

Prince William Arts Council Meeting Minutes

Date	May 13, 2025
Location	Powells Creek Conference Room, McCoart Building
Time	Scheduled for 6:30 pm

Board Members Name	Elected/ Appointed	Position	Present	Notified Absence	Not Notified Absence
Ebenezer Allotey	E		x		
Peter Alten	E	Treasurer	x		
Michael Artson	E				x
Davene Barton	A				x
Carylee Carrington	E	Vice Chair Marketing	x		
Ron Crigger	A	Vice Chair Nominations & Membership	x		
Susan Dommer	E		x		
Jordan Exum	E		x		
Kelly Haneklau	A			x	
Dawne Horizons	A	Vice Chair Programs	x		
Catrina Hudson-McNeil	A				
Alice Mergler	E	Board Chair	x		
Larissa Miller	A		x		
Elysabeth Muscat	E			x	
Sean Peck	E	Secretary	x		
Jackie Thomas	E			x	

Members Present

Name	Organization
Carter McClelland	DPR liaison
Christopher James	Edutainment
Diane Bennett	Manassas Symphony Orchestra
Diane Roebuck	PW Community Band
Donnell Taylor II	Edutainment
Elizabeth Stathis	AOLC Executive Director
Herb Williams	Self
Ibrahim Camara	Self
Isiah Luckey	Edutainment
Lee Vannett	Self
Sandra Lewin	Self
Staci Blanchard	PWAS
Sunshine Wilkins-Jefferson	Manassas Park

Meeting Called to Order	Meeting called to order at 6:36pm.
Opening Remarks	<p>Chair, Alice Mergler provided opening comments.</p> <ul style="list-style-type: none"> • Remarks about events of council member groups <ul style="list-style-type: none"> • Attended performance of the Kid Pan Alley group at Unity Reed HS • Recognized the Virginia National Ballet performance in New York • The current Arts magazine issue is available
Meeting Minutes Approval	<p>Approval of meeting minutes from April 2025 meeting.</p> <ul style="list-style-type: none"> • Alice M. asked for any comments for minutes or updates. • Susan D. moved to accept the minutes as appended. • Alice M. seconded the motion. • No discussion. • Vote: 10 to approve and none opposed. • Minutes approved.
Treasurer's Report	<p>Peter A. presented current budget information.</p> <p>Annual FY 25 Allocation: \$62,784 Allocation Spent to date: \$19,878</p> <p>Technical Assistance Grants Member dues collected: \$4,495 Arts Alive collected: \$525 Total: \$5,020 Awarded TA Grants: \$3,462 Funds available: \$1,033</p> <p>TA Grant Request Requester: Sonus Brass Theater Amount Requested: \$300 Request: Finale Music Notation Software</p> <p>Ron C. moved to approve the grant request for \$300. Susan D. seconded the motion.</p> <p>Discussion Clarification provided that the request may only be the exact amount of the product purchase; in this case \$298. The amount approved is \$298.</p> <p>Grant Vote Approve: 9 Opposed: none Abstention: 1 The motion passed.</p> <p>Other Discussion Strategic Plan 2025-2029</p>

	Comments have been incorporated into a draft version. We will vote at the June meeting for adoption. Any further comments should be submitted to Peter A.
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Standing Committee Reports	
Marketing	
Chair	Carylee Carrington
<p>Magazine</p> <p>The current issue of the Arts Magazine has been distributed. The ArtFactory will serve as a distribution location in the future. Carlylee has received inquiries about being featured in the magazine. She advised prospective members to join the Arts Council to have access to be included in articles. Our working relationship with DPR is positive in getting the magazine published. We are working on better distribution for future issues.</p> <p>Please submit any articles, upcoming events, or announcements Carlylee by June 15. For articles provide 250 to 500 words and images in 300 dpi jpeg format. Projected issue to be published by mid-July. You may also submit articles about attending events. We are planning to produce a special issue for Arts Alive to feature performers.</p> <p>Send to Arts Council Marketing marketing.pwcartscouncil@gmail.com</p> <p>New marketing material is now available for event distribution: magnets, fans, brochures, drawstring backpacks, etc.</p>	
Nominations & Membership	
Chair	Ron Crigger
<p>Discussions of ballots for election on June 10. If you want to run for the board, notify Ron.</p> <p>Process: After elections to the board are conducted, then the election for the officers is conducted.</p> <p>Current applicants for election are:</p> <p>Elizabeth Stathis, Peter Alten, Alice Mergler, Herb</p> <p>Four seats will be open. Appointees are automatically on the Board. Seats up for election:</p> <ul style="list-style-type: none"> • Alice M. • Ebenezer A. • Jackie T. • Peter A. 	
Program	
Chair	Dawne Horizons
<p>The Committee met last week. We are working on ordering more materials: PA system, T-shirts, raffle tickets, 2 more table cloths</p>	

We have provided information tables at recent events:

- New Dominion Choraliers concert
- Touch a Truck
- Woodbridge Community Choir concert.
- Pennington Traditional School Kid Pan Alley concert
- Greater Manassas Children's Choir Concert

Arts Alive

Arts Alive event on September 14, 12-5 pm. Applications will be available on June 1 for performance participation. Applications for vendors available on July 1.

Next Programming meeting on June 24

Money will be allocated as needed for marketing expenditures.

Bee Festival event June 21 at 10 am at the Liberia House in Manassas.

Materials to support Program Development

Dawn H. moved to request funding of \$20,416.16 to purchase materials to support program development. The committee researched and requested the following items. Hyperlinks are provided for type of material reference.

Item 1

Dell 14 Plus 2in1 Laptop \$1,500

[PC configuration](#)

The purpose of the laptop/tablet is for registration and member signups at events. People will be able to sign up at our table immediately.

Item 2

Shirt order for Arts in the Parks Events, Meet & Greets, AC table at various county events (i.e. Bee Festival, and Arts Alive as well as New Members).

Order the following colors with the AC Logo:

- a) White qty 125: 25-small, 25-medium, 25-large, 25-X Large, 20- 2 XL, 5 3XL
- b) Neutral (off white/khaki/nude), qty 125, 25-small, 25-medium, 25-large, 25-X Large, 20- 2 XL, 5 3XL
- c) Black qty 100: 20-small, 20-medium, 20-large, 20-X Large, 20- 2 XL
- d) Yellow qty 60:12-sm, 12-med, 12-Lg, 12-XL
- e) Red qty 60:12-sm, 12-med, 12-Lg, 12-XL
- f) Blue qty 60:12-sm, 12-med, 12-Lg, 12-XL

Total quantity: 500

Item 3

PA System with mics for AC events: Arts in the Parks and Meet & Greets as well as future indoor events like Karaoke and Seefeldt Awards Dinner

\$499.95

PA System

Item 4

Raffle tickets to be used for Outdoor events given to families to get food and ice cream from the trucks to those that are registered since AC is paying for the food. \$24.69

Raffle Tickets

Item 5

Duplicate the order just made for the AC giveaways, for Meet & Greets etc. They are going like hotcakes at the events that our members are having.

Item 6

Please order 2 Red AC Logo Tablecloths (we have 2 black, red will stand out more and be in rotation so they can be washed.) In addition members are going to several county events and need to have more than 2 in rotation for feasibility in sharing and transportation.

Total cost of request: \$20, 416.16

Susan D. seconded the motion

Discussion

Clarification questions asked.

Why does DPR need to maintain the equipment? Why do we need to purchase items? How do we acquire?

We need to have equipment dedicated to the Arts Council that is easily accessible and available for events.

Justification for purchase of items is increased use and visibility at events. Equipment purchased previously is maintained at the county and any new equipment will also be managed by DPR. There is a defined process currently for checking out equipment with Carter at DPR. The county will procure electronic equipment through current vendors.

Vote:

8 in favor

None opposed

1 abstain

The motion passed.

Arts and Education

Chair

Susan Dommer

Provided framed versions

New Dominion Choraliers Loch Lomond May 21 2:45

Amendment to Haydon school Kid Pan Alley residency to cover costs not provided by
Susan proposed to increase funding to \$2,000.

Alice M. seconded.

Vote: 9 in favor and none opposed.

Request that art council artists create coloring pages for children for events. Susan reaching out to artists. May be used at arts events to occupy children.

Parks and Recreation Reports

Liaison Report: Carter McClelland

Banner art competition sponsored by Historic Manassas. Deadline for submission is September 1. [Banner Art Project - Historic Manassas, Inc](#)

Additional business

Announcements

- PW Art Society – Best of the Region Art show – ArtFactory June 3-15
- Sandra McClelland Lewin Presents: Art Exhibit at the Winery at Sunshine Ridge Farm through May 18
- Greater Manassas Children’s Choir – Nathan’s – June 5
- Edutainment – Unfunded and Unbothered – Lorton Community Center, May 16 6:30 pm
- GEM Improv Night Ferlazzo June 27
- GEM Secrets of the Butterfly Club Ferlazzo June 28
- TedX Nokesville Women – May 18, Brentsville HS
- Art show Sunshine Ridge May 16 – look up
- Open mic Woodbridge Daberg Sports lounge, May 17 2 pm

Final Note

Our next meeting will be June 10 at 6:30pm at the McCoart building.

Adjournment

Adjournment at 7:45 pm.

Prince William County Arts Council Treasurer's Report 5/13/2025

1 Finances

From the county financial reports, we have spent \$19,878 of our allocation of \$62,784 for costs associated with Arts Alive, poet laureate, art programs at schools, advertising, magazine and office costs .

Attached is the latest budget document.

2 Technical Assistance Grants

There are no applications.

By the way, 8 TA grants have been awarded for a total of \$3,462. There is \$1,558 available, but apparently for some stupid county policy or ruling or whatever, we can not use money we generated at Arts Alive last year. So really it seems we only have \$1,033.00 available.r... **Please apply now.**

3. Membership dues:

\$4,495 plus \$525 from Arts Alive was collected. Total of \$5,020.

PW County Arts Council FY25 Budget		Adopted Oct 8, 2024		Updated May 13, 2025		
	Adopted	Revised	Actuals	Extra	Income Balance	
	Budget	Budget				
Income						TA Grants
Operating Revenue from county	\$62,784	\$0				Awarded
Dues from members	\$5,000	\$0	\$4,495		\$4,495	\$3,462
Donations	\$250	\$0	`		`	Available
Special Events from classes/workshops	\$2,000	\$0	\$525		\$525	\$1,558
Grants	\$0	\$0			\$0	
Income total	\$70,034	\$0	\$5,020	\$0	\$5,020	
Expenses				Pending	Expense Balance	Budget Balance
Arts Alive	\$9,000		\$6,225		\$6,225	\$2,775
Seefeldt Awards	\$2,500				\$0	\$2,500
Workshops	\$1,000				\$0	\$1,000
Festival attendances	\$500				\$0	\$500
Poet Laureate Programs	\$2,000		\$943		\$943	\$1,057
Stipend for Poet Laureate	\$500		\$1,000		\$0	-\$500
Public Art	\$6,000				\$0	\$6,000
Community art programs	\$0				\$0	\$0
Art programs at schools	\$11,000		\$5,292		\$5,292	\$5,708
Art magazine	\$8,500		\$2,094		\$2,094	\$6,406
Advertising	\$8,000		\$1,275		\$1,275	\$6,725
Promotion & publicity	\$6,000		\$2,787		\$2,787	\$3,213
Event expenses (Events TBD)	\$5,500				\$0	\$5,500
Arts business office expenses	\$2,284		\$262		\$262	\$2,022
Expense Total	\$62,784	\$0	\$19,878	\$0		\$42,906
11/9/2024						