



REGULAR MEETING OF THE MUNICIPAL COMMISSION ON ARTS & LETTERS

Heman Park Community Center . 975 Pennsylvania

Thursday, March 14, 2024

Members Participating:

Sophia Allen, Karla Brown, Marcie Dear, Carol Jackson, Linda Jones, Richard Massey, Eleanor Mullin, Olivia Steely, Charlene Temple, Larry Williams

Absent: Grace Fitter, A'isha Hedges, Marian Reed, Meg Zelenovich

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

Meeting called to order at 7:11 p.m. by Commission President Jones

Minutes: Motion by Ms. Brown to approve February 2024 minutes; seconded by Ms. Allen; all approved.

Citizens Comments: No Citizen Comments.

Treasurer Report: Ms. Mullin shared a report indicating the general fund and Marvin Levy fund balances. Motion by Ms. Jackson to approve Treasurer Report; seconded by Ms. Brown; approved by acclamation.

Staff Liaison Report: Gave overview of inquiries by Raisin' Cain's marketing division to provide donations (beverage, giveaways, etc.), signage, etc. to Commission events and the Loop Special Business District's (LSBD) proposed June Art Mural Festival. The Commission welcomed LSBD's request to be placed on their April agenda to discuss all aspects of the festival.

Council Liaison Report: Shared and discussed Costco's Donation Program information and encouraged the Commission to submit applications for upcoming programs and events.

Committee Reports:

- **Calendar Art:** Ms. Steely reported she will be preparing the layout for the proposed theme of "Writers of University City. Ms. Mullins indicated both former commissioners, Winnie Sullivan and John Tieman have agreed to be a resource for information. Ms. Euell-Taylor will discuss with the City's Communications Manager and share any specific technical needs (i.e. photo resolution, etc.) at the April meeting.
- **Finance:** No Report.
- **Literary:** No Report.

- **Marketing:** No Report.
- **Public Art:** Ms. Allen indicated she would contact Professor Nadler with committee member updates and to obtain program information.
- **Returning Artist:** No Report.
- **Starlight Concert:** Working on bands for September 2024 and preparing advertisement for June 2024 concert series.
- **New Business:**
Committee Assignments: President Jones recommended each commissioner assign themselves to at least two (2) committees and to email their selection (and any roster information updates) to Ms. Euell-Taylor

Attendance Policy: President Jones shared the commission's meeting attendance policy and indicated Ms. Euell-Taylor should be notified of absences (preferably through email) by or before noon the day of the meeting.

Protocols for Arts & Letters Program Contracts: President Jones proposed all program contracts are to be submitted to the Executive Committee for review. Motion by Ms. Jackson that contracts must be signed by President or Treasurer (in President's absence); seconded by Ms. Brown; all approved.

In lieu of this evening's severe weather, President Jones raised the question of the deadline for meeting cancellations. Ms. Euell-Taylor will discuss with the City Clerk and share findings at the April meeting.

- **Old Business:**
Proposed Committee Budgets for 2024:
Literary – Motion by Ms. Brown to approve Literary budget; seconded by Ms. Allen; all approved.

Returning Artist – Motion by Ms. Mullin to approve Returning Artist budget; seconded by Ms. Allen; all approved.

Starlight Concert

Motion by Ms. Mullin to advance the Starlight Concert committee funds for the June 2024 concert with reimbursement to be received when FY24-25 funds are received; seconded by Ms. Brown; all approved – one opposed.

Motion by Ms. Allen to reduce the number of Starlight Concert offerings; seconded by Ms. Temple; all approved.

Adjournment: Motion by Ms. Brown; seconded by Ms. Steely; approved by acclamation. Meeting concluded at 8:32 pm.