



## MONTHLY MEETING MINUTES

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

November 8 2022

5:30 p.m.

A regular meeting of the Springfield Arts Commission was held on November 8, 2022. A quorum being present, the meeting was called to order at 5:32p.m virtually and in the Library Conference Room 2.

Present: Summer Young-Jelinek, Kelly Moninger, Meredith Branch, Uyen-Thi Nguyen

Staff Liaison: Mindy Linder

Absent: Antonio Huerta, Leonard Stoehr, Melissa Green

Agenda items discussed:

5:32– 5:37	MINUTES	SUMMER
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Update to October minutes: There was not a lack of quorum. It is not a set number, it is simply a majority based on the total seats filled.

**MOTION.** Meredith: To approve October minutes.

Kelly seconds. **Motion passes.**

**MOTION.** Meredith: To approve September minutes.

Kelly seconds. **Motion passes.**

5:37 –6:15	FINANCIAL REPORT AND SUBCOMMITTEES AND PUBLIC MEETING LAW	MINDY
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1. Monthly and annual YTD expenditures
2. Review of Subcommittees and Public Meeting Law. Highlights include:
  - If emailing Mindy, do not CC another SAC commissioner (this can be construed as communicating with other members)
  - Subcommittee members can discuss when/where a meeting will take place and what the agenda items would be, but they cannot discuss any of those agenda items in any way (This is a change that happened in Oct 2022 - Prior to this, members could not schedule subcommittee meetings).
  - Discussion about the powers of subcommittees. In the past subcommittees made recommendations to the larger group when it has to do with process, but not with things like scheduling artists and musicians.
  - To call a special meeting, a member can check in with Summer or Mindy and upon confirmation, we schedule a meeting (and at this point, we only need 4 members based on the group's small size right now).
  - Do not look at comments/reviews, for example, regarding artist submissions (this could be through google docs for example) outside of a meeting. It counts as deliberation.

It would be useful for us and future commissions to create a playbook/ document with processes. Kelly has a training document folder for the gallery with checklists. Then we could get it approved to make sure there are no red flags.

Regarding google folders, a member can, individually, create forms and upload information to be shared to Mindy, who in turn will share it with the group via email. This information can be used (if its a form like Hag grant reviews), or if it is a draft and needs discussion, can be reviewed individually online prior to the meeting, and THEN discussed during a meeting.

**Action Item:** For each subcommittee chair to take a crack at creating a document that outlines processes and best practices. We will tackle one subcommittee once a month and start with City Hall Galleries Subcommittee in December and then Public Art in January.

3. Mindy is scheduling one on one meetings with commissioners. Completed Melissa; Scheduled Kelly, Meredith and Thi; Need to schedule Summer and Antonio.

**6:15 – 6:20****SAC RECRUITMENT****MINDY**

1. Upcoming vacancies - Melissa's term is expiring 12-31-22. Meredith has re-upped her term. There will also likely be re-opening recruitment in January 2023. Meredith suggests we make a pretty flyer that can be displayed and promoted at Art Walk and via email.
2. To create signage in the gallery also, including information about SAC. For example, "This gallery is maintained by SAC," include info about HAG and how it is run by a committee of volunteers. We can also have subcommittees with non-members. Create a QR Code that goes to a form where interested volunteers can fill in their basic contact info and indicate their interests. Meredith with draft language and Summer will design the signage.

**6:20– 6:47****GALLERY 2023****KELLY**

1. Kelly compiled the scores for the artists. We have 11 spots.

**MOTION.** Thi: I move that we confirm Yesenia Hunter, Michael Moloi (who can only do November - we will let him know there is no artwalk that month and potentially do a different reception), Heather Halpern, Demetria Kalams, Leigh Anne Jasheway, Chelsea Beaudrie, Sophie Navarro, OSLP, Ofelia Guzman, Carla Axlman, Sandy Sanders. And then windows Liz Bocking and cases only Sandy Brown. We will offer a show to A3 in the youth gallery.

Summer seconds. **Motion passes.**

**6:47-6:55****ARTWALK****MEREDITH**

1. Artwalk went well last month. It was good to set up earlier.
2. Antonio wanted to leave the show up until Dec 3 and do a reception that day since there is no Artwalk in November. The show is on the youth wall and we do not have anything scheduled for



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December. Dec 3 is Saturday and the Library closes at 3 pm. Friday closes at 5 pm, and Thursday closes at 7 pm.

**MOTION.** Summer: To give Kelly, Antonio, Meredith and Thi the ability to choose whatever reception details are needed.

Meredith seconds. **Motion approved**

6:56-7:00

ILLUMINATION PROJECT

MINDY/SUMMER

1. Funding request for the Illumination project. Could also discuss at a future date a process for the \$500 special projects money.

**MOTION.** Summer: I move to approve Illumination for 2023.

Kelly seconds. **Motion passes.**

**The meeting was adjourned at 7:00 p.m.**

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Uyen-Thi Nguyen, Secretary