



MINUTES
KILLEEN ARTS COMMISSION
REGULAR MEETING
CITY HALL - COUNCIL CHAMBERS
101 N COLLEGE STREET
April 8, 2016
12:15 P.M.

Call to Order

Chairperson Cossey called the meeting to order at 12:17 p.m.

Roll Call

Attending: Commission members: Ralph Cossey, Jr., John Doranski, Jennifer Hetzel, Krista Kasper John Miller, and Cortina Merritt

City Staff: Tanya Strickland, Comptroller
Cecelia Dunbar, Executive Assistant

Absent: Commission members: Nina Cobb, Rachel Brent, and Mike Bartoszek
City staff: Jonathan Locke, Executive Director of Finance
Traci Briggs, Deputy City Attorney

Discuss and Consider Approval of Agenda for the April 8, 2016 Regular Meeting

Commissioner Hetzel moved to approve the agenda seconded by Commissioner Miller. The motion passed unanimously.

Discuss and Consider Approval of Minutes for the March 11, 2016 Regular Meeting

Commissioner Hetzel moved to approve the minutes seconded by Commissioner Merritt. The motion passed unanimously.

Review Arts Commission Attendance Record

The attendance records were reviewed.

Discuss any Arts Commission funded events attended by the Arts Commissioners

There have been no events since the last meeting.

Consider Fiscal Year 2016 Event Evaluation for Killeen Sister Cities, Osan, Korea

City Staff explained the questions regarding some non substantiated invoices. City Staff presented three funding options to the Commission. Commissioner Cossey proposed an additional option to give them one more opportunity to get the proper documentation due at their final evaluation. The commission will work on clarifying the rules.

Commissioner Miller proposed that this evaluation be tabled until meeting in May and give Sister Cities time to get acceptable receipts. If they have not obtained them by then, then award only \$5,798.00.

Sister Cities representative explained that they put three templates of invoices on their website for performers to use and that is why the invoices look very similar.

Commissioner Doranski asked if they could not have the performers print, sign, and include their name and phone number.

Commissioner Doranski motioned to award \$5,798.00 with the expectation that the substantiated guest invoices would be delivered by June. If they fail to submit it, then commission will consider banning them for applying for a grant for 2 years. The motion died.

Commissioner Miller motioned to postpone until final evaluation to give more time for the grantee to produce documents then if not substantiated then award \$5,798.00. The motion died.

Commissioner Hetzel motioned to approve \$5,798.00 and request required documentation of six questionable invoices by final evaluation and if it is determined that the invoices meet the requirement then award the remaining amount. Commissioner Doranski seconded. The motion passed 4 to 0. Commissioner Merritt abstained and the chairperson does not vote.

Receive briefings by sub-committees

- A. Rules and Regulations – has not met since the last meeting. They are working with City staff to update the rules prior to October 1, 2016.
- B. Marketing - Commissioner Hetzel reported that they have finalized the flow chart. They have been working on a rack card to put in the local hotels and businesses. If funds are available they would like to be able to place advertisements, purchase print supplies and pay for postage to have mailing. Commissioner Cossey also suggested that a social media presence would be nice. Per City staff, it is not possible for the Commission to use the City's social media presence.

1. **Select six representatives to attend Killeen Volunteers, Inc.**

Event: Celebrate Killeen Festival
Date/Time: April 28-30, 2016
Location: Downtown Killeen, Rodeo Arena, Vive Les Arts Theatre, Killeen Arts and Activity Center, and Killeen Community Center

All commissioners plan to attend.

Select six representatives to attend VLA Children's Theatre Event

Event: Disney's Camp Rock
Date/Time: May 6-8 and May 13-15, 2016
Friday and Saturday @ 7:00 p.m., Sundays at 2:00 p.m.
Location: Vive Les Arts Theatre, 3401 S. W.S. Young Drive
Fee: Adult \$20.00; Military/Senior \$18.00; Child/Student \$15.00

Commissioners Merritt, Kasper and Hetzel received tickets.

Next Meeting Date

The next regular meeting is scheduled for Friday, May 20, 2016 at 12:15 p.m. in Council Chambers.

Adjournment

The meeting was adjourned at 1:29 p.m.

Ralph Cossey, Jr., Chairperson

Cecelia Dunbar, Executive Assistant