



Date November 17, 2025

Purpose Arts Council Board Regular Meeting

Time 6:30 p.m.

Location Hellwig

Call to Order

Administrative

- Roll Call
- Adopt Agenda of **November 17, 2025**
- Approve Minutes of **October 14, 2025**

Community Time

This is time for non-board members of the council and for the general public to address the board. Each person is limited to 3 mins. After this time, non-board members of the council and the general public will not be recognized by the Chair and may not speak again except in rare circumstances when they are called on by the chair to provide additional information, answer a question.

Standing Reports

Chair - Carylee Carrington

Programming Committee – Dawne Horizons

Arts in Education – Susan Dommer

Marketing – Alice Mergler

Budget – Peter Alten

Nomination – Ron Crigger

Old Business

Arts in Education - Kelly Glybis Masterclasses

New Business

Announcement of the Adhoc Committee to review the Arts Council Charter and Handbook.

Liaison Time

Liaison Report

Comments and notifications from DPR

Board Member's Time

Arts Council Board Members

Carylee Carrington – Chair
Kelly Haneklau – Secretary – Brentsville District
Peter Alten – Treasurer
Alice Mergler – Marketing VC
Dawne Horizons – Programs VC – Occoquan District
Ron Crigger – Nominations VC – Coles District
Davene Barton – BOCS Chair-At-Large Representative
Larissa Miller – Neabsco District
Caprice Piper – Potomac District
Michael Artson
Susan Dommer
Jordan Exum
Elysabeth Muscat
Sean Peck
Jackie Thomas
Herb Williams
VACANT – Woodbridge District
VACANT – Gainesville District

Kelly Haneklau - Brensville Appointee
Ron Crigger - Coles Appointee
Larissa Miller - Neabsco Appointee
Caprice Piper - Potomac Appointee
Michael Artson
Jordan Exum
Elyzabeth Muscat
Sean Peack
Jackie Thomas
Herb Williams

Meeting Recap

This time is for the secretary to repeat the outcome of votes, directives, or follow ups to requests or items to be added to a future agenda. It is short, and only for actionable items, not a recap of what the discussions were.

Adjournment

Next Meeting: **DATE, TIME, LOCATION**

Prince William County Arts Council November 2025 Reports

Chairperson, Prince William County Arts Council

Submitted by:

Carylee Carrington

Date:

November 2025

ACTION ITEMS UP FOR VOTE:

- None at this time.

1. Summary of Activities Since Last Report:

Since our last meeting, the Arts Council has made great strides in strengthening our organizational structure and communication. We had a great and productive working session where those in attendance reaffirmed their commitment to moving forward for the betterment of the Arts Council. Together, we acknowledged the importance of accountability and mutual respect—recognizing that we serve not as individuals, but as representatives of the entire Arts Council and the broader Prince William County arts community. We also proudly participated in our first event with a County Supervisor at the Community Day sponsored by Supervisor Victor Angry, marking a positive step toward deeper community engagement.

2. Current Initiatives in Progress:

- Continued work on improving **governance and adherence to the Charter** to ensure transparency and order during meetings.
- Beginning to form the **Ad Hoc Committee** to review and revise the current Charter and Handbook, which will be officially named at our November meeting.
- Collaborating with County staff to clarify **procurement procedures** to ensure all programs and events are in compliance with County and state regulations.
- Ongoing efforts to **streamline communication and accountability** across committees to improve efficiency and professionalism.

3. Goals for the Next Quarter:

- Finalize the **Charter/Handbook Ad Hoc Committee** and begin structured review sessions.
- Strengthen **committee operations and reporting consistency**, ensuring all projects have clear documentation and budget alignment.
- Continue building partnerships with County leadership and the arts community to enhance visibility and support for Council programs.
- Develop a more robust **Marketing and Outreach framework** to align messaging and improve community engagement.

4. Challenges or Support Needed:

- Continued need for **cooperation and decorum** during meetings to ensure productive discussions and adherence to Council procedures.
- Additional support from committee chairs to ensure timely submission of reports and materials for agenda building and compliance with **FOIA posting requirements**.
- Collaboration with the Treasurer and Committee Chairs to ensure **proper documentation for funding requests** before activities occur.

5. Additional Notes or Announcements:

I want to thank all members who attended our recent **Working Session** and contributed thoughtfully to discussions about the future of the Arts Council. It's clear that while our current Charter may have limitations, it remains our governing document until an updated version is adopted. As we move forward, I encourage everyone to continue focusing on collaboration, accountability, and our shared mission of supporting the arts across Prince William County.

Programming Committee Report

Submitted by: Dawne Horizons, Chair

Date: November 2025

1. Committee Activities and Updates

The Programming Committee had a strong showing this month with our participation in the **Neabsco Community Day**, sponsored by Supervisor Victor Angry. This was a wonderful opportunity to showcase the Arts Council's community engagement and highlight the creative talent within our membership.

Special thanks to **Chair Carylee Carrington, Sean Peck, Dawn Nash Rutland, former Board Member Kim B. Miller**, and myself for representing the Council through engaging spoken word performances. We would also like to extend our gratitude to **Quinn Winds** for delivering a wonderful musical performance that truly elevated the event.

2. Committee Goals and Next Steps

- **2026 Programming Plan:** Begin outlining events and initiatives for 2026 that align with the Arts Council's mission of fostering creativity and community connection.
- **Meet & Greets:** Develop and implement a plan for a series of **Meet & Greets in 2026** to strengthen relationships among members, local artists, and community partners. The committee will explore using a scheduling tool such as **SignUpGenius** or a similar platform to streamline volunteer and participant sign-ups.
- **Committee Engagement:** Review committee member participation, evaluate assigned tasks, and confirm continued commitment to active involvement in programming activities.

3. Upcoming Action Items

- Finalize and distribute a **2026 Programming Calendar draft** for review by January.
- Set up the **SignUpGenius (or similar tool)** for upcoming committee events and meetings.
- Schedule the next **Programming Committee Meeting** to review participation metrics and upcoming opportunities for engagement.

VC Marketing

Submitted by:

Alice Mergler

Date: 11/10/25

ACTION ITEMS UP FOR VOTE: Approve Marketing Plan

1. Summary of Activities Since Last Report: See sent minutes

2. Current Initiatives in Progress: Work is continuing on PWCAC Arts Magazine. Will be printed
Nov 28, 2025

3. Goals for the Next Quarter: Continuing work on plan including a new Winter edition

4. Challenges or Support Needed: Need meeting with Amir Weinrich to help develop and refine
Marketing Plan

5. Additional Notes or Announcements: Committee member Herb Williams to discuss Marketing
VC's and committee's initiatives

Treasurer

Submitted by:

Peter

Date:11/9/25

ACTION ITEMS UP FOR VOTE:

Approve FY25 PWCAC Budget and Approve 3 TA grant applications

1. Summary of Activities Since Last Report:

1. Finances From the county financial reports: we have spent \$17,333 of our allocation. \$4,955 for costs associated with Arts Alive, \$4,381 for poet laureate program, \$3,572 for the magazine, \$4,151 for advertising & promotion and \$274 for the liaison.

Pending expenses are \$500 for the stipend for Poet Laureate and \$5,500 for art at schools..

2. Technical Assistance Grants: 3

3. Membership dues: \$4775

2. Current Initiatives in Progress: N/A

3. Goals for the Next Quarter: N/A

4. Challenges or Support Needed: N/A

5. Additional Notes or Announcements: N/A

Detailed Narrative of Action Item:

PWCAC Board approve TA Grant application from GEM Theater Productions

Summary of application:

GEM Theater Productions

GEM Theater Productions is planning to purchase teleprompter equipment and associated accessories for use during their public engagements, training sessions, and special events. The teleprompter and accessories total \$613.45 before taxes. The

Teleprompter X17 made by Neewer comes with a remote control and is compatible for use with and iPad and iPhone and any digital single-lens reflex (dslr).camera The remote control will allow the presenter to control the content during their speaking/ training sessions. The associated accessories include the tripod, storage scan disk, tripod compatible dslr camera, and portable magnetic collar mics.

This purchase will enable them to teach and train our students in additional aspects of the arts through public speaking, spoken word, theater monologues, and other speaking platforms.

Students and adults primarily within the area will benefit as they are trained to MC and lead in GEM Theater events. Requesting \$500.

Detailed Narrative of Action Item:

PWCAC Board approve TA Grant application from Edutainment Productions

Summary of application:

Edutainment Productions

Edutainment Productions is planning to purchase a subscription to GrantWatch Platform. The grant will fund a year-long subscription to GrantWatch for \$249 that will significantly enhance Edutainment Productions Inc.'s ability to identify and further pursue funding opportunities that align with their mission. With access to this comprehensive grant database, their team will be able to efficiently research, track, and apply for grants that support our cultural programming, capacity building, and community engagement efforts. This resource will strengthen their development strategy and allow them to deepen their impact through meaningful arts-based initiatives.

And planning a subscription to CapCut Teams for \$214.99 that will significantly enhance

Edutainment Productions Inc.'s capacity to produce high-quality digital media content in a more efficient and collaborative way. This platform will improve their video editing and storytelling workflows across departments by enabling their directors and creative teams to develop cohesive, professional campaigns that elevate their cultural initiatives.

Access to CapCut Teams will also expand their marketing reach, deepen community engagement, and increase the overall impact of their arts advocacy programs.

The balance of the grant will be used to fund targeted Instagram marketing for that will amplify Edutainment Productions Inc.'s ability to reach and engage new audiences for their programs and initiatives. By investing in sponsored posts and boosted content, they can promote local artists, upcoming campaigns, and creative opportunities throughout the area. Requesting \$500.

Detailed Narrative of Action Item:

PWCAC Board approve TA Grant application from Virginia National Ballet

Summary of application:

Virginia National Ballet

Virginia National Ballet is planning to purchase an American DJ Entour Chill low lying fog/dry ice machine to use during ballet productions.

Adding dry/ice fog adds a wonderful element to a theatrical production and increases the quality of the stage presentation which benefits audiences who want to see a high quality performance with all theatrical components including professional lighting, hand painted scenic backdrops, scenery, costumes, and special effects including fog.

The dry ice component is very important as the fog produced remains low on the stage

and will not rise up to block anybody's view of the dancers.

Virginia National Ballet will benefit from this, along with all of the future audience members who come to our performances throughout Virginia and beyond.

\$419.99 for the machine and the balance for bottles of liquid fog to use specifically with this machine. Requesting \$500.

Arts Recreation Specialist

Submitted by:

Carter McClelland

Date: 11/11/25

ACTION ITEMS UP FOR VOTE:

NONE

1. Summary of Activities Since Last Report:

- * Worked with Ron to ensure Member Listing on web page is updated with current members.*
- * Worked with the office to tidy up the Meetings section of the web page*
- * Edited the TA Grant Application to streamline the process*
- * Worked on the County Grants and reviewed Virginia Commission of the Arts application process to see how/if we can streamline our process.*

2. Current Initiatives in Progress:

- * Art Wellness Program with ADC.*

3. Goals for the Next Quarter:

- * County Grant Process fully set up*
- * County Grant Panel members appointed and trained*
- * Art Wellness Program*

4. Challenges or Support Needed:

- * If anyone would like to be a member of the Arts Grant Panel for the FY27 cycle, please let me know.*
- * If anyone has questions about the Charter or FOIA, please reach out. I'm happy to help and if I don't know the answer I will research and get both of us answers.*

5. Additional Notes or Announcements:

- * Remember the AV equipment is available for rental for all members.*

** Would the Board like the reporting template and the Action Items for Vote to be “fillable forms” instead of Word Documents?*

PW County Arts Council FY26 Budget		Adopted ,2025		Updated Nov 9, 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			\$4,775	
						Available
						\$4,775
Income total	\$67,784	\$0	\$0	\$0	\$4,775	
Expenses				Pending	Expense Balance	Budget Balance
Programs					\$0	\$0
Arts Alive	\$5,500		\$4,955		\$4,955	\$545
Seefeldt reception	\$1,500		\$0		\$0	\$1,500
Poet Laureate Programs	\$3,500		\$4,381		\$4,381	-\$881
Public Art	\$0		\$0		\$0	\$0
Art programs at schools	\$30,000		\$0	\$5,500	\$0	\$24,500
Special Events	\$1,500		\$0		\$0	\$1,500
Marketing					\$0	
Art magazine	\$14,000		\$3,572		\$3,572	\$10,428
Advertising & promotion	\$6,000		\$4,151		\$4,151	\$1,849
			\$0		\$0	\$0
Other					\$0	
Stipend for Poet Laureate	\$500		\$0	\$500	\$0	\$0
Arts business office expenses	\$284		\$274		\$274	\$10
Expense Total	\$62,784	\$0	\$17,333	\$6,000		\$39,451
BoCS Allocation	\$62,784					