

**LAKE STEVENS ARTS COMMISSION (LSAC)**

Meeting Minutes: August 22, 2018

Visitor Information Center

10020 Lundein Parkway, Lake Stevens

**CALL TO ORDER:** 6:38 p.m.

**COMMISSIONERS PRESENT:** Steve Apodaca, Kathy Kruse, Linda Ehmen,

**COMMISSIONERS ABSENT:** Holly Forbis, Bridget Scott,

**OTHERS PRESENT:** Jim Haugen, Parks & Recreation Coordinator, Kathy Pugh, City Clerk, Paris Apodaca

Due to lack of a quorum no action was taken.

**Roll Call:** Continued to September 12, 2018 meeting.

**Approval of Minutes:** Continued to September 12, 2018 meeting.

**Guest Business:** None

**Discussion/Action Items:**

**Best Practices for Running Public Meetings:** City Clerk Pugh distributed a handout, "Running Effective Meetings" and reviewed best practices for running effective meetings. There was discussion regarding how unexcused absences are handled, and the importance of advising staff and the chair in advance of the meeting if a member is not going to be able to attend a meeting. City Clerk Pugh said that going forward it is the City's intent to provide better staffing at the Arts Commission meetings and recognized that the Arts Commission is doing a lot of work and improved staffing is appropriate. Discussion turned to Guest Business, and it was noted that guests may present, but that they will be given three minutes to speak, and that any new ideas brought forward by guests will be considered at an upcoming meeting. Guests may be invited to present in which case they would be given a longer time to present.

City Clerk Pugh added that city staff is currently working on a work program for the Arts Commission that will run through the end of 2018 until approximately mid-fall 2019.

**Change in Meeting Time/Location:** City Clerk Pugh advised the City would like to move the Arts Commission meetings to City Hall, Conference Room A, and said she has heard there is interest in moving the meetings to a morning time. Wednesday mornings on the second and fourth Wednesday of the month from 10:30 a.m. to 12:00 p.m. are available, as are other mornings at earlier times.

There was discussion regarding whether having a daytime meeting would allow for the public to attend; and it was commented that the benefit of having meetings in the day time includes city staff being more available to answer questions.

There was consensus to change the meeting time to 10:30 a.m. – 12:00 p.m. on the second and fourth Wednesday, with the meeting to be held at City Hall. This will be brought forward for a vote at the next Arts Commission meeting.

**Community Garden Shed Art Project:** Discussed under New Events/Projects.

**Standing Committee Reports:**

**Community Outreach, Marketing/Publicity:** Commissioner Kruse said it is difficult to get advertising on the City's Facebook page. City Clerk Pugh said that if the information is provided to staff, staff will push the advertising out on the City's web page and Facebook page.

Responding to Commissioner Ehmen's question about presence in newspapers and other media, Clerk Pugh said that press releases can be sent to the newspapers, but the City has no control over what the newspapers select to print. The City pushes information out to citizens on the web page and Facebook page, and does do some mailings, but the City does not do regular mailings such as a newsletter.

There was discussion on how to best move forward with community outreach, marketing and publicity, and this will be added to the September meeting for evaluation and discussion, and for inclusion in the subcommittees.

There was discussion that in addition to the poster, there needs to be a press release that is sent out in conjunction with the poster for upcoming events.

**Standing Committee Reports**

**Community Outreach, Marketing and Publicity:** Commissioner Kruse requested that creation of banners and flags be included as part of the work program.

**Music By the Lake:** Chairman Apodaca requested this topic be added back to the agenda.

**Movies in the Park:** Chairman Apodaca said that Commissioner Scott has arranged for Flamenco guitarists for the next movie, and he will do the sound. Discussion ensued and Chairman Apodaca said the that Commissioner Scott has determined that she will pay for this entertainment. Parks and Recreation Coordinator said that the City will need to check with the Risk Manager to see if this entertainment will be acceptable to the City and he will let Commissioners Apodaca and Scott know. Also, Coordinator Haugen reviewed that there will be popcorn, cotton candy and TCBY; he has arranged for extra garbage cans and assistance following the movie.

Commissioner Ehmen suggested finding corporate sponsorship can help underwrite some of these events, and said she has started reaching out to some businesses for next year. There was discussion on how to best reach businesses in the city for this purpose.

Paris Apodaca shared the activities that are planned for youth prior to this movie. She requested that the location for youth activities be closer to the event, and Coordinator Haugen suggested the activities can take place at the picnic shelters.

It was discussed that this event will be very short-staffed, and there was consensus to not have an Arts Commission booth so that commissioners can work to ensure that the event is successful. There was also discussion on how best to clean up after the event.

**New Events/Projects:**

**Community Garden Shed Art Project:** Commissioner Ehmen reported that the mural was hung on the garden shed. All that remains is to place the lettering, which is in the process of being ordered.

**North Cove Park:** Commissioner Ehmen met with Jim Haugen and Jill Meis regarding the progress and implementation of a design submitted by her for improvements to the entrance to the North Cove Park entrance. Public works has begun the installation which includes steel poles for banners, shade sails over picnic benches, new signage, and paint. This design and plan was approved by the City Council at their workshop meeting on June 5, 2018. It replaced a mural idea originally suggested to the Arts Commission by the City.

**Theater in the Park:** Coordinator Haugen said the first Shakespeare event went well with about 85 people in attendance. He suggested a handout with a synopsis of the play would be helpful, and it would also be helpful to better define the stage area and direct the seating so that the audience is closer to the stage and not so spread out.

**New Business:** Coordinator Haugen said that Lake Stevens Fire took the lead on Halloween last year and the Police Department is taking the lead this year, and shared the discussion on how this event will proceed, following the meeting last week.

Coordinator Haugen updated on a meeting he attended today regarding Winterfest which is scheduled for December 1 from 5-7:30 p.m., with Santa arriving at 5:30 p.m.

City Clerk Pugh advised the vacancies have been advertised and there are three applications. The application period closes August 31, 2018.

**Adjourn:** There being no further business the meeting was adjourned at 8:04 p.m.

Respectfully submitted,



Kathy Pugh, City Clerk