

WILLIAMSBURG AREA ARTS COMMISSION

Minutes - August 14, 2017

Call to Order - Sally Wolfe, Commission Chair

Roll Call

Attending: Branch-Smith, Caviness, Heck, Nurnberger, Rublein, Vrettos, Wolfe

Staff: Lemieux, DeWitt

Absent: Leek

The Chair provided a special welcome to new staff Andrea Lemieux and recent appointees Nick Vrettos and Arianna Heck.

Remarks - Michele DeWitt, Director of Economic Development, City of Williamsburg

Andrea Lemieux, new support staff member dedicated to the Commission, was introduced.

Director DeWitt requested that given limited support for staff time, the Commission keep its tasks limited to its core mission of grant funding.

Review of Grant Application Form

Susan Branch-Smith guided the commissioners through a few proposed revisions to the grant form for 2018-19.

Pertinent change was the ability for grantees to put in attachments electronically.

Changes to the draft will be forwarded to the Commission for final testing.

Susan requested any questions from grantees be forwarded to her.

Liaisons are requested to tell grantees to start filling out the form early to avoid last minute problems.

Motion: to approve the Grant Application Form as amended.

Moved: Nurnberger; 2nd : Heck. Motion approved.

Liaison Assignments

The annual review of Liaisons to grantees was discussed and assigned, noting 11 vacancies left by three retired Commissioners. (See Attached List)

The Chair assigned Patricia Rublein to prepare a formal description of liaison responsibilities.

Calendar

1. Deadlines, Meeting Schedule

Commission meetings are scheduled as follows:

3:30, Thursday, September 21, 2017

3:30, Thursday, November 9, 2017 (if needed)

Deadline Grant Submissions: 4 p.m., Friday, December 1, 2017

December 5, 2017 – Preliminary Review of Grants – Susan Branch-Smith, Tim Caviness

Dates for book pickup by Commissioners: December 13th thru 15th.

Grant Review Session: 9 a.m.-3 p.m., Friday, January 5th.

Note: All meetings to be held at the Municipal Building Conference Room, Second Floor

2. Website Calendar - Format for organizations' events

The Commission has merged its calendar with that of the Williamsburg Area Chamber and Tourism Alliance. Grantees will now be able to submit events directly to the online site, rather than provide forms to the Commission. It was noted that the arrangement will provide greater access to organizations' programs, and will provide increased traffic to their information.

Commissioner Updates-

1. Updates re: Kimball Theatre

Commissioners are asked to inform Liaisons of new status and availability of the venue.

2. Updates First Night

First Night of Williamsburg has ceased operations. Grant allocations for FY18-19 will revert to the Municipality.

Year-end reports – The Commission will now receive copies of grantees year-end reports.

Motion to Adjourn: Moved: Rublein; 2nd: Vrettos. Motion approved

Submitted by, Patricia Rublein, Secretary