



# Syracuse City Arts Council

## Minutes: September 9, 2020

Public meeting held electronically in accordance with Executive Order 2020-57 Extending the Utah COVID-19 Level of Restriction. No physical meeting location was available. Zoom Meeting ID: 977 161 0462

### Board Members Present:

Tara Wilson, Chair/Sponsorships  
Libby Fawcett, Treasurer  
Cindy Hellewell, Secretary  
Christopher Weaver, Orchestra Committee Chair  
Russ Lynch, Publicity Committee Chair

Sheila Worley, Fundraising Committee Chair  
LeAnna Hamblin, Theatre Committee Chair  
Brie Corrington, Junior Theater Committee Chair  
Candice Dallin, Grants Chair

### City Representatives & Staff Present:

Kresta Robinson, Vice-Chair  
Paul Roberts, Syracuse City Attorney

**Volunteer Present:** Ashlee Fawcett  
and husband Spencer Fawcett

### 1. Opening Business

- a. Tara called the meeting to order at 8:06pm
- b. Brie motioned to adopt the September 2, 2020 Agenda. LeAnna seconded. All voted in favor
- c. LeAnna motioned to adopt the August 5, 2020 Minutes. Russ seconded. All voted in favor

### 2. Public Comment-no comments were made

### 3. Bylaws and Procedure discussion and possible vote to forward recommendations to Syracuse City Council.

**a. Update from bylaws committee.** Russ reported that the bylaws committee met. They found places in the bylaws where they would like to make changes. Councilman Maughan has the only record of the changes suggested to be made to align the bylaws with city code. Not having this document made it more difficult to draft bylaw changes. Paul, the city attorney, clarified some of the board questions. Paul said there is no stipulation that youth cannot be on the board. The person applying needs to be approved by City Council. Paul suggests we clarify levels of participants and in Article 3 suggests the title be changed to be about participation. If the board wants to pay for a choreographer or director, the bylaw document would need to have a new provision for that. Paul suggested that if we red-line our bylaw document he is willing to take a look at it. He suggested we clarify our terms and make them uniform throughout the document. The board discussed eliminating the six-month service before individuals can become a board member.

Cindy mentioned that the bylaws have a detailed description of board positions. The committee had discussed putting this information in a procedure manual. She asked if we could have a procedure manual that describes the board positions in detail and gives additional details, and if the procedure manual needs to be an appendage to the bylaws as an official document. Tara asked if the procedure manual would need to be approved by city council or can we edit and add to it as we learn and grow and see new needs. Paul said that rules and regulations are in the bylaws, but reference tools do not need to be. It's not a problem unless it starts conflicting with the rules and regulations. We may want a general, quick explanation of the chair positions in the bylaws. He said that reference tools do not need to be reviewed by the counsel and may not have to be official.

Libby asked if there can be a time limit on reimbursement? She has had reimbursements requested for over a year and a half ago. Paul and Kresta gave input that it is reasonable to expect receipts to be turned in in a timely manner and that the city likes all receipts turned in within a month or two of the when the fiscal year ends. Cindy mentioned that sometimes the school does not give us the information to pay the bill in this time period. Kresta said in this situation to let Steve know so that he can account for this.

Brie mentioned the difficulty she has had with receipts being turned in by volunteers and as the head of the project she did not know about these expenses. The board discussed giving volunteers the reimbursement form the first time they meet with the date of when receipts must be turned in by. This form has a place where the committee head needs to sign. Volunteers should be encouraged to turn receipts in as soon as possible. Consensus is that 30 days after the last show is a good deadline for receipts from volunteers to be turned in by.

Tara mentioned AA Access rental receipts are difficult for her to turn in, as she must access her bank account to get the documentation for reimbursement and sometimes turns in the receipt for nine months of payment. The board discussed that this is a different issue than reimbursement to volunteers and that this cost is in the budget and is a set amount. LeAnna felt that if Tara turns the receipt in for the fiscal year it is fine. Kresta said she could work with Tara so that her credit card pays for this fee. It was suggested they be asked to provide us with an invoice or receipt of some kind. When there are outstanding bills that extend into the next fiscal year, the board should work with Steve so that it can be accounted for in the correct budget year. The board can use their reimbursement form or the city form. Kresta can get the city form to us if we need it.

Article nine may need details about season planning. Sheila asked if the bylaws were online and mentioned she would like to receive a copy of the bylaws. This is the first time she has seen them. The bylaws are not online. Paul said the bylaws do not have to be online, but they can be. He said they are public documents so anybody can get them. Kresta said to forward the bylaw and suggested changed to board members before we vote on it.

Articles 12 and 13 content will be put in the procedure manual. Cindy mentioned that we did not use these procedures because we do not have a facility. Tara mentioned it is about theatre and box office, etc. The board clarified with Kresta that there is a committee working on these changes. Cindy commented the committee didn't feel like the bylaws were ready to vote on or to be forwarded to the city council, however, it was put in the agenda because of Councilman Maughan's suggestion to do so. He is not here to explain his request. Russ will forward a copy of the bylaws to the board.

Cindy asked if we did a yearly report to the city council, if that should be put in the bylaws. Paul said if we want to make it a mandate that it should be in the bylaws. She mentioned that we do this for grants, and we should let the city know what we are doing. The city does more for us than any grant. Brie said that they did that in Nibley and it is not unusual.

Libby would like the fiscal year changed to November or December. Kresta mentioned that having a fiscal year different than the city means we must submit a split budget to the city. The board discussed the ramifications of having the fiscal year moved. Brie said that if we add a small cast musical we will always be in the middle of an event during the end of a fiscal year. Libby said it may be best to move the fiscal year to be the same as the city. Paul said we should coordinate this with Steve.

**b. Responsibilities and authority of each board position.** Tara asked about tabling this item. Cindy mentioned that she has a disconnect between understanding what is a board decision and what can be decided by a board member, but it might be better use of time to have a committee look at this first. Paul said he would be able to look at a document for us later. Sheila motioned that we table this discussion and move it to a planning meeting until we have a rough draft to be brought to the board and Brie seconded. All voted in favor.

#### **4. Discuss and plan ways to obtain public input**

The board previously discussed having a meeting to get public input to go along with our season planning. It is too late to promote this in October and the board will have a better idea of what to plan in November. It was decided to give individuals three minutes to share their comments. LeaAnna said this allows people to speak without being spoken over and everyone has the opportunity to speak. Submitted emails will be read. The board won't comment on the suggestions as they are made. Cindy said she would like to do a survey with this meeting. Survey results would not be read. Tara said the city council just listens to the comments that are made.

Cindy asked if we want to include the public comment as an agenda item as we did today. In past meetings visitors could comment whenever they wanted during the meeting. As the board seeks more public involvement, we must treat everyone the same and it is possible visitors could make it difficult to conduct business. The city council operates this way. The chair can recognize someone from the floor during the meeting, however, they must be recognized in order to speak. The board decided to keep this item on the agenda. Kresta said that the city council does not accept comment at other times during the meeting. The city council has started having a public comment at the beginning and end of their meetings. The board decided that at this time they will have one public comment at the beginning of their meeting.

## **5. Social Media Outreach with Ashlee Fawcett**

Ashlee gave a brief introduction of herself. She is a Jr. at BYU studying Jr. Theatre Studies. She would like to help the Arts Council, and this would help her with her career goals. She gave a slideshow presentation. Her goals for the Syracuse Arts Council community is inclusion, connection and education. She would like to work on the online platform and wants people to feel they can interact with our arts council page and promote SCAC with those who have not heard of us or participated with us before. The point is not to have controversial conversation, but to foster connection between people. Facebook promotes posts that have comments and therefore connections. She would like to help start conversations on our Facebook page and provide interaction that people aren't getting in other ways right now. Quick polls are more effective than surveys in getting responses. Social media platforms can educate. We can give tips about random skills, short video's, and quick tutorials, and other unique content. Video's get 135% more reach than photos.

Suggestions given include meet the board member videos, audition tips, Halloween make-up, guest live video tutorials, and a virtual reader's theatre with everything done online. The virtual reader's theatre has been successful, and Brie has participated in one recently. There are scripts in the public domain or some less expensive scripts. SCAC could do video clips of past performances. Tim could do something on Facebook live and share things he doesn't have time to share in concerts. The Jazz Band, Choir, and/or Orchestra could put together some small ensembles. Spencer Fawcett mentioned we can continue the online social media activities when the pandemic is over. LeAnna suggested that this will help those who can't get out, to enjoy the arts.

### **b. Presentation, discussion and approval of social media calendar**

The board discussed the problem with last month's post. Ashlee showed how she can schedule posts online that Russ can check. Kresta suggested that a second set of eyes approve every post before it is posted online. This is what Kresta does. Ashlee can schedule posts and have Russ approve them before they are posted. Additional board members can be given access and assigned to specific posts so they can also look at the scheduled posts and give input. Ashlee will put together a monthly schedule and Russ will bring it to the board each month. The board can send suggestions to Russ, but that way Ashlee doesn't have to work with the entire board. Once Russ approves it, it goes up.

Ashlee would like to do a 'Throw Back Thursday' and found pictures of *Pirates of Penzance*. She asked about the history of the Arts Council. The Board discussed that *Pirates of Penzance* was not the first show. The Arts Council had a break for a few years and then Barbara Thurgood started it again. The Arts Council and Melinda started the pumpkin walk. Tara suggested that Ashley could interview Barbara Thurgood. Sheila has her email. Ashley asked about something like a 'trunk or treat'. We don't know what the pumpkin walk will be. Kresta will hold the event if possible, but there are challenges with congregating, contact tracing, etc. at this event and it is not a guarantee this year. We can decide on a 'trunk or treat' in October if we would like to at our next meeting. Tara suggested we sometimes support other theatre's in the community by recognizing their opening nights. There was some support shown for this with the suggestion that we show we are friendly to the theatre community at large, but not promote every production all the time.

**c. Discussion and vote on Virtual Costume Contest.** The board was shown the graphic to promote the virtual costume contest. Tara said the costume contest has a sponsor to pay for the cash prizes. She would like to announce the winners on a live video. They could announce the winners at noon on Halloween. Dates: Announce the contest on 9/24/2020. Submit a single photo between 10/5/2020 and the 23. The public votes

between Oct. 26 -30. Announce the winners on Oct. 31 at noon in a live video. The general public will vote online for the winner. Brie made a motion to do this event. Sheila seconded. All voted to approve. Brie mentioned we need to have family friendly pictures. Pictures will be submitted to SCAC and we will post those that are family friendly. The wording for the category of two and three or more were discussed. We discussed changing the prize money amounts. We discussed keeping the prize money the same or making it \$60 for three or more and giving more to another category. Ashlee asked about posting for open positions and or sponsorships. That can be looked at later. She left the meeting.

#### **6. Discussion and vote on FY 2021 budget**

The budget proposal, as included in the agenda, was looked at on a shared screen. Libby explained the budget numbers. Russ clarified when the budget ends-August 31<sup>st</sup>, 2020. Cindy asked if we should have a goal for an emergency fund. Tara mentioned that we have a \$25,000 'emergency fund'. Russ suggested that budget is usually for operations to get through the year. We have other assets that are not listed here.

Chris said that Tim wants to know if they need multiple quotes to buy the timpani. Tim said it is a standard price and what he bought for the Jr. High. Tara says the quote she saw last year is fine. Chris asked when they could buy the timpani. LeAnna and Chris clarified that the timpani needs to be purchased in a set. Tara suggests we will know in November if the funding for the timpani is in place from grants. The Walmart grants, which Chris applies for, brought in \$4,200 last year. The board should vote on this when it comes time to buy the timpani, but Tara feels like we will be able to make this purchase. Consideration of our ability to perform may affect the timing. We can request R.A.P. money this year as well.

Russ asked about the 'Matilda Jr.' show being in this budget year, yet it was cancelled. There may be an opportunity to perform this show in the Spring, so it is on the 2021 budget. The entire budget for this year is a 'just in case' budget. Russ moved that we accept the 2021 budget. LeAnna seconded. All voted in favor.

#### **7. Nomination and vote on yearly Council Officer Positions (Chair, Secretary, and Treasurer)**

Tara stepped down as chair. Libby and Cindy are willing to continue in their positions. Tara nominated Russ to be our next chair and that he would be a fair, impartial, and good choice. Russ is willing to do it and put forth the effort it needs. LeAnna seconded the nomination. Sheila clarified that individuals could nominate themselves or express an interest in doing it. No other board members expressed interest in these positions when asked. LeAnna moved that Russ be the new chair of the Syracuse City Arts Council. Sheila seconded. Everyone voted in favor. LeAnna moved that Cindy be the Secretary of Syracuse City Arts Council, Brie seconded. All voted in favor. Brie moved that Libby be the treasurer for the Syracuse City Arts Council. LeAnna seconded. All voted in favor.

#### **8. Discussion and vote on committee chair assignments and open positions**

Sheila would like to step down from fundraising. She thinks Tara would be awesome at fundraising. She would like to take Russ's spot if it is available. No one else expressed interest in changing positions.

Tara would like to advertise for open positions next month. The board discussed that Christopher's position could be called music chair with orchestra, choir and jazz band committees under him. LeAnna suggested that sponsorships be put under the Fundraising chair and we find committee members for her. LeAnna feels that James job is absorbed in other committees. We are hoping to be able to use the city email system. James is willing to help and could be the website master and report to the publicity chair.

This gives us ten board positions. In the event of a tie Kresta would vote. Kresta does not have a vote except to break a tie. LeAnna suggested we put sponsorships under fundraising and find a person/people to serve on this committee. Sheila and LeAnna mentioned that other board members can help each other as well. The job of the chair is not to do it all themselves, but to be in charge and delegate. Some volunteers do not live in our city. Some volunteers don't want to be on the board. These changes leave no open positions on the board right now and we have nine board positions. Our board positions are flexible to new volunteers and changing needs. We need to advertise for help on Tara's committee and for the choir when the choir can meet again. Sheila said Tyler expressed interest in helping. LeAnna moved that Tara be the new Fundraising Chair Person and that

sponsorships be a committee under Fundraising. Brie seconded. All voted in favor. Brie nominated Sheila for publicity chair. LeAnna seconded. All voted in favor.

## 9. Committee Reports

~ **Tara Wilson, Chair/Sponsorships:** Tara added the sponsorship forms. She would like to do the drive as soon as we know anything about our schedule...first of January or sooner. You can email her comments if you have them.

~ **Dave Maughan, City Liaison** (not present)

~ **Kresta Robinson, Vice-Chair,** nothing to report

~ **Libby Fawcett, Treasurer,** nothing to report

~ **Cindy Hellewell, Secretary,** (her connection is in and out) Tara reminded people to submit volunteer hours online. Cindy's connection came back in. When Cindy was the volunteer coordinator she created a volunteer signup on signup.com. Community members are able to sign up to help according to their talents and interest. When the board needs those skills, they can refer to this list and invite them to help. We have had a few people sign up for this. Currently, Cindy gets the updates and has access to the contacts, but no one else does. She asked if we wanted to make an email for more of the board members so more people have access as administrator. It was decided that Cindy would continue to forward the information to appropriate board members. Until our email is fixed this may be the best solution.

~ **Christopher Weaver, Orchestra Committee Chair,** Tim wants to have small ensembles. They could choose their own piece with approval from Tim and Chris. They can record and post it on Facebook. Christ asked about having small groups perform outside with an audience and what venues there are for that. Sheila mentioned Legacy Park has a gazebo. Kresta said parks are limited to gatherings of 50 people unless you do contact tracing and meet regulations. They could do a live recording and post it online if they chose. If you have less than 50 you don't have to have contact tracing. The board felt these were good ideas.

~ **Russ Lynch, Publicity Committee Chair,** The costume contest and publicizing the open meeting will be promoted in *The Connections Magazine*. Sheila can ask Ashley to send him something on the costume contest.

~ **Sheila Worley, Fundraising Committee Chair,** nothing to report

~ **LeAnna Hamblin, Theater Committee Chair,** nothing to report

~ **Brie Corrington, Junior Theater Committee Chair,** Brie asked about voting on the postponed *Matilda Jr.* show. LeAnna mentioned any vote must be listed on the agenda. Tara feels it is done and we can move on. Brie talked about the timetable for performing *Matilda Jr.* in the Spring. Tara suggested that Brie find out when the school has availability and that we can discuss this during our discussion of the season in November when we have more information.

~ **Candice Dallin, Grants Chair,** she had to leave. Tara reported there is a deadline for grants on Sept. 15 that they are working on.

## 10. Future Agenda Items

-Small Musical may need to be voted on in October

-Talk about Season in November and possible performances

-Bylaws discussion

-Plan Public Comment for November in October

-Vote on online reading event for adults and youth-October, possibly do a kids and adult online reader's theatre.

-Idea: Put a checkbox on the costume contest/audition forms/etc. for participants to sign up for a monthly/quarterly email list. Publicity would oversee this and James might be able to help.

-Idea: Can we do a monthly or quarterly newsletter and who would be in charge? LeAnna thinks this would be Sheila with publicity. LeAnna suggested emailing the content of the *City Newsletter* in a monthly email. It was discussed that a monthly email would be appropriate timing.

**11. Adjournment:** Leanna moved to adjourn. Brie seconded. All voted in favor. Meeting adjourned at 10:44pm

9-9-2020 Minutes Approved on 10-7-2020

Russell Lynch, Syracuse City Arts Council Chair

Cindy Hellewell, Syracuse City Arts Council Secretary