



SPECIAL MEETING MINUTES

Springfield City Hall, 225 5th St., Springfield, OR 97477
October 10, 2023, 5:00 p.m.

A regular hybrid meeting of the Springfield Arts Commission was held on October 10, 2023, at 225 5th St., Springfield, OR and online via Zoom. The meeting was called to order at 5:30 p.m.

ATTENDANCE

Attending:

- Summer Young-Jelinek, chair
- Meredith Branch, vice chair
- Nicolas Kauffmann
- Suzanne Vinson
- David Grimes
- Adam Gutierrez
- Carolyn Miller
- Steve Moe, city councilor
- Beth Blackwell, city council liaison
- Mindy Linder, staff liaison

Not in attendance:

- Thi Nguyen, secretary

Abbreviations:

- EAC:** Emerald Art Center
- POC:** Point of Clarification
- GMP:** Guaranteed Maximum Price
- SAC:** Springfield Arts Commission
- HAG:** Heritage Arts Grants
- LAC:** Lane Arts Council
- YAG:** Young Artists Gallery

AGENDA ITEMS DISCUSSED:

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

- Summer called the meeting to order at 5:30.

5:31	MINUTES	SUMMER
------	---------	--------

- Summer called for changes or questions regarding the September minutes. None requested.
- Suzanne moved to approve the September minutes as written. Motion passed unanimously.

5:35	LIAISON REPORT	MINDY
------	----------------	-------

- Budget.
 - Mindy reviewed the current budget and explained that an additional \$7,600 will be paid out for mural restoration of The Moderns from the Art Alley fund, depleting the 2023-24 funds available for this purpose.
 - The city council approved rollover of \$600 from the 2022-23 budget earmarked for The Moderns restoration.
 - The council did not approve the remaining \$2,200 of the operating budget, which was reabsorbed into the general fund.
- Testa Fund explanation.
 - Only guidance is that funds must be used to enhance the arts in Springfield.

- Funds are not replenished and monies left in the fund do not expire.
- To use, SAC must request to use the funds during a supplemental budget session, typically held twice a year.
- Process:
 - SAC decides what it wants to do with the money. Proposed projects must be for a specific purpose to be done within a specific time.
 - SAC provides liaison the amount requested and a few sentences explaining project details.
 - Liaison submits to budget committee, which decides.
 - Funds requested and approved must be used in the fiscal year for which they are requested. Unused funds will be lost to the SAC.
- Summer encouraged the commissioners to think of the funds as something to be used for a significant, lasting, meaningful project – not just to plump up the operating budget. Ex: Young Artists Gallery was a project partially funded by the Testa Fund.
- Library Meeting Room (LMR) display case.
 - Plexiglass covered case outside the library meeting room will now be available for the SAC to use, with the exception of November 2023 and mid-April to mid-May recurring.
- Recruitment update.
 - One person applied for the SAC and will interview with the city council in Oct. or Nov.
- Books & Brew.
 - As an extension of the library, the SAC should have representation at the event.
 - Occurs 1/27/24 and the CHG/YAG hallway is utilized, making it a good networking opportunity.
 - Volunteers should notify Mindy.
- Info share and resources.
 - Commissioners may share information (dates, times, opportunities, etc.) with each other so long as no questions, debates, or other discussion occurs.
 - Summer noted the commissioners' frustration with the gap in information coming from city departments to the SAC, particularly about art-related topics.
 - Mindy suggested checking the front page of the city website.
 - Summer requested Mindy reach out to Niel Laudati, assistant city manager, as he is heavily involved in public art and would make a natural partner for the commission.

6:10 PM**MAYOR'S ART SHOW REMINDER****SUMMER**

- Summer reminded the commission that all nominations for the SAC Mayor's Art Show Awards must be complete by Oct. 12, 2023.

6:15 CITY HALL GALLERY CALL FOR ARTISTS REVIEW SUMMER

- Summer tabled the review of CHG artists due to incomplete processing of the scoring.
- Summer and Suzanne agreed to narrow down possible meeting times and send a Doodle poll to find the time slot(s) with the greatest number of commissioners available.

6:20 ART WALK SUMMER

- Summer initiated discussion about whether the SAC wants to continue participating in art walks because decision effects budget discussion.
- Commissioners decided to stay with the previously voted-upon decision to halt art walks in November, December and January.
- Summer suggested revisiting whether to hold art walks two months prior to the month of the walk. Commission will therefore revisit whether or not to hold a February art walk in December.
- Summer clarified that typical budget for art walk is \$100/month for musicians and \$25/month for snacks.

6:35 BUDGET SUMMER

- Commissioners discussed 2023-24 budget.
 - Based on art walk decision, discussion landed on \$625 for five art walks (Feb.-Jun.).
 - No changes to the HAG requested.
 - No changes to regular CHG/YAG requested.
 - Summer suggested adding \$200 to marketing budget to be used to supplement recruitment efforts by advertising.
- Suzanne proposed a number of non-standard expenditures, including signs in the CHG/YAG, an exterior sign/banner on city hall, etc.
 - Summer suggested drafting a proposal to present to the commission for discussion at a later date.
 - Any proposal approved by the SAC to install signage on city hall would need to go through an approval process via the liaison.
- Summer moved to approve a 2023-24 operating budget as indicated below. Motion passes unanimously.
 - Art walk: \$1,000 (July to Oct., 2023 and Feb./Mar. to June, 2024).
 - Marketing: \$450 (\$250 art walk posters, \$200 advertising).
 - HAG: \$4,500.
 - Library partnership: \$1,900 (including ongoing \$400 bookmark contest support).
 - Mayor's Art Show: \$650.
 - CHG/YAG gallery supplies: \$100.
 - Miscellaneous: \$1,900 (to be used for other supplies, projects, grants, etc. as determined by the SAC).



MONTHLY MEETING MINUTES

Springfield City Hall, 225 5th St., Springfield, OR 97477
April 6, 2022, 5:00 p.m.

6:58

SUBCOMITTEE UPDATES AND MISCELLANEOUS

SUMMER

- No subcommittee updates.
- Summer noted that wood rails/hooks are not to be used for installation in the CHG/YAG as they split the wood. Artwork may be hung using Velcro hooks or using nail-in picture hangers in the supply cart (gallery walls are backed with plywood).

Summer called for further business. No motions were made. The meeting adjourned at 7:02 p.m.

Approved minutes submitted by:



Summer Young-Jelinek, secretary

Nov. 1, 2023

Date