



MONTHLY MEETING MINUTES

Springfield City Hall. 225 5th St., Springfield, OR 97477

May 9, 2023

5:30 p.m.

A regular meeting of the Springfield Arts Commission was held on May 9, 2023. A quorum being present, the meeting was called to order at 5:33 p.m.

Present: Carolyn Adam, Meredith Branch, David Grimes, Adam Gutierrez, Nicolas Kauffmann, Thi Nguyen, Suzanne Vinson, Summer Young-Jelinek,
Staff Liaison: Mindy Linder
Council Liaison: None

5:33 MINUTES SUMMER YOUNG-JELINEK

- 1. **Motion to approve April 11 Regular meeting minutes: Meredith. Carolyn 2nds. PASSES**
- 2. **Motion to approve Artwalk Subcommittee May 1 minutes: Suzanne. Nick 2nds. PASSES**

5:36 FINANCIAL REPORT & SPENDING PROPOSAL MINDY LINDER & SUMMER YOUNG-JELINEK

- 1. Mindy worked to get the Spending Subcommittee recommendations processed and it is on record. There is a copy of the letter that Summer put together to submit. Commissioners will ask the orgs that we will give funding to submit a brief letter of intent on how they plan to spend the money, and a summary of what they spent at the end of the year.
 - a. Suzanne will put together a template and David will review, with an estimated completion of next Friday. We will request the letters be submitted by June 13.
 - b. Adam will contact Guy Lee, Thi will contact Emerald Art Center, Meredith will contact Chifin, Nick will do Beyond Toxins, David will do ARC, Carolyn will do LC History Museum, Summer will do Coalition, Suzanne will work with Mindy on the Illumination project.
- 2. Mindy updated the budget. Reviewed financial report.
- 3. Summer inquired whether we needed to submit a budget for FY24 to the City budget committee. Mindy wasn't certain, but she doesn't think we need to submit it. Regarding requesting an increased budget, it's possible that SAC can request one-time project based increases - there are 4 supplemental budget times in any given year.
- 4. **Motion to move the stopover budget to our next regular meeting. Summer. Meredith 2nds. PASSES**
- 5. Mindy will invite some experts in the City to come to our June meeting to discuss fundraising, public meeting laws etc to go over information since we have so many new members and Mindy is also new in this role. Commissioners can send Mindy questions in advance so the experts can plan to present information in a timely manner.

6:07 ARTWALK SUBCOMMITTEE MEREDITH BRANCH

- 1. Emerald Art Center's (EAC) director is leaving. We wanted to discuss publicity with EAC. If we had a preapproved flyer could we have them post on social media? Mindy will need to approve the flyer, but it can go out on social media. To post as a commissioner may open up your account to investigation by the City. You can post as an individual, but not post something like, "The Arts Commission wants to promote so and so..." on your individual account.



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2. The subcommittee members are going to meet on Friday to observe the Artwalk, talk to some people and reassess if running Artwalks is a viable option.
 - a. The subcommittee will meet after the Artwalk at City Hall square from 6:30-7 pm.
3. Summer noted that we had voted at a prior meeting to vote to run Artwalks June, July and August. If we wait until our June meeting there won't be time to get materials out if we decide to continue.
4. **Motion to endow the Artwalk subcommittee with executive powers as to whether we will run Artwalks this summer. Summer. Nick 2nds. PASSES**
 - a. If they decide to do it, Summer can make flyers. It will be decided by Friday.
 - b. There is \$200 budget for June.
5. We need new hanging tags for the gallery. We will have \$196 in misc, \$446 in marketing, \$200 Artwalk for the rest of FY23.

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| 6:22 | SUBCOMMITTEE ROLES & ASSIGNMENTS | SUMMER YOUNG-JELINEK |
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1. **Adam will take on the Youth Gallery Subcommittee Chair.** It is different than the regular gallery because it is a shoulder tap. Teachers don't have time to write a proposal and put up work without getting paid. Adam works with Elementary schools in Springfield. City Hall Gallery has a call, and requires a considerable amount of work to follow up and coordinate, not to mention doing installs and de-installs. All commissioners should pitch in with installs and deinstalls. Summer will be a support.
2. **Suzanne will take on City Hall Gallery Subcommittee Chair.** Nick and Summer will support.
3. **Thi will remain as Public Art Subcommittee Chair.**
4. **Meredith will remain as Artwalk Subcommittee Chair.** Nick, Suzanne and Summer will support.
5. **David will take the Heritage Arts Grant Subcommittee Chair.** Meredith will support.
6. **Nick will take the Marketing & Outreach Subcommittee Chair.** Adam, Suzanne, David and Summer will support.
7. Summer will be ending her term. She will guide the chairs for Marketing & Outreach and HAG since she's the only one who has chaired these subcommittees.

The Chair is responsible for things getting done, but they don't necessarily have to do all of the tasks. The volunteer sign up form is on the Google drive. Commissioner should start signing up!

Thi suggested we could request prior Commissioners help with volunteering on install/deinstall Artwalks etc. They have indicated that they could hop in now and again. Mindy will ask about the statute of limitations on their application in order to volunteer.



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6:45 PROPOSED BYLAWS AMENDMENTS SUMMER YOUNG-JELINEK

1. The main changes are in Article III, Section 3 Tenure. Reducing overall term for 2 years, for a max of 8 years of service.
2. **Motion to approve the revised Bylaws Amendments. Meredith. Nick 2nds. PASSES.**
Current members will operate under the current bylaws/tenure terms. It will need to go through the City's attorney and then requires approval by Council. Mindy will move it to the next step but it probably will take several months.

6:56 SUBCOMMITTEES SUMMER YOUNG-JELINEK

1. Public Art- Thi. There are insurance and water access issues. Still working on the restoration project.
2. Artwalk- Meredith
 - a. Summer will be doing a reception for the Youth Gallery on May 18 from 5-7 pm. There will be a public meeting setup in case members want to learn how to host events/Artwalk.
 - b. Members can recommend artists and musicians, but commissioners cannot be paid or receive compensation for participating.

COUNCIL UPDATE

None.

OTHER BUSINESS

SUMMER YOUNG-JELINEK

1. Parking Lot: Having a community-wide calendar on SAC's website.

The meeting was adjourned at 7:02 p.m.

Uyen-Thi Nguyen, Secretary