



## Arts and Culture Advisory Board

### Meeting Minutes

June 6, 2019

#### Attendance:

Kirk Sullivan  
Shaun Kittle  
Nathalie Thill  
Sadie Posdzich  
Dylan Van Cott  
Susan Whiteman  
Emilie Allen

#### **1. Introductions**

#### **2. Review of By-laws**

By-laws are in Google Drive folder that has been shared with advisory board members. By-laws include purpose of the board, outlines duties and other expectations. All members should read and be familiar with the by-laws.

#### **3. Overview of Arts & Culture Master Plan**

The purpose of creating the Arts & Culture Master Plan was to identify goals and strategies that most arts & culture organizations/businesses could support so that there would be a unified effort around a few key priorities. The Master Plan is in the Google Drive and a hard copy was provided to each board member. The plan has 5 goals and an implementation plan. The implementation plan lists a number of recommendations for addressing each goal. \*\*Please note that not all recommendations could fit within the tables so Appendix A includes additional examples. While the Arts & Culture Advisory Board was created to help facilitate implementation of the Master Plan, this group is not expected to take on implementation alone. There are a number of potential partners listed in the plan and staff support is provided by the Community Development Department. The board members will decide which tasks or actions they want to focus on at the July meeting.

#### **4. Term of Service** – since this is a new board the decision was made to stagger terms so that not all terms would expire at the same time. Each member drew a term:

1-year term (06/01/19 – 05/31/20): Shaun, Sadie, Susan, Emilie

2-year term (06/01/19 – 05/31/21): Kirk, Nathalie, Dylan, Kathy, Jess

## 5. Elect officers

Officers will be elected annually at the organizational meeting which shall take place each June.

Officers 06/01/19 – 05/31/20

- a. Chair: Kathy Ford was nominated unanimously (she was absent from the meeting so Jamie will follow up to see if she will accept)
- b. Vice Chair: Shaun Kittle
- c. Secretary: Jess Collier was nominated unanimously (she was absent from the meeting so Jamie will follow up to see if she will accept)

## 6. Meeting Schedule – meetings will take place in the Village Board Room at the Town Hall

July 24<sup>th</sup> at 5pm

August 21<sup>st</sup> at 5pm

Fall schedule will be set during July or August meeting; Wednesday is the preferred meeting day

## 7. Discuss next steps

Jamie proposed a work session for the July meeting with the purpose of identifying goals or priorities. All agreed to start with a brainstorming activity where members can suggest actions/tasks/priorities that the board could take on for the coming year. After the brainstorm Jamie will lead the group through a simple prioritization exercise in order to gain consensus on which actions/tasks will be prioritized for this year. With priorities established, Jamie will draft an action plan template for the board. The action plan will break down each priority into a series of steps. The action plan allows board members to volunteer for specific tasks and assign timelines for completion.

There was a question as to whether the village board has any specific expectations from this board. Jamie responded that no expectations have been established at this time. The village board may ask for input from the advisory board as issues arise. Since this is a newly formed board, the current members will be establishing the goals/priorities based on personal interests that are in alignment with the Master Plan. During the creation of the Master Plan, the project committee did have a lot of discussions around marketing of the arts. The Village did propose a public art project for DRI funding (the \$10 million grant). The selected projects are expected to be announced in summer 2019. If public art is funded, then some members of this advisory board will be asked to serve on the committee that guides decisions about how those funds are distributed.

**HOMEWORK:** all members should review the Master Plan to become familiar with the goals and recommendations so they are ready to participate in the brainstorm activity during the July meeting. Don't forget to review Appendix A. For the brainstorm activity, it is acceptable to propose actions or priorities that are not currently listed in the plan as long as they relate to one of the identified goals in the plan.