

SPECIAL MEETING
TOWN OF WAYNESVILLE
PUBLIC ART COMMISSION
9:00 A.M., SATURDAY, DECEMBER 15, 2007

MEMBERS PRESENT: MIKE GILLESPIE, MARILYN SULLIVAN, CHRIS SYLVESTER, NORETTA TAYLOR, KAREN KAUFMAN, PHILAN MEDFORD, SARAH KUCHARSKI

The mission of the Waynesville Public Art Commission is to engage the community and enrich public spaces through original art that celebrates Waynesville's unique historic, cultural, natural and human resources.

The purpose of this meeting was to work through a list of items that needed the Board's attention and prioritize the importance as well as make assignments for completion of tasks.

The first item concerned the **brochure** approved by the Commission at our last Board Meeting. Chris Sylvester has the PO # and is set to take this to the printer. Due to the time of year, this may not be completed until the first week of January, 2008.

We talked about our meeting yesterday with Fred Baker to review plans for the **new Police Station**. Fred has sent us his suggestions for a memo to Lee Galloway asking that consideration be given to involving artists in certain aspects of the design. Marilyn Sullivan will use his information and our notes to compose a memo to Lee and also requesting that representatives of the Public Art Commission be allowed to attend the January 9 meeting.

Most members have read the details regarding **Open Meeting Laws**, those who have not were advised of the web site and will become familiar with these requirements.

Next we discussed the need for **communication with other Boards and Commissions**. Rather than various members attending the meetings of other boards, we felt that for consistency in our message and any questions it would be better to invite representatives of these groups to attend a special presentation that Mike Gillespie has developed for use in future fund raising and community awareness sessions. Mike wants to have an opportunity to make some changes and do a few rehearsals so it was decided that January 31, 2008 would be a good date. Mike wants to include some before and after elements and Sarah Kucharski agreed to research activity in Salisbury for this type of information. It was agreed that in addition to our list of Boards and Commissions we would include Town aldermen and County Commissioners. Marilyn Sullivan will compose the letter of invitation.

We continue to **develop guidelines and procedures** for our Commission. Marilyn Sullivan will pursue the details of these items with help from Noretta Taylor and Kaaren Stoner regarding Art Acquisition and Artist Selection Guidelines. There was discussion regarding **Recognition Guidelines**. All members agreed to consider this topic and supply input for our review.

An **orientation program** for new commission members will be developed second quarter 2008.

Kaaren Stoner and Noretta Taylor are developing the **Artist Contracts** that will be used for this project.

The **Annual Report to the Town Board** is thought to be due in April. Philan Medford thought she could find examples of previous reports for review.

As discussed in our Monday **meeting with Jeffrey York**, we want to have him return for a meeting that is open to the community. We agreed on the dates of March 27 or April 3 if he is available at that time. Kaaren Stoner will contact Mr. York. Noretta Taylor will arrange for use of a room at the recreation center for the date selected.

The **grant process and schedules** will be looked into by Chris Sylvester and Mike Gillespie. We need to know what's out there, the timeframe involved in each and what the specific requirements are for applying.

Philan Medford will work with the town to secure information about **site identification**. We would like to have a map that indicates where public lands are and what might be appropriate art for these sites. Any further work on **projects and site selection** will be tied to this information.

There were several items under **Financial Planning** that were reviewed. Kaaren Stoner will pursue a format for the budget that will be submitted to the town in the spring. It was decided that now is not the time to pursue a % for art and that possibly in two to three years this could be a possibility. We discussed the use of endowments as a means for having operating expenses on an on-going basis. It was decided that our financial objective at the present is to cover our first, announced project and that pursuit of endowment information could wait until the fall.

We discussed the need to be included on any **CIP projects** the town has currently. We should know what the long-range plans are for the town and where we can influence the incorporation of art within a project. We should be involved in the Mini Park plans as early as possible.

Kaaren Stoner submitted a report on our **general funds and expenses** and will expand the line items needed in these accounts as required. Requisition forms for reimbursement of expenses must be obtained from the Town and copies of these and receipts given to Kaaren. Noretta Taylor and Chris Sylvester will work with Kaaren in developing account line items.

Fund raising details were discussed with many good ideas and suggestions made. Our only scheduled event at the moment is May 29 which will be by invitation and include the artist's reception. The site will be the Shelton House and there will be live music. Details of the food to serve are still being considered. We talked about the time to start, how the evening should be organized, etc.

Other suggestions for future events included an auction and a street dance. Further details will continue to be developed in task force meetings.

Having touched on all our listed topics the meeting adjourned at 12:20 P.M.

Mike Gillespie, Chairman

Marilyn Sullivan, Secretary