

Pleasant Grove Arts Commission Agenda
5:30p.m. at the Pleasant Grove City Hall
70 South 100 East PG, UT 84062

Jan 11, 2024

Proceedings: Meeting convened: 5:34 pm

Motions to start: Emma Martineau **first**, Stacy Martineau **second**

Board Members In Attendance: Brady Hoggard, Stacy Martineau, Emily Hammerstead, Emma Martineau, Cyd Lemone, Fontana,

EXCUSED: Brian Fogelberg, Tina Fontana, Melissa, Mandi Lundt

Public in attendance: Kirk (Leo)

Minutes from Dec 14, 2023 Madi first, Emma second

City Business – (Cyd Lemone): Hale Theater should be done by December, park is moving along nicely, Riane is a part time city events planner (viking day, tree lighting, employee appreciation luncheon, summerbration and a few others, she does some separately as well)

Director's Business (Stacy do you have anything from Sheri):

- Sheri is really pleased with how things are lining up

Chairperson business (Brian):

- How do we create a more cohesive team? It feels like we are all running our own programs but there is nothing that unifies us.
 - A monthly check in to discuss how are we unifying more, promoting, connecting
 - Up to date on each others programs
 - Have a calendar breakdown of what the Arts commission year looks like/ should look like
 - When are concerts? When are events? Put a hard copy calendar together
 - This is what we do with PG players, orchestra, youth choir ect
 - Find out where our responsibilities actually sit, what do we do?
 - Bring a list of what we each do, what we're in charge of, as specific as possible, whether you run it or its a city event that we support
 - Cyd will help get a list out to show more people what we actually do? What we need more of ect.
 - Get to know the arts commission post (Meet and greet with each person on the board type post)
 - We have our general groups (Bare bones are getting set up) Now we need to dive deeper
 - Find out also what is missing
 - Who are we? Where do we want to go? Include on each agenda
 - Reach out to American fork's arts commission. What are they doing? How can we replicate the things we enjoy that they are doing

Sub-Committees reports and discussions: What committees do we want to keep? Are there others we should create?

- **Social Media/PR: Madison** (Emma, Tina, Madi) What was decided? Do we have breakdowns and expectations? Will meet after finals. Discuss next meeting
No meeting yet.
Wants: post once a week, spotlights, events, ect. Maybe have Brian and Mandy create a few graphics to use, have a social media calendar,
send posts to Lisa Flynders and Cyd Lemone for reposting
Madison is going to bug her mother and get the password for instagram and will do a weekly post on Monday and Fridays (Get info to her by the day before at least)

We need to add to the agenda for next time approving requests that want to be promoted (Make a list of expectations) - Who is in charge of approving as well

- Content calendar update (Madi will resend it)

Come to city council in February (What events we have planned an get support) 3rd Tuesday 4:30pm in the council room at the police station

- Email marketing platform - Brian & Madi did you connect?
 - What are our options?
 - Sendinblue
 - Mailchimp
 - Email campaigns?

Tabled until next meeting

- **City Liaison: Emily**
- **Fundraising/Sponsors : Brian** (Tina, Madison)
 - Absent
- **Equipment: Emma**
 - Sally port is all done and it looks great! Things have homes and everything is CLEAN! Shelves are up and things are functioning
 - Came in under budget
 - We inherited several mic cords
 - Has an updated spreadsheet
 - Things are not labeled yet
 - It will be a living bible
 - Brady will go over the finished products with Emma to verify if there is anything else that should be tossed
 - "Spring break Emma" has some assignments too ;)
- **Records Keeper: Madi**
 - Absent
- **Open mic: Brady**
 - Roughly 50 attendance
 - Grove seems to be happy with us
 - They have plenty of performers each month
 - 1st Tuesday of February
 - We need more attendance
 - Free drink vouchers (comments on our social media post or for first 25 guests) Vote on next week to get a budget for this.

- Discuss how we want to work this
- **Songwriter Competition: Brady**
 - Alta bank - going to reach out to get a cash prize
 - No action on the venue yet
- **Concerts in the park: Stacy**
 - First 5 of 11 are booked
 - There are forms for the performers to fill out that address what they need and social media, ect
 - There's an area that must be filled out so we know what to bring
 - There's also forms for people to run events
- **Artist of the month: Brady**
 - Lined up for February
- **Taste of the Arts: Tina**
 - Feb 10 - Drawing teacher at library 10:30
 - April 13 - Watercolor class
 - June 8 - Plein Air painting (Evermore or manila pond)
 - Kreative Kiln - perhaps in July?
 - **Melissa: Strawberry days June 15-23**
- **City supported events - Melissa**
 - **Summerbration**
 - PG's got talent?
 - **Viking days**
 - We could run the music for the group
 - **Strawberry days (June 15-23, 2024)**
 - **Christmas tree lighting**
 - **Trick or treating on Main**
 - **Heritage festival (Sept 9,2024)**
 - We are looking to provide a melodrama
- **Orchestra/ UCC liaison: Stacy**
 - Messiah Sing in, 120 max attendance
- **PG Players liaison: Tina**
 - Report on lighting — happening in February!! Can they also do sound? Tina will ask Howard
 - Needed Stacy's help building a couch for drowsy chaperone
 - Yearly budget vs. by show
- **Children's Theater** - What happened with the city council? Brian needs to ask about Center Stage, and UCC with its location in Saratoga (check with Denise Roy).

Vote / Discuss budget requests

- Motion to approve budgets:

Secretary (Emily) Review everyone's assignments for next meeting

Stacy and/or Brady: Find our motto and send to Emily

Madison is going to bug her mother and get the password and post weekly on Mondays

Stacy : Reach out to American Fork Arts commission and see if they can come tell us what they do or let us sit in on one of their meetings or something along those lines

Brian/Brady: Attend an AF meeting

Brady: Find out drink prices so we can get a budget for Drink vouchers

Brady: Reach out to Russ Mayo

Melissa: Strawberry days meetings are starting soon

Motion to Adjourn Meeting: First Madi Second Emma

Next Meeting: Feb 8, 2024 5:30 School is out on Feb 9th, may need to move this meeting if anyone is going out of town

Minutes submitted by Emily on _____.

Amended/Approved by _____

Date _____