



Executive Board Meeting of the Municipal Commission on Arts & Letters
City of University City
March 19, 2014
Centennial Commons, 7210 Olive Blvd.

President Adelia Parker-Castro called the meeting to order at 2:45 pm. Other members present were the executive board Melcine Henderson, Winnifred Sullivan, Bonnie Tesson,
Also present was
Lynda Euell-Taylor, Staff Liaison

Ms. Euell-Taylor was there to observe, moderate and record meeting. Commissioners may listen to this meeting if they wish.

Meeting Summary

Meeting was called at the request of Ms. Henderson and Ms. Sullivan for the purpose of clarifying the Marvin Levy event. The Celebratory event will take place on Friday April 25, from 7pm-9pm at the University City Gallery/Auditorium. This is in addition to the reception at the library earlier in the month. Ms. Parker Castro-discussed the difficulty she has had without having another member of the Commission on her committee. She has been assisted by a community member Margie Hollins and from the University City Library Lexine Pranschke. It was agreed by consensus that every committee needs to have at least two commission members working on an event in order to improve communication and transparency.

Ms. Sullivan expressed her concerns about invoices for the graphic designer and selection of vendor. The graphic designer was paid directly by Mrs. Sandra Wool thus this money did not get channeled through Arts and Letters and our usual process of obtaining 3 bids. Ms. Sullivan expressed her desire as secretary to be kept more aware of monies coming in and monies being spent. She also stressed the need for following the approved process.

Ms Parker-Castro submitted to all a copy of Community Visuals-2 Report. This report had previously just been given to Ms. Tesson at the end of last month's meeting. Ms Tesson, Ms. Henderson and Ms. Euell-Taylor express feelings that confusion could have been avoided if Ms. Parker-Castro had provided this to each member and discussed it sooner in the last meeting. Ms Euell-Taylor and Ms. Tesson reported that they had had various phone calls from commission members asking for clarification.

In clarifying, the source of the \$25,000 is not directly from Mr. Levy's grandson but rather the Jewish Communal Fund. A portion of this money will be spent for the April 25th event. The commemorative catalogue, and food and beverages and will have an approximate budget of \$13,000. The balance of the gift will become part of the Martin Levy Fund.

In conclusion, this experience was a learning event in improving communication for all parties. Communication needs to be timely and precise. Attached is a copy of Community Visuals-2 for each commissioner. We also look forward to the success of the event and appreciated the additional funds raised for the Martin Levy Fund.

Meeting was adjourned at 3:55 pm.