



## Syracuse City Arts Council Meeting Minutes October 7, 2020 8pm

Minutes of the regular meeting of the Syracuse City Arts Council held on October 7, 2020 at 8:00pm, held virtually via zoom, meeting ID 893 8802 2066, in accordance with Executive Order 2020-1 issued by Governor Herbert on March 18, 2020 Suspending the Enforcement of Provisions of Utah Code 52-4-202 and 52-4-207 due to Infectious Disease COVID-19 Novel Coronavirus. No physical meeting location was available.

### **Board Members Present:**

Russ Lynch, Chair  
Cindy Hellewell, Secretary-excused, came late  
Libby Fawcett, Treasurer  
Tara Wilson, Fundraising Chair  
Sheila Worley, Publicity Chair

Christopher Weaver, Music Chair-excused, left early  
LeAnna Hamblin, Theatre Chair  
Brie Corrington, Junior Theater Chair  
Candice Dallin, Grants Chair

### **City Representatives & Staff Present:**

Kresta Robinson, Vice-Chair

Councilman Dave Maughan, City Liaison

### **Volunteer Present:**

Ashley Fawcett

### **1. Opening Business**

- Meeting opened at 8:05pm
- Brie moved to adoption the October 7 Agenda as written. Sheila seconded. All voted in favor
- Tara moved to approve the September 2, 2020 and September 24, 2020 Minutes. Brie Seconded. All voted in favor.
- Libby verbally told the board the SCAC expenditures from the last 60 days. The board will fix procedure so that committee chairs approve volunteer reimbursements and are not being reimbursed so late. Libby will get these to the Secretary for inclusion in the packet next time. She will include which budget the expense is paid from. LeAnna motioned to approve the expenses. Councilman Maughan explained why budget expenditures must be reviewed and approved even when it is part of the budget. Tara seconded the motion. All voted in favor.

**2. Public Comment-**Kate Weaver (Syracuse Jr. High) submitted a public comment via email that was read. She would like to continue activities, especially the musical productions, and suggested SCAC might follow what schools are doing. Her choir class wears masks unless they are outside and social distances. She feels that singing with a mask on helps the individual to project better and that groups can learn parts by splitting up and/or practicing outside.

### **3. Orchestra Committee Chair position dissolved to create a Music Chair over Choir, Jazz Band, and Orchestra**

Christopher suggested that the change to have him be the music chair over choir, jazz band, and orchestra is a natural move and is ok with it. Tara believes our choir director is interested in continuing being the choir director. Christopher will need a committee/help. Councilman Maughan mentioned that this could be changed in the future if needed. Libby motioned that we change the orchestra chair to the music chair. Candice seconded. All voted in favor.

### **4. November Season Planning & Public Hearing Board Meeting**

Tara and Brie would like to get public input on what the public wants to see. Councilman Maughan reported that the city facilities may not be available for practice in 2020. From his experience the community gets upset and feel ignored if they feel their suggestions are not being acted on. He suggests we should not have the season planning and public hearing until we can act on public suggestions. A few board members thought the public might have ideas on how to do virtual activities. Councilman Maughan thought SCAC could send a memo out that they are discussing future events that could be done once activities can resume to normal. The public could

give input during the regular comment time. Tara said SCAC advertised to invite public input in the *Syracuse Connection* for the November meeting. She suggests that we should welcome and accept comments made. Councilman Maughan suggested Russ could preface the public input with a statement that we will be unable to have normal activities until the pandemic situation improves. Sheila said that we could send a retraction statement. There was concern the message may not reach everyone. Christopher had to leave.

## **5. Upcoming events.**

- a. Online Reading Event/Reader's Theatre for adults and/or youth.
- b. Mid-Season Small Musical

Russ turned the time to LeAnna to discuss these items. LeAnna thinks the Reader's Theatre would be fun, individuals with stage fright could more easily participate, and more people could participate. Individuals who might not get a part in a production could get a part in this activity. LeAnna does not want to discuss the Mid-Season Small Musical at this point. Sheila asked about having a reader's theatre at the pumpkin walk. Kresta said there can be no congregating, so it will not work.

LeAnna asked for Brie's input from her experience with Reader's Theatre events. Brie was involved with Marinda Maxfield's Facebook group that did Reader's Theatre. The script being used was posted as were dates and details. People responded if they wanted to participate and could ask for certain parts. Marinda posted the cast list. Performers logged in the zoom meeting to participate. Participants filled in if someone didn't show up.

Brie suggested doing *A Christmas Carol*. This script is familiar, would be fun, has many parts, and some of the public has asked for straight plays. Reader's Theatre is an opportunity to do something without COVID-19 concerns and is a budget neutral choice that is easy to facilitate. Sheila asked how to handle it when there are more participants than parts. Brie said when participants join the group, they agree to accept the cast list. SCAC could do an adult and Jr. reader's theatre. The performance is a one-time thing. Two casts could be made with two different times to perform if there was enough interest. *A Christmas Carol* is in the public domain and parts can be split up. Marinda does not hold auditions. Marinda started with a play per week and later to about one a month. People took turns with the main parts.

LeAnna suggested if we did not have enough interest SCAC could have a guest storyteller. Russ had concerns that a storyteller does not have many participants. Brie likes it as a performance story time. Russ and Tara felt we would have enough interest in the Reader's Theatre. Brie said there are no rehearsals. People get a link to the script. Brie suggests giving people a week to review the script. Brie adapted a script which has lots of narration parts. Tara would like to see both a Jr. and adult reader's theatre and likes the idea of different casts. It was discussed that the Reader's Theatre group would use zoom to perform, but it is possible to have the audience view it over Facebook live. Councilman Maughan thinks anything all online is fine for COVID-19 restrictions and approves of this event. Brie will send her script copy to LeAnna.

Brie motioned that SCAC do *A Christmas Carol* as a Reader's Theatre project in December. Tara seconded. Sheila asked about needing the information for *Syracuse Connection*. Brie would like it in the November magazine. Tara suggested we put a blurb in the magazine to watch social media for details. Councilman Maughan advised the board to tell the public how they will participate and how parts will be picked when we announce it. Libby would like SCAC to pick a date and randomly pick the parts. The motion was amended to include that SCAC will do a Jr. Theatre and adult reader's theatre. SCAC will not announce a date or further details until the November meeting. All voted in favor. LeAnna and Brie will organize this assignment to discuss details in November.

## **6. Publicity promotion calendar approval & Monthly Newsletter**

Russ did a screen share of the promotion calendar for the board to view. Input was asked for. Councilman Maughan pointed out the promotion of Hopebox Theatre listed in the calendar. He advised the board to have a policy about promoting other theatres and be consistent. The board discussed their views on why SCAC might

want to promote other theatres or not promote them. Cindy mentioned that the SCAC webpage has listed the names of other local theatres, which may need to be discussed. It was decided the board should write a policy about this. Councilman Maughan reminded the publicity committee to not ask for input that looks like the public is making board decisions. Sheila already understands this. SCAC appreciates Ashley's work with publicity.

Russ likes how Ashley has color coded the Facebook feeds, story, and video for the calendar. Ashley explained the difference between Facebook feeds and stories and how they work as per Russ's request. Russ will do the live video recording to announce the winners of the costume contest and Ashley will help him video it. Ashley discussed the 'name that tune' event. She would prefer the orchestra or band to record 10 second clips of each song. If needed she can use music clips instead. Sheila will contact Christopher to determine if musicians will be able to help and if it will be a burden for musicians. The board supports the 'name that tune' publicity.

Sheila suggested the board carve pumpkins for the Pumpkin walk and Ashley could post the pictures of them online. It is appropriate to promote the pumpkin walk. Brie suggested in future years we could carve pumpkins for our upcoming events. Turn them in by the Wednesday before and Kresta will make sure they are grouped together at the pumpkin walk. Sheila specifically asked about the wig and make-up tutorial. Ashley plans to ask Natalie Wanner about doing a make-up tutorial. SCAC doesn't want to promote a business unless they are a sponsor. Kresta mentioned that Black Island Farms is a sponsor of the Pumpkin Walk and Natalie works for them. Ashley can do the wig tutorial.

The board supports Facebook promotion of public comment at board meetings. Ashley can promote this a day or two before the board meeting. The board supports a Facebook explanation of what SCAC can do and can't do in regard to COVID-19. Brie will respond to the email submitted and read during public comments today. Cindy clarified that Facebook posts are read by two people before posting. Brie's is not a post and won't need further approval. Sheila made the motion to approve the upcoming calendar for social media postings with the corrections and limitations mentioned. Brie seconded. All voted in favor. Sheila will get the information submitted to Kresta for *The Syracuse Connection* by the 10<sup>th</sup>.

## **7. Policy and Procedure Manual**

Russ commented that most committees will need policy and procedures written up that will be approved by the board. A few items for this manual were discussed in previous meetings and are in the minutes. Committee chairs were asked to write up policy and procedure and give them to Cindy the first week of January to be discussed in the February board meeting. Cindy will try to keep the content the same but may move things around for continuity. Councilman Maughan volunteered to help with formatting if needed.

## **WORK SESSION**

### **8. Report on meeting with Roxane Durtschi: How SCAC can be all-inclusive in our community**

Russ and Cindy met with Roxane. The original plan was to have Roxane talk to the entire board, but there were technical difficulties the first time and the time of our board meetings is not good for her. If the board has further questions for Roxane, we can contact her. Roxane specializes in vocational rehabilitation and working with people with different disabilities. Roxane suggested using the word 'deaf' instead of 'hearing impaired'. Don't use the words 'handicapped' or 'underserved'. Councilman Maughan says there is not consensus on vocabulary. Cindy explained that people serving the handicapped can feel the handicapped are being served and that terminology can be taken negatively. Roxane suggested using positive words and phrases like 'empower people with disabilities' and 'all-inclusive'. Russ will learn about the rehabilitation centers and what they offer and see what the SCAC may be able to do for these people in Syracuse. Russ is interested in seeing if there is greater need for the youth more than the adult groups. Russ said grants want to see how we are serving diverse groups. He sees the disabled as one group. Socioeconomical and ethnic groups may need to be look at as well.

## 9. Committee Updates/Discussion

Russ expressed that as the new chair he is willing to put in the work and explained some of the things the board can expect from his leadership. Russ sent the bylaws with the grammatical corrections/edits to Councilman Maughan. Councilman Maughan sent it to the City Attorney. The City Attorney just sent him an email with clarification requests, which he expects to discuss at our next meeting, however, he has not had time to look at it in depth. The attorney did not have objections with anything.

Russ asked each person for input. Russ still needs some accounts and logins from Tara. Cindy reminded people to turn in volunteer hours. Cindy talked with Cassie, the city recorder, and learned that best practice is to include the packet with the posted agenda, except for the one given to *The Standard Examiner*. This would include the budget expenditures, publicity calendar, and similar attachments to be considered. She would prefer them a week before, but no later than the Saturday before the board meeting. Cassie needs the agenda the Monday before the meeting. Russ reminded people that the Saturday before our next meeting is Halloween and to plan accordingly. LeAnna is trying to find a time to organize the museum. She invited suggestions, donations of hangers or organization things. Brie wants to be included in this project. They may have to work in shifts due to COVID-19. Councilman Maughan has some products he can donate, and Russ has some hangers to donate.

Brie reported that MTI has requested the information for the new dates to perform *Matilda Jr.* at the earliest possible convenience. Brie contacted SAA about possible performance dates but has had some difficulty getting the right contact person. Candice suggested Brie call the assistant principal, Mike. She can also give Brie some possible dates if Brie emails her. Tara believes getting the date to MTI is not urgent and if it is March, they are fine. Brie will obtain possible dates and feels uneasy about planning dates in the Spring.

Candice is looking at a list of grants that other arts organizations have received and may write grants to the same organizations. She plans to attend a grant writing workshop later this month. She and Tara submitted grant reports for the Rocky Mountain grants as well as submitting new grant requests. She expects to hear back about them in November.

## 10. Future Agenda Items

Russ mentioned we will have a November meeting, but probably not a December meeting. This is not a final call for agenda items. Councilman Maughan advised that this agenda item is for items that may not normally come up which committee members may want discussed.

- Publicity Calendar

- Reader's Theatre and other virtual events.

**11. Adjournment.** Libby motioned to adjourn. Brie seconded. All voted in favor. Meeting adjourned at 9:59pm.

10-7-2020 Minutes Approved on November 6, 2020

Russell Lynch, Syracuse City Arts Council Chair

Cindy Hellewell, Syracuse City Arts Council Secretary