

Prince William Arts Council Meeting Minutes - REV after August meeting minutes

Date	July 22, 2025
Location	Cedar Run Room, McCoart Building
Time	Scheduled for 6:30 pm

Board Members Name	Elected/ Appointed	Position	Present	Notified Absence	Not Notified Absence
Alice Mergler	E		x		
Carylee Carrington	E	Chair	x		
Davene Barton	A				x
Dawne Horizons	A	Vice Chair Programs	x		
Elysabeth Muscat	E			x	
Herb Williams	E		x		
Jackie Thomas	E		x		
Jordan Exum	E			x	
Kelly Haneklau	A	Secretary	x		
Larissa Miller	A		x		
Michael Artson	E				x
Peter Alten	E	Treasurer	x		
Ron Crigger	A	Vice Chair Nominations & Membership		x	
Sean Peck	E		x		
Susan Dommer	E	Arts and Education Special Committee	x		
Members Present					

Name	Organization
Adonis Dorsey	Edutainment
Capriecce Piper	Divine inspirations Center for the Arts
Debbie Stewart	Gainesville Appointee
Denise McPhail	CAPAC, Inc
Diane Bennett	Manassas Symphony Orchestra
Ebenezer Allotey	Tema Choir USA
Emily Smith	Hylton Center
Evelyn Chatters	Individual Artist
Isiah Luckey	Edutainment
Janet LaFleur	DPR
Mark Cohen	Woodbridge Community Choir
Mary Reilly	Creative Brush
Rebekah Keener	Creative Brush Resident Artist
Staci Blanchard	PWAS
Susan Bardenhagen	Individual

Meeting Called to Order	Meeting called to order at 6:30 pm.
Opening Remarks	Chair, Carylee Carrington provided opening comments. • Thanked everyone for coming to the rescheduled meeting - due to unforeseen circumstances. • Recognized a moment of silence for the passing of Supervisor Bob Weir and others in the arts community recently passed: Malcolm Jamal Warner and Ozzy Osbourne. • Thanked Alice for her diligent service as chair for 2 years. • Larissa presented two bouquets of flowers to Alice Mergler for her past Chair work and to Carylee for her new role as Chair, on behalf of the BOCs supervisors and paid for by the Neabsco District. • Wants to go forward with the Arts Council and open the doors to all and expand recognition of our arts organizations and the County, so the Supervisors and DPR know we are here to be effective in the County and have a purpose. • Welcomed new members Mary Reily – Creative Brush Studios, Rebecca Keener – resident artist at Creative Brush, Evelyn Chatters – artist, James Sears – community member, Marc Carrono (in for Diane Robeck) • Wants to see structure change in meetings to include more artsy things. Business for the first 30 minutes, then take time to get to know the members and celebrate the arts the other 30 minutes. • For the August meeting, the floor will be open to Spoken Word artists. Please contact Carylee to reserve your spot.
Meeting Minutes Approval	Approval of meeting minutes from June 2025 meeting. • Carylee asked for any comments or updates on the June minutes. • Sean Peck moved to accept the minutes as amended. • Jackie Thomas seconded the motion. No discussion. Vote: 9 to approve. None opposed. 0 abstention. Minutes approved. • Agenda approved. Larissa motioned, Alice seconded.
Treasurer's Report	• Peter Alten presented current budget information. \$29K spent, \$33K and change returned to the County, with 12 TA grants awarded at \$4624 in FY25. Only 11 people have paid their dues for the current year. Last month had discrepancy in dues. Carylee urged members to renew their membership as soon as possible.

- Janet commented that one member paid twice and was reimbursed. Peter stated that only covers a portion of the discrepancy. Janet said she would look into it.
- Larissa questioned the change in the budget recommendations between FY25 and FY26. Peter stated he is making a proposed budget but does not know what the amount will be next year. Dawne said the proposed budget needs to be part of the Executive Board decision. Sean said we only spent \$29K, we need things up front first. Janet stated we have not received the budget allocation yet from DPR. Kelly asked Janet when the Arts Council should set the budget. Janet stated within a month or two. Carylee moved that we table the budget until the Executive Board can meet to discuss first. Sean seconded the motion.
- Herb asked for clarity on \$20K in swag – if it came from last year’s budget or this year’s and if the list of items had been sent to DPR. Janet stated the items were not ordered and the timing at the end of the year caused the problem. Dawne said we voted and approved the expenses in May and sent items with SKU numbers and everything needed to Carter within the time specified. She stated checks and balances were needed and it is not acceptable that this happened. Janet said that was a valid point but DPR was up against finance deadlines and there are different ways DPR makes payments - P.O.s and P-cards, etc. depending on amount of expenditure. Once the threshold hits, we have to wait until the next year. Carylee said follow up needs to happen in the future and we need to be made aware of funds not being funded. If the money is being pushed back to the county after an official vote, something needs to be fixed. She asked Janet why it was not communicated to the board. Jackie asked Janet if she would make us aware in the future if something like this happens. Janet said she needs to talk with Carter first and all she can say is that moving forward she will ensure there is better communication. Peter asked about timing of Hylton invoices, Janet stated Arts Alive doesn’t come in until right after the event. Debbie Stewart asked if it was possible at the end of each event to take stock of what needs to be replaced and order at that time for next year’s budget. Janet said yes. Kelly asked who was responsible for placing the order. Janet said Carter or herself, depending on time they have available.
- Cary asked if DPR could provide an email blast for a membership renewal reminder. Janet said yes.
- Sean asked Janet when TA Grants were coming out, since he has not received his. Janet said they are already out and would talk with him offline since he should have gotten it by now.

Technical Assistance Grants

	None to report
	TA Grant Request
	None to report

Standing Committee Reports	
Marketing	
OPEN	Carylee Carrington reporting
Magazine	
- The current magazine will be ready for the next council meeting and DPR will be distributing. Anyone interested in being the marketing chair, please put your name in. There will be a vote at the next meeting, since Carylee cannot be Chair and Marketing Chair. There will be a special Arts Alive issue featuring vendors and performers. Please submit any articles, upcoming events, or announcements to Arts Council Marketing at marketing.pwcartscouncil@gmail.com. - Herb asked how many copies and Carylee stated they haven't finalized that yet. Isaiah asked if they have a media kit. Carylee said no, DPR will be giving her a list of all offices it will be going to. - Alice stated the magazine is also online. - Herb mentioned the board could vote on Marketing Chair tonight, but Carylee said she wanted to make the official announcement first to give everyone the opportunity to apply and that the vote would be next meeting.	
Nominations & Membership	
Chair	Ron Crigger
Ron was absent.	
Programs	
Chair	Dawne Horizons
- Arts in the Park at Cloverdale Park is in the works for August 30th from 3 – 6 PM. A Sign-Up Genius is going out - looking for artists to perform. There will also be food trucks, a bounce house, and show mobile. Please email dawnehorizon@gmail.com. - Arts Alive will be September 14th at the Hylton Performing Arts Center. Already have artists and volunteers for the day but looking for MCs to introduce the acts. Bring your personal member advertising materials to the Arts Council table for distribution. Carylee said it would be great to see	

members of the board sign up as MCs. Jackie asked if the Arts Council had thought about moving the event to Saturday and Carylee said they did it last year, but it was voted to be Sunday this year. Em Smith of the Hylton said they are waiting on a couple of groups to sign performance agreements. They have a big waitlist of artists. They are scheduling demonstrations, have food trucks lined up and there will be a brief meeting after this meeting for the Arts Alive committee.	
Arts and Education	
Committee Chair	Susan Dommer
- Kid Pan Alley will have two programs in the fall for Manassas City Parks Schools. Still awaiting a response from one school. Spring will have three more song writing experiences. We will offer 14 master classes with chorus and theater classes. Kelly Glyptis – Sound of Music Riverside Theater. Master class at Freedom HS – free space. - Herb asked if the department was officially titled Arts and Education Department. Larissa said yes. - Jackie asked if GEM could sponsor an event with the HS to participate. Carylee said if it is an arts council program, then yes. Susan said every year we are adding more like fine arts, storytelling, etc. and it is something to think about. Cary said we can discuss this at a later meeting and Jackie can present it. - Caprice wants more understanding about how these programs came about and if they are offered on the eastern end of the county. Susan explained how the Arts Council committees work. Larissa mentioned that Caprice could become a vendor with the county. Carylee mentioned there is a public art update and the Arts Council is getting a Public Art Task Force and we have been asked by DPR to vote on two Board of County Supervisor appointees who will represent the Arts Council and the Public Arts Task Force. We will put that to vote at the August meeting. DPR also have an outside person on the task force. Herb asked if we could put in a request for a resolution. Larissa mentioned Deshundra Jefferson last year. Kelly read email exchange from Supervisor Gordy's office regarding public art update. Peter said he has provided the Manassas City Public Arts policy to John Blevins twice for reference.	
Parks and Recreation Reports	
Liaison Report: Carter McClelland	No report. Carter was absent.
Additional business	
Carylee stated the Arts Council has been mandated to have no less than 4 meetings per year according to the Charter. There will be big events that need time and might not be the entire board at every meeting. It is at the liberty of the chair to set the meetings. We will not have meetings with arguing. There are many people complaining to DPR about the meetings. This is a volunteer organization and our money and time should be used wisely and we should have productive meetings.	

- Herb interrupted and said this should be voted on by the board and this sounds like a dictatorship. Carylee said she was not there to argue and that we are adults. People were talking over one another and offering advice and ideas about the meetings.
- Dawne read the section about meetings from the Charter.
- Carylee stated some meetings should be used for other purposes than a general meeting. She said she did not say how many meetings we would have yet. She only said we need to have a minimum of 4. She stated she recommended that the committees provide written reports to streamline the meetings.
- Caprice stated the chair creates the meeting and that meetings are necessary and agendas need to come from everybody and asked who was giving the general public an opportunity to speak.
- Carylee made a motion to adjourn the meeting because she was not there to argue and it was getting late.
- Caprice stated it is ok to have healthy debates and to respect other's time and to continue the meeting.
- Carylee stated this meeting was not supposed to be a regular meeting. It was to set the intention of the Arts Council moving forward. Kelly (Secretary) echoed Carylee and stated that Carylee had told her that ahead of the meeting when planning the agenda.

Announcements

- SPACE SCHOOL MUSICAL by CAPAC a youth summer camp musical, held at Hylton PAC July 26, 2025
- Creative Brush announced their "Summer is for the Dogs" Art Sho with pets and beaches. On August 8,9 and 10 they will have special events surrounding the show. Friday/Saturday they will have therapy dogs in-house and on Sunday an animal rescue group.
- Manassas Symphony will be performing blockbusters at the Harris Pavillion August 31st at 3 PM.
- GEM Theater was at the Ferlazzo Building on June 28th and thanked them.
- Divine Inspirations Dance Company was in Potomac Mills Mall but recently had their lease terminated and asked if anyone knew of a temporary space or a space for lease in Woodbridge. Herb stated to ask Michelle Geoghegan with DPR.
- Prince William Community Band performing at the Sean T. Connaughton Stage August 23rd at 6:30 PM. There will also be a run-through dress rehearsal on August 2nd at 5 PM.
- Edutainment is going to Manteo, NC for a day trip on August 16th. Cost \$160.
- Woodbridge Community Choir performs at the Lutheran Church on Cloverdale Road on August 18th at 7 PM.

Final Note

Our next meeting will be August 12, 2025 at 6:30pm at the McCoart building.

Adjournment

Susan Dommer made a motion to adjourn. Jackie seconded.

Adjournment at 8:15 PM.