



Regular Meeting of the Municipal Commission on Arts & Letters
City of University City
Monday, April 7, 2014
Centennial Commons, 7210 Olive Blvd.

President Adelia Parker-Castro called the meeting to order at 7:03 p.m. Other members present were Garrie Burr, Frederick Fehr, Melcine Henderson, Bobette Patton, Barbara Romero, Mary Dee Schmidt, Susan Stang, Winnie Sullivan, Charlotte Tatum, Joy Wade, and Kay Watts.

Lynda Euell-Taylor, Staff Liaison

Absences: Paulette Carr, Ann Cortinovic, Audrey Jones, Charlotte Tatum, Bonnie Tesson

Disposition of Minutes from March 11, 2014

Corrections: Ms. Schmidt should be under Adjournment and Sculpture Series. Move to approve with changes made by Mr. Burr. Ms. Patton seconded. Vote taken: 11 ayes, 1 nay.

Citizen Comments

Frank Ollendorff spoke on the history of Marvin Levy's public involvement in University City and the thoughts behind the April 25 celebration of Mr. Levy's life. He said the Levy family would like to continue their volunteer work to draw up guidelines for the fund to carry out Mr. Levy's vision of art in the community, and to help fund-raising activities for building the Levy endowment.

Scheduled Citizen Comments

Wilmetta Toliver-Diallo of the Movies in the Park group presented a proposal for the Arts & Letters commission to assist in funding advertising for the 2014 summer film series. The group would like to purchase a banner to hang at the intersection of Big Bend and Delmar, at a cost of \$625. The vote by commission to approve giving money for the banner was postponed until the May meeting.

Ad-Hoc - Not for Profit Status, Indemnification, and Liability Insurance

Ms. Stang reported: no updated info from Mr. Walker. Ms. Schmidt made a motion to retain the 5013(c) status. Ms. Patton seconded. Vote taken: all approved.

Indemnification: Ms. Stang made a motion that a request that indemnification wording be sent to the By-Laws committee. Ms. Schmidt seconded. Vote taken: all approved.

Liability Insurance: Ms. Stang made a motion that the Executive Board researches the policy for covering the commission with liability insurance. Ms. Watts seconded. Vote taken: all approved.

Treasurer Report

Ms. Sullivan distributed the financial information available as of April 2014, including the financial summary, and bank statements for the general account, the Marvin Levy Fund and the CSIRKL account. She reported that financial control documents are nearing completion. For future work as umbrella agents, she recommended the commission obtain a 1099. There is no news on the Darwin Portman fund -- she will be speaking with Dan Martin and Diane Davenport for assistance in clearing up the guidelines for its use.

She also asked that her reservations in the Executive Board Meeting minutes, regarding the invoices from the graphic designer and selection of vendor for the Marvin Levy event, be included in this record. In the minutes she was concerned that the money for designer and vendor did not get channeled through Arts and Letters and did not go through the prescribed process of obtaining 3 bids. She expressed the desire as treasurer to be kept more aware of monies coming in and monies spent, and that monies are handled only by following the approved process.

Move made to accept Treasurer's Report. Vote taken: all approved.

Staff Liaison Report

A letter was read from Andrea Riganti, recommending the policies and procedures, guidelines be set for fund-raising and marketing.

Council Liaison Report

No report in Ms. Carr's absence

Committee Reports

Reports for CSIRKL, the Literary Series, Marketing, Returning Artist and Starlight were all rescheduled for the May meeting.

- Photo Show: Ms. Romero said they were looking for volunteers for the Photo Show reception. A sign-up sheet was passed around.
- Sculpture Show: Ms. Schmidt reported that she and Mr. Burr attended the RAC Grant hearing and that it was a positive reception to our request. The results of the hearing will come later in the year. She asked for volunteers for snacks at the reception and said that \$200 would be given to the two winning sculptors out of Sculpture Show funds.
- 2-D Print Series: Ms. Parker-Castro reported that Dean Buzz Spector and his students were hanging and labeling their pieces for the reception at the library.

Adjournment

Ms. Romero made a motion to adjourn at 9:15, Mr. Burr seconded.