

**Williamsburg Area Arts Commission**  
**Minutes for Emergency Meeting**  
**City of Williamsburg Municipal Building,**  
**Second Floor Conference Room**  
**Friday, January 15, 2016**

**4:00 p.m.**

**Emergency Meeting Justification:** Meeting was called as WAAC chair Jennings was advised by staff liaisons on Monday, morning January 11<sup>th</sup> that final budget requests were due to the James City County Board of Supervisors on Wednesday, January 13<sup>th</sup>. (WAAC officers had no knowledge of this timeframe.)

On behalf of WAAC, Lilly successfully requested an extension to Tuesday, January 19<sup>th</sup> so that WAAC could discuss the amount being requested. Consequently, Jennings called the emergency meeting to prepare and discuss budget requests and justification.

**Emergency Meeting Minutes**

Call to order: Jennings.

Roll call: Jennings, Branch Smith, Leek, Caviness, Rublein, Lilly, Nurnberger. Wolfe is out of town and Brown arrived at 4:06.

At its 2016/2017 grant review meeting January 9<sup>th</sup>, WAAC commissioners acknowledged that the number of grant requests has been increasing and that individual amounts being given to groups are decreasing as a result. WAAC had planned to request additional funding from both JCC and City of Williamsburg.

Jennings opened the meeting by yielding the floor to Rublein, who reported upon the meeting she and Jennings had with Mayor Clyde Haulman on Tuesday, January 13<sup>th</sup> to discuss requesting additional funds and WAAC's justification. (Note that this is the Mayor's personal recommendation, not necessarily that of the City Council or the James City County Board of Supervisors.)

WAAC based revised allocations from a base budget of \$160,000. WAAC discussed how increased allocations could be apportioned among grantees. (No grant award recommendations initially made on January 8, 2016 were decreased.)

WAAC voted to accept the new budget recommendations. (Rublein, Leek)

WAAC then initiated drafts of funding letters to James City County and to the City requesting appropriation funding. WAAC will use the same basic letter for City Council and for the James City County Board of Supervisors.

Jennings reinforced that WAAC maintain confidentiality as WAAC tries to increase the amount of money distributed to Greater Williamsburg's arts community.

Jennings added a point of order: Mail received at the Municipal Building and addressed to the chair needs to be scanned and sent to the chair within 48 business hours.

**6 p.m.**

Motion to adjourn. (Leek, Nurnberger)