Approved: December 13, 2011

CITY OF ALBANY
ARTS COMMISSION
Calapooia Room, Albany City Hall
Tuesday, November 8, 2011
3:30 p.m.

MINUTES

Commission members present:	Glenda Fleming (Chair), Liz Montague, Melissa Babcock Saylor, Lynn Whitacre, Chuck Leland, Billie Moore
Commission members absent:	Linda Herd
Staff present:	Ed Hodney, Albany Parks & Recreation Director; Debbie Little, Administrative Assistant
Guests present:	Stephanie Low – stephanielow7@gmail.com

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m.

2. APPROVALS OF MINUTES

MOTION: Chuck Leland moved to approve the October 11, 2011 minutes as presented. Melissa Babcock Saylor seconded the motion, and it **passed** unanimously.

3. BUSINESS FROM THE PUBLIC

Stephanie Low would like to draw people to the downtown area, and it lacks "energy." She presented her concerns:

- She believes the Arts Commission needs to broaden its scope to include more than two-dimensional arts (music, poetry, sculpture, and dance).
- The Arts Commission and events do not receive enough publicity.
- Downtown businesses have great window space to display art but currently no businesses are doing so.
- She suggested hosting the Watercolor Society of Oregon Convention. This organization currently has approximately 900 members and the event, held twice a year, draws 250-300 people.
- She attended the recent HARP Summit and noted they had several ideas about attracting people to the downtown area.

Billie has spoken with Oscar Hult, Director of the Albany Downtown Association, about getting downtown businesses to display local art at no cost. Currently space costs $0.90-1.50 a square foot.

Ed suggested speaking with both the Visitors Association and *Democrat-Herald* for a discussion about the vision and needs of the Arts Commission and how to utilize their services effectively.

ACTION ITEMS:

- Billie will continue to work with Oscar
- Chuck will contact Riley's about displaying art in window space
- Melissa will contact the *Democrat-Herald*
- Debbie will contact Katie Roseboro at HARP for a copy of summit notes

4. DISCUSSION ITEMS

a. Teen Art Show

The Commission discussed the need for a formalized professional prospectus outlining general guidelines and jury criteria. The prospectus would create a consistency and introduce students to requirements of entering a formal art show.

The Commission decided to hold the reception first week of May 2012. Students can drop their work off on Thursday and Friday, April 26 and 27, from 8:30 a.m.5:00 p.m. and on Saturday, April 28, from 8:00 a.m. – noon (location to be determined). Judging will be on Saturday, April 28 from noon – 4:00 p.m. It was suggested an earlier submission date for entries from students at the juvenile corrections facility, allowing more time for The Frame House to mat them. Billie has mats to donate.

Copyrights and plagiarism were discussed. Current guidelines state students will need to acknowledge its original work or provide written acknowledgement to original artists. The Commission would like to limit the number of pieces a student can submit; will review next meeting.

Melissa suggested limiting the number of honorable -mention awards, and allowing each Commissioner to choose an individual favorite. She also suggested including a brief explanation of why the piece was chosen for an award.

Glenda is working on contacting Brian Carroll at CARA to confirm the ability to carry forward unused funds.

ACTION ITEMS:

- Billie will review previous materials and bring a draft to next meeting
- Debbie will check City Hall calendar for room availability
- Debbie will send out current Teen Art guidelines to the Commission

b. Retreat debriefing

1. Ed provided copies of notes.

   Ed suggested identifying the next steps for the Commission.

   i. Finalize mission and purpose statement
   ii. Annual report presentation for City Council (May 2012)
   iii. Create ordinance for public art placement
   iv. Create short-term and long-term plan
   v. Broaden current 1% for the arts ordinance to include public and CARA-funded

private works

vi. Arts Commission needs standard letterhead

Overall feedback was positive, format and process worked well.

c. Albany Awards Open House

The City of Albany will be holding an Open House on December 7, 2011, 5:30 – 7:00. The Arts Commission has been invited to participate. The Commission agreed to display the scrapbooks along with individual pieces from Commission members.

5. EXHIBITS

Lois Bottomly displayed her art work previously at City Hall and inquired if a new application is required to display again. The Commission agreed it was not necessary and Melissa will contact her. Currently, there is not an artist scheduled to display during December. Melissa suggested a group show and will contact various artists.

The hospital exhibit space is still available. Liz has been unable to contact Ms. Campbell.

The Commission would like to set up a temporary gallery during the annual Wine Walk next May, preferably in the JC Penney Building and at a distribution point. Ed will convey the Arts Commission's interest to event coordinator.

The Commission held a brief discussion regarding the creation of a contact list of businesses willing to display art, and possibly develop a Friends of Albany Arts concept to aid publicity.

ACTION ITEMS:

- Melissa will contact Lois Bottomly, and various artists for December exhibit

6. BUSINESS FROM THE COMMISSION

Several Commission terms will expire on December 31, 2011. Notices have gone out, inviting them to reapply if they would like to be considered for reappointment.

Chuck requested financial report. Ed will gather the information and send out a report to the Commission.

ACTION ITEMS:

- Debbie will e-mail to the Commission listing which terms are expiring.
- Ed will send accounting report to Commission

Agenda Build - Discussion Items - for Next Meeting

a. Arts Commission mission & vision

b. Purpose and authority

c. Presentation of annual report to City Council

d. Fence Post

e. Accounting report

7. NEXT MEETING

The next regularly-scheduled meeting is December 13, 2011 at 3:30 p.m. in the Calapooia Room in City Hall.

The meeting was adjourned at approximately 5:00 p.m.

Respectfully submitted,

Signature on file

Debbie Little, Administrative Assistant, Albany Parks & Recreation