



Regular: July 10, 2020
Item # 3

A G E N D A
KILLEEN ARTS COMMISSION
REGULAR MEETING
CITY HALL MAIN CONFERENCE ROOM
101 NORTH COLLEGE STREET, 1ST FLOOR
July 10, 2020
12:15 PM

This meeting will also be conducted via Zoom. The link to this meeting is
<https://zoom.us/j/98333852753?pwd=OFNyNIJSdUhaYjEwM0JMV0Fob0p0dz09>

Meeting ID: 983 3385 2753 Password: 994793
Telephone Dial-In for Audio: +1 346 248 7799 US (Houston)

1. **Call to order**

2. **Roll call**

Chairperson:

John Miller, Folk Art/Painting/Sculpture _____

Vice-Chairperson:

Darlene Golden, Dance/Drama/Writing _____

Commission members:

Nelson Santiago, At-Large _____

Elizabeth Blackstone, Educator/Arts _____

Vacant, Music/Radio/TV/Tape/Sound _____

Nina Cobb, At-Large _____

Morris Melton, At-Large _____

Roxanne Flores-Achmad, At-Large _____

Lana Husband, At-Large _____

City staff:

Traci Briggs _____

City Attorney _____

Tsui Cheung _____

Staff Accountant _____

3. **Consider approval of agenda for July 10, 2020 regular meeting**

4. **Consider approval of minutes for the June 26, 2020 regular meeting**

5. **Review Arts Commission attendance record for FY 20**

6. **Review and discuss account activity for administrative funds**

7. **Discuss Arts Commission Appreciation Night**

8. **Select representatives to attend Arts Commission Funded Events**

Event: Matilda

Date/ Time: July 10, 2020 Friday at 7:30 p. m.

July 11, 2020 Saturday at 7:30 p. m.

July 12, 2020 Sunday at 2:30 p. m.

July 17, 2020 Friday at 7:30 p. m.

July 18, 2020 Saturday at 7:30 p. m.

July 19, 2020 Sunday at 2:30 p. m.

Location: Vive Les Arts Theatre

Admission: Child (under 12) \$15; Senior/Student/Military/Teacher \$18; Adult \$20



Regular: July 10, 2020
Item # 3

Event: 11th Annual Carribben Afr'am Festival
Date/Time: August 1, 2020 Saturday from 12 p. m. to 10 p. m.
Location: Long Branch Park
Admission: Free

9. **Receive briefings by subcommittees**

- A. Rules and Regulations
- B. Marketing

10. **Grant applicant presentations for FY21 funding cycle**

- A. Explanation of presentation process
- B. Applicant presentations
 - 1. Songhai Bamboo Roots Association
 - 2. Artesania y Cultura Hispana
 - 3. Armed Forces Natural Hair and Health
 - 4. IMPAC Outreach
 - 5. Vive Les Arts Societe
 - 6. Vive Les Arts Children's Theatre
 - 7. Central Texas College Foundation
 - 8. Killeen Sister Cities, Osan, Korea, Committee

11. **Next meeting date**

The next regular meeting is scheduled for Friday, August 14, 2020 at 12:15 p.m. in the Utility Collections Conference Room (attendance for applicants is mandatory).

12. **Adjournment**

I certify that the above notice of meeting was posted on the bulletin board at the Killeen City Hall, Killeen Police Department, and on the Arts Commission website at www.killeentexas.gov on or before July 7, 2020.

Tsui Cheung
Staff Accountant

AMERICANS WITH DISABILITIES ACT

This meeting is being conducted in accordance with the Texas Open Meetings Law [V.T.C.A., Government Code, and 551.001 et seq.]. This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for sign interpretive services are available upon requests received at least 48 hours prior to the meeting. To make arrangements for those services, please call 501-7730, Finance Department, or (TDD) 1-800-RELAY TX (1-800-734-2989).



MINUTES
KILLEEN ARTS COMMISSION
REGULAR MEETING
UTILITY COLLECTIONS CONFERENCE ROOM
210 WEST AVENUE C
June 26, 2020
12:15 P.M.

Call to Order

Chairperson Miller called the meeting to order at 12:23 p.m.

Roll Call

Attending: Commission Members: Nelson Santiago, Darlene Golden, Elizabeth Blackstone, Morris Melton, and Roxanne Flores-Achmad

City Staff: Traci Briggs, City Attorney
Tsui Cheung, Staff Accountant

Absent: Commission Member: Lana Husband and Nina Cobb

Consider Approval of Agenda for the June 26, 2020 Regular Meeting

Commissioner Blackstone moved to approve the agenda, seconded by Vice Chairperson Golden. The motion passed unanimously.

Consider Approval of Minutes for the May 8, 2020 Regular Meeting

Vice Chairperson Golden moved to approve the agenda, seconded by Commissioner Flores-Achmad. The motion passed unanimously.

Review Arts Commission Attendance Record for FY20

Attendance record was reviewed.

Review and Discuss Account Activity for Administrative Funds

Ms. Cheung reported that \$151.84 were spent on name badges and \$491 were spent on application workshop notices in newspaper.

Review Event Cancellation Notification from Central Texas College Foundation

The event was cancelled due to COVID-19. Commissioner Blackstone moved to approve the agenda, seconded by Commissioner Santiago. The motion passed unanimously.

Review Event Cancellation Notification from Crossroads to Texas Quilt Guild

The event was cancelled due to COVID-19. Commissioner Santiago moved to approve the agenda, seconded by Commissioner Flores-Achmad. The motion passed unanimously.

Consider Budget Adjustment Request from Songhai Bamboo Roots Association

Vice Chairperson Golden stepped down.

Shawnyha Golden from Songhai Bamboo Roots Association requested to decrease the budget of outside professional services from \$17,000 to 13,810 and decrease the budget of promotion, printing, and postage from \$1,200 to \$780 due to

COVID-19. Commissioner Blackstone moved to approve the agenda, seconded by Commissioner Flores-Achmad. The motion passed unanimously.
Vice Chairperson re-joined the meeting.

Discuss Arts Commission Appreciation Night

Commissioner Cobb was not present to report any updates; Commissioner Flores-Achmad moved to table the agenda item, seconded by Commissioner Santiago. The motion passed unanimously.

Preview FY 21 Art Grant Applications

Chairperson Miller asked Commissioners to make arrangement with Ms. Cheung to pick up the application binder before the grant review workshop.

Select representatives to attend Arts Commission Funded Events

Event: Matilda

Date/ Time: July 10, 2020 Friday at 7:30 p. m.
July 11, 2020 Saturday at 7:30 p. m.
July 12, 2020 Sunday at 2:30 p. m.
July 17, 2020 Friday at 7:30 p. m.
July 18, 2020 Saturday at 7:30 p. m.
July 19, 2020 Sunday at 2:30 p. m.

Location: Vive Les Arts Theatre

Admission: Child (under 12) \$15; Senior/Student/Military/Teacher \$18; Adult \$20

Commissioner Flores-Achmad plans to attend the show on July 17, 2020 at 7:30 p. m.

Receive briefings by subcommittees

- A. Rules and Regulations
No updates were reported.
- B. Marketing
No updates were reported.

Next meeting date

The next regular meeting is scheduled for Friday, July 10, 2020 at 12:15 p.m. in the Utility Collections Conference Room. Due to COVID-19, Ms Cheung said that the location might change.

Adjournment

Vice Chairperson Golden moved to adjourn the meeting, seconded by Commissioner Santiago. The motion passed unanimously. The meeting ended at 12:42 p.m.

John Miller, Chairperson

Tsui Cheung, Staff Accountant



ATTENDANCE RECORD
October 01, 2019 - September 30, 2020

| Members | 10-11 | 11-8 | 12-13 | 1-10 | 2-14 | 3-20 | 4-17 | 5-8 | 6-26 | 7-10 | 8-14 | 9-11 | % Present |
|---|-------|------|-------|------|------|------|------|-----|------|------|------|------|-----------|
| Miller, John Folk Art/Painting/Sculpture | P | P | P | EA | P | C | P | P | P | | | | 100.00% |
| Santiago, Nelson Member-at-Large | P | P | A | P | P | C | P | P | P | | | | 87.50% |
| Husband, Lana Member-at-Large | P | P | P | P | P | C | EA | EA | A | | | | 87.50% |
| Golden, Darlene Dance/Drama/Creative Writing | P | P | EA | P | P | C | P | P | P | | | | 100.00% |
| Blackstone, Elizabeth Educator/Arts | P | P | P | A | P | C | EA | P | P | | | | 87.50% |
| Vacant Music/Radio/TV/Tape/Sound | P | A | EA | EA | A | C | V | V | V | | | | 75.00% |
| Cobb, Nina Member-at-Large | P | P | P | P | P | C | P | EA | A | | | | 87.50% |
| Melton, Morris Member-at-Large | P | P | P | EA | P | C | P | EA | P | | | | 100.00% |
| Flores-Achmad, Roxanne Member-at-Large | E | P | P | P | EA | C | P | P | P | | | | 100.00% |

A = Absent
NQ = No Quorum

P = Present
V = Position Vacant

EA = Excused Absence (will be calculated as present for % Present)
C = Cancelled

| | | | | | | | | | | | | | |
|------------------------------------|---|---|---|---|---|---|---|---|---|--|--|--|---------|
| Traci Briggs, Deputy City Attorney | P | P | P | P | P | C | P | P | P | | | | 100.00% |
| Tsui Cheung, Staff Accountant | P | P | P | P | P | C | P | P | P | | | | 100.00% |

| FUND 214 HOTEL OCCUPANCY TAX | | | DEPT/DIV 2020 FINANCE/ACCOUNTING | | | | | | | ANNUAL BUDGET | UNENCUMB. BALANCE | % BDGT |
|------------------------------|------|------------------------------------|----------------------------------|--------|------|------------------------|-----------|------|-----------|---------------|-------------------|--------|
| BA | ELE | OBJ | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | | | | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | | | |
| 41 | | FINANCE | | | | | | | | | | |
| 415 | | FINANCE | | | | | | | | | | |
| 41 | | SUPPLIES | | | | | | | | | | |
| 41 | 10 | OFFICE | 16 | .00 | 0 | 144 | 170.82 | 119 | .00 | 197 | 26.18 | 87 |
| 41 | 15 | POSTAGE/CARRIER SERVICE | 5 | .00 | 0 | 45 | .00 | 0 | .00 | 60 | 60.00 | 0 |
| 41 | ** | SUPPLIES | 21 | .00 | 0 | 189 | 170.82 | 90 | .00 | 257 | 86.18 | 67 |
| 44 | | SUPPORT SERVICES | | | | | | | | | | |
| 44 | 25 | PUBLIC NOTICES | 104 | .00 | 0 | 936 | 1103.30 | 118 | .00 | 1250 | 146.70 | 88 |
| 44 | ** | SUPPORT SERVICES | 104 | .00 | 0 | 936 | 1103.30 | 118 | .00 | 1250 | 146.70 | 88 |
| 55 | | GRANTS | | | | | | | | | | |
| 55 | 43 | GRANTS TO THE ARTS | 28442 | .00 | 0 | 255978 | 106405.00 | 42 | 188003.00 | 341303 | 46895.00 | 86 |
| 55 | 59 | KAC ADMINISTRATIVE EXPENS | 89 | 37.59 | 42 | 801 | 37.59 | 5 | .00 | 1063 | 1025.41 | 4 |
| 55 | ** | GRANTS | 28531 | 37.59 | 0 | 256779 | 106442.59 | 42 | 188003.00 | 342366 | 47920.41 | 86 |
| 415 | ** | ** FINANCE | 28656 | 37.59 | 0 | 257904 | 107716.71 | 42 | 188003.00 | 343873 | 48153.29 | 86 |
| 41 | ** | ** FINANCE | 28656 | 37.59 | 0 | 257904 | 107716.71 | 42 | 188003.00 | 343873 | 48153.29 | 86 |
| DIV | 2020 | TOTAL ***** ACCOUNTING | 28656 | 37.59 | 0 | 257904 | 107716.71 | 42 | 188003.00 | 343873 | 48153.29 | 86 |
| DEPT | 20 | TOTAL ***** FINANCE | 28656 | 37.59 | 0 | 257904 | 107716.71 | 42 | 188003.00 | 343873 | 48153.29 | 86 |
| FUND | 214 | TOTAL ***** HOTEL OCCUPANCY TAX | 28656 | 37.59 | 0 | 257904 | 107716.71 | 42 | 188003.00 | 343873 | 48153.29 | 86 |
| GRAND | | TOTAL ***** | 28656 | 37.59 | 0 | 257904 | 107716.71 | 42 | 188003.00 | 343873 | 48153.29 | 86 |