

Prince William County Arts Council
Monthly Board Meeting
April 11, 2023 at 6:30 PM
James J. McCoart Building

Call to Order—Chair

Alice Mergler called the meeting to order at 6:36 PM. There was a slight delay in starting at that point as Herb tried to get the recording device set up. Alice spoke in the interim: welcomed attendees; inviting people to partake in the refreshments.

Roll Call

Secretary *pro tem* Kim B Miller completed roll call and **14 directors present at that time.** 2 more entered later: Carylee Carrington and Ebenezer Allotey, that brought the total to 16. There is a quorum.

Members of the Board Present

1. Alice Mergler – Board Chair
2. Kim B Miller – “Fill in” Secretary (Poet Laureate Emerita)
3. Peter Alten – Treasurer
4. Susan Bardenhagen – Vice Chair for Programming
5. Victor Harper – Vice Chair for Marketing
6. Debora Madsen – Vice Chair for Nominations
7. Sean Peck (Dir. Shenandoah Sound)
8. Wanda Lee Smith – Neabsco Appointee
9. Jordan Exum (Director ARTfactory)
10. Elysabeth Muscat (Virginia National Ballet)
11. Diane Bennett (Manassas Symphony Orchestra)
12. Carylee Carrington (Read with Carylee)
13. Catrina D. Stroman (Potomac Representative)
14. Jackie Thomas (GEM Theater)
15. Ebenezer A. Allotey (Tema Choir USA)
16. Heather Gorrell

Members of the Board Absent

1. Kelly Haneklau
2. Brenda Johnson
3. Jina Kang
4. Desirea Moore-Mitchell
5. Dawn Franklin
6. David Roberts
7. Maryel Stone
8. Ronald E. Crigger
9. Jesus Torres

Guests and Staff Present:

1. Susan Dommer (Manassas Chorale)
2. Donald Garrett (Parliamentarian)
3. Seth Hendler-Voss, (Director DPRT)
4. Jeanine Lawson- Brentsville District Supervisor
5. Herb Williams (Arts Recreation Specialist, DPRT)
6. Lee Vannett
7. Mark Cohen (Woodbridge Community Choir)
8. John Blevins (Assistant Director for Recreation, DPRT)

Announcements

- Elysabeth Muscat
 - Manassas Ballet Hylton performance: Sat 4/22 at 6 PM
 - Swan Lake, May 19
- Jordan Exum
 - Reception for 21 artists
- Mark Cohen
 - 80's Rock Concert: June 7 (8 PM) & 18 (3 PM). This is a free event at the Ferlazzo Building.
 - Herb answered a question asked by Jackie Thomas about booking rooms in the Ferlazzo building.
 - He stated there is not a lot of availability. There is fee for usage and request to use that space need to go to him.
- Diane Bennett
 - May 6: 2023 Aspirations Alexander Bernstein is the soloist. \$25 for adults, everyone else is free.
 - Master class Friday evening for advances piano students
- Susan Dommer
 - Greater Manassas Children Choir Spring Concert
 - Sunday, May 7, 3 PM
- Sean Peck
 - Apple Blossom Parade, May 6
- Jackie Thomas
 - June 9 & 10, there is a Women's Retreat/Conference in Richmond VA
- Herb Williams
 - PWAS: April showers bring May flowers event opens May 3

Treasurer's Report

- Peter Alten presented four TA grants:
 1. Manassas Symphony Orchestra: \$259.98
 2. Clearbrook Center of the Arts: \$500
 3. ARTfactory: \$443.96
 4. GEM Theater: \$500 (Jackie Thomas explained the money would be used for podcasting equipment)
 - Victor Harper asked about the number of followers/people they had to potentially reach. Jackie stated 800-1000.
- Peter Alten motioned; Susan Bardenhagen seconded "*To approve the TA grants.*" The motion was **ADOPTED** by a vote of 15 in favor. Jackie Thomas recused herself.
- Peter Alten stated \$375 left after all 4 grants are paid.
- Wanda Lee Smith asked about the actual expenses listed on the budget for Seefeldt. Since no bills for the 2023 program were paid as of yet, where did that entry come from.
 - Peter explained that \$2674 listed in actual was actually from last years (the 2022 Seefeldt Awards). He said according to Janet & Herb once an invoice is initiated and approved it can still be paid out of a later budget.
 - Wanda also asked that the information be sent out days prior to the meeting not just the day before. Peter responded yes.

Minutes Approval

- Sean Peck motioned; Victor Harper seconded "*To approve the March 2023 minutes.*" The motion was **ADOPTED** by a vote of 14 in favor.

DPRT Report—Seth Hendler-Voss

- Seth mentioned volunteer week and thanked everyone for all they do.
- He mentioned they were looking for lifeguards and camp counselors and to check the PWC job site for more information.
- He also stated Janet Bartnick is the new Deputy Director.
- Kevin Costello from tourism is coming to the next meeting.
 - Jordan Exum asked a question about the arts council website. She asked if events in Manassas can be added. She said previously that was not allowed. Seth said yes

Liaison Report—Herb Williams

- There was an issue with the grant website. Tomorrow it should be fine and you will be able to upload documents.
 - John Blevins mentioned that Amir stated the solution to fix the issue is almost complete.
- Peter stated there are step by step instructions available for grants.
 - Herb stated he is looking into streamlining the process for big grants. He looking at several potential services or sites to use including Submittal.

- Elysabeth Muscat asked that the website be updated to accept 1 copy of documentation throughout the process.
- Herb stated to but the parts and follow the detailed instructions on the PWC vendor website.
- Outstanding grants should be processed within the next 2 weeks.

Nominations Report—Vice Chair of Nominations

- Debora Madsen stated we will elect people in June.
- A question came up is there a membership for “fans”. Herb Williams said yes it would be the same as an individual membership.
- Wanda Lee Smith noted the charter stated after 2 missed meetings people could be removed. The question posed was who will be monitoring/enforcing this? No response was given.

Marketing Report—Vice Chair of Marketing

- Victor Harper stated he did not receive anything from the Seefeldt committee. He’s not involved in any marketing for the event.
- He also said he not receiving any of the general emails that are sent out.
- Victor talked about having a PWCAC float for 4th of July.

Programming Report—Vice Chair of Programming

Seefeldt

- Susan Bardenhagen stated there were 8 nominations sent in so far for the Seefeldt Awards.
 - She mentioned RSVPs needed to increase as well.

Workshops

- Susan asked about scheduling and proceeding with workshops herself without coming to the arts council. Susan moved, that she could move forward with requests with Seth and for the speakers who charged fees, whose proposals would be submitted to DPRT to draw up contracts.
 - Sean Peck made a motion to move/schedule the workshops, Susan Bardenhagen seconded.
 - Victor Harper stated no, he does not like that option because he/marketing is already excluded from other programs.
 - The motion was **TABLED** by a vote of 13 in favor, 1 opposed: Susan Bardenhagen

Adjournment

The meeting adjourned at 7:49 PM.

Kim B. Miller
Secretary *pro tem*