



## MINUTES OF THE SPRINGVILLE CITY ARTS COMMISSION MEETING

May 10, 2016 7:00 p.m.

Springville Museum of Art  
126 East 400 South  
Springville UT 84663

*Commissioners in attendance: Daryl Tucker, Nadine Eastwood, Susan Bartholomew, and Julie Ahlborn. Commissioners absent: Delora Bertelsen, Ginny Ackerson, Debbie Allred, and Polly Dunn. City Council Representative in attendance: Jason Miller. Staff in attendance: Museum Director Dr. Rita Wright, Recreation Director Corey Meredith, Finance Director Bruce Riddle, and Museum Executive Secretary Hilary Barksdale.*

### CALL TO ORDER

Chair Pro Tem Dr. Rita Wright called the meeting to order at 7:10p.m.

### APPROVAL OF THE MINUTES

There was not a quorum to approve the minutes.

### ITEMS

Dr. Wright noted that the commission was in transition, and departing commission members Donna Breckenridge, Sandy Allison, and Marilee Allred would be recognized at the next city council meeting. She said that Daryl Tucker's name would be sent to the Mayor for consideration as he is moving to Springville. Dr. Wright said that the commission's bylaws do not state a set number for members and divisions. She said that Heritage Days and Art City Days will remain under Mr. Meredith's purview. Dr. Wright added that Ms. Barksdale would take minutes for the commission until a secretary is elected. She suggested that appointments to positions on the commission could take place when all appointees are present.

Dr. Wright said financial balances for grants awarded in 2015 would be forthcoming. She welcomed Ms. Eastwood who had recently been appointed to the commission by the Mayor.

Council Representative Miller said the bylaws are established by the commission and could be revised and changed as necessary. He suggested amending the bylaws to establish how many voting members should be on the commission, and suggested a fresh look at the commission. He added that the bylaws allow annually for the nomination and election of a new chairperson and secretary, and invited the members to express if they have interest in those positions. Dr. Wright said that the secretary elected by the commission would need to be trained by the City Recorder, as the minutes are submitted to the state

and are official state record. Council Representative Miller added that annual state training was available and should be attended by members of boards and commissions of the City.

Dr. Wright said the chief responsibility of the commission was to disseminate grant money received from the City. She added that the members should decide how often they would like to meet in the future to discuss the grant process and possibly help others in the City find other grants for the arts. She said year-end reports and evaluations are due on how the grant monies have been expended. Evaluations and applications are due on July 1<sup>st</sup>. Mr. Tucker suggested meeting every month as there are continually activities throughout the year. Dr. Wright encouraged the members to read the bylaws and the mission statement of the commission.

Dr. Wright added that state guidelines for granting money demands that when receiving money as a grantee, you recuse yourself from the decision making process. Both Mr. Tucker and Ms. Alborn suggested meeting monthly to report to the commission and track expenditures. Dr. Wright said the next meeting would be held on June 14<sup>th</sup> with the purpose of looking at the granting process, looking at how to constitute the commission, and making changes and recommendations. Council Representative Miller asked if current Chair Bertelsen was aware of changes coming and that a new chair would be elected. Dr. Wright said she had reached out to Ms. Bertelsen but had not been able to meet with her.

#### **BUDGET UPDATE—Mr. Bruce Riddle, Finance Director, Springville City**

Mr. Riddle said he would attempt to explain how the money flows from the City. He said there is a line item in the City budget for the Arts Commission's grant program and it has generally been between \$23,000 and \$25,000. He explained that the recommendations from the Arts Commission for the expenditure of the funds are usually accepted by the councilmembers. Mr. Riddle said he keeps a list of the commission's recommendations that were adopted by the Council to track the monies and process the payments. He added that a staff member with budget authority, that is the liaison for the Commission with the Council, tracks the money. A payment request comes from the staff liaison to the city finance department.

Mr. Riddle said that good practice demands follow-up reporting and preparation for questions from the Council on expenditures. He suggested some changes for reporting and better tracking. He said the City could set up different activity codes to make tracking the various grant monies easier. Funding requests would have a line item code and then reporting would be simplified. Going forward, all payment requests will need to go to Dr. Wright instead of Mr. Meredith.

Mr. Tucker expressed that there needs to be a paradigm shift, as this is a change from the loose policies that the commission has worked with in the past. Dr. Wright agreed that the commission needs to align with city and state policies and procedures. Mr. Tucker said it will be an interesting transition, as he knows of other groups in the City that are interested in the arts and city funded grant money. Dr. Wright asked if certain entities that had received money consistently in the past could be considered as having ongoing funding. Mr. Riddle responded that the commission should be careful about making commitments to entities, as the ongoing funding to the Arts Commission is subject to annual appropriations by the City Council. Dr. Wright said that it is easy to be called on conflict of interest, and said it was important to advertise the funding openly and fairly. Mr. Tucker said it was the duty of the

commission to adjudicate who receives funding and the best use of the money for the arts in Springville. He added that the commission needs to look closely at the bylaws and the process for awarding grants.

## **NEW COMMISSION MEMBERS AND OFFICER ELECTIONS**

Council Representative Miller said that the commission should have a minimum of five and maximum of thirteen members. He added that there should be nominations and elections at the next meeting for a chairperson and secretary. Ms. Barksdale was asked to send out notifications for the next meeting. The election of officers and bylaw review would be on the next agenda. Ms. Ahlborn asked for a list of the responsibilities of the chairperson and secretary and requested a copy of the bylaws prior to the June meeting. Dr. Wright said she would email those to members with the notification of meeting. Ms. Ahlborn said it was difficult to put in a referral with the Mayor when the application is online. Council Representative Miller said commission members should make their recommendation to Dr. Wright who will pass this on to the Mayor.

## **STATUE PURCHASE**

Dr. Wright said there was no money budgeted for a *Statues to Live By* purchase by the commission.

## **STATUE MAINTENANCE AND CLEANING**

Dr. Wright said there was some money allocated to statue maintenance and cleaning. Some of this funding will go to the City Library for the installation of a statue donated to the City.

## **BROCHURES FOR STATUES TO LIVE BY**

Dr. Wright said she was unable to locate a comprehensive listing for *Statues to Live By*. Neither Ms. Bertelsen nor Ms. Allred has a list. Dr. Wright said she would send out a listing asking commission members if they were aware of any additions or changes.

## **ART CITY DAYS BOOTH**

The members agreed that the commission had not participated with a booth at Art City Days in a very long time, and would not be sponsoring a booth this year.

## **OTHER BUSINESS**

Mr. Tucker said he would provide his new address to the commission.

Dr. Wright reminded the members present that departing members would be receiving recognition awards at the City Council Meeting on May 17<sup>th</sup>, and encouraged support for this.

## **ADJOURNMENT**

**MS. SUSAN BARTHOLOMEW MADE A MOTION TO ADJOURN THE MEETING AT 8:13 P.M. MS. AHLBORN SECONDED THE MOTION AND ALL VOTED AYE.**