

## WILLIAMSBURG AREA ARTS COMMISSION

*Minutes - September 21, 2017*

The Williamsburg Area Arts Commission convened at the Municipal Building - City of Williamsburg. Chair, Sally Wolfe called the meeting to order at 3:30 p.m.

Attending: Rublein, Wolfe, Branch-Smith, Leek, Bishop, Vrettos, Caviness, Nurnberger, Heck  
Staff: Lemieux

**MINUTES** of August 14, 2017. **Motion** to approve: Nurnberger, Seconded by: Branch-Smith - Approved

### INTRODUCTION OF NEW JCC COMMISSIONER

Page Bishop was introduced and welcomed to the Commission as a James City County representative.

Commissioners introduced themselves and gave a bit of background for the benefit of new commissioners.

### GRANT APPLICATION FORM - FINAL REVIEW

**Motion** to approve: Rublein. Seconded by Vrettos

Discussion: Should the question be added: "What percentage of your board contributes to your annual operations, financially or in-kind?"

**Motion** Amended to approve added language: Branch-Smith. Seconded by Nurnberger .  
Amendment approved.

Full motion and Amendment approved. Branch-Smith will provide appropriate language.

### FUNDING OPPORTUNITIES - VA COMMISSION FOR THE ARTS.

Chair Sally Wolfe shared information from Virginia Commission for the Arts, encouraging participation from the region. VCA celebrates its 50<sup>th</sup> year of operations on Jan. 31st. A new economic impact study, and other activities are noted on the VCA website. Chair Wolfe requested that commissioners share distributed information with liaison organizations.

(See attachments)

### REVISED WEB CALENDAR FORMAT FOR ORGANIZATIONS

Arts organizations can now put their events directly on the Chamber and Tourism Alliance calendar. WAAC's website will have a link to that calendar. WAAC will have a reporting feature indicating grantees' use of the calendar. Sally Wolfe provided a document with instructions on how to add events. Since posting of calendar information is a condition of funding, commissioners are requested to provide the information to their liaisons.

### GRANTEE DOCUMENTS

Andrea Lemieux reported that 6 grantees have yet to provide all of the required documents, such as year-end reports and a request for release of funding. Primary reasons are due to city employee transitions.

### COMMISSIONER UPDATE

Commissioners provided reports on their liaison organizations.

### OTHER ITEMS

The City is investigating uses of the tourism development fund. Commissioners will provide ideas that reflect the needs of grantees at a brainstorming session in November. The Commission Chair will subsequently provide those thoughts to city officials.

**NEXT MEETING – 3:30 p.m. - November 9th**

**MOTION TO ADJOURN:** Leek. Seconded by Branch-Smith. Motion approved.

Submitted by,  
Patricia Rublein  
Recording Secretary