

Prince William County Arts Council
Monthly Board Meeting
October 11, 2022 at 6:30 PM
Hybrid Meeting – Hellwig Conference Room and Webex

Attendees online: Ebenezer Allotey (Board Member, TEMA Choir, USA), Jina Kang (Board Member), Kwadwo Adjei/Mr. Bank (Wonder Works), Desirea Moore-Mitchell (Board Member, CAPAC), Ellen Carleton (New Dominion Choraliers PWC), Jordan Exum (Board Member, ARTfactory), David E. Roberts (Board Member), Heather Gorrell (Board Member), Dawn Franklin (Gainesville Appointee), Krys Bienia (Woodbridge Dance Company), Em Smith (Hylton Performing Arts Center), Angela Somers (Somers Voice), Janet LaFleur (PWC DPRT), Catrina Stroman (Potomac Appointee), Tom Meier (New Dominion Choraliers), Tina Bauch (Suburban Gypsies)

Attendees in-person: Kelly Haneklau (Brentsville District Representative, PWCAC Secretary), Alice Mergler (PWCAC Marketing Vice Chair), Kim B. Miller (Poet Laureate 2020-2022), Debbie Madsen (Vice Chair Nominations, Woodbridge Music Club), Herb Williams (Arts Recreation Specialist), Peter Alten (PWCAC Treasurer), Susan Bardenhagen (Vice Chair Programming), Wanda Lee Smith (Neabsco District Appointee), Elysabeth Muscat (Board Member, Virginia National Ballet), Jackie Thomas (GEM Ministries), Diane Bennett (Board Member, Manassas Symphony Orchestra), Angel Lopez (Occoquan Appointee), Sandra McClelland Lewin (Prince William Art Society), Mark Wolfe (Manassas Ballet Theatre), John Blevins (DPRT), Susan Dommer (Manassas Chorale)

18/25 Directors present for quorum (**Directors in bold above**)

AGENDA

October 11, 2022

Meeting in person and hybrid

Approval of July, August and September Meeting Minutes

Treasurer's Report, Peter Alten

Recap on Arts Alive

Liaison Report, Herb Williams

Update: Board Reset, John Blevins

Policy Manual Update

Vice Chair Updates: Marketing, Alice Mergler, Programming, Susan Bardenhagen, Nominations, Debbie Madson

Open Forum Upcoming shows, Events

Substitute Chair Comments Debbie Madson

Adjournment

6:30pm Meeting called to order by Debora Madsen.

July meeting minutes discussion regarding approval with minor edits to be completed and emailed to board for final review. Jackie made a motion, Alice seconded. All in favor except Wanda Lee Smith opposed.

Angel made a motion to combine the meeting minutes with the link to the meeting recording.
Dawn Franklin seconded the motion. All in favor except Susan Bardenhagen opposed.

Alice Mergler made a motion to accept the August notes with edits to be emailed.
Elyzabeth Muscat seconded the motion. All in favor except Susan Bardenhagen and Wanda Lee Smith opposed.

Susan Bardenhagen informed the Council of her request that the approved minutes from 2019-2020 and 2020-2021 be posted online to validate the minutes as an accurate report of business that took place. The minutes were received just before the meeting, since Kelly thought they had been sent out by the temporary Secretary. Kelly Haneklau apologized and Dawn stated she could not hear everything from the virtual world. Jackie made a motion to table the September minutes until November (Kelly will send minutes with corrections and attendees from chat to members for approval at least one week ahead of our next meeting)
Alice seconded the motion. All in favor.

Treasurer's Report: Peter Alten (see attached budget sheet) reported \$2750 in dues with 25 renewed and 23 new, for a total of 48 members. No one filed technical grants. Budget was adopted on September 13th meeting, need to start using the funds. Spent small amount at festival table, still awaiting final numbers from Arts Alive and Poet Laureate Crowning Ceremony. Need to pursue public art, workshops, school programs, etc.

Susan Dommer: Happy to head up school programs, just retired from PWCS as an educator. Debbie Madson offered to help. Dawn Franklin asked what the vision of the program is. Herb Williams said schools want visual artists, theater groups, etc. We should have a resource guide. Elyzabeth Muscat asked why go through PWCAC. Herb Williams said funding. Jackie Thomas said GEM Ministries puts the children first and focuses on helping them grow their talents. Herb Williams said first step is to put ideas on paper and bring to Arts Council for board review and approval. Kim B. Miller noted there needs to be background checks on anyone going into the schools.

Susan Bardenhagen: requested a list of member names and membership type for the executive board. Mentioned that herself, Jackie Thomas, and Wanda Lee Smith are the committee of keeping this list current.

Marketing Report: Alice Mergler

Had a table at the 100th Manassas Jubilee. Peter and Herb got great location of table. Herb provided free special effects make-up to the delight of the crowds. Hundreds of people came to the booth looking through all of the literature Alice had collected from members about upcoming shows and events. The new 2022-2024 Poet Laureate for PWC is Michelle Garcia. Kim B. Miller is now Poet Laureate Emerita.

Liaison Report: Herb Williams

Tackett's Mill Funfest is coming up next weekend. Need a committee for the brochure from the perspective of PWCAC. Getting a lot of email requests from the schools. School dude has been impossible to accept dates lately.

Dawn Franklin: asked if Herb can forward the school requests to the members in case they can help. Also, her church helps the homeless and they provide snacks to two schools in Manassas. Herb stated needs to send to the Executive Director and then will disseminate from there.

Herb: According to his boss, he is considered an Ex-Officio and not allowed to vote or make motions. This is the opposite of Roberts Rules of Order, but Herb is respecting his position and his boss and will not be voting or making motions.

John Blevins: Was Arlington Parks and Rec for 30 years. Last three years has been a wash due to the pandemic. There will be an orientation meeting for the PWCAC to re-educate and re-set and answer questions members have. Policy is part of the reset and was halted a bit with Ron being out.

Susan Bardenhagen: PWCAC Board of Directors has not been privy to or a part of the policy update. Before discussed, it needs to be seen by the board. Herb created his own Strategic Plan.

Herb: I did not write a Strategic Plan; I wrote a proposal for one.

Wanda: The County wrote the Strategic Plan.

Herb: The Executive Board and others wrote the Strategic Plan.

Kelly: I was on the Executive Board when the Strategic Plan was written and it was indeed written by several people on the Arts Council, not by the County.

Program Report: Susan Bardenhagen

We used to be part of the 5- and 10-year plans for the County. Had a booth at the Latino Festival, marketing and programming are overlapping. Need a director to fill Susan Landess's position.

Susan Bardenhagen: We can't meet on November 8th due to voting day.

Herb: We will meet with Ron and discuss a possible new meeting time and send it out to membership.

Ebenezer: If someone pays dues, please let them know Herb has received them.

Announcements:

Susan Dommer: Manassas Chorale performed last Saturday night at the Hylton. Next performance on Dec. 3 at 7:30pm and 3pm the next day at Manassas Baptist Church

Diane Bennett: Manassas Symphony performs Saturday, October 22 at 7:30pm. Master class for advanced students on Friday where students get to play before Thomas Pandolfi and be critiqued.

Kelly Haneklau: invited all to PetOber Fest at Stonebridge Potomac Place in front of Open Space Arts. Art featuring animals.

Heather Gorrell: Legend of Sleepy Hollow at the Hylton on October 15th at 7:30pm

Dawn Franklin: October 22 Craft sale at Tractor Supply on Ballsford Road. All proceeds donated to a rescue group.

Wanda Lee Smith: Princess Tea at the ARTfactory was fabulous. The Enchantments did all the princess stuff and was sold out.

Peter Alten: Jan Alten made all of the fascinators for the ARTfactory Princess Tea.

Susan Bardenhagen: Manassas City Ad Hoc Art Committee looking for readers for November 14-18 to go to schools for Young America Readers week.

Debbie Madson: Addressed group and said to be in touch with the Secretary re: meeting minutes, and be in touch with committees.

Susan Bardenhagen made a motion to adjourn, Jackie Thomas seconded it. Meeting adjourned at 8:30pm.

Attached: proposed budget.

Minutes submitted by Kelly Haneklau. Rev. 1/4/23

PW County Arts Council FY23 Budget			Sept 13, 2022		ADOPTED 9/13/2022	
ACTIVITY	Adopted Budget	Projected cost/revenue	Actuals	Remaining Balance		
Revenues						
Operating Revenue from county	\$62,784	\$62,784	\$0	\$62,784		
Dues from members	\$5,000	\$5,000	\$0	\$5,000		
Miscellaneous Recreation	\$0	\$0	\$0	\$0		
Special Events	\$0	\$0	\$0	\$0		
State Grants	\$0	\$0	\$0	\$0		
Total Revenues	\$67,784	\$67,784	\$0	\$67,784		
Expenditures						
Arts Alive	\$5,000	\$5,000	\$0	\$5,000		
In the Company of Laureates (or other programs if needed)	\$10,000	\$10,000	\$0	\$10,000		
Seefeldt Awards	\$12,000	\$12,000	\$0	\$12,000		
<i>Education events:</i>						
Grant writing workshop	\$300	\$300	\$0	\$300		
Business operation workshop	\$300	\$300	\$0	\$300		
Organization Board operations workshop	\$300	\$300	\$0	\$300		
Accessibility workshop	\$300	\$300	\$0	\$300		
Team building workshop	\$300	\$300	\$0	\$300		
Leadership workshop	\$400	\$400	\$0	\$400		
Culture/ diversity workshop	\$400	\$400	\$0	\$400		
Use of web site workshop (in house)	\$100	\$100	\$0	\$100		
				\$0		
Festival attendances	\$600	\$600	\$0	\$600		

Professional Services Total	\$30,000	\$30,000	\$0	\$30,000
Public art & spacemaking	\$15,000	\$15,000	\$0	\$15,000
Poet Laureate Programs	\$2,000	\$2,000	\$0	\$2,000
Stipend for Poet Laureate	\$500	\$500	\$0	\$500
Community art programs	\$4,750	\$4,750	\$0	\$4,750
Art programs at schools	\$4,750	\$4,750	\$0	\$4,750
Communications, Telephone	\$0	\$0	\$0	\$0
Travel /Fares	\$0	\$0	\$0	\$0
Printing	\$0	\$0	\$0	\$0
Office supplies, equipment, ADP	\$0	\$0	\$0	\$0
Food/ food service	\$850	\$850	\$0	\$850
Marketing/ advertising/ promotion	\$4,934	\$4,934	\$0	\$4,934
Total Other Operating Supplies	\$32,784	\$32,784	\$0	\$32,784
Technical Assistance Grants	\$5,000	\$5,000	\$0	\$5,000
Total Other Operating Supplies and TA grants	\$37,784	\$37,784	\$0	\$37,784
Net budget not counting Member Dues	\$62,784	\$62,784	\$0	\$62,784

ADOPTED 9/13/2022