



**MINUTES**  
**KILLEEN ARTS COMMISSION**  
REGULAR MEETING  
UTILITY COLLECTIONS CONFERENCE ROOM  
210 WEST AVENUE C  
December 13, 2019  
12:15 P.M.

**Call to Order**

Chairperson Miller called the meeting to order at 12:18 p.m.

**Roll Call**

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

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

Absent: Commission Member: Sean Payton, Darlene Golden, Nelson Santiago

**Consider Approval of Agenda for the December 13, 2019 Regular Meeting**

Commissioner Blackstone moved to approve the agenda, seconded by Commissioner Husband. The motion passed unanimously.

**Consider Approval of Minutes for the November 8, 2019 Regular Meeting**

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

**Review Arts Commission Attendance Record for FY19**

Attendance record was reviewed.

**Review and Discuss Account Activity for Administrative Funds**

Ms. Cheung reported that \$18.98 was spent on Commissioner Husband's name badge.

**Discuss Arts Commission Appreciation Night**

Commissioner Cobb presented a draft of the event agenda. She suggested Killeen Civic Conference Center to be the location. Commissioner Blackstone commented that the suggested location was expensive. Commissioner Husband asked if catering expense could be authorized by the City. Ms. Briggs replied that City fund could not be used for food. Commissioner Cobb said the tentative date and time would be a Saturday in October 2020 from 7:00 p.m. to 9 p.m. The tentative guests would be all grantees, past and present, and hotel representatives. Chairperson Miller asked Commissioner Cobb to continue to work on the budget and other details of the event.

Commissioner Flores-Achmad joined the meeting.

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

Ms. Jamie Salter, Director of Vive Les Arts Children's Theatre, was present. Ms. Cheung stated that the staff recommendation of funding remained to be \$0 due to the grantee's failure to submit the evaluation report by the deadline. Ms. Cheung also stated that the recommended funding would be \$14,992 if the grantee submitted the report on time. Commissioner Blackstone moved to approve the funding amount of \$14,992, seconded by Commissioner Flores-Achmad. The motion passed with a majority.

**Present appreciation certificate to Vive Les Arts Children’s Theatre**

Chairperson Miller presented appreciation certificate to Ms. Jamie Salter.

**Discuss Arts Commission Funded Events Attended by the Arts Commissioners**

Commissioner Melton attended the production of Frozen, Jr. by Vive Les Arts Children’s Theatre and said the show was fantastic. Commissioner Flore-Achmad also attended and said the staff was accommodating even when she was late to the show. She liked the interactions with the cast and said the show was well attended by diverse people.

**Receive briefings by subcommittees**

A. Rules and Regulations

Vice Chairperson Golden, Commissioner Blackstone and Commissioner Flores-Achmad met on December 6, 2019 to review the draft of the proposed rules and regulations for FY 2021.

B. Marketing

No updates were reported.

**Discuss proposed rule and regulation changes for FY 21 grant cycle**

Commissioner Blackstone and Commissioner Flores-Achmad briefed the Commission about their suggestions. Ms. Cheung and Ms. Briggs asked some questions about the penalty for late submission, liability insurance of permanent art, and the definition of a first-time grantee. Commissioner Flores-Achmad said the subcommittee would meet again to make the clarifications. Ms. Cheung said she would email the subcommittee members about the date and room reservation.

**Next Meeting Date**

The next regular meeting is scheduled for Friday, January 10, 2020, at 12:15 p.m. in the Utility Collections Conference Room.

**Adjournment**

Commissioner Husband moved to adjourn the meeting, seconded by Commissioner Melton. The motion passed unanimously. The meeting ended at 1:36 p.m.

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John Miller, Chairperson

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Tsui Cheung, Staff Accountant