

Prince William County Arts Council
Monthly Board Meeting
December 13, 2022 at 6:30 PM
James J. McCoart Building

Attendance (in-person): Kelly Haneklau (Secretary, Brentsville District Representative), Donald Garrett (Last Minute Meetings), Alice Mergler (Chairperson, Poet Laureate Circle), David E. Roberts (Board Member/Individual), Susan Bardenhagen (Vice Chair Programs, Individual), Jackie Thomas (GEM Theater Productions), Victor Harper (Board Member, Individual). Janel LaFleur (DPRT), John Blevins (DPRT), Mark Cohen (Woodbridge Community Choir), Lilia “Lee” Vannett (member), Dale Fisher (Bull Run Cloggers), Diane Bennett (Board Member, Manassas Symphony Orchestra), Ron Crigger (Coles Appointee), Angel Lopez (board member, Occoquan Appointee), Peter Alten (Treasurer), Debora Madsen (Vice Chair Nominations, Woodbridge Music Club), Sean Peck (board member, Shenandoah Sound). Carylee Carrington (Board Member, Read with Carylee, Inc.), Krys Bienia (WDC), Emily Smith (Hylton Performing Arts Center), Kim B. Miller (Poet Laureate Emerita), Elyzabeth Muscat (Board Member, Virginia National Ballet), Herb A. Williams (DPRT Arts Recreation Specialist), Susan Furr (PWAS, *in attendance but not on attendance sheet*), Wanda Lee Smith (Neabsco Appointee, *arrived late and was not listed on the attendance sheet*)

14/25 Directors present for quorum (**Directors in bold above**)

Agenda

Call to Order—Chair Pro Tempore

Roll Call—Secretary

Minutes Approval—Chair Pro Tempore

New Business

1. *Introduce Parliamentarian—Chair Pro Tempore*
2. *Election to fill Chair vacancy—Chair Pro Tempore*
3. *Charter Amendments—Chair Pro Tempore*

DPRT Report—Seth Hendler-Voss

Treasurer’s Report—Treasurer

Committee Reports

1. *Marketing Report-Vice Chair of Marketing*
2. *Programming Report-Vice Chair of Programming*
3. *Nominations Report-Vice Chair of Nominations*

Liaison Report—Herb Williams

Unfinished Business

Announcements

Adjournment

Next meeting: Tuesday, January 10, 2023 at 6:30pm, place TBD

6:40pm Meeting called to order by Alice Mergler (Chair Pro Tempore) Alice cited Roberts Rules of Order (12th edition) Section 47, sub-section 28/29 as to the Chair vacancy temporary fulfillment (in the Arts Council’s case, listed first in the Charter) being the Vice Chair of Marketing (aka: Alice Mergler) until the new Chair is elected.

Kelly Haneklau called the roll and made a motion to approve the July 2022 minutes. Ron Crigger seconded it. Discussion by Susan Bardenhagen to include point of order and update names/quorum. Approved.

Kelly Haneklau made a motion to approve the August 2022 minutes. Jackie Thomas seconded it. Discussion by Susan Bardenhagen to include point of order and update names/quorum. Approved.

Kelly Haneklau made a motion to approve the September minutes. Peter Alten seconded it. Discussion by Susan Bardenhagen to remove “Sunshine”, add point of order, include Herb ex-officio/financial comment. Kelly Haneklau stated minutes were sent in November and it was voted on that the notes would be a synopsis and not word for word and paired with the recording link. In the respect of time, Kelly Haneklau made a motion to table the September meeting minutes. Susan seconded it. Meeting minutes tabled until January 10, 2023. Approved.

Kelly Haneklau made a motion to approve the October meeting minutes. Elyzabeth Muscat seconded. Discussion by Susan Bardenhagen that recording link be included, roll call not done and motions not listed properly. Discussion by Jackie Thomas -asked if providing the recording link along with the minutes would satisfy Susan Bardenhagen’s concerns. Susan Bardenhagen said not if the recording doesn’t start at the beginning of the meeting. Alice Mergler made a motion to table the minutes. Ron Crigger seconded it. Meeting minutes tabled until January 10, 2023. Approved.

Alice Mergler introduced and welcomed Donald Garrett, Parliamentarian of Last Minute Meetings. Mr. Garrett will attend the meetings for the next 6 months and possibly longer, to help with the board reset.

Alice Mergler announced her nomination for Chairperson to serve out former Chair, Ron Crigger’s” remaining unexpired term – January 10, 2023 through the June 2023 annual meeting (in accordance with the Charter Section III C3 and Section VIII, 4, and in compliance with the Virginia FOIA) and called for nominations from the floor. None were presented. Dawn Franklin made a motion to accept Alice K. Mergler as the temporary new Chairperson. Peter Alten seconded. Unanimously approved. Peter Alten stated Alice Mergler was one of founders of the Arts Council, has a masters in Art History, key person in the Poet Laureate Circle, she has lived in the area for over 47 years and involved in many different organizations, was President of the Prince William Orchestra, President of the Women’s Club, had a community television show called Arts Alive and as a teacher she was involved in 16 musicals with a huge art background.

Marketing Chair position opened up due to Alice Mergler becoming Chairperson. The duties were read aloud. Kelly Haneklau made a motion to nominate Victor Harper. Alice seconded it. Unanimously approved.

Susan Bardenhagen: noted Susan Landess’s September retirement and the need to fill the position. Claimed that before this meeting tonight, Susan Furr was put in to cover Sandra McClelland Lewin’s seat without a vote. Herb Williams: Susan Furr was not put in to cover a seat, she is simply taking notes on behalf of PWAS and will step in once proper procedures are followed. Alice Mergler asked Susan Bardenhagen to move the discussion to next meeting. Susan Bardenhagen asked why it could not be done now. Alice Mergler: the parliamentarian is advising us to move it to the next meeting and to follow the agenda.

Dawn Franklin said an email listing of everyone needs to be posted, and committees should be an addendum to the Charter. Herb stated some members do not want their email shared. Wanda Lee Smith said emails should be public information. Susan Bardenhagen asked why Board of Directors don’t have access to each other’s emails. Ron Crigger said it is mandatory on the Animal Advisory Board to share emails. Alice Mergler thanked all for their comments and noted the importance.

Alice Mergler asked the board to consider amendments to the Charter for greater clarity and effectiveness and read her prepared draft Charter amendment recommendations aloud. She welcomed the board to

send her any additions or changes to be considered for an inclusion vote and further BOCs approval. There will not be discussion today, rather please send written comments and questions to Alice after the meeting and before January 6th at 5pm. Amendments will be considered and voted on at the January 10th meeting.

Charter Discussion: Sean Peck asked if we vote as a board on the agreed upon changes. Alice Mergler noted the Board of County Supervisors are the ultimate deciders. Ron said the appointees should get together to discuss Charter amendments. Dawn Franklin volunteered to be the Chair to the Ad Hoc Committee. Alice Mergler appointed her in the role. Members who volunteered to be on the committee: Ron Crigger, Kim B. Miller, Susan Bardenhagen, Angel Lopez, Alice Mergler. Alice Mergler asked the members to send her their changes/additions and then she will send them to the committee for the committee to report in a succinct manner.

DPRT Report: Seth Hendler-Voss thanked everyone for coming and for everyone's volunteer service. Congratulated the Council on being a public body and following FOIA statutes. This body needs to be in compliance with the Commonwealth Law. When emailing and conducting business of the Arts Council, do not email anyone as a group and do not "reply all". Except DPRT and the Executive Team with basic information and announcement emails. All board meetings need to be in person all the time. In rare instances, virtual participation is allowed, but extremely limited and must be an approved absence and can only occur twice per year. Before this is allowed PWCAC must adopt a resolution to allow virtual participation in a case-by-case vote by alerting the chair in advance. This precludes virtual meetings again. PWCAC cannot engage in business virtually or electronically. Only necessary bodies to the continuity of government may meet that way. Even in a pandemic, this is a general statute. The Arts Council Liaison is part of a unique advisory body. They are a paid administrative support person meant to support the Arts Council, not vote and not do the work of the Council. Council should be mindful of the boundaries. If a member has a problem with the Arts Recreation Specialist, consult with Seth.

Peter Alten and Kelly Haneklau stated their support for Herb Williams and all of the good he has done for the Arts in the County. The board applauded Herb.

Group discussion: No more than two people on an email. If sent to more than 2 people and "cc" others, could be subject to open-meetings law, it could encourage a "reply all" response.

Alice Mergler thanked Seth Hendler-Voss for his help and guidance, and said that the Council is a group of friends and Covid changed a lot, so she wants to see refreshments at the next meeting.

Treasurer's Report: Peter Alten stated \$3520 dues collected, 57 members (individuals and organizations that have paid in) plus 8 appointees. No one applied for TA Grants. All the money is available for grants. Discussion on who can apply and what for.

Susan Bardenhagen said she received 55 members on a name list plus the website list equals close to 70 and asked if we can get access to find out details. Peter Alten stated the report comes from the County. Alice Mergler asked Susan Bardenhagen to submit to her what she thinks is the list and Alice will work with Peter to resolve the numbers because Rectrac is usually behind on members who have paid.

Marketing Report: Alice Mergler did her best with a bad website. Kelly Haneklau shared events via email.

Programming Report: Susan Bardenhagen said schools looking for support ideas and outreach. Jackie and several others responded. She would like to survey organizations and find out what they do. Asked if appropriate for her to send out a survey document.

Herb Williams responded there is already an Education Committee selected and formed, voted on at a previous meeting and met regarding these things.

Alice Mergler made a motion asking the current committee who is already working to get together with the Vice Chair of Programs and work together. Susan Bardenhagen seconded the motion. Discussion: Debbie Madsen has a report from the education committee meeting that was a brainstorming meeting. Susan Bardenhagen was invited to the meeting. She was not in attendance. It was agreed that the parties would work together. Alice Mergler's motion was withdrawn. Dave Roberts stated he works with Dr. Ed Stevenson (oversees Arts for the PWCS district). As long as he has a 30-day window, he can email all of the schools with information approved by the Arts Council.

Programming Report Continued: Susan Bardenhagen said we have two workshops planned. One on accessibility and inclusion. She is working with Betty Siegel from the Kennedy Center at the Hylton (and Tori Unterberger) and a person who can connect the Arts Council to \$3K-\$5K grants. Second workshop on Team Building and Diversity by Marlo Thomas Watson, verified with Adam in County Finance that the cost won't require a bid. Said the same process was done for Seefeldt catering. Got the park bench today. Asked Council to come to Neabsco Park for lights and singing Saturday and Sunday between 5:30-6:30pm.

Kelly asked about the Programming Report actions and processes with the finance department, planned workshops with the Kennedy Center, and asked who was on the committee. Alice Mergler said questions were taken under advisement. Sean Peck asked if there were projected dates for the workshops. Susan Bardenhagen replied she was thinking sometime in January. Peter Alten said we have money for workshops but is sent to Herb for advisement first. Herb Williams said programming decision is made with the board first.

Nominations Report: Debbie Madsen has one person interested. Alice Mergler tabled it until January.

Liaison Report: Herb Williams thanked everyone for being there and thanked Manassas Ballet for last-minute photography for the Arts News and Virginia National Ballet Manassas Ballet for trying. The magazine is out now. Newsletter submissions needed by January 24, 2023 (bimonthly Feb/Mar). Website completion slated for January.

Announcements:

Elyzabeth Muscat: Nutcracker performances at the Hylton. Sold out at Capital One in Tysons.

Mark Cohen: Woodbridge Community Choir at Marine Corps Museum Sun., December 18th at 2pm.

Ron Crigger: Requests PWCAC and Hylton Performing Arts Center agreement be provided to the Arts Council or listed on the PWCAC website. Alice Mergler said staff will provide it to Alice Mergler and Alice will then provide it to requestor.

Dawn Franklin: Go on Army or Airforce website for free concerts.

Lee Vannett: There are free performances by all of the military branches. Ex: Free Marines concerts every Sunday.

Kelly Haneklau: Ongoing Art Exhibits and sales at Open Space Arts gallery in Woodbridge, VA

Susan Furr: Current show at OSA by PWAS is called "Deck the Halls"

Alice Mergler: Also, at OSA, was the Manassas Jazz Society and lots of volunteers welcoming visitors and letting them know about the Arts Council. Thanked everyone for coming and asked members to send new business requests to her for future meetings.

Meeting adjourned by Alice Mergler at 9pm.

Minutes submitted by Kelly Haneklau 1/5/23.