

## **MINUTES**

### **Williamsburg Area Arts Commission**

**May 13, 2013 at 9:00 a.m.**

**City of Williamsburg Municipal Building, 2<sup>nd</sup> Floor Conference Room**

Present: Terry Buntrock, Chair, Tim Caviness, Robert Leek, Greg Lilly, Sheila Myers, Leslie Skinner, Susan Branch Smith, Karlene Jennings, Ingrid Brown

#### Welcome and Public Comment

The meeting was called to order at 9:00 a.m. by chair, Terry Buntrock. No members of the public were present. .

#### Adoption of the March 25, 2013 Minutes

The minutes of the March 25, 2013 meeting were approved as amended by email follow-up.

### **New Business**

Budget Approval and Confirmation of Funds for Grantees – Julie Phares reported that the letters to grantees will go out at the end of the week, and will include the amount awarded.

Funding Announcement Letters to Grant Applicants and Notification Procedures for Commissioners – Ms. Buntrock described the process that commissioners should follow when they call their organizations for which they are the liaison, and remind them that:

- Funds are for the 2014 fiscal year
- Funds received after July 1 are to be spent between July 1, 2013 and July 1, 2014
- Organizations may not change the program for which they applied for funding

We will need from the organization:

- Year-End Report due June 30 for funds received in FY 2013
- Completed calendar event form (mailed to Julie Phares)
- Letter stating that they understand the terms and conditions, asking for the funds, with the correct amount stated.

Information which is available online include the Grant Guidelines Checklist, Calendar of Events, and Year-End Report.

Organizations not funded will receive a letter saying that they are not funded. Those groups will not have a liaison assigned to them next year.

#### Invitation

Jamestown-Yorktown Foundation has invited the WAAC to meet at Jamestown Settlement. They have also invited WAAC to tour the new American Revolution exhibition which is open March 1, 2013 through January 20, 2014.

### **Old Business**

#### Facebook Page Update – Ms. Skinner

Meeting with Kate Hoving held. The City already has a Facebook page, on which WAAC can post events, including grants for next year. The City site already had people following its Facebook page. A photo album of events for funded organizations can also be included. An online pinboard for WAAC will also

be created on Pinterest. A motion was made and approved that the WAAC accepts the offer from the City of Williamsburg to host WAAC events on the City of Williamsburg social media platforms.

#### Review of Presentations to James City Council Board of Supervisors and to City of Williamsburg City Council

Ms. Buntrock's presentations went smoothly and were well-received. Both the James City County and City of Williamsburg budgets were approved.

#### Financial Forms Review Committee

Ms. Brown reported that the forms available online for completion as a Word document, or in .pdf format (with the correct Adobe version) are reasonable for an organization to transfer its financial data from their software to WAAC forms. Several suggestions that can assist organizations in the future:

- After the final grant amounts are determined and organizations are notified, it will be helpful for each commissioner to suggest ways to improve the use of the financial form to those organizations that had problems.
- At the next Grant Review meeting to be held in January, 2014, it would be helpful to compile a list of needed improvements for those organizations penalized for various reasons, particularly those associated with the financial forms, but it could also be helpful to compile for the grant application in general. Each liaison could be responsible at the grant meeting to provide to the secretary for his/her summarization.
- When a commissioner's term is up or the commissioner resigns, it would be helpful to have that person overlap with the newly assigned liaison regarding any past issues or past suggestions.

A final recommendation will be made at the July 17, 2013 meeting.

#### Grant Applications Review

The committee consisting of Tim Caviness, Susan Branch-Smith, and Julie Phares reviewed the Grant Application process, and recommended no major changes. The group proposed:

- Item A – A checklist be developed for stating what the funds will be used for
- Item B – Specifically describe who will benefit; Identify the diverse and underserved communities your organization serves and specifically how you serve them.
- Item K – To the estimate of the number of volunteers, add a report of the number of performers, staff members and others

The cover sheet will explain that while the organization's fiscal year shall be used for financials, the City of Williamsburg's fiscal year is the time period for grants.

The revised edition of the recommendations will be presented at the July WAAC meeting.

#### Agenda Development and Planning Committee

Mr. Lilly is planning to get the new WAAC officers together with Ms. Phares and Ms. Buntrock to review what we are doing right and what we need to do to move forward, including: holding open meetings; meeting agenda and minutes posted timely; invite supervisors and city council members to meetings; offer guidance to public arts projects; listening sessions.

#### Cultural Alliance of Greater Hampton Roads

Ms. Buntrock reported on the meeting recently attended by several WAAC commissioners where presentations were made on the designation of the region as "Virginia's Oceanfront", and marketing efforts in Canada.

Liaison Updates

Roundtable was held with a report of news and upcoming events from the commissioners.

**Welcome Sally Wolfe**

Ms. Wolfe will take her oath of office at 11:00 with Donna Scott. In July Ms. Wolfe will replace Terry Buntrock, who is retiring after her second term. Ms. Wolfe will represent the City of Williamsburg.

**Future Meeting Date(s)**

June 11, 2013 – Meeting with York County Arts Commission. Tour of Yorktown lead by Kristi Olsen, Director of Tourism for York County, followed by lunch at Riverwalk Landing (each commissioner pays own lunch.)

July 17, 2013, 9:00 – WAAC meeting, City of Williamsburg Municipal Building, 2<sup>nd</sup> Floor

**Adjourn**

The meeting was adjourned at 10:56 a.m.

Respectfully submitted,

Robert Leek, Recording Secretary