

**Williamsburg Area Arts Commission**

September 26, 2016

**Minutes**

Meeting called to order by Chair Sally Wolfe at 3:00 p.m.

Present: Caviness, Branch Smith, Brown, Leek, Lilly, Nurnberger, Rublein, Wolfe, Staff:  
Saunders

Noted Absent: Robert Currie

Minutes of July 18, 2016 meeting were approved.

**OLD BUSINESS**

**"How to Apply" - Video - Update**

3 rehearsals were held prior to final recording.

Recording was completed with Sally, Pat and Tim on Friday, Sept. 23<sup>rd</sup>, at the Stryker Building, and is now ready for editing by Susan Branch Smith.

The completed product will be approximately 20 minutes in duration.

Video will be posted online at the same time as the new grant form

**NEW BUSINESS**

**Grant Submission Form**

Final recommendations for the revised form were made.

-Checklist: Add the instruction to print 10 copies, in addition to providing an electronic PDF.

-Revise D. What specific items will your grant fund?

-B and D will change to 620 character responses.

Final changes to the form were formally accepted.

**Motion:** Brown. **Second:** Lilly

The Chair acknowledged on behalf of the Commission great appreciation to Susan Branch-Smith for all of her work in producing the new form and the accompanying video. A motion was filed to that affect. **Motion:** Leek. **Second.** Nurnberger

**Re-designed WAAC Logo**

The Commission approved the newly Cleaned-up logo design.

**Motion:** Leek. **Second:** Caviness

**Timeline Update**

Rich Saunders reported the application period opens on October 15.

All organizations who applied in the last two years will receive notification of the information, which will include a link to the instructional video. News releases will be submitted to VA Gazette, WYDaily, and Ch. 46

Rich also provided the following reminders.

- Next WAAC meeting: Nov. 7 at 3:00 - Municipal Bldg.

- Dec. 8 - Pick up Books of 2017-18 Grant Applications
- Jan. 11, 2017: Commission Grant Review 9 a.m.-2:00 p.m., assuming all work is completed

### **Grant Review Process**

The Commission took up review of a written Process for the Review of Grants. A draft of the entire cycle for the process of arts commission grant procedures is being provided as a written document for the first time to assure consistency and compliance with FOIA rules. Authored by: City Attorney Christina Workman, Commissioners reviewed the document's content and made several detailed editorial recommendations for consideration by staff.

**Motion:** to agree to recommended changes: Brown     **Second:** Rublein

### **Comments from the Commission**

Branch Smith recommended the Williamsburg Players production of “Jekyll and Hyde: The Musical” production as a quality performance. She also noted that the Players will no longer offer a preview night invitation. They are looking at a procedure for complimentary admission for the Commission.

Charles Nurnberger reported that the Yorktown Arts Stroll was successful and well-attended.

Ingrid Brown inquired as to whether commissioners should communicate with their liaison organizations prior to October 15 to inform them of the new form and the availability of the video, as well as the required pdf e-mailing. The Commission agreed that a note would be sent to inform them that the forms will be posted online by Oct. 15<sup>th</sup>.

Patricia Rublein attended the Virginia Symphony and reported a very fine concert.

AOFTA - Artist Reception: 5:30, Saturday October 1. Commissioners are invited  
Tim Caviness mentioned several new activities associated with the arts weekend.

Greg Lilly announced that author Rita Mae Brown will speak as part of the Book Festival at the same time.

**ADJOURNMENT at 4:35 p.m.:** **Motion:** Branch-Smith     **Second:** Lilly

Submitted by,

Patricia Rublein  
Recording Secretary