

**Williamsburg Area Arts Commission**  
City of Williamsburg Municipal Building  
Second Floor Conference Room

**Minutes - July 17, 2019**

Meeting called to order at 3:00 pm by Chair Patricia Rublein. She welcomed Bob Leek, who is returning to the Commission and Michele DeWitt, Director of Economic Development.

**Commissioners present:** Bob Leek, Charles Nurnberger, Robin Phillips, Patricia Rublein, and Barbara Vollmer. **Absent:** Georgianna Avioli, Page Bishop, and Nick Vrettos. Guest was Michele DeWitt.

Information updates -Director of Economic Development Michelle Dewitt:

- Changes to the WAAC term limits were approved at the City Council's June 13, 2019, meeting. Section 2-117 (attached) was amended to change WAAC commissioners' term limits and the intervening period required between cycling off and returning to the WAAC. Commissioners may now serve three consecutive terms (previously, two terms) and the two year period between terms has been reduced to one year. Robin Phillips noted the JCC term limits no longer align with the recently approved revisions; she volunteered to bring this to the attention of the appropriate James City County personnel.
- All commissioners will be assigned City of Williamsburg email addresses for use with WAAC correspondence. This will be both more professional and will better facilitate a FOIA search if needed.
- The City of Williamsburg's Commission vacancy remains open. Commissioners were encouraged to seek qualified individuals to apply. Completed applications are kept on file for two years.
- Summer intern, Rylie Baum, was introduced and thanked for her administrative assistance to the Commission, especially compiling the WAAC binders each commissioner received at the meeting.

**Minutes:** Motion to approve minutes of May 22<sup>nd</sup>, 2019, was made by Robin Phillips and seconded by Bob Leek. Minutes were approved.

**Handouts:**

- Each commissioner received a personalized binder containing pertinent information relative to WAAC operations and defining commissioners' responsibilities. This will serve as a handbook of operations for commissioners.
- Spread sheet of FY Grant Year 2019-20 awards.

**New Business:**

- Patricia Rublein noted that all but two end-of-year grantee reports were received by June 30th as required.
- Approved a motion by Barbara Vollmer, seconded by Robin Phillips, to move the **FY21 grant deadline to 4:00 pm on Monday, December 2nd** due to December first being a Sunday.
- Approved a motion by Charles Nurnberger, seconded by Bob Leek, to explore conducting an October workshop for grantees, all arts organizations, and artists focusing on use of social media and grant writing. Patricia will discuss with Michelle DeWitt and report to the commissioners.
- Barbara Vollmer, Bob Leek, and Robin Phillips agreed to review the WAAC By-Laws to ascertain if any revisions were needed and report at the September meeting.
- Robin Phillips is continuing work on a draft of a WAAC operations manual. Charles Nurnberger and Bob Leek will assist with the document.
- Liaison assignments were designated for the FY20 grantee organizations. Commissioners were reminded to review the guidelines for liaison responsibilities.
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- Future scheduled Commission meeting dates are: **9/18/19, 11/20/19, 1/8/20 (grant review), 3/18/20 and 5/21/20**. All meetings are held 3-5 pm, except the January grant review meeting from 9 am – 3 pm. WAAC will host a joint meeting with York County Arts Commission in June, 2020 (TBA).

**Old Business:**

- Patricia Rublein thanked Sally Wolfe for her six years of service on the Commission.
- Patricia Rublein is creating a spreadsheet of regional venues currently available for use by performing and creative arts organizations.
- Liaison reports.

The **next meeting date of the Commission is September 18<sup>th</sup>** at 3:00 PM at the Williamsburg Municipal Building.

The meeting adjourned at 4:28 PM.

Barbara Vollmer,  
Secretary

The attachment below reflects the action of City Council regarding Commission terms:

**Attachment to the July 17, 2019, WAAC Minutes**

Sec. 2-117. - Terms of office; filling vacancies in office.

Commencing on the first day of February, 2006, membership of the arts commission shall increase from seven to nine persons, at least four of whom shall be residents of the city, with existing members continuing to serve until expiration of the terms for which they were appointed. Subject to consent of city council, four of the nine persons may be James City County residents appointed by the Board of Supervisors of James City County and one of the nine persons may be a resident of Bruton District of York County appointed by the Board of Supervisors of York County. Provided, however, that at no time shall less than four city appointees serve on the commission. Any appointee may be subject to removal at any time with or without cause by city council. Commission members shall be representative of a broad spectrum of the localities in which they reside. No member of the arts commission shall receive compensation for serving on the commission. The terms of such members shall be staggered terms of three years to begin on July 1 with the term of each member ending as of June 30 of the third year; provided, however, that the two additional members appointed in February 2006, shall run from the effective date of their appointment until June 30, 2009. All vacancies that occur during an appointee's term shall be filled by appointment by for the remainder of the unexpired term. No member who has served three complete terms shall be eligible for reappointment until after a lapse of an intervening period of one year.

(Code 1975, § 2-42; Ord. No. 06-04, 1-12-06; Ord. No. 19-12, 6-13-19)