

Prince William Arts Council Meeting Minutes

Date	October 14, 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
Isaiah Luckey	PWC
Christopher James Linton	Edutainment Productions, LLC
James Sears	Edutainment Productions, LLC
Covetta Organ	
Carter McClellan	PWC Liaison
Sandra McClellan Lewin	PWAS
Staci Blanchard	PWAS Representative
Debra Stewart	
Deborah Madsen?	

Meeting Called to Order	Meeting called to order at 6:36 pm.
Opening Remarks	Chair, Carylee Carrington provided opening comments. • Agenda adopted vote 9 yea, 2 nay • Introduction of Tom Gordy representative, Jacob Alderman
Meeting Minutes Approval	Approval of meeting minutes from August 2025 meeting. • Adopt 8/12 minutes vote 11 yea
Community Time	• Elyzabeth Muscat – National Ballet went to Danville, three different Nutcracker performances. This Spring - Swan Lake, Life in the Fast Lane and Ailey CitiGroup Theatre in NYC • Jackie Thomas -spoke from the heart and recited the mission and vision statement from the website and spoke of leadership, integrity and inclusive leadership. At the heart of it all is respect for each other and the arts. She proposed a meeting of just PWCAC Board members to discuss everything. All agreed. • Deborah Madson -Woodbridge Music Club thanked the Arts Council for letting them perform at Arts Alive
Treasurer's Report Peter Alten	From the county financial reports, we have spent \$11,115 of our allocation. \$4,089 for costs associated with Arts Alive, \$3,572 for the magazine, \$3,275 for promotion & publicity and \$179 for the liaison. Pending expenses are \$3,478 for Arts Alive and \$500 for the stipend for Poet Laureate. 2 Technical Assistance Grants – Requested three, but they were not presented within 3 business days of the meeting, so they cannot be voted on. 3. Membership dues:\$3875. Peter requested to vote on the budget, however same rule applies. It was not put on the agenda within enough time. Herb stated membership dues do not apply to FOIA. Our charter separates county funding vs. membership dues and the voting portion relates to technical grants does not apply. Carylee noted that the membership has not been notified to ensure a proper vote. Carter said it doesn't matter what is being voted on, it is the matter of any vote.

	Ron Crigger said we need to be very careful with FOIA rules. Elysabeth Muscat asked what FOIA meant. The board responded “Freedom of Information Act”. Carter said if someone knowingly violates FOIA they can get in trouble. Since we had a FOIA representative at the last two meetings, we could conceivably argue that we were unaware of the FOIA rules. But now that we are aware, we need to do our due diligence. Alice said we have always just brought it up and voted.
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Standing Committee Reports	
Marketing	
Alice Mergler	Marketing Committee was formed in August. Volunteered at Arts Alive in various positions. Worked with Carter to plan In the Company of Laureates. Attended by 100 people, 42 Laureates. The BOCs issued the proclamation of PWC Poet Laureate Day – October 12, 2025. Handed out pens that said “poets use the power of the pen”. We hope to have a Fall magazine by the 28th of November. Want articles that reveal your Christmas or Holiday programs. Isaiah said to send articles and high-resolution photos to marketing.pwcartsCouncil@gmail.com email by October 27th, Monday. Alice said we have a function on Saturday. I need supplies and a table and a mechanism to get the items. We brought a thank you card for all to sign for Emily at the Hylton. Carylee asked if anyone had any questions regarding marketing. Jackie asked who has access to the email. Will the marketing team have access? Carylee said when the marketing committee connects with her, they will get it coordinated. Carylee asked what is being done with social media. The last thing that was noted on Instagram was Arts Alive from September.

	Alice said programming would handle that. Carylee said that is marketings role Herb spoke out and said that was in the email he sent Alice. In the past digital marketing was done through the marketing team with DPR, because everything has to be vetted through them. We have things prepared, but the issue is the board has to agree on what we are looking for and that needs to be done before anything is sent off to anyone. Carylee suggested that the marketing team share it with the board so we can move forward. Herb then said the board needs to make a decision on what they want to put out there first. Dawne stated that for the Community Arts event a flier was sent out to the board. Herb said all he got was a Crab Fest notice. Something must have been missed. Dawne stated this is for the Community Day and the Arts Council is collaborating with Victor Angry. Larissa said to stop saying “collaborating” and “partnership” because we are participating in Victor Angry’s event. She said the language was misleading. She spoke to Supervisor Angry’s office about this point and she wanted to make and he agreed. Dawne Said she spoke with Edwin when planning and that is the language that was used. Larissa said Edwin is not he chief of staff. Kelly Easterly is. Carylee stated we have been in talks with the coordinator of the event and nothing has come from Victor Angry’s office or the coordinator in relation to this language. Jackie asked if we could clarify this with the coordinator. Dawne stated at this point the event is Saturday and it is a moot point. Herb said in this flyer he did not receive it will announce that. It will be very clear. So the participants will be listed and we are participating. Elysabeth asked what event it was and again it was repeated a third time. She also asked who was doing something from the Arts Council. Dawne said she would report on that.
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	Elyzabeth asked about the lack of digital media. FB has 1000 followers and most of them have zero likes. Someone from marketing may want to look into it to see how to fix that. Janet said they can see into clicks vs links etc. Carylee it is incumbent on us to create, post, like and share. Engagement also starts with us. Sean said he shares on his personal and group sites.
Programs	
Chair	Dawne Horizons – Program committee had a wrap up meeting on Arts Alive. 625 people went through Merchant Hall, 312 through Gregory Theater and 484 Jacquemin Hall and 274 Ballard Postman Theater Sign-ins early, more promotion and signage. Overall great event, no emergencies or issues. Great weather and great feedback. People enjoyed the shows and vendors. We are recruiting members for the Programming Committee. You can volunteer for one thing to help minimize volunteer commitment. If you have a specific skill This Saturday - 11-3pm Community Day at Cloverdale Park. Seven organizations representing the Arts Council. Herb – what is the next event we should be prepared for. Dawne said Black History Day. Varying dates will be solicited first. Jackie what type of events are you looking for and where will it be? Dawne -The programming committee will decide that soon. Jackie has a one act play that would be possible. Dawne is sending around a sign up sheet.
Nominations & Membership	
Ron Crigger	76 members (up 11 since our last meeting). Some owe money and he will be contacting them.
Arts and Education	

Committee Chair Susan Dommer Thanked artists who contributed coloring pages. Adults and children were thrilled. New Dominion Choraliers will be introduced to middle schools. Kid Pan Alley at Pace West – were working on a contract with them but a teacher is having some health issues and unable to do that this fall. Susan is reaching out to other schools. Working with Janet on that contract. Carylee – asked if there were any questions for Arts and Education Herb – There was a celebration for Arts and Education through Virginia for the Arts” so we might want to look at that moving forward. If we have an event going on at that time, we can publicize it and it get national attention.	
Parks and Recreation Reports	
Liaison Report: Carter McClelland She is redoing the TA Grants so the process is easier. Jackie said there is something in the Charter that states it is possible to vote to increase the amount of the grants to be more than \$500. Carter yes that is true Ron the problem is we need to increase the membership dues to do that.	
Additional business	
Announcements - Kelly apologized for being late due to work. - Sean in reference to the Alexandria offerings email that Carter sent out. In the past PWCAC has had workshops on grants and other things that could benefit our organizations. - Carter asked Sean if he has anything saved in files on the computer, to send it to her. - Herb said that was done through the programming committee and Susan Landess was here. Can be opened up to the public by the Arts Council to get us out there more. - Sean we all have the challenges funding, membership and - Kelly thinks it is a great idea but wants to know if we already have a line item for this or if we need to get it on the agenda for a vote. - Jackie we do a lot of workshops and training. If we want to offer that training, would we go through a vendor contract - John said yes - Carter said the members could participate - Herb the council would pay provided all the protocols were in place	

- Herb said we had some of these things before.
- Dawne would like to get the information and find out the right types of workshops that the membership really wants and as a council we are meeting those needs.
- Herb each organization has their own needs.
- Peter many years ago there was a free workshop at the Chinn Library. Data base of over 2000 organizations giving out money.
- Carylee if there are workshops that anyone may know about please let us know so we can get that information out to our members. People I have been in contact with do want to come to our meetings with something that would be beneficial to our membership.
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Old Business

Larissa wants to open discussion regarding emails for board. Wants to make sure it is done properly, DPR IT help, etc.

Ron said when he was the chair of the Animal division. Emails we were using were not allowed and we had to go through PWC.

Herb we tried that and they would not give us a PWC email.

Carylee stated we have checked with the County Attorney's office and Communications and we were told we could not have pwc.org but the structure we have set up has been blessed by Amir Wenrich.

Larissa wants to know who created the accounts. If something were to happen to the accounts, who would have access

Carylee if passwords are changed people should be able to get in themselves.

Larissa wants to know if they are shared accounts, what happens in death and resignation. Should be managed by a small group outside of this board. There should be standards in our handbook. The email addresses should only be used for arts council business. The email addresses are public record and are subject to FOIA. Will Arts Council pay for email addresses that is managed by a company vs individual.

Herb this goes back to us being able to have this meeting and wants to know the reason why

Carylee said anyone can use whatever email they deem necessary. She, for the purposes of the PWCAC will only use the chair.pwcartsCouncil@gmail.com. There are members who consistently email her personal email for Arts Council email. She does not want her personal email to be FOIA'ed. That is a safeguard for her and her business. There are officers that do use the email that was provided and there are officers who don't. If someone feels comfortable, they can use their own. This is not a mandate. For her personally, when she was the marketing chair, she used that email address.

Kelly lost her password and called Carylee and she said to do her own recovery since she does not have access. Kelly did and regained access.

Jackie suggested to go through Tech Soup to get nonprofit email addresses. There is one administrator.

Carter stated the Arts Council is not a nonprofit.

Sean – said we have a great idea, but need some procedural parameters as to how it works.

Carter is going to check with DPR ideas.

Herb asked to make a list of those things.

Carter – asked if Larissa could send those questions.

Kelly stated it is on the agenda.

Peter offered to a motion that he would be happy to chair Ad Hoc committee for the handbook and the charter.

Carylee – the Ad Hoc Chairs are appointed by the Chair of the Arts Council. We have not been able to have a proper meeting since that was approved. She noted his offer and stated he was not the only one who has offered and that she would announce the appointee before the November meeting.

Carylee asked if there was any new business.

Herb – stated “Concerned what the arts look like and when I see those things affected, where we all know better, when things are happening to young people. The only reason I am here is because I see that happening. When I know what is right, I purposely see people doing wrong. I think we all know what I am talking about. Our responsibility is to deliver the arts fairly and equitably. When I have worked hard to get young people involved in the arts and keeping them engaged. And being discouraged by people who should be encouraging them, that is why I am here, just so you know. I am not going anywhere until I see the change made that I know can be made in the arts for everyone.”

Carylee said that was very vague and she does not know what has been going on and as was stated to Herb before, as Chair, he has her email and phone number. Nothing has been brought to her and she cannot address anything that has not been brought to her. The board cannot address what is going on if they do not know what Herb is alluding to. She offered to please let her know and she will do her best to rectify any situation that needs to be brought forth. She then thanked Herb.

Kelly wants to thank PWC for the grant for the nonprofit she founded. Art of Life Charities (AOLC) is using those funds to help people in need. Many board members have been supporters of Art of Life Charities and she thanked everyone - for donating art, attending, donating money, giving of their time, being Treasurer- Peter. Jan Alten also. This year AOLC is helping senior citizens bringing youth in through free art workshop programming in the senior centers. Its amazing because the youth and the seniors have so much in common and it is called loneliness in this day and age for different reasons. But to see them come together and commune and do art is amazing.

Carylee acknowledged Isaiah’s mom and thanked everyone for coming.

Final Note

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

Adjournment

Ron said we need to have more meetings like this without all of the contention.

Ron made a motion to adjourn. Kelly seconded.

Carylee stated that our next meeting is scheduled for November 11th but that is Veteran's Day. She will connect with DPR to see when we can meet again.

Adjournment at 8:16 PM.