



City of Williamsburg Municipal Building

Minutes – September 18, 2019

Meeting opened at 3:00 PM by Chair Patricia Rublein. Nick Vrettos will substitute as Secretary in Barbara Vollmer's absence.

Commissioners present: Patricia Rublein, Page Bishop, Georgianna Avioli, Robert Leek, Robin Phillips, Charles Nurnberger, Nick Vrettos. **Absent:** Barbara Vollmer. Also attending were Ms. Joanna Skrabala, Tourism Development Specialist, and Ms. Yuri Adams, Economic Development Specialist.

Minutes: Nick Vrettos moved to accept the minutes of the July 17, 2019, meeting, and Robin Phillips seconded the motion. The minutes were approved as submitted.

Old Business:

By-Laws: Bob Leek and Robin Phillips presented for review the proposed revisions to the By-Laws. (attached). Most of the revisions streamlined and simplified the language in the existing By-Laws. The significant changes dealt with Commissioners terms in Article V and the duties of the vice president and clarifying the responsibilities of the Commissioners in Article VII. Articles 7-1 and 7-5 were deleted from the original, and the remaining articles were re-numbered.

- Article 5-2 defines the term limits of Commissioners. The proposed revision reads "No member who has served three complete terms shall be eligible for reappointment until there has been a lapse of an intervening one-year period." Previously it read "... served two complete terms and...intervening two-year period.
- Article 7-3 defines the duties of the Vice Chair. The revision in the proposed document will read as follows: "The Vice Chair shall substitute for the Chair when necessary, check inbound grant requests applications and end of year reports for completeness, and perform other duties as required by the Chair."
- Article 7-5 (newly numbered) clarifies the responsibilities of the Commissioners and increases the assignment of art organizations from a minimum of one to a minimum of two. The proposed revision will read as follows: "Each Commissioner shall be assigned two or more arts organizations. As a liaison to their assigned organizations, commissioners will be responsible for maintaining communication with each group, including monitoring the organization's compliance with all the grant requirements, sending reminders of deadlines for grant submissions and end-of-year reports, and providing assistance when necessary.

Chair Rublein reminded the commission that the final By-Laws document must be in the hands of the Commissioners for review by October 15 to be in compliance with the mandatory 30-day period required between review and any action on the revised By-Laws document at the November 20th Commission meeting.

