



MINUTES
KILLEEN ARTS COMMISSION
REGULAR MEETING
UTILITY COLLECTIONS CONFERENCE ROOM
210 WEST AVENUE C
November 8, 2019
12:15 P.M.

Call to Order

Chairman Miller called the meeting to order at 12:16 p.m.

Roll Call

Attending: Commission Members: Elizabeth Blackstone, Lana Husband, Darlene Golden, Nina Cobb (arrived at 12:21 p.m.), Morris Melton, Nelson Santiago (arrived at 12:30 p.m.), Roxanne Flores-Achmad

City Staff: Traci Briggs, Deputy City Attorney
Holli Clements, Deputy City Attorney – Public Works
Latashia Cherry, Accounting Manager
Tsui Cheung, Staff Accountant

Absent: Commission Member: Sean Payton

Consider Approval of Agenda for the November 8, 2019 Regular Meeting

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

Consider Approval of Minutes for the October 11, 2019 Regular Meeting

Commissioner Husband moved to approve the minutes, seconded by Commissioner Melton. The motion passed unanimously.

Commissioner Cobb joined the meeting.

Appoint subcommittee members for FY 20

Commissioner Flores-Achmad, Golden, and Blackstone were appointed as Rules and Regulations Subcommittee members, with Vice Chairperson Golden being the lead. Commissioner Husband, Cobb, and Melton were appointed as Marketing Subcommittee members, with Commissioner Husband being the lead.

Review Arts Commission Attendance Record for FY19

Attendance record was reviewed.

Review and Discuss Account Activity for Administrative Funds

The account was reviewed, and no new expenditures were incurred since the previous meeting. Commissioner Cobb asked how much the budget of the account is. Ms. Cheung said the budget was \$2,000 for the Commission's administrative expenditures.

Consider FY 19 Final Evaluation for IMPAC Outreach

Mr. Rodney Duckett, President of IMPAC Outreach, was present to give a presentation of the event. Chairperson Miller asked if the grantee could bring in more traveling theater groups to perform in Killeen. Mr. Duckett said he tried but failed because of Killeen as a lesser known city compared to other bigger cities. The City Staff recommended the total funding

of this event to be \$6,769, out of the \$8,667 of award allocated to this event. Commissioner Cobb said she liked the message that the event promoted, but she was disappointed that the grantee was unable to get the full award. Mr. Duckett said the promotion cost was underestimated, resulting in the expenses being over the approved budget. Vice Chairperson Golden asked if the grantee was aware of the budget adjustment process. Mr. Duckett said he was aware of it. Vice Chairperson Golden moved to approve the funding amount of \$6,769, seconded by Commissioner Husband. The motion passed unanimously.

Present appreciation certificate to IMPAC Outreach

Chairperson Miller presented appreciation certificate to Mr. Rodney Duckett.

Commissioner Santiago joined the meeting.

Consider FY 19 Final Evaluation for Vive Les Arts

Ms. Jamie Salter, President of Vive Les Arts, was present to give a presentation of the events. The City Staff recommended the full funding of \$38,818. Commissioner Santiago moved to approve the funding amount of \$38,818, seconded by Vice Chairperson Golden. The motion passed unanimously.

Consider FY 19 Final Evaluation for Vive Les Arts Children's Theatre

Ms. Jamie Salter, President of Vive Les Arts Children's Theatre was present, but no PowerPoint presentation was presented because none was submitted to the City Staff by the deadline. The City Staff recommended funding of \$0 because the grantee failed to submit the required evaluation report by the deadline. Ms. Salter said there was miscommunication about the deadline, but she submitted the report a few days after the deadline. Commissioner Cobb asked the City Staff how much funding would be recommended if the grantee submitted the report on time. Ms. Cheung said it would be \$14,992.

Commissioner Husband asked if a compromise could be made. Ms. Cheung and Ms. Briggs explained that the Rules and Regulations clearly stated the consequences of late submission. Vice Chairperson Golden said the grantee had a history of submitting paperwork late and the Commission had been lenient with it, but the Commission should follow the rules and regulations. Chairperson Miller requested the Rules and Regulations Subcommittee to research on alternative solutions.

Vice Chairperson moved to approve the funding amount of \$0, seconded by Chairperson Miller. Chairperson Miller, Vice Chairperson Golden, and Commissioner Santiago voted for the motion; Commissioner Blackstone, Cobb, Flores-Achmad, and Melton voted against the motion. Ms. Briggs said all Commissioners needed to vote unless there was a conflict of interest. The Commissioners voted again. Chairperson Miller, Vice Chairperson Golden, Commissioner Santiago, and Commissioner Cobb voted for the motion; Commissioner Blackstone, Husband, Flores-Achmad, and Melton voted against the motion. Ms. Briggs asked for a recess to research if Chairperson Miller could vote to break the tie. Recess started at 1:11 p.m. and ended at 1:19 p.m.

Ms. Briggs said that the Rules and Regulations did not explain what would happen if there was a tie, so she suggested that a new motion should be made, or the Commissioners could table the agenda item to the next meeting. Commissioner Cobb moved to table the agenda item to the next meeting, seconded by Commissioner Melton. All Commissioners except Commissioner Husband voted for the motion. The motion passed with a majority.

Present appreciation certificate to Vive Les Arts

Chairperson Miller presented appreciation certificate to Ms. Jamie Salter.

Consider FY 19 Final Evaluation for Artesania y Cultura

Commissioner Santiago stepped down. Ms. Reynalda Martinez, Finance Director of Artesania y Cultura, was present to give the presentation. Commissioner Husband said the event was well attended. Commissioner Cobb said she enjoyed the music. The City Staff recommended the funding of \$4,199, out of the \$4,975 awarded to the event. Vice Chairperson Golden moved to approve the funding of \$4,199, seconded by Commissioner Husband. The motion passed unanimously.

Commissioner Santiago returned to the meeting.

Present appreciation certificate to Artesania y Cultura

Chairperson Miller presented appreciation certificate to Ms. Reynalda Martinez.

Receive briefings by subcommittees

A. Rules and Regulations

No updates were reported.

B. Marketing

No updates were reported.

Discuss Arts Commission Funded Events Attended by the Arts Commissioners

Vice Chairperson Golden and Chairperson Miller attended the event held by Armed Forces Natural Hair and Health. Chairperson Miller said the event was interesting and musical. Vice Chairperson Golden mentioned that children dressed up and participated in modeling.

Commissioner Melton attended the Freaky Friday show by Vive Les Arts. He said the party was great; he liked the choreography and sound system.

Commissioner Husband left the meeting at 1:34 p.m.

Select six representatives to attend Arts Commission Funded Events

Event: Frozen, Jr.

Date/ Time: December 5, 2019 Thursday at 7:00 p. m.

December 6, 2019 Friday at 7:00 p. m.

December 7, 2019 Saturday at 12:00 p. m., 3 p.m., and 7 p.m.

December 8, 2019 Saturday at 2:00 p. m.

Location: Vive Les Arts Theatre

Admission: Child (under 12) \$10; Senior/Student/Military/Teacher \$12; General \$14

Commissioner Flores-Achmad, Cobb, Miller, Melton, and Santiago plan to attend.

Discuss proposed rule and regulation changes for FY 21 grant cycle

Vice Chairperson Golden said that a reimbursable grant could not help the grantees to obtain funding prior to the events when they needed it most. Ms. Cheung said an advance funding was the same as a loan from the City to the grantees, exposing the City to default risk. Chairperson Miller requested the Rules and Regulations Subcommittee to further research on the subject and present in the next meeting.

Vice Chairperson Golden requested the Rules and Regulations Subcommittee members to meet on December 6, 2019 at 12:00 p.m. in the City Hall Conference Room to review the rule change draft.

Ms. Briggs suggested that the Rules and Regulations Subcommittee might also research a tie-breaking procedure, subcommittee operation, and a penalty system for grantees.

Ms. Cheung reminded the Commissioners that the Commission needed to approve the rule changes by the January meeting in order to allow time for the City Council to review and approve. The approved rule changes could then be implemented in the FY 21 grant cycle.



Discuss Arts Commission Appreciation Night

Chairperson Miller decided to table this item to the next meeting.

Next Meeting Date

The next regular meeting is scheduled for Friday, December 13, 2019, at 12:15 p.m. in the Utility Collections Conference Room.

Adjournment

The meeting adjourned at 2:04 p.m.

John Miller, Chairperson

Tsui Cheung, Staff Accountant