

MINUTES
KILLEEN ARTS COMMISSION
REGULAR MEETING
CITY HALL MAIN CONFERENCE ROOM
101 NORTH COLLEGE STREET, 1ST FLOOR
October 9, 2020
12:15 P.M.

This meeting will also be conducted via Zoom. The link to this meeting is <https://zoom.us/j/96744661407?pwd=Nlc1dXR5QmZGV0VWbUU5VW4vdDVPQT09>

Meeting ID: 967 4466 1407 Password: 144799

Telephone Dial-In for Audio: +1(346) 248-7799 US (Houston)

Call to Order

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

Roll Call

Attending: Commission Members: John Miller, Darlene Golden, Erin Hughley, Morris Melton, Nina Cobb, Lana Husband, and Nelson Santiago via Zoom

City Staff: Traci Briggs, City Attorney
Tsui Cheung, Staff Accountant
Judith Tangalin, Controller

Absent: Commission Member: Roxanne Flores-Achmad and Luvina Sabree

Consider Approval of Agenda for the October 9, 2020 Regular Meeting

Commissioner Santiago moved to approve the agenda, seconded by Commissioner Melton. The motion passed unanimously.

Consider Approval of Minutes for the September 11, 2020 Regular Meeting

Commissioner Golden moved to approve the minutes, seconded by Commissioner Santiago. The motion passed unanimously.

Elect chairperson and vice chairperson for FY 21

Commissioner Miller moved to nominate himself to be chairperson, seconded by Commissioner Cobb. The motion passed unanimously.

Chairman Husband moved to nominate herself to be vice chairperson, and Commissioner Cobb moved to nominate Commissioner Santiago to be vice chairperson. First round of voting was casted. Commissioner Husband received votes from Commissioner Golden, Hughley, and herself; Commissioner Santiago received votes from Commissioner Melton, Cobb, and himself. Chairman Miller moved to elect Commissioner Santiago to be vice-chairperson in a tie breaker vote.

Appoint sub-committee members for FY 21

Commissioner Hughley, Husband, and Santiago were appointed as Rules and Regulations Subcommittee members, with Commissioner Golden being the lead. Commissioner Husband, Golden, and Melton were appointed as Marketing Subcommittee members, with Commissioner Melton being the lead.

Review Arts Commission Attendance Record for FY20

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.

Tsui Cheung, Staff Accountant notified the Commissioners that the next review will include the name badge purchases.

Review and Discuss Annual Reporting Requirements

Judith Tangalin, Controller discussed reporting requirements for the Commission. The City of Killeen Code of Ordinances states: The arts commission shall make recommendations to the city council on long-range goals for the development of tourism and the convention and hotel industry through use of funding for the arts under V.T.C.A., Tax Code ch. 351 (Sec 2-132.(f)) and the arts commission shall submit an annual advisory report to the city council prior to the council's budget consideration, recommending actions to be taken by the community and the city council to advance art and culture within the city (Sec 2-133.(b)).

The action plan is to create an annual report for FY 2020. Commissioners will provide long-range goals for the development of tourism and the convention and hotel industry and will recommend actions to be taken by the community and the City Council to advance art and culture within the city.

Commissioners are asked to fill out a survey and return it to Finance no later than Friday, October 16th. Results will be discussed at the next meeting and the top three goals will be voted on by the Commission.

Commissioner Miller asked to verify that the multi-day event referenced in the example was separate from events put on by the City of Killeen. Traci Briggs, City Attorney confirmed a separate multi day event was a suggestion from a previous commissioner. Commissioner Husband asked since KVI has been disbanded if the parks department oversaw Celebrate Killeen and if it was possible for the Arts Commission to take over the event. Traci Briggs added that KVI is no longer operational because it wasn't funded. Celebrate Killeen did not take place in 2020 and in 2019 the event was merged with the rodeo.

Receive event cancellation notification from Armed Forces Natural Hair and Health

Ashley Miller with Armed Forces Natural Hair and Health joined the meeting via zoom. She notified the Commission the Armed Forces Natural Hair & Health Expo would be cancelled due to Covid-19. Commissioner Melton asked if Armed Forces Natural Hair and Health would be participating in the future and Ashley Miller confirmed they would be participating and are preparing to host virtual events in the event that in-person events are not feasible.

Ashley Miller left the Zoom meeting.

Discuss A Night with the Arts Commissioners event

Commissioner Cobb discussed the read book and how it would be used during the event. It was clarified that the event was about the Arts Commission and what the functions of the Commission are. Commissioner Cobb and Husband discussed how the packages would be played during the event in between the performances.

Chairperson Miller asked for the sequence of events to be clarified. Commissioner Husband referenced the spreadsheet at the end of the agenda packet which listed all the performances, packages, and stingers that would be part of the evening.

Commissioner Melton was concerned that VLA was featured too heavily. Chairperson Miller stated that one segment from each grantee would be featured as to not show favoritism.

The restrictions and precautions taken due to Covid-19 were discussed by Commissioner Cobb. Commissioner Melton added that the menu for the night was in place and they were prepared with Covid-19 precautions in mind.

A last-minute addition to the event was discussed by the Commission. A decision was made to add the group to the event after Commissioner Santiago speaks.

Commissioner Husband walked through the schedule and gave a demonstration of how the Facebook live will work in addition to the packages and stingers. Chairperson Miller asked Commissioner Husband to remain flexible and that it was possible not all the packages would be played during the event, but the clips looked evergreen and could be used at any time. Commissioner Cobb asked that before anything be broadcast that the Commission review it first to avoid any liability.

Receive briefings by sub-committees

A. Rules and Regulations

No updates were reported.

B. Marketing

Commissioner Melton and Husband will be doing an interview with Phyllis Jones to be aired on the radio on station 103.1 Sunday morning discussing the Arts Commission.

Discuss Arts Commission Funded Events Attended by the Arts Commissioners

Commissioner Husband attended Into the Woods put on by the Vive Les Arts Theatre and thought it turned out pretty well.

Select six representatives to attend Arts Commission Funded Events

- Event: Annie, Jr.
- Date/ Time: October 16, 2020 Friday at 7:00 p. m.
- October 17, 2020 Saturday at 7:00 p. m.
- October 18, 2020 at 2:00 p. m.
- October 23, 2020 Friday at 7:00 p. m.
- October 24, 2020 Saturday at 7:00 p. m.
- October 25, 2020 at 2:00 p. m.
- Location: Vive Les Arts Theatre
- Admission: Child (under 12) \$10; Senior/Student/Military/Teacher \$12; General \$14

Commissioner Melton, Miller, Cobb, and Hughley plan to attend.

Commissioner Husband left the room.

Next Meeting Date

The next regular meeting is scheduled for Friday, November 13, 2020, at 12:15 p.m. in the City Hall Main Conference Room and via Zoom. Zoom instructions will follow.

Adjournment

The meeting adjourned at 1:37 p.m.

John Miller, Chairperson

Tsui Cheung, Staff Accountant