



## Arts Commission Meetings

\*\*\*\*\*

Second Wednesday of every month at 6:30 p.m. with an optional meeting on the 4<sup>th</sup> Wednesday of each month

Look for agendas, minutes and special meeting notices on the City Web site at:

[www.lakestevenswa.gov](http://www.lakestevenswa.gov)

\*\*\*\*\*

Meeting Location:

City Hall  
1812 Main Street  
Lake Stevens, WA 98258

\*\*\*\*\*

The Arts Commission comprises seven members who are appointed to four-year terms. The Commission was established in July 1996.

\*\*\*\*\*

City Hall  
P.O. Box 257  
1812 Main Street  
Lake Stevens, WA 98258  
425-334-1012

Mission Statement:  
The Lake Stevens Arts Commission encourages community participation and support of cultural, performing, visual, and literary arts.

## Arts Commission Meeting Agenda

**Location:** City Hall

1812 Main Street, Lake Stevens

**Date:** Wednesday, August 14, 2019

**Time:** 6:30 – 8:00 p.m.

### Call to Order:

### Roll Call:

**Introduction of New Members:** Jim Haugen, Kate MacKenzie, Daniel Johnson and Laura Katz

### Approval of Agenda:

### Approval of Minutes:

- o July 10, 2019 Regular Meeting

### Guest Business:

### Discussion/Action Items:

### Standing Committee Reports:

- o Music by the Lake – including recap
- o Movies in the Park – including recap
- o Theater in the Park – including recap
- o Yoga by the Lake – including recap
- o Promotional Materials
- o Community Outreach
- o New Projects

### Special Committee Reports:

### New Business:

### Adjourn:

\*\* *Staff Report Attached*

## ***THE PUBLIC IS INVITED TO ATTEND***

### ***Special Needs***

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact the Human Resources Director, City of Lake Stevens ADA Coordinator, (425) 334-1012, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

## ARTS COMMISSION MEETING MINUTES

July 10, 2019

1812 Main Street, Lake Stevens

CALL TO ORDER: 6:37 p.m.

COMMISSIONERS PRESENT: Linda Ehmen, Bridget Scott, John Vicente, Navid Nikoo

COMMISSIONERS ABSENT: None

OTHERS PRESENT: Parks Planning & Development Coordinator Jill Meis, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim

---

Chair Ehmen called the meeting to order at 6:37 p.m.

**Roll Call:** All present.

**Approval of Agenda:** Moved by Commissioner Vicente, seconded by Commissioner Scott, to approve the agenda. On vote the motion carried (4-0-0-0).

**Approval of Minutes:** Clerk Pugh said Chair Ehmen requested a correction to the minutes at page 2, Music by the Lake, to correct the reference “Arts Recognition to “Gisela Hinchcliffe Art Award” and to correct the meeting end time to 8:50 p.m. Updated minutes were handed out highlighting the changes to the minutes.

**MOTION:** Moved by Commissioner Vicente, seconded by Commissioner Nikoo, to approve the June 12, 2019 updated Regular meeting minutes. On vote the motion carried (4-0-0-0).

**Guest Business:** None.

### **Discussion/Action Items:**

**Arts Commission Interviews:** Clerk Pugh said the interviews to fill the Arts Commission vacancies will be held tomorrow at City Hall with a panel consisting of Councilmembers Gailey and Welch, Commissioner Ehmen, Coordinator Meis, and Mayor Spencer.

Commissioner Ehmen said there are several candidates interviewing to fill the vacancies and she asked the current commissioners to reevaluate their positions and if they can commit to participate in more events throughout the year.

Commissioner Vicente and Commissioner Nikoo expressed concerns with scheduling conflicts and being able to participate in events.

The commission then discussed the role of a commissioner and how involved they need to be with attending and volunteering at events throughout the year. There were different impressions with the role of a commissioner and Commissioner Vicente said that during his interview process for becoming a commissioner, it was explained to him that the role was going to be changing, where they would not be required to attend any events since city staff would be managing them.

Coordinator Meis explained the prior coordinator was very hands on with events as that was his main priority and now that his contract has ended, the job has shifted to herself. She said the events from the prior weekend went great but additional help was needed. She explained after the event staff discussed possibly having Public Works involved in the process for set up and tear down of events and they are trying to determine the best way to move forward.

### **Optional Second Meeting July 24, 2019:**

Commissioner Ehmen explained this optional second meeting in July was proposed to discuss storyboard ideas with the Historical Society for the new Pavilion. Commissioner Ehmen asked Commissioner Vicente if he could be the committee chairperson for the placards and the design of the materials.

Commissioner Vicente said he could be the chairperson, but he is waiting on additional information from staff before moving forward.

Commissioner Ehmen suggested not meeting again until additional information is provided from staff.

There was Commission consensus to not hold the optional second meeting in July.

### **Standing Committee Reports:**

**Music by the Lake:** Commissioner Ehmen asked commissioners to let her know if they would be able to attend and help volunteer for setting up the next event.

Coordinator Meis discussed some of the events at Aquafest July 26<sup>th</sup>-28<sup>th</sup> and explained there is a signup sheet going around to all Board and Commission members as well as City staff, for 2-hour shifts to volunteer time at the city booth during Aquafest. She requested commissioners volunteer for a time slot.

**Movies in the Park:** Coordinator Meis mentioned that volunteers for this event will be there to pass out popcorn and cotton candy.

**Theater in the Park:** No discussion.

**Yoga by the Lake:** Coordinator Meis said the Yoga by the Lake events have been well attended with a mix of returning and new attendees. She said the instructor has been great and is very engaging with everyone.

**Promotional Materials:** Commissioner Ehmen presented the draft poster for Movies and Theater in the Park and asked for any suggestions or improvements. Commissioner Nikoo suggested having the poster say events are free to the public and there are preshow activities at the top of the flyer.

Commissioner Scott said she may have a last-minute sponsor and asked if they would be allowed to have a presence at the event and possibly hand out pamphlets.

Commissioner Ehmen said there is not enough time to have the new sponsor added to the poster, but they could be promoted through the Arts and Parks Foundation's Facebook page as well as through the City's web page.

Clerk Pugh asked when the cash donations are going to be turned into the City as they have to go through a process of being accepted by either the Mayor or the City Administrator.

Commissioner Scott said she will try to get the donations soon.

Commissioner Ehmen asked if there are any more suggestions for events.

Coordinator Meis said during the Music by the Lake event there was a long gap between artists and she suggested having the second band start setting up while the first is still performing so the gap is not so large.

Commissioner Vicente suggested placing signage at the entrance to the events showing the artists and what time they will be performing.

Coordinator Meis mentioned all of the infrastructure is under the grass at the park so it is imperative that no one drive or park their vehicle on the grass during events. She mentioned there is a concrete path that can be driven on if anyone needs to get closer to the stage for set up.

Clerk Pugh suggested asking the police explorers to help direct vehicles during events so no one drives or parks on the grass. She said an email can be sent out to all vendors as a reminder not to drive on the grass.

The commission then discussed what skills should be sought after when determining which candidates will fill the Arts Commission vacancies.

**Community Outreach:** Clerk Pugh explained staff is discussing going out for bid in the fall for next year's summer activities.

**New Projects:** No discussion.

**Special Committee Reports:** No discussion.

**New Business:** No discussion.

**Adjourn:** Moved by Commissioner Vicente, seconded by Commissioner Scott, to adjourn the meeting at 7:40 p.m. On vote the motion carried (4-0-0-0).

---

Kathy Pugh, City Clerk