



## MONTHLY MEETING MINUTES

Springfield City Hall, 225 5<sup>th</sup> St., Springfield, OR 97477

September 13, 2022, 5:30 p.m.

A regular hybrid meeting of the Springfield Arts Commission was held on September 13, 2022 at Springfield City Hall, 225 5<sup>th</sup> Street, Springfield, OR 97477 and online on Zoom. The Chair and Vihair were present. A quorum being present, the meeting was called to order at 5:30p.m.

### ATTENDANCE

#### Attending:

- Summer Young-Jelinek, Chair
- Meredith Branch, Vice Chair
- Kelly Moninger
- Melissa Green
- Antonio Huerta
- Mindy Linder, Library Liaison
- Leonard Stoerhr, Council Liaison

#### Absent:

- Uyen-Thi Nguyen, Secretary

#### Guests:

N/A

#### Abbreviations:

- EAC:** Emerald Art Center
- POC:** Point of Clarification
- GMP:** Guaranteed Maximum Price
- SAC:** Springfield Arts Commission
- HAG:** Heritage Arts Grants

### AGENDA ITEMS DISCUSSED:

|      |               |        |
|------|---------------|--------|
| 5:30 | CALL TO ORDER | SUMMER |
|------|---------------|--------|

- Summer called the meeting to order at 5:30.
- Melissa volunteered to take meeting minutes in the absences of Thi, SAC secretary.

|             |              |        |
|-------------|--------------|--------|
| 5:30 - 5:32 | JUNE MINUTES | SUMMER |
|-------------|--------------|--------|

- Melissa moved to approve the June minutes as written. Meredith seconded. Motion passed unanimously - All in Favor

|           |                          |       |
|-----------|--------------------------|-------|
| 5:33-5:55 | LIAISON/FINANCIAL REPORT | MINDY |
|-----------|--------------------------|-------|

- Mindy reviewed financial report
  - o Council approved FY23 adopted budget - Fully replenished

- Pending SB rollover - requested a supplemental budget of \$7,000 unspent Art Alley funds from FY2022 due to contractual complications.
- Mindy extended each commissioner an opportunity to meet for a 1:1.

**5:55 - 6:10****RECRUITMENT****MELISSA**

- Melissa reviewed SAC recruitment overview sheet
  - (3) current and (2) upcoming partial and full term SAC vacancies
  - Application deadline Friday, September 16<sup>th</sup>, 2022 at 5:00pm. Council is tentatively scheduled to interview in November and appointments tentatively scheduled for December 5, 2022. New commissioners will begin terms in January 2023.
- Mindy provided an update on current recruitment - zero applications received as of Sept 13<sup>th</sup>. She reminded the commission that council will direct staff on next steps, which does not currently stand, but could include holding another open recruitment.
- Leonard will reach out to City Council with an update on potential insufficient number of applicants and request an extension of the application deadline. Mindy reminded commissioners to be mindful of the timeline for recruitment including interview and appointment process.
- Summer requested recruitment marketing information for a SAC email. Mindy offered to forward all announcements. Kelly will provide Summer with the contact information of past/upcoming exhibiting City Hall artists to be added to SAC emailing list.
- Action item: commissioners are requested to help promote recruitment

**6:11 - 6:25****ART WALK****MEREDITH**

- Meredith reported a lower than normal attendance at recent art walks and the need for coverage on volunteer schedule.
- Commissioners suggested potential ideas to attract audiences including, adding SAC events to local community calendars, moving the musicians to a more prominent location (Mindy noted indications for electrical power needs would need to be identified for annual permit) and cross-promotion with concurrent Spfld events. Commissioners were requested to send additional suggestions to Mindy, who will send on to Meredith.

**6:25 - 6:35****GALLERY****KELLY**

- Kelly announced upcoming October and November artist for the City Hall Gallery and provided an update on recent call to artists - 22 submissions and one artist retracted application. Summer proposed we postpone applicant announcement until October (previously scheduled for September) to allow time for commission to review and score applicants. Kelly will notify applicants of the delayed selection announcement.



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6:35 - 6:45

MAYOR'S ART SHOW

SUMMER

- Commissioners will meet at Emerald Art Center on September 28th at 11:30am to review and score the Mayor's Art Show exhibition artwork for SAC awards. Melissa will act as point person and will provide a scoring rubric in advance of the meeting. Meredith, Kelly, Summer, and Melissa volunteered to review artwork on September 28th. Mindy will post an announcement of the public meeting.
- Summer will provide a draft award letter. Kelly offered to attend the reception event to present the awards on September 29, or in the case she is unable to attend, Summer will request Guy Weiss deliver the award letters on behalf of the SAC.
- Melissa proposed allocating one of the three SAC awards to be awarded to a youth recipient.

6:45-7:00

FY23 BUDGET

SUMMER

- Summer moved to allocate \$100 from Miscellaneous to the Mayor's Art Show for a youth award. Antonio seconded. All in favor.

The meeting was adjourned at 7:01

Approved minutes submitted by:

  
Melissa Green

9/13/22  
Date