

Prince William County Arts Council

Monthly Board Meeting

Hybrid (Hellwig and Webex) Meeting Minutes

6:30pm, August 9, 2022

In Attendance: Herb Williams, Susan Landess, Deborah Madsen, Jackie Thomas, Peter Alten, Jordan Exum, Wanda Smith, Alice Mergler, Sean Peck, Angela Somers, Victor Harper, Susan Bardenhagen

Online Attendees: Em Smith, Elysabeth Muscat, Lynn Godino, Carylee Carrington, Michael Artson, Angela Somers, Kim B. Miller, Catrina Stroman, Krys Bienia, Eileen Daniels, Heather Gorrell, Ebenezer Allotey, Muriel, Tom Meier, Jay Torres, Diane Bennett, Krys Bienia

Alice - stated she was taking notes in Kelly's absence.

Susan Landess moved to permit Debbie Madsen to chair meeting.

Wanda - stated minutes corrections of the following that were not reported in the minutes:

1. Peter reported at the July meeting in his treasurer's report that membership dues were \$213.66 and we collected \$4515.
2. Herb said we have 73 members.
3. Wanda asked why there was a discrepancy in membership dues collected and technical assistance grants \$3386.34. The motion that was made in June for "a detailed list of how the membership dues were paid" (which Wanda believes there is a discrepancy of more money going back to the county than reported. Instead of the reported \$213.66 left over from technical grants, according to her calculations \$848.66 was left over.) Herb stated he would look into the discrepancy again.
4. The part about "Dale City" needs to have the words "Civic Center" added to it.
5. Angel Lopez asked about a strategic plan and Susan Landess stated she would email the Strategic Plan

Debra - clarified all of Wanda's concerns. She thought this was a Treasurers question. Wanda said "yes and no" because the money amounts come from the county through Herb because he is our liaison.

Susan L - said Herb made a request through accounting for this information and was basically told no.

Wanda - asked why Herb did not tell the members last month.

Herb - stated because it didn't happen last month so he couldn't tell the members then.

Debra clarified what Wanda said and Herb did what he said he was going to do.

Wanda - will type it up and send it to Kelly.

Susan L - will send the Strategic Plan via email.

Debra - clarified everything again and noted problems were being solved.

Wanda -thanked Kelly for rewording what Ron said and she assumes she got permission from Ron to do so.

Susan B - was not at the last meeting but she is sure people said things to Kelly that people's names are misspelled, she forwarded Kelly the corrections.

Debra - clarified that the minutes acceptance and corrections would be tabled until next month and Wanda and Susan B are going to send a list of corrections to Kelly.

Debra - asked if she could open it up for discussion. She asked Susan B about her request of officers first and last names or just members?

Susan B – clarified to have accuracy of board members, members and appointees is important.

Angel and Susan Bardenhagen each made motions to table the minutes until next meeting. Susan Landess seconded both motions.

Debra - asked for a vote and it was passed once a quorum was established with the virtual viewers.

Elysabeth Muscat suggested for the virtual attendees to write their attendance information in the chat.

Treasurers Report: \$1995 available. 26 people have joined. Roughly 50 people have not.

Alice - people are having trouble joining on the website.

Peter - agreed and said he just mailed his check in.

Susan L - there are technical problems with the website and it is being revamped, so members can go to retrack.com. She said she will send it out in an email to the membership.

Herb - Retrack does work and the link will be sent out tomorrow. It can also be printed and mailed.

Susan B - the online membership application pdfs were both for businesses and asked to have those in the email as well.

Alice - wondered why the literary categories have doubled.

Susan B - also saw some changes in amounts.

Herb - looked on Retrack during the meeting and the amounts were correct.

Alice - clarified that literary is under collectives and it's \$50.

Peter-it was noted that we put together the draft budget, it was noted that allocations for workshops for members and have festivals. In the newsletter that is going to come out the four free workshops (Peter mentioned last month) will be listed. Latest free one is the “Nancy Hangs lecture on arts and public policy”, Kennedy Center or live-streamed. President of Penn America is presiding.

In Manassas is the Old Town Arts Show and Craft Fair on Sept 24 and we should have a table there. Fall jubilee in Manassas, Latino Festival on Sept 24. Heritage Hunt has a big art show in Nov.

Peter - will go to some and asked if others could go and do a shift.

Alice - raised her hand to attend.

Alice - said that is marketing and she will get with Peter.

Debra - asked how much money is available for this suggestion to go to festivals and have tables.

Peter - we suggested \$600 for the year.

Debra - asked: What about educational programs for members? Asked Susan B if she would be in charge of this.

Peter and Wanda clarified that these are budget ideas.

Peter - we have categories that we hope could be developed over the years that people could attend.

Peter == would like to make a motion for someone to research workshops available for Arts Council members to attend. Or get a committee together.

Debra - asked isn't that Programming?

Susan B- it could be under Programs and mentioned we have gotten speakers to present workshops before.

Debra suggested Susan B get together with Herb.

Herb - suggested we have a lot of new members and some with Programming experience so we should have a committee team work together with the skills they all have together.

Alice - we need a committee for marketing and Herb agreed.

Wanda - asked if we could go back because we have gotten way off track and away from the Treasurers report

Debra - we are on the Treasurers Report.

Wanda - met with the budget committee and drafted the proposed budget on the amount of money the County said was allocated for the Arts Council for this year. She wants the Arts Council to see the draft.

Herb - we need a committee to come together outside of the chair so that others can weigh in. Creating a committee to make that move. We need people outside of the Chair because the committee was too involved.

Member asked if we have a central depository for all of these documents. Wanted to know if we can create a Google Drive.

Herb - we have it, but no one has utilized it to its fullest extent. He has put things on the membership drive on our website but it has failed us on so many levels. Its very difficult to get into it. Hard to access.

Member asked if it would solve a lot of problems if everyone could look at it in one location. What standing committees do we actually have?

Member asked if there is a broadcast email to the members

Herb and Susan L said they do that already.

Debra - asked if the budget draft should go to the general membership or the board.

Alice and Peter said the board.

Member asked if we adopt a budget?

Susan B - we have done it before but since Covid a lot of things haven't happened before. When it was done before, unfortunately it did not get sent out with the meeting minutes.

Peter - let's send it out with the minutes

Susan L-Latino Festival, outreach already mentioned. Arts Alive -Susan L was made Chair by Ron.

Susan – Arts Alive: we will have 4 stages, hands-on activities, vendors, food vendors, classes, drum circle, etc. Letters of confirmation are out and schedule updates being done and will pass through Herb to get to marketing and get printed.

Debra - said the marketing chair should be working together.

Alice said she was.

Susan B - was put in charge of the Volunteers planning committee and had a meeting already. Captains will be in charge of different things. Ron Crigger has secured food vendors and two desserts. Peter is captain of the wranglers. Captain for scripts. MCs and who would like to be MCs. Reading blurbs for announcing events. Susan B is the captain of that part and Alice agreed to secure some MCs. Brochures will be at three reception tables, organized by type of art. Need organizations to submit brochures, flyers, etc.

Alice asked if there was a deadline for that.

Susan B said Lynn Godino in charge of the literature.

Friday 9/9 at the Hylton Arts Center-there will be a box at the box office for drop-off, or Lynn Godino's house in a box on her porch.

Harper is helping with signage posting. Jordan has volunteered to put signs out. They will be put out along George Mason drive and people are needed to retrieve them at the end too.

David has agreed to post about Arts Alive at the school.

Susan B - need HS age students and above for extra volunteers. Photographers who are members of the Arts Council are needed. Would like press coverage. Asked where the flyers are.

Susan L - they are at Stonebridge.

Alice - she would pick them up at Stonebridge.

Marketing Report: Alice asked where all of the brochures and literature will be and offered to pick them up but Herb and Susan L said they would be delivered by the County via truck.

Susan L - has ordered tables.

Alice - asked if there was enough swag and Susan L said yes, Herb said there are over 800 pieces of branded items.

Alice - asked how we are organizing those items on the table. Susan L said she did not know but she would coordinate with Alice. She also said they won't go on the tables until that morning. Susan L will coordinate with Alice.

Harper - would like to be more involved with the Marketing Committee. Alice said she welcomes that and mentioned how we used to pass around a list and sign people up.

Alice - wants to know more about what our members are doing. She has been a member of LLI (Learning and Retirement) and she has been asked by the Program Director to teach a few classes about the Arts Council. That is when Alice decided to volunteer for Marketing. Classes are in October and she will be asking the Arts Council members to share their talents at the class. This is a marketing thing that will be great for the Arts Council.

Debra - would like to send a thank you to the new members and keep a list of them. She asked if they could be volunteers. And asked Herb if she could talk with him about ways to keep those people included during the year. He said absolutely.

Wanda - met with Supervisor Angry and reiterated several times that she wants all of the members to be aware that the Arts Council was being audited and that she will get a final report when it is completed.

Herb-mentioned at the last meeting that it was an audit of the arts council

Wanda - asked if anybody on the arts council was involved in that

Herb - there were some people called. Susan L agreed and said the professional auditors that were hired by DPRT did call a handful of people under the direction of DPRT folks who suggested that they call certain people.

Alice asked if that needs to be added to the notes.

Herb said yes

Wanda - continued to ask multiple questions about the dues, the audit and policies and procedures.

Herb – tried to answer as best he could before being cut off repeatedly.

Debra - stated that was an interesting fact and asked if anything else was audited. She said with the school system they take turns auditing.

Member said yes, what are the criteria. It seems like we have limited financial risk exposure.

Herb - it was an overall observation of the arts council from a financial and organizational standpoint and they really ask questions to (maybe 3 or 4 of the officers) to get opinions on things to come up with the final audit.

Member asked if these things happen on some sort of cyclical basis?

Herb - Exactly

Debra - it does not have to be a scary thing.

Herb - no not at all.

Jordan Exum Gallery Director at the ARTfactory (used to be known as the Center for the Arts or the Candy Factory) in Historic Manassas - Pied Piper Theater's "Cats" auditions coming up this weekend. More information online. A calamity improv show is on Aug 20th at 7:30pm on the 3rd floor. It's a comedy sketch show themed for the Wild West. Also, on Aug 20th-Artist talk with Scott Eagle who is a North Carolina artist, he has mixed media art and sculpture on display. Three more free summer sounds concerts are happening this year at the Harris Pavilion. Little M...6:30pm, sax player -plays in the DMV region. Fundraiser - It's a Royal Princess Tea Party. If you have grandchildren or children you want to bring to that...there will be vendors, finger foods, complimentary photo opportunities. ARTfactory, now has an updated computer lab called Creative Computer Lab with 9 state-of-the-art computers with Adobe-can do in-person and remote instruction and offering to businesses customized instructions on social media, team building, etc.

Debra - asked if ARTfactory's theater was where Kelly Glyptis got her start? (Jordan said yes) She won award as outstanding actress and is now cast in London in Phantom of the Opera as the crazy over-the-top diva who loses her voice and she has been posting pictures of herself on Facebook and she's having a ball.

Jordan - she is our little Pied Piper alumni (ARTfactory's Children's Theater). Her mother is Anne Ridgeway. She has been really successful.

Alice - The new Poet Laureate crowning ceremony will be October 9th. Met with Susan Landess for a tour of the Hylton. A room was chosen and a consultation with Cathy Hailey (Co-chair) resulted in an Arts Council request to consider to use the Hylton for the crowning this year.

Herb - that is something that the council has to vote on but you can send it to me to prepare it for that.

Alice - wrote to Herb today and they need to know before the next meeting because you know how the printing goes.

Herb - I will need to have whoever steps in, once Kelly is back, we can make a decision how we are going to move forward with all of that

Susan L - said yes and it can be online voting.

Alice - asked Susan L if she can keep abreast of that too.

Susan L - said she would send the estimate to Herb that she sent to Alice.

Alice - said so that we can have good programs this year that I don't have to run out to Staples at the last second. And a couple of fliers and we definitely need them before Arts Alive.

Debra - speaking of Arts Alive and next month's meeting, the second Tuesday is after Arts Alive, is that ok?

Susan L – yes

Herb Liaison report - small programs at Open Space Arts have been going great and a little more money is going toward our account. It's not much but every little bit helps. The Castaways had auditions there on Saturday. They enjoyed it. DPRT has business cards for officers, appointees and board members. The address is to the office at Hellwig. He will need sizes from all of the board members because Ron wants to get polo shirts for the board members. The grants for FY23 are going to be reopening around August 29th. The goal is to have everything online by the 25th. It will be the same application that it was previously.

Alice - asked if the rules have changed

Herb - said the rules haven't changed, just the dates

Alice - heard that organizations outside the county could apply and asked if that was true.

Herb - no

Herb - the website has all kinds of glitches and it is out of our control, its outdated and it has to be redone.

Alice – asked if PWCAC still has a dedicated website person

Herb – yes, but is asking for a small committee to help the website get done.

Lots of people stepped up.

Elysabeth Muscat – It's VNB's 10th season/anniversary performing Nutcracker at Aladdin at Hylton and Capitol One Hall at Tysons. 10-year Anniversary show at the Hylton. Performance in the Spring at Atlas Performing Arts in DC. Been invited to do a collaboration with the Loudoun Symphony at the Franklin Performing Arts Center in Purcellville -but it might be next season before they can fit that in. It's a lot of exciting stuff happening.

Diane - Manassas Symphony is performing at Locust Shade a free concert, Sun 28th. Hylton at 7pm on Aug 27, Labor Day weekend Harris Pavilion. Please come out and see us.

Jordan - if grants are reopening end of August, when is it closing?

Herb - said Sept 16

Jordan - when do you anticipate they will disperse?

Herb - part of the grants have already gone through the commission but they have been held up going to the board only because for the reopening. It would have normally been done by now, but because of this, there is a delay.

Prince William Community Band has a couple of performances. Aug 19 at Stonebridge Town Center, August 28th at Harris Pavilion

Herb - the 19th is an outdoor concert at Stonebridge, so bring your chair, you can sit right in the middle of the street and you can drink beer

Shenandoah Sound...Annapolis this weekend. You can watch it on Flow Sports

Herb-Stonebridge is a meeting space. Anyone who needs it, its there. Can utilize it as much as possible. We have a lot of things going on there. I cannot emphasize it enough that anyone who wants to get there information out, to give it to Herb (literature, etc.) because people are coming in and asking him about dance classes, theater and music...etc.

Alice - couldn't it be the same stuff that is coming to the Hylton.

Herb - said he discarded a lot of it because it was outdated. Make it generic so he doesn't have to throw it out.

Ebenezer - the system did not allow him to use Tema Choir only his name and it needs to be corrected. I am suggesting that if you have received the dues, you should acknowledge that you have received the dues. I only know I paid but I have no acknowledgment.

Susan L-that is really Herb's stuff. He has heard you and he will talk to you.

Tom Meier - New Dominion Choraliers Spring concert on Sunday, Aug 21st at 3:30, pre-show starts at 3pm McGrath Morgan Academy of Irish Dance and Legacy Brass and the Dance Etc. School of the Arts at the First United Presbyterian Church at Minnieville Rd.in Dale City.

Mark Dodge – President of Manassas Chorale- They will be singing at Arts Alive and looking forward to it. Oct. 8th. They will be singing with three high school choirs: Manassas, Manassas Park, and Osbourne at 7:30pm at the Hylton. They are doing Broadway in Manassas with their 20-piece orchestra.

Herb- Aug. 19th at 7pm is the Ghana show at Stonebridge. Tema Choir performing. And a band outside.

Susan B – requested that we have one volunteer a month go to the DPRT commissioners meeting that happens once a month on the third Wednesday at Hellwig.

Herb – from a public standpoint all are welcome to attend the meeting. From an advisory standpoint, Herb already attends those meetings with the report from the council.

Alice – moved to close the meeting.

Peter - seconded it.

Meeting adjourned at 8:34pm.

