

Williamsburg Area Arts Commission  
28 July 2014  
City of Williamsburg Municipal Building

Attending: Lilly, Leek, Jennings, Branch-Smith, Brown, Caviness, Myers, Wolfe, Blackford.

Absent: Rublein

Call to order (Lilly @ 2:38pm)

Roll Call (Blackford)

Pledge of Allegiance (Lilly)

Welcome in-coming commissioner Pat Rublein (tabled due to absence)

Adoption of March 24, 2014 Minutes (Motion by Myers; Second by Brown)

Adoption of May 21, 2014 Minutes (Motion by Myers; Second by Brown)

Grant Application Review Sub-Committee report, suggestions for improvements(Caviness, Branch-Smith, Jennings) (Tabled as group has not yet met)

Grant Financial Forms – Balance Sheet example (Leek). Found that forms varied widely among organizations that applied. Discussion about standard balance sheet; Brown will check with State Arts Commission; Leek will draft fill in form for next grant cycle.

By-Laws Review and Commissioner Duties (Lilly)

- Attendance: discussion of current two absences policy (no changes)
- Discussion about the possibility of conference call attendance (no motions; concerns raised about in room attendance and the number of possible phone ins as well as the number of times a member could do so in a given year).
- Review current Commissioners' affiliations with arts organizations. Discussion about potential conflicts with existing relationships with potential liaison appointments.
- Arts Organizations' Performance Evaluation Reports (Blackford to send copy of evaluation report to commissioners)
- Review & restructure of liaison groups (Discussion led by Lilly; see attached list of liaison appts.)
- Grantees' compliance status review – (Blackford presented list of non-compliant organizations: Lyric Opera—calendar & letter; WHRO—calendar & letter; Magic of Harmony Show Chorus—calendar; VSO—year end report) Further discussion about the need to include compliance requirements in funding letter and grant application.

- Commission project discussion (Listening Session, Grant Workshop, Guest Speakers, other or none?) (brief discussion; to be continued at next meeting)
- Guest speaker discussion—request for city attorney, Chris Workman Shelton, to speak about conflict of interest; possible speaker from Network Peninsula

#### **Liaison Updates**

- News from liaison groups – all
  - Jennings mentioned TCAG and the letters that all commissioners should have received from Tempy Barbru. Jennings also mentioned GWCTA Business After Hours being hosted by TCAG on 7/29/14.
  - Branch-Smith mentioned upcoming Virginia Opera performances
  - Discussion about Virginia Shakespeare Festival
  - Myers mentioned the on-going concerts in York County (summer Sunday afternoons)
  - Leek mentioned the upcoming Williamsburg Consort performance on 9/18

#### **Future Meetings**

September 22, 2014 2:30-4:30pm

November 3, 2014 2:30-4:30pm

December TBD

January 5, 2015 (9am-3pm)

Adjourned (4:25pm; motion by Myers; second by Leek)