

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

May 22, 2019 Minutes

Meeting called to order at 3:00 pm by Chair Susan Branch Smith.

Commissioners present were Georgianna Avioli, Susan Branch Smith, Page Bishop, Charles Nurnberger, Robin Phillips, Patricia Rublein, and Barbara Vollmer. Nick Vrettos and Sally Wolfe absent.

Motion to approve minutes with corrections made by Charles Nurnberger, seconded by Patricia Rublein. Approved. Corrections included inserting "Susan Branch Smith" after "Our Chair" in item #3 under Old Business and including the date May 30 in item 3b under old business.

The Chair reported there were no applicants for the two positions on the Commission that will be open after June 30. She suggested commissioners encourage qualified friends/acquaintances to complete an application. She also indicated the Commission may not have an administrative liaison until the fall.

#### Old Business

- Update to WAAC procedures - Robin Phillips reported the update to WAAC procedures is a work in progress. She is working with Susan to detail the yearly cycle of commissioners' responsibilities, important dates in the grant process and liaison relationship. Her concept is to include links to the by-laws and pertinent procedures within this document. The document will be on the Google Drive for all to reference. Robin suggested developing a global website in an effort to create a history of communications between grantees and the Commission. Another suggestion was to create position for a person to be in charge of technology and related issues.

#### New Business

- Year-End Reports- The review team will meet on Friday June 28, between 1:00 – 3:00. Patricia Rublein, Page Bishop, Charles Nurnberger and Nick Vrettos will review the submissions.
- Update to arts groups – Liaisons were requested to contact their organizations by May 30 and relay the following information:
  - Friday, June 28 at 4:30 is the deadline for final reports. (June 30 is on a Sunday.)
  - A written request to the City is required to release the funding.
  - Conditions of grant require the WAAC be recognized in print and electronic communications
  - Use the WAAC logo in print and electronic communications, and
  - Insert events and performances on the Chamber website.
- Commissioners were reminded to monitor their organizations for compliance to grant requirements.

- Michele DeWitt, Economic Development Director, reported on the City Council's Tourism Development Policy. The Tourism Development Grant Review Committee, an appointed body, will provide funding recommendations to the City Council. The initial grant applications were submitted, and 11 of the 22 have been invited to phase II of the process. Grant applications are categorized as a tourism product, tourism infrastructure or placemaking (making a chance to enhance a current structure/product). The City Council plans to retain \$150,000 of the tourism tax monies to fund special events.
- Election of officers for the upcoming year – Nominating Committee members Robin Phillips and Page Bishop presented the slate:
  - Chair – Patricia Rublein
  - Vice Chair – Robin Phillips
  - Secretary Barbara VollmerCharles Nurnberger moved the slate be approved, Georgianna Avioli seconded the motion. Motion passed.
- Patricia Rublein thanked Susan for her dedicated service and her work updating Commission documents and procedures in order to improve the grant process and operation of the Commission. She did not miss any meetings during her two terms on the Commission.
- Liaison reports.

The next meeting is Wednesday, July 17 at 3:00.

A motion was made by Charles Nurnberger to adjourn, seconded by Barbara Vollmer. The meeting adjourned 4:45 pm.

Barbara Vollmer,  
Secretary