary:** The consensus of the board was our role was completed and that all future communication regarding this matter should be directly between the City of Boone and the Production Company.

7. Events / Annual Report —

- a. **Community Christmas Celebration:** Blakely reported the following;
 - i. **Approximately 350+** people attended the Christmas Show.
 - ii. **An Estimated 1,500** attended the Tree Lighting Ceremony.
 - iii. **Over 50** children participated in the Tree Lighting Ceremony / Christmas Show.
 - iv. **Approximately \$450** was raised for the Salvation Army's Red Kettle Drive. Most of the funding was raised at the Christmas Show.
 - v. **Over 1,500** cups of cocoa, candy canes, bells, scarves and presents were given away.
 - vi. **Over 75** businesses, organizations and groups of individuals participated in the Celebration.
 - vii. **Over 100** comments have been posted, and many more shared with board members from people talking about the show. Compliments, letters, texts,

emails and verbal compliments have been shared and many would like to be informed for next year, so they can participate.

viii. **Approximately 15** business and organizations have asked to join the celebration in some form for next year.

ix. The Board humbly agreed with one of the compliments posted and shared.

1. *“Boy, if you didn’t go to the Lighted Christmas Parade and the tree lighting ceremony tonight, you really missed out! The Boone Arts Advisory Board and all those involved knocked it outta the park!”*

b. End of Year Project Wrap Up

i. The High Bridge Quilting grant will have to be handled next year. It is yet to be determined if they qualify since the ordinance does not allow for “for profits” to be granted city funding.

8. Other Business – A statement was read regarding the manner in which the Film Project was handled by those who opposed it.

a. Words have consequences. Taxpayers and City Council members have the right to oppose any project that comes before the council, but elected officials *do not* have the right to abandon reasonable civil discourse in favor of personal attacks and baseless allegations. The behavior of some who opposed the film, both online and in Council Chambers, was shameful. No matter what project comes before the City Council, such behavior may have unintended consequences and does not serve our city well. The Board agreed.

9. Board Comments – Blakely thanked each Board Member for their service and hard work for the past 2 years. *“It has been a joy creating, collaborating and partnering with each of you these past 2 years. I hope we can reconnect in the future...we did great work together!”*

10. Public Comments – Dale Farnham with Farnham Aviation was thanked for all of his support and for the hospitality to hold our Board Meetings in his conference room.

11. Motion to Adjourn – A motion to adjourn at 3:41 pm was made by: Grundstad.
Seconded: Byrd.

12. Next Meeting — To be determined.