



**CITY OF UNIVERSITY CITY  
REGULAR MEETING OF THE MUNICIPAL COMMISSION ON ARTS & LETTERS  
Heman Park Community Center . 975 Pennsylvania  
Thursday, February 8, 2024 . 7:00 pm**

1. Call to Order / Roll Call
2. Approval of Minutes
3. Citizens' comments: General comments may be made prior to agenda beginning. Citizens must make written request to speak on specific agenda items as items are addressed (Note: Comments are limited to 5 minutes).
4. Treasurer's Report
5. Staff Liaison Report
6. Council Liaison Report
7. Committee Reports
  - Calendar Art
  - Finance
  - Literary
  - Marketing
  - Public Art
  - Returning Artists
  - Starlight Concerts
8. New Business
  - Discussion – Proposed Committee Budgets for 2024
9. Old Business
  - Replacement/Election for Executive Board Member – President
10. Announcements
11. Adjournment

Please Note: An attempt will be made to keep all agenda items and presentations to no longer than 10 minutes.

**Enclosures:** Draft of Minutes – January 8, 2024; Arts & Letters Internal Financial Controls

**Please note: If you are unable to attend, please contact Staff Liaison, Lynda Euell-Taylor by or before Noon  
Thursday, February 8, 2024**

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## REGULAR MEETING OF THE MUNICIPAL COMMISSION ON ARTS & LETTERS

Heman Park Community Center . 975 Pennsylvania

Thursday, January 11, 2024

### **Members Participating:**

Sophia Allen, Marcie Dear, A'isha Hedges, Linda Jones, Richard Massey, Marian Reed, Olivia Steely, Charlene Temple, John Tieman, Meg Zelenovich

**Absent:** Karla Brown, Carol Jackson, Eleanor Mullin

**Also participating:** Staff Liaison, Lynda Euell-Taylor: Council Liaison, Bwayne Smotherson

Meeting called to order at 7:00 p.m. by Commission President Tieman.

**Welcome:** New Commissioner Olivia Steely

**Minutes:** Approval of November 2023 minutes with one amendment re: Linda Jones absence as excused.

Motion by Ms. Allen to approve November minutes; seconded by Ms. Reed; approved by acclamation.

**Presentation:** 2024 Mannequins in The Loop -Audrey Jones  
Discussion about 15<sup>th</sup> Annual, "Recycle Now & Forever" theme.

Motion by Ms. Jones to accept the return of the Mannequins; seconded by Ms. Reed; approved by acclamation.

**Citizens Comments:** No Citizen Comments.

**Treasurer Report:** No Report.

**Staff Liaison Report:** Shared three flyers for upcoming events: Seniors 60+ Laughter, Lunch and Bingo; Go Red for Women Luncheon; Fuzzy Flicks for Ages 4 to 10

**Council Liaison Report:** Mr. Smotherson shared about a possible new grocer retailer Pan Am, in the Market at Olive location.

**Committee Reports:**

- **Starlight Concert:** Committee didn't meet during the holidays, but discussion included an upcoming January meeting on the books, dates and artists decided for 2024 season (applications were due in October), awaiting word on a budget increase from the City and band diversity. Mr. Smotherson suggested the Commission apply for grant funds (i.e., RAC, etc.)
- **Returning Artist:** No Report, but several Commissioners commented the event was wonderful, especially good for the students.
- **Public Art:** Mr. Tieman, see New Business.
- **Marketing:** Ms. Jones  
Expressed appreciation to the Commissioners for the event photos submitted. Keep sending them to the A& L website.
- **Literary:** No Report.
- **Finance:** No Report.
- **Calendar:** Ms. Reed  
Shared the calendar pages were not as we voted, Council has the final say. It was suggested "Writers in University City" as the theme for 2025, perhaps PR photos and a paragraph provided by the writers. Twelve photos and a cover. Ms. Euell-Taylor advised all materials need to be submitted by July 1. Ms. Steely will be a big help with her photography expertise.
- **New Business:**  
Shared a draft of the City of University City/Washington University Public Arts Program criteria. A few minor changes were suggested. Ms. Euell-Taylor will adjust accordingly.  
  
Ms. Jones made a motion to accept the criteria agreement with changes; seconded by Ms. Allen; approved by acclamation.
- Mr. Tieman shared he is running unopposed as Second Ward Council Member, if officially elected he will need to step down as A&L president. The position requires running meetings, being the voice of the commission and responding to emails.
- Everyone be prepared to discuss program budgets for 2024 at the February meeting.
- **Old Business:**  
Offices to be filled include Vice President and Treasurer.  
  
Ms. Reed nominated Ms. Mullin as Treasurer; seconded by Ms. Jones; approved by acclamation.  
  
Ms. Jones nominated Ms. Dear as Vice President; seconded by Ms. Reed; approved by acclamation.
- **Announcements:** None

**Adjournment:** Motion by Ms. Jones; seconded by Ms. Reed; approved by acclamation.

...draft...

## **University City Municipal Commission on Arts & Letters Internal Financial Controls**

**Purpose:** The University City Municipal Commission on Arts & Letters is a nonprofit organization committed to protecting and using our assets for our nonprofit mission. Proper financial practices are very important in doing this since proper practices help prevent and detect errors and fraud. Good financial practices also assure our donors that we use their gifts for the purposes for which they were intended.

**Review of Risks:** These policies were drafted after careful consideration of the risks associated with the various aspects of our financial operations. The Commission will review these policies annually to determine whether the risks have changed and to decide whether existing policies should be modified or new policies should be enacted.

**Segregation of Roles:** There are several fiscal roles in our organization—custody, authorization, execution, and monitoring. As much as possible, the Commission should seek to separate the responsibilities for fiscal roles so that at least two, and preferably more individuals fulfill these roles, e.g., forming a financial committee. The financial committee may also discuss and draft fiscal policy and propose changes in policy to the full Commission. The Commission as a whole acts in an authorizing role when it sanctions a new policy, approves the annual budget, or makes a decision regarding an expense or purchase. The Commission also acts in a monitoring role when it reviews the monthly financial reports.

### **Receipt of Funds**

1. The Secretary or Staff Liaison will open all mail addressed to the organization. The Secretary makes photocopies of all checks received. The Secretary gives the checks to the Treasurer for deposit and provides the photocopies to the Treasurer for financial record keeping purposes.
2. If cash is received, a receipt should be prepared stating the payer's name, the date, the amount of the cash and the purpose of the payment. Cash is deposited intact (without any temporary withdrawals) on a timely basis.
3. No receipt is required for checks; however, if a Commissioner receives a donation by check, a Record of Donation form must be completed by that Commissioner and given to the Treasurer.
4. The Treasurer will deposit corporate funds. The organization should have a “For Deposit Only” stamp. The Treasurer will obtain a deposit slip and this documentation will be filed, chronologically, in a locked cabinet.
5. Credit card contributions (e.g., through the website, using Paypal) will be deposited directly into the corporation's bank account and verified by the Treasurer.
6. A written acknowledgment will be provided for every gift received. An example of a donor acknowledgment letter is attached. The names of donors (except those requesting anonymity) will be posted to the Commission's website.
7. If a donor has restricted the usage of the contribution to a particular program, it will be necessary to record the amount as restricted. All allowable expenses incurred in connection with that donation or grant will need to be tracked separately.

### **Fixed Assets**

1. Detailed records are maintained showing the value of individual units of donated property and equipment. Records will also reflect the purchase, transfer, and/or disposal of fixed assets.

## **Disbursement of Funds**

1. Bank accounts may be opened only upon authorization of the Commission.
2. Officers of the Commission will be listed as signers on the Commission's account(s).
3. The Treasurer will be authorized to perform online banking.
4. The Treasurer will have access to unused check stock. The checks should be stored in a locked cabinet or closet. Only pre-numbered checks are to be used.
5. All invoices are to be forwarded immediately to the Treasurer for review and authorization to pay.
6. The Treasurer will review all invoices for accuracy, agreement with the written invoice, conformity to Commission authorization, and compliance with grant fund requirements.
7. The Treasurer will ensure that all conditions and specifications on a contract or order have been successfully fulfilled. Payments may be made only from valid invoices or contracts, and invoices should be marked "paid" to avoid duplicating payments.
8. The Treasurer will code the invoice by type of account, e.g., supplies, food, using a chart of accounts.
9. The Treasurer may act as the sole signer for checks up to \$250.00. Beyond that amount, the signatures of two authorized signers will be required.
10. If a check is voided, the check will have "VOID" written in large letters in ink on the face of the check and have the signature portion of the check torn off. Voided checks will be kept on file.
11. In no event will invoices be paid unless approved by the Treasurer. No blank checks will be signed in advance, nor will checks be made out to "cash" or "bearer."

## **Expense Reimbursement**

1. Expenses must have been authorized in advance by the Commission.
2. Expenses must have been incurred for goods or services purchased for the organization.
3. Requests for reimbursement must include: a completed Request for Reimbursement form, documentation consisting of credit card or store receipts showing the date of the purchase, the amount of the expense, and a description of the purchase.
4. A request for reimbursement must be submitted within 60 days of the date the expense was incurred.

## **Record Keeping/Financial Reporting**

1. The corporation will direct the bank to send bank statements to the Treasurer.
2. The Treasurer will reconcile the bank statement monthly.
3. The Treasurer will report the financial position of the organization to the Commission monthly. At least once during the fiscal year, a statement of the organization's revenues and expenses should be prepared. Accounting software may be used to prepare the organization's financial statements.
4. The Treasurer prepares and files the annual returns required by the local, state, and federal taxing authorities.

