MOSCOW ARTS COMMISSION

Lauren McCleary
Chair

Megan Cherry
Staff Liaison

~Agenda~

https://www.ci.moscow.id.us/452/Moscow-Arts-Commission

Tuesday, July 14, 2020 **5:00 PM** **Council Chambers**
206 E. 3rd St.

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. **Reading of the Mission Statement**

   The mission of the Moscow Arts Commission is to enrich the community by celebrating and cultivating the expression of all art forms and culture.

   Values:
   • Recognize and promote artists' value by creating opportunities for work to be experienced.
   • Facilitate and promote the social, educational, and economic value of all art forms and culture in the community.
   • Provide leadership and act as a resource in the conversation of all art forms and culture with partner agencies, city leaders, and the community.

2. **Approval of Moscow Arts Commission March 10, 2020 Minutes (ACTION ITEM)**
   Minutes presented for approval.

   PROPOSED ACTIONS: Approve minutes, amend minutes, or take such other action deemed appropriate.

3. **Public Comment and Response to Previous Comments (limited to 10 minutes)**

   Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and address for the record and limit your remarks to three (3) minutes.

4. **Mayor's Arts Awards Nomination Materials (ACTION ITEM)**
   Discuss required nominee information to include on the nomination form.

   PROPOSED ACTIONS: Approve form requirements or take such other action deemed appropriate.

REPORTS

1. **Arts & Culture Education**

2. **Volunteer Hour Tally**

3. **Manager's Report**
   Events & Programs
   Public Art Projects & 1% Fund Balance Update
   Third Street Gallery
   2020/2021 Budget Update

ADJOURN

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MOSCOW ARTS COMMISSION

Lauren McCleary
Commission Chair

~Minutes~

Megan Cherry
Staff Liaison

http://www.ci.moscow.id.us/452/Moscow-Arts-Commission

Tuesday **March 10, 2020**	**5:00 PM**	**Council Chambers** **206 E. 3rd St**

The meeting was called to order at 5:08 PM

PRESENT: Lauren McCleary Chair, Christine Gilmore Vice-Chair, David Wilson, Katherine Clancy, Diane Walker, Robert C. Caisley,

ABSENT: Sandra Stoops, Linnea Sheneman, Aaron Johnson, Donna Woolston, Cindy Barnhart,

ALSO IN ATTENDANCE: Megan Cherry, Staff Liaison; Anne Zabala, Council Liaison; DJ Scallorn, Administrative Specialist; Kristin LeVier;

Welcome and Attendance

Chair McCleary called the meeting to order.

Regular Agenda

1. **Reading of the Mission Statement**
   The mission of the Moscow Arts Commission is to enrich the community by celebrating and cultivating the expression of all art forms and culture.

   Values:
   - Recognize and promote artists' value by creating opportunities for work to be experienced.
   - Facilitate and promote the social, educational, and economic value of all art forms and culture in the community.
   - Provide leadership and act as a resource in the conversation of all art forms and culture with partner agencies, city leaders, and the community.

   The Commission's mission statement was read aloud.

2. **Approval of Moscow Arts Commission February 11, 2020 Minutes (ACTION ITEM)**
   Gilmore moved that the February 11, 2020 minutes be approved; Clancy seconded. Motion carried.

3. **Public Comment and Response to Previous Comments (limited to 10 minutes)**
   Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and address for the record and limit your remarks to three (3) minutes.

   LeVier asked the Commission to consider holding artist talks in Moscow that feature a variety of art forms. She indicated that last year she gave talks in several cities, though she'd never been asked to speak in Moscow. LeVier suggested holding these talks every few months, either at Moscow City Hall or the Prichard Art Gallery, with each speaker addressing their role as an entrepreneur. LeVier indicated

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that although the University of Idaho offers artist talks, the broader community is not aware of these events. Also, these talks do not always represent local artists. LeVier said if the Commission were interested in holding artist talks, she would be happy to be the first speaker. Her fee to talk for one hour is usually $100 to $150. Caisley said that artists are often paid to talk about their creative process and not actually to create art. Walker said she enjoyed being part of the Third Street Gallery panel discussion for the exhibition with George Wray. LeVier said she liked the idea of a panel discussion for one of the possible talks. Cherry said a panel might be a great option for audiences who are not familiar with the process of artmaking. McCleary suggested that the Commission look at a quarterly schedule. Gilmore asked how long the talks should last. LeVier said that usually, she speaks for 50 minutes to an hour at each event. Gilmore recommended having either the Arts & Culture Education or Events & Programs Subcommittee discuss holding artist talks in the fall of 2020 or early 2021. LeVier asked if she could be included in the planning and promotional process. Cherry indicated that since the FY2021 budget is being developed, now is a good time to consider funding for these types of events. Caisley suggested "Launchpad" as a possible event name since these events would introduce artists and spotlight local talent.

4. MAC Commission Budget Request

Cherry said that every year the Commission submits a budget request for funding that falls outside regular programming. Examples of programs with their own line items are Artwalk, Palouse Plein Air, Poet Laureate, and the MAC Band. The Commission budget is intended for outreach, tabling, and special projects that are being developed. Cherry asked what new projects the Commission would like to consider, including artist talks, and how much funding these projects would need. As an example, the Commission budgeted $4,000 in FY2020 for education advancements. This total included:

- $2,000 for artist development, outreach, and education
- $1,500 for an artist in residence exploration
- $500 for community outreach, including event tabling and other activities in the community

Caisley asked if all these funds had been spent for FY2020. Cherry indicated that money was still available in the Commission budget, though some upcoming purchases had been planned. These include the art education event being developed by the Arts & Culture Subcommittee and tabling expenses. Gilmore asked what budget was used to pay for the Commission gifts. Cherry indicated that these items are covered by Department Supplies, a line item under the Arts budget. Caisley asked if the budget would be approved by City Council. Cherry said the Commission Chair would need to submit the budget request in a letter. All FY2020 expenses are reported through Finance and are subject to the audit process. The question is what programs or events the Commission would like to explore that are not already included in the Arts operational budget. McCleary clarified that expenses for MACtivities come from the Commission's budget. Caisley asked if the $4,000 requested for FY2020 was typical. Zabala said this amount is around what other Commissions request, and that no requests are above $5,000. Gilmore asked when the request would need to be submitted. Cherry said the deadline is the first week of April. Gilmore suggested requesting an additional $1,000 for FY2021 and developing a plan for how this funding could be spent. Cherry clarified that the FY2020 letter from the Commission was covered art outreach and education, artist development, and community workshops. McCleary suggested requesting funding to develop the artist in residence program. Zabala gave a brief overview of the budget process, which begins with each department requesting funding and meeting individually with the City Supervisor. Changes are then made to the budget, and this new proposal is sent to the Council. This year, the Council has asked for a more open process, so that they are aware of each department's actual requests. Gilmore suggested that the Commission request $5,000 for FY2021. Caisley suggested having the Subcommittees develop bullet points for this budget request during their March meetings. Gilmore suggested a $5,000 budget request divided into:

- $3,000 for artist development, community development, and workshops
- $1,500 for the artist in residence program
- $250 for community outreach
- $250 for supplies for these events and programs

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Cherry clarified that the amount of funding available for FY2021 would not be known until City Council approved the budget and that the funding requested could be reduced or approved.

Reports

Arts & Culture Education

McCleary said the Subcommittee discussed MACtivity opportunities for Artwalk, Art Affair, and the Winter Carnival. Also, research is being done for purchasing a tent and aprons. These will help identify the MACtivity location and MAC representatives at the event. The MACtivity for Artwalk is being developed with Susan Hodgin, Moscow Poet Laureate.

The Poetry Relay is April 1.

The Entertainment in the Park lineup has been confirmed.

June 4
Son of the Reptile Man
Rubber Band

June 11
Eric Herman and the Puppy Dogs
MAC Band

June 18
Star Alexander
Skyros Quartet

June 25
Puppets by Michael and Christina Brandt
MAC Band

The Subcommittee has been discussing an upcoming art education conference. The goal of this conference is to bring together different people who are providing art education and develop a cohesive communication. The event would ideally include Rebecca Martin from Idaho Commission on the Arts.

[Sheneman arrived to the meeting]

Cherry said the Subcommittee is looking at art education and identifying what the community feels would be advantageous. One of many possible solutions will be looked at during the conference, and community input will be gathered to see what the Commission can do moving forward. Walker asked who would be involved. McCleary said local attendees have not yet been identified, though it would be ideal to include the school superintendent, commissioners, and principals. Walker said that historically successful programs in area schools were held in the 60s and 70s with funding from the Idaho Commission on the Arts. Cherry said Hannah Combs from Pend Oreille Arts Council was identified as a contact, as she leads that organization in program that supports arts education in the school system. McCleary said people contact the Arts Department regularly for information on art classes for children.

[Clancy left the meeting]

McCleary said that the Subcommittee would like to discover ways to support the community with

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more arts education opportunities. Cherry said it would be helpful to have feedback from the community regarding what arts education offerings would be preferred.

Events & Programs
Gilmore reported that the Mayor's Arts Awards are scheduled for October 29 at the 1912 Center. The Subcommittee considered several possible locations for this event and determined that the 1912 Center would be the best option. The layout for this year's event will be designed so that no audience members will have their back to the presenter. A Selection Panel of Commission members will be formed to review and recommend Arts Awards recipients to Mayor Lambert. The Subcommittee is suggesting changes to the application to make the process more approachable and to level the playing field. The application will include a nomination sheet and a single letter of support. Cherry suggested that this process could include a submission period for both the nominator and the nominee. Caisley said that artists are typically averse to material submission requirements when being considered for an award, noting that it is better to receive notice of the award than to be asked to complete extra steps in support of a nomination. Walker said art is labor-intensive, and people don't have time to put together support for a nomination. Gilmore clarified that in the past, the nomination process was tedious with letters of support and multiple other documents needed. The idea for a simpler process came from other cities, such as Spokane. Gilmore said nothing had been decided and that the process can be looked at again. One change that has been confirmed is that the nomination process will be done through Submittable. This way, only certain documents can be uploaded and a word count can be applied to specific questions. Walker asked if the Subcommittee had considered how to accept nominations for musicians, theater artists, and dancers since these artists may not have films or recordings of their work. Caisley suggested having the nominator capture this information in the biography. Gilmore said not all award categories will be for artists, and that at least one category will be for a business.

Artwalk has a new program graphic and revised promotional structure. Registrations are now open and will close on May 1. Information sessions will be held for artists and businesses wanting to sign up for the event. Gilmore encouraged Commission members to attend these sessions. Gilmore said that the music for Artwalk has been booked, and the street performers are being reviewed. This year, only the stage will be rented from the University of Idaho. Zack Ellis, the Digital Media Specialist for the city, will operate the sound for the Main Stage at the event, which will save a significant amount of money. Additionally, David Harlan will be contracted to run the sound for the stage at 1st and Main. Gilmore said the music for the event is booked, and Kidwalk is being developed. Main Street will feature jumbo Jenga and other Art Demonstrations like leaf rubbings offered by the Disability Action Center. The event passport will be offered again. Additionally, Star Alexander will be blocked booked for both Entertainment in the Park and Artwalk.

Public Art
Cherry said the Subcommittee discussed the project at C & Main. The contract and permit are progressing, and the ribbon cutting dedication was considered. One option is to host the ceremony on a different date than Artwalk to avoid diluting focus on each of the events.

[Sheneman left the meeting]

The ceremony will be in the Habitat for Humanity parking lot. The Subcommittee discussed serving lemonade and cookies shaped like birds and barns.

Looking ahead, the Subcommittee will begin reviewing the public art guidelines.

The selection date for the Transit Center Sculpture Garden will be May 8, though the date for selecting Vinyl Wraps has not yet been chosen. The registration for these calls for art have been posted and a press release has been sent.

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Third Street Gallery
Walker said 72 people attended the *Jazz Hands* reception, which is typical attendance for these events. The balance of shows was reviewed and the Subcommittee is looking to see what art forms have been represented. One suggested gallery exhibition for either 2020 or 2021 is to show a piece of artwork from each artist featured in a business for Artwalk.

Volunteer Hour Tally
A sheet was passed around for the Commission members to record their volunteer hours served.

Manager's Notes
No report.

Announcements

1. **Artwalk Registration Information Sessions**
   March 16 at 10:00 a.m. in the Council Chambers of City Hall
   March 17 at 5:00 p.m. in the Council Chambers of City Hall

2. **Events & Programs Subcommittee**
   Next meeting: March 17 at 5:30 p.m. in the Arts Office

3. **Third Street Gallery Subcommittee**
   Next meeting: March 19 at 10:30 a.m. in the Arts Office

4. **Arts & Culture Education Subcommittee**
   Next meeting: March 19 at 5:00 p.m. at Appearances Marketing & Promotion

5. **Public Art Subcommittee**
   Next meeting: March 24 at 4:00 p.m. at Appearances Marketing & Promotions

The meeting adjourned at 6:23 PM

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MAYOR'S **ARTS AWARDS**

The City of Moscow Mayor's Arts Awards recognizes individuals and organizations who have shown substantial support of and excellence in the arts. The event is biennial, with a nomination and selection process facilitated by City of Moscow Arts staff and members of the Moscow Arts Commission. Each award recipient is honored at an event and receives a custom-designed artwork made by a local artist.

Award Categories

Individual Excellence in the Arts
Arts Advocacy
Outstanding Achievement in Arts Education
Outstanding College or University Students in the Arts
Outstanding Contributions as a Business
Lifetime Achievement in the Arts

Important Dates For Mayor's Arts Awards 2020

July 24 – August 28	Nomination Period
September 1 – September 7	MAC Review of Submissions This review will be conducted asynchronously via Submittable
September 8	Final review, discussion, and vote on award recipients to recommend to Mayor
September 11	Recommendation forwarded to the Mayor by City staff
October 29	Event/Announcement of Awards

Nomination Requirements (all materials provided via Submittable by nominator)

Nominator	Name and Contact Information
Nominee	Name and Contact Information
	Resume
	Work Samples (optional – photo or video)
	1 - Letter of support from nominator
	1 – Letter of support from another community member

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