

WILLIAMSBURG AREA ARTS COMMISSION

Minutes

March 20th, 2017

The Williamsburg Area Arts Commission was called to order by the Chair, Sally Wolfe, at 3:05 p.m.

Attending: Ingrid Brown, Tim Caviness, Robert Currie, Greg Lilly, Charles Nurnberger, Patricia Rublein, Susan Branch Smith, Chair, Sally Wolfe. Staff: Terry Buntrock.

Absent: Robert Leek.

Minutes of Jan. 11th were approved.

OLD BUSINESS

Grant Application Form Technical Revisions

Susan Branch Smith reported that she is continuing the process of reviewing the new Grant Application Form. The review is intended to identify any technical upgrades that may be required after its first time in use in 2016 for FY2017-2018.

Susan hopes to have identified all necessary edits for final approval before the next Commission meeting, and have ready to circulate for the next grant cycle. Susan also requested that any suggestions and/or recommendations be forwarded to her as soon as possible.

A method to set up an online applications process will continue to be explored. Greg Lilly suggested that the Commission wait for the lead on such a process from the Virginia Commission for the Arts. The 2017 grant filing for FY 2018-2019 will continue to be via PDF rather than direct submission online.

Grant Review Meeting Procedures and Guidelines for the Commission

Greg will research Commission By-laws and develop a proposal for additional guidelines to be documented for the grant application review process. A set of informal guidelines have been used in the past. Greg will document these so, if adopted formally, the guidelines will be used consistently.

Upcoming Commission Vacancy – James City County

Greg Lilly's seat will be vacant as of July 1.

James City County will welcome suggestions for a replacement.

Appointment of Nominating committee

Ingrid Brown and Charles Nurnberger agreed to serve as this year's nominating committee.

Future Commission Meetings

May 15, 10 a.m., Municipal Building, 2nd Floor Conference Room, Next meeting of the Williamsburg Area Arts Commission.

May 15, 11:45 - Joint Meeting of York County and Williamsburg Area Arts Commissions American Revolution Museum, 200 Water Street, Yorktown. The meeting will include luncheon, with departure from the Municipal Building for Yorktown at 11:15.

Charles will check on possible catering and report back to Commissioners regarding cost.

Arts Calendar

Discussion occurred regarding the merger of the Commission and Tourism Event Calendars. While the Commission is required to maintain a calendar on behalf of its grantees, it was agreed that merging the information on both sites is valuable. Greg will research possible technological possibilities that would necessitate a one-time entry for both sites.

Spring Arts

Terry Buntrock will be available from 8:30 a.m. to 4:30 p.m. on Tuesday, March 28th at the Tourism Alliance to assist organizations in posting their Spring Arts events on the www.visitwilliamsburg.com website.

Adjournment

The Commission adjourned at 4 p.m., and relocated as a group to attend the City Council Budget meeting. Chair Sally Wolfe presented the FY2018-2019 budget proposal on behalf of the Commission.

Submitted by

Patricia Rublein, Secretary