



Regular Meeting of the Municipal Commission on Arts & Letters  
City of University City  
January 14, 2016

**Members Present:**

Garrie Burr, Fred Fehr, Brad Heinemann, Melcine Henderson, Marian Reed, Barbara Romero, Barbara Santoro, Stephanie Schlaifer, Bwayne Smotherson, Winnie Sullivan, Wilmetta Toliver-Diallo, Myra Vandersall, Kay Watts

Staff Liaison,: Lynda Euell-Taylor

The meeting was called to order at 7:01 by chair, Garrie Burr.

**Minutes** from November 12, 2015: Ms. Romero moved approval, Ms. Watts seconded, approved with the abstention of Ms. Henderson.

**Citizen Comments:** no citizen comments

**Treasurer's Report:** Ms. Sullivan presented the report for November and December which was approved on a motion by Ms. Henderson and Mr. Fehr.

**Staff Liaison Report:** 1) Ms. Euell-Taylor asked that we check the roster for any needed corrections and indicate any need for a badge, 2) she reported that there has been no complaint about the calendar cover photograph, 3) flyers are available for upcoming events; please "like" Arts & Letters on Facebook.

**Council Liaison Report:** not available

**Committee Reports**

- Community Visuals – Mr. Burr (chair) announced that City Hall has been reserved for Sculpture Series opening April 17, 2016 from 2-4 p.m. Committee members include Ms. Schlaifer and Mr. Heinemann.
- Finance – Ms. Sullivan (chair) announced that the committee will meet before the next A&L meeting to review our financial status. By by-laws, committee includes treasurer (Ms. Sullivan), secretary (Ms. Santoro), and one at-large member (Mr. Smotherson).
- Literary – Ms. Sullivan (chair) announced that a meeting will be held to consider possible community activities and revisit previous events. Committee members include Mr. Fehr, Ms. Schlaifer, Mr. Burr, and Ms. Watts
- Marketing – Ms. Vandersall (chair) announced goals for the year: 1) to make our activities more visible with increased social media impact; 2) increased writing of news releases (editing and proofing, also), to make the Arts & Letters logo more visible in the community and to see that we are credited in municipal and social media; 3) additional members are welcome to the committee; contact Ms. Vandersall. Current members include Mr. Fehr, Ms. Sullivan. Mr. Burr (previous chair) will be consulted as needed.
- Photo Show – Mr. Fehr (chair) will meet with the previous chair (Ms. Romero). Members include Ms. Vandersall and Ms. Reed.
- Returning Artist – Ms. Watts reported that the dates are February 22-25, 2016. The reception will be held on the 22<sup>nd</sup> at the school district's McNair board room. Members include Ms. Henderson, Mr. Smotherson, Ms. Santoro.
- Starlight Concerts – Ms. Henderson announced some of the upcoming season's artists. There is a waiting list and she has asked to extend the series to August 14. The first concert is on June 6; commissioners are requested to help sell raffle tickets at the concerts. Additionally, Ms. Henderson offered her thanks to the support given her by the Commission members during her presidency.

**Old Business:** 1) Mr. Burr will ask Gail Snider to visit and explain details of her request for modernizing the lower level of City Hall. 2) Ms. Euell-Taylor sent commissioners complete packets of the Gateway Foundation proposal for their acquisition of Rain Man. They will not send a representative to speak to us after business hours. After much discussion, it was decided that we have unanswered questions. The following was made by Ms. Henderson, seconded by Mr. Heinemann, and approved unanimously: A motion to postpone any decision until we receive clarity such that all understand the terms of this proposal. Following discussion, Ms. Euell-Taylor asked that we send all questions to her so that she can pass them on to the Foundation. 3) RAC applications are available on January 29, they must be received by RAC by February 2. Advanced review may be obtained on March 1, and final applications are due on March 29. Committee (A&L) chairs must have their reports to Ms. Sullivan no later than January 21. MAC application possibilities will be considered (by A&L) after the RAC application is in.

**New Business:** 1) Ms. Sullivan requests that the need for a policy and procedures manual for the handling of public art, approvals, inventories, and such questions or requests be added to an upcoming agenda. 2) Generally, requests for placing items on the agenda should be given to Mr. Burr in time for the agenda meeting one week before meeting date.

**Other Business:** Does our staff liaison have an update on the City marketing firm (MSW)? Questions include what information we need to provide to them, will they provide services to us other than press releases, what deadlines do they use, which are the media outlets they send to, and whether they do PSA's.

Mr. Burr thanked Ms. Henderson for her organization and leadership of the Commission.

#### **Adjournment**

The meeting was adjourned at 8:19 p.m.