



GIG HARBOR ARTS COMMISSION MINUTES

DATE: October 14, 2008
TIME: 7pm
LOCATION: Eng / Operations Conf Room
SCRIBE: Lita Dawn Stanton
MEMBERS PRESENT: Bob Sullivan, Michael Jones, Dale Strickland, Pat Rosenthal, Carola Stark, Tracy von Trotha, Karen Peck (absent Carolyn Scott Arnold and Ron Carson)
STAFF PRESENT: Lita Dawn Stanton
MINUTES: Approval of GHAC October 7th Minutes (vonTrotha / Jones)

NEW BUSINESS

1. Art in Public Spaces Form

DISCUSSION POINTS

Work on publicizing the results from forms

RECOMMENDATION / ACTION / FOLLOW-UP

Staff to develop spread sheet on results

2. Grants – List of Grant Recipients and Applicants

DISCUSSION POINTS

Develop a list of organizations (in addition to grant recipient list) that can be available for circulation.

RECOMMENDATION / ACTION / FOLLOW-UP

Format for lists serves, e-mails, website.

3. Cultural / Performing Arts Center

DISCUSSION POINTS

(see Old Business #3)

4. Grant Workshop Review

DISCUSSION POINTS

Set workshops earlier so that grant dollars become available earlier (in January 2009).
Schedule December RFP's with reviews in January.

5. Budget

Waiting for 2008 Budget Approval from City Council (total amount for grants and public art).

OLD BUSINESS

1. RFP for Bogue Viewing Platform

DISCUSSION POINTS

Tracy von Trotha developed final form – ready to go and will forward to staff. Staff offered to add history of Finholm District as referenced in the RFP that is already documented as part of the City's 2008 Historic Properties Inventory. Ms. Casperson provided some background information to the Arts Commission. Von Trotha will provide digital images for RFP to staff via "picasa" (google software) or disk. The Parks Commission and the Mayor asked that the art not block existing views. They suggested a maximum height of 4-ft. Bob stated that the existing "map" sign in the landscaped area at the site is over 6-ft in height. The final project may be an open structure that does not block views. Waiting for Mayor's final input. Anticipating a 4 to 6 month call for artists.

RECOMMENDATION / ACTION /FOLLOW-UP

Check with City regarding status, timeline, insurance details to finalize RFP.

2. Cultural / Performing Arts Building

DISCUSSION POINTS

Bob Sullivan reported on meeting of Oct 2 sponsored by the Harbor History Museum regarding the construction of a performing arts center on their property. 400 maximum seating is proposed, though some proposed seating up to 1,200. This could mean utilizing the property above Donkey Creek currently owned (for sale) by the Museum. City was asked to invest. Bob discussed Museum's visioning for future uses (performance, catering space, etc.) Strickland: Can community support 2 performing art centers (proposed near Costco and Museum). Sullivan: The religious organization proposing the center may not construct it for at least 6 to 8 years.

RECOMMENDATION / ACTION /FOLLOW-UP

City budget constraints make funding for this type of project unlikely at this time.

3. Judson / Harborview Street Project

DISCUSSION POINTS

Bob reported on meetings with consultant on the project. Since accident at Harbor Inn, all public art placements may be on hold (including Arts Commission \$88,000 earmark for public art). Tracy and Carolyn attended the consultant's public meeting presenting the project. Stark: Council meeting confirmed that project has been scaled back with safety as first priority. Council considering "traffic calming" island at Judson and Pioneer. There may be an opportunity for art at that location or the area in front of Spiro's building.

RECOMMENDATION / ACTION /FOLLOW-UP

Maintain communications in anticipation of future placement.

4. Museum – Tribal Art

DISCUSSION POINTS

Bob will ask Commission to review proposed art for History Museum

RECOMMENDATION / ACTION /FOLLOW-UP

None.

5. Grant Application

DISCUSSION POINTS

David Stubchaer memo: 12-month grant cycle is doable. 2009 Budget still under review but \$30,000 is expected for the annual grant budget. Public art budget has not been established. Tracy will finalize the format for a more legible application and forward to staff. Jones, Stickland and Sullivan attended Tacoma workshop. Develop excel sheet with auto-sum to make it easier for applicant to calculate eligible expenses. Sullivan: Will confirm that titles are consistent (expense and income) with Guidelines.

“Grant Review Process” has been held as a “closed meeting”. Staff suggested that these deliberations should occur during the Arts Commission regularly scheduled public meeting.

RECOMMENDATION / ACTION /FOLLOW-UP

Staff will update application and circulate to commissioners prior to next meeting.
Staff will inquire whether grant application reviews can be held as a private meeting.

6. Grant Workshop

DISCUSSION POINTS

Confirm workshop dates and meeting rooms at City Hall. Develop news release and advertising. Last year Grant Workshop was Jan 23 and deadline was Jan 28.

Tentative schedule this year: November 7th contact Gateway to advertise grants. Publish notice Nov 12 & 26. December workshop will be on either the 1st, 2nd, or 3rd depending on room availability. Staff will broadcast to commissioners via e-mail to finalize date. Grants due December 12th. Packets sent to Commissioners on Dec 19th. Jan 1st thru 9th review period (after Christmas). Review applications during regular meeting: January 13th. Council approval January 19th.

RECOMMENDATION / ACTION /FOLLOW-UP

Staff will finalize/circulate workshop date via e-mail.

Add “Workshop Facilitators” as agenda item for next meeting. Staff will provide projector and laptop (powerpoint) for workshop. (Projected on whiteboard.)

7. Grant Form Details

DISCUSSION POINTS

Consideration: Non-profits should have liability Insurance when using city site (i.e. Drawing You In program at the park). Consider adding a check-off box on the grant application to confirm insurance coverage. Add text in guidelines: “Must abide by all rules, regulations and laws required by the City when using city property”. AWC – grantees that use City Park must have insurance. What about “Drawing You In” program? Make note on Grant Application that they need insurance per City requirements. Special Events permits must follow all public/private regulations. Add city telephone number for more information. Add “New and Innovative” back into form as a criteria. Mike will provide copy of grant updates to Maureen. Strickland: Revise “new and innovative” language in Grant Guidelines by adding it to other criteria on list for a 33/33/33 assessment percentage.

RECOMMENDATION / ACTION /FOLLOW-UP

Staff to check on insurance requirements. Staff to update grant form.

8. Webpage Update

DISCUSSION POINTS

Carola presented the highlights of Arts Commission web page functionality (previously circulated to commissioners) that will include Grant Application and Program Info, Public Art Map, Meetings Calendar, Grant Workshop Announcement, Commission Seats (open positions), Call for Artists, RFP's, etc., and photo gallery page of links and former recipients with links to organizations. Main page will not include image (to be consistent with main City site). Initial Draft from programmers expected in late November. Go Live - January 2009. Sullivan: Can Commission's \$1,500 budget go to web development for special forms? Carola will act as website lead. No commissioner photos or bios will be posted

RECOMMENDATION / ACTION /FOLLOW-UP

Upgrade grant application with form-fill fields for this round of grants.

9. Torrens Contract

DISCUSSION POINTS

Sullivan met with artists and city attorney, Carol Morris. Contract is on hold. Torrens will not require interim payments prior to completion. Project is in city hands. Staff will also check to see if old public art contract form originally approved by Carol is adequate; use it to avoid further delays. Sullivan: Fiberglass fish is done; Torrens fabricates steel base. Location at Donkey Creek has been approved through public works. \$88,000 was earmarked for Judson leaving \$25,000 in the public art account. Carolyn was to complete Selection Process Form.

RECOMMENDATION / ACTION /FOLLOW-UP

Staff bring back approved contract for next meeting.

10. Other

- Sullivan will not be at next Arts Commission meeting (Dec 11). Jones will run meeting.
- Sullivan will provide grant workshop packet to staff.
- Live survey information from Sullivan distributed.
- Sullivan will provide file of edits to grant forms to staff.
- Staff check with Maureen for "authorization form" language.

MOTION TO ADJOURN: Strickland / Jones

TIME: 9:10pm
