



Syracuse City Arts Council

Meeting Minutes

July 1, 2020

Public meeting held electronically in accordance with Executive Order 2020-1 issued by Governor Herbert on March 18, 2020 Suspending the Enforcement of Provisions of Utah Code 52-4-202 and 52-4-207 due to Infectious Disease COVID-19 Coronavirus. No physical meeting location will be available. Zoom Meeting ID: 875 0414 5566 Password: 572381

1. Opening Business

- Call to Order: 8:04 pm
- Libby moved to adopt the June 3, 2020 agenda-seconded by Brie-Unanimous vote in favor of the motion.
- Brie moved to adopt the May 6, 2020 Meeting Minutes as amended and LeAnna seconded-Unanimous vote in favor of the motion.

2. Discussion on how to better serve our underserved population with Roxane Durtschi-tabled (Roxane was not able to join the meeting due to technical difficulties.)

3. Discuss 2020-2021 Season

Jr. Theatre: Matilda Jr.

Adult & Youth: Big Fish

Orchestra:-Fall Concert-80's Concert, do the same concert that was cancelled. Winter-Christmas Concert, Tara doesn't want it combined like last year. Christopher is planning a standard orchestra Christmas concert. Tim would like a guest artist and has a few in mind to approach. We discussed that getting dates at Syracuse High may not be possible right now. Davis School District is focused on opening for school and is discouraging rental of their facilities. We may want to consider the Syracuse Arts Academy Amphitheater as it's outside and they are booking this facility. Councilman Maughan suggests new restrictions from the Utah State Health Department are likely coming due to COVID-19 and increased cases of COVID-19.

We will continue this discussion in August when we know more.

Kresta expressed interest in us doing something for the pumpkin walk. Currently they are planning to host the event. It is outside and social distancing will be doable.

4. Discussion and Vote on Mid-Season Small Cast Musical

This would be done in January or February, probably *Spelling Bee*. Councilman Maughan was not able to get answers on financing due to COVID-19 concerns at the schools. The Syracuse Community Center is busy with rentals at this time period. We won't be able to count on using this facility during this time. Tara doesn't think this will be a problem.

Tara is thinking about *Spelling Bee*, because she likes the show. She has wanted to do this production since last year. Rehearsals for 6 weeks. Auditions would be in November with breaks over the holidays and very minimal set and costumes. Tara would like it to be adults playing teenagers and not have teenagers in the show. This would be under LeAnna's committee. Cindy would like answers on the budget before approving this idea. Brie would like to know where the seed money comes from. Tara says we have the money. LeAnna says it will be less expensive than what they discussed. Costuming is what you pull from your closet. They are planning to have canned music instead of an orchestra. We don't know the price and if canned music is available. We would have to reach out to MTI on prices.

Councilman Maughan discussed postponing the decisions till later when we have more information. January 25th-30th are the dates that Tara penciled in to use the Syracuse Arts Academy for this musical. Russ moved that

we look into doing a mid-season small cast musical. Councilman Maughan shared concerns that we are relying too heavily on committee decisions to decide what to produce. Russ moved that we do a mid-season cast musical. James votes that we wait due to COVID-19 concerns and questions. Cindy would like to wait until we have budget issues discussed and in writing before moving forward. Russ would like something to announce. LeAnna commented we would not have to announce to citizens the show we plan to do right now, but inform them we are considering doing a show during this time period.

Roll Call Vote:

| | | |
|-------------------|----------------------------|----------|
| Russ-Yes | Christopher-Yes | Tara-Yes |
| James-No, for now | Cindy-No (budget concerns) | |
| Brie-Yes | LeAnna-Yes | |

We will have more information at our next meeting. Councilman Maughan shared concerns that we should have the theatre group come in and present three show options with a synopsis and explanation of each. The sub-committees can come before the board with the basic plot, cost, and other pertinent information in their presentation to the board. He worries we have been making decisions too highly based on what the committee wants to produce and we should know more about each show so we can make educated votes based on what the Board would like to see produced. LeAnna thought this would be easily accommodated. LeAnna will bring options to the next meeting. We need to be careful as an organization to follow procedure and not produce a show only because that is the show that the director wants to produce. Tara wants committees to help narrow down the options to two or three. We need different costs and thoughts on ticket sales. Councilman Maughan would like sub-committees who have a synopsis of the top three options. Brie mentioned that we brought choices for the Jr. show. We discussed having a paragraph about each of the shows being considered that can be printed in the agenda. LeAnna could do that for us.

5. Form sub-committee to review bylaws and suggest changes

Our bylaws do not match what we are doing as we have evolved quite a bit since they were last looked at. They need to be fixed. Dave sent out an email with suggestions regarding possible changes to our bylaws. She would like a committee to look at the bylaws and suggest changes. We will need to approach the city attorney to make sure the wording is fine. Do we want to limit the number of people on the board? Do we want rules for how often board members need to attend to remain board members? Councilman Maughan is interested and has done it before. LeAnna is planning to be on the committee. Brie is interested if she knows more about it. Tara said it could be spread out over a few months. Councilman Maughan suggests we have a new set of bylaws in by December. Tara hopes it will be done by December. We can have up to five people. LeAnna, Brie, Councilman Maughan, Cindy, Russ and Tara were chosen to serve on this committee. We need to have someone in charge. James volunteered Russ to do it and he accepted. LeAnna will make a copy of the bylaws. Tara can re-send Dave's email to see his suggestions. Try to meet and start before August. Councilman Maughan suggested a Wednesday evening.

LeAnna wants to know when we can meet in person. Tara would like to plan on meeting together in August. James said we could go to the park. Kresta said that currently only five can be at the table.

6. Committee Reports

~Tara Wilson, Chair/Sponsorships: 501 c 3-she sent an email to Pathways and is working with them on how to proceed. We need to work with the city attorney. Councilman Maughan suggested it's not a rush item. We want to look at it before this time next year. Tara is concerned that many grants specify that we have a 501 c 3. Candice and Tara met and made a spreadsheet to track the grant information and to work on this. She turned in the UA&M grant report and got it in before the deadline.

They are going forward with the fundraiser concert, *Big Band Dinner Dance*. Feb 20th would be a good day.

~ Kresta Robinson, Vice-Chair: Brie needs to adjust the workshop from 9-11pm. The workshop is live online as of today. As long as we stay in yellow and we keep kids 6 feet apart we can host this event. Tara has been

pleased with the rehearsals that have been going on with the fundraising concert and participant's behavior regarding the COVID-19 restrictions.

~ **Dave Maughan, City Liaison:** The City has given go ahead for getting a theatre we could use, but there won't be an announcement or promotion for a while. That is a logistic issue. It is planned, but more things need to be processed first. Our commitment is to help them obtain land and those things are still in motion. It is going well.

~ **Libby Fawcett, Treasurer:** If you have receipts, turn them into Libby

~ **Cindy Hellewell, Secretary:** We will try to get agenda's out sooner. Cindy will not ask board members to contact her if they have received the agenda or minutes for review. If they do not receive the agenda a few days before the SCAC board meeting or the minutes for review within a week of the SCAC meeting it is their responsibility to contact her. This will make things less tedious for all of us.

We have a permanent problem with our emails to city addresses. James will work on getting an email group set up. There was concern that sending group emails to more than five people is part of the problem. An email group set up by James may fix that problem. Cindy mentioned that all of her emails to city addresses have not been received even when it was an email to one person. Kresta will talk to Steve tomorrow about the email problem. James mentioned that creating the group won't fix the problem if the city email won't accept our email. Kresta will ask tomorrow to see if there is something that can be done. Our email may have been blacklisted. James said that if a city person set our emails to ignore, the city emails could have marked all of it as spam. One person could have marked it as spam and it marks all of our stuff as spam. LeAnna wants to know why we need the city emails. Can we get those back? James says we have to have a case to trace what has happened. Having a 501 c 3, we could have a free email with Gmail. James would like to work through some of these problems.

Everyone needs to submit their volunteer hours.

~ **Christopher Weaver, Orchestra Committee Chair,** He may let the orchestra members keep their folders for a little longer. If things go as he wants they will be using them at the next concert. Tara said they could play over zoom, sync it, and do an online concert as an option if needed.

~ **Russ Lynch, Publicity Committee Chair.** They have the correct schedule in the *Syracuse Connection Magazine*. They are getting posters for the fundraising concert. Tara needs to make an event for the fundraising concert. We also need to promote the auditions for the Jr. musical. Tara can give Brie access to Facebook to make an event for the Jr. Theatre

~ **Sheila Worley, Fundraising Committee Chair-not present**

~ **James Hansen, Technology Committee Chair,** replied to the email on the need for sound and already discussed the email issue.

~ **LeAnna Hamblin, Theater Committee Chair,** nothing more

~ **Brie Corrington, Junior Theater Committee Chair,** audition workshops July and August. The sign up link is live and she shared it on Facebook. We are in need of a piano player. Tara suggested Sarah Diamond, who was supposed to be the pianist for *Big Fish*. Tara will get her email address to Brie. Boxes came this week. They are accepting letters for the production team through next week only for Producer, Director, Assistant Director, Music Director, and Choreographer. Brie would like us to send people her way. They are looking for new people. Brie will make an event for both once she has access. James answered a question that our body mics are Shure brand. LeAnna wanted clarification on the number of kids allowed. Brie capped the audition workshop at 20. LeAnna wants to know our max. Kresta said 25 people in the room 6 feet apart. We can only have eight in each room. With masks on you can have a few more. Kresta said the kids just can't stay apart from each other, so you

have to be careful with them. LeAnna asked if we put in clarification on the sign ups that masks are required. We need to add that. We also need to call families and make that clarification since not everyone reads their emails. Tara said we could send out a confirmation to participants committing them to wear a mask. James mentioned we can get free masks from the state. Brie said it takes about a month for them to come.

~ **Nathan Fawcett, Choir Committee Chair-not present**

~ **Candice Dallin, Grants Chair-not present**

7. Walk in Items

What do we do when terms expire? This issue needs to be addressed in the bylaws. Councilman Maughan suggests we need to apply to the Mayor to be re-appointed. LeAnna and James term is expired this month-June. Tara's term ends in July. Sheila joined the meeting. Everyone is appointed to the board, most recently for four years. Syracuse City says that we have five board members serving for five years, however, the City changed things and now everything is four year terms. This will need to be cleared up with the bylaw committee and the city attorney.

Councilman Maughan suggests we submit re-appointments to the Mayor. Kresta thinks the same. That term can start the next month. James would like not to continue on the board. We will give him thanks at our next meeting and have an open spot. You can be involved with the arts council and not be on the board. James can keep all of his responsibilities and not be on the board. Councilman Maughan will submit our request to the Mayor that we re-appoint LeAnna and Tara for new four year terms.

Board members have their terms (of four years) and their positions. We discussed whether we need to vote on positions every year or when someone is tired of the position and wants a change. Do we need to be voted on for our positions? We have been voting on board officers every year. (Chair, Secretary-Vice Chair is appointed by the City). The rest is by assignment. It is an appointed position. People could argue that they want a certain position or that they don't approve of someone being in a certain position and take a vote at that time. Election of officers has always been after the musical when the Board is not as busy with the musical. The bylaws need to address when to vote on board officers. Do we want every position to be discussed every year? Treasurer and Chair should be approved by the board yearly. LeAnna would like it to happen in August of every year.

Tara said we will take the recommendations of the bylaw committee regarding this issue and others and vote on them. Councilman Maughan suggests we keep positions for more than a year. James mentioned we usually don't have people who want positions. James asked for clarification about terms. Councilman Maughan said we need to appoint LeAnna and he said that the city has changed. The attorney will make the adjustments with city code, etc. Taking care of the discrepancy in city code is an action item for Dave to discuss with the city attorney. James is with us till the end of July. He's been involved with us for ten years. James suspects he will be around to help on a committee.

James asked for clarification on the agenda item two. Councilman Maughan said our increased opportunities has increased our diversity. Tara mentioned that in our grant we said we would discuss how to serve underserved populations and agenda item two fills that need. We don't have things geared towards certain groups. Cindy mentioned that one of the things she discussed with Roxane was how we could advertise better with some of these groups.

8. Adjournment

Russ moves that we adjourn. All voted in favor. Meeting adjourned at 9:44pm

Minutes Approved, August 5, 2020

Cindy Hellewell, Syracuse City Arts Council Secretary