

AGENDA

ARTS COMMISSION

October 12, 2023

Hybrid Meeting In-person and via Zoom



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**CITY OF ELLENSBURG
ARTS COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Thursday, October 12, 2023
4:00 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members** Chair Eyre, Commissioner Blackstock, Commissioner Dougherty, Commissioner Kooser, Commissioner Oostra, Commissioner Scheffer, Commissioner Snedeker, and Council Liaison David Miller Welcome any guests.
- 2. Approval of Agenda** (No Public Comment)
- 3. Approval of Minutes** The approval of minutes for the September 14, 2023 Arts Commission Meeting
 - 3.A Minutes from September 14, 2023 Arts Commission Meeting
- 4. Budget/Financial Report**
 - 4.A YTD 2023 Arts Commission Budget Update
- 5. New Business**
 - 5.A Poet Laureate: Ellensburg Walking Chapbook on the Theme of Unity
- 6. Unfinished Business**
 - 6.A Action Item Updates:
 1. Art in the Park Selection: Pieces/Park/Set timeline--AE/JD
 2. Potential Mural-Whipple Park--JD
 3. Poet Laureate Contract--KV/AE
 4. Hosey Art Update
- 7. Subcommittee Business**
 - 7.A
 1. Ellensburg Arts & Cultural Alliance: Alex/Jeff
 2. Funding: Jerry/Jill
 3. Public Art: Alex/Jery
 4. Advocacy/Public Relations: Brian/Jeff
 5. Art Walk: Courtney/Jill/Erin
- 8. Citizen Comment (Citizen comment limited to three minutes)**

9. Staff Update/Discussion Items

9.A Nothing to report at this time. Full project report will be available at the November meeting.

10. Commission Representative Update

11. 2024 Project Grant Submission Review (No Public Comment)

11.A

1. Review/Discuss submissions and project ranking.
2. Select 2024 Project Grant Awardees

12. Adjournment



For more information on the Ellensburg Arts Commission, contact Arts & Economic Development Manager
Kelle Vandenberg at 509-962-7149.

The Contents of this agenda have been photocopied on recycled paper.



CITY OF ELLENSBURG

Minutes of Arts Commission, Regular Meeting

Date of Meeting

September 14, 2023

Time of Meeting

4:00 PM

Place of Meeting

**Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Chair Alex Eyre called the meeting to order at 4:00 pm

Present: Brian Kooser, Alex Eyre, Council Liaison David Miller, Erin Oostra, Jeffrey Snedeker, Jerry Dougherty, Jill Scheffer, Courtney Blackstock

Commissioner Eyre introduced new Commissioner Oostra and welcomed her to the Arts Commission.

Guest: None present

2. Approval of Agenda

Motion: Approval of Agenda

By: Commissioner Kooser

Seconded: Commissioner Snedeker

In Favor: Eyre, Oostra, Dougherty, Scheffer, Blackstock

Opposed: None

Abstain: None

Motion Approved. Motion Passed: 7-0

3. Approval of Minutes

3.A Minutes from August 2023

Motion: Motion to approve the August 2023 Arts Commission minutes.

By: Commissioner Snedeker

Seconded: Commissioner Dougherty

In favor: Kooser, Eyre, Oostra, Scheffer, Blackstock

Opposed: None

Abstain: None

Motion Approved. Motion Passed: 7-0

4. Budget/Financial Report

4.A YTD 2023 Arts Commission Budget Update

Staff liaison gave budget update

5. New Business

5.A Request for Funding: CWU New Music Festival

Commissioner Eyre outlined funding request from Ben Beamer. Mr. Beamer declined to present in person. Commissioner Snedeker gave an overview of the festival to all present. Commissioners had discussion regarding funding request as submitted.

Action:

Motion: Move that we decline the request for funding due to incomplete proposal and the request is past the deadline for applying for grant funding.

By: Commissioner Dougherty

Seconded: Commissioner Eyre

In favor: Scheffer, Blackstock, Oostra, Kooser, Snedeker

Opposed: None

Abstain: None

Motion Approved. Motion Passed: 7-0

5.B Process Review of 2024 Project Grant Submissions

Commissioner Dougherty reviewed the Project Grant Policy and Procedures with the Commission.

Currently commission has \$30,000 available in grant funding with 34 application submissions. Application criteria reviewed.

6. Unfinished Business

6.A Action Item Updates:

1. Art in the Park Selection Process: Commissioner Eyre gave an update on meeting with Park & Recreation Director, Brad Case.

2. Potential Mural Wall-Whipple Park: CWU Chief of Staff, confirmed that the distribution building that is next to Whipple Park is owned by CWU Dining Facilities and believes a mural utilizing student artists/community artists would be good on the building.

Action Item: Staff liaison to gather information to bring to commission for review.

3. Poet Laureate Contract/Projects-Meeting scheduled with City Attorney and City Manager to review terms of contract. Staff liaison recommend adjusting the contract to follow current fiscal cycle.

4. Hosey Art Update:

- Commissioner Dougherty checked with campus police regarding safety concerns for large sculpture pieces. No incidents were noted.
- **Action Item:** Select individual pieces of work and identify proposed placement. Eyre/Dougherty

7. Subcommittee Business

7.A 1. Ellensburg Art & Cultural Alliance: Eyre/Snedeker

Update given by Commissioner Eyre.

- Applied for 501c3 status.
- Creative District application proceeding on schedule.
- Working on logo design and securing website url.

2. Funding: Dougherty/Scheffer

No update at this time.

3. Public Art: Eyre/Dougerty

Update: Bus Shelter Art: Need active inventory of existing bus shelters, with and without public art.

Action Item: Staff liaison to look for data from public works.

4. Advocacy/Public Relations: Kooser/Snedeker

No update at this time.

New item: Work to coordinate PR campaign regarding 2024 project grants once awarded.

5. Artwalk: Blackstock/Scheffer/Oostra:

a. Reach out to Mariposa regarding unpaid amount.

b. Commissioner Oostra gave update on Artwalk map that she created to increase more walkable for all the venues.

Action Items: Potential App for Artwalk: Work with CWU CS481 develop app for ArtWalk venues/locations.

8. Citizen Comment

There was no citizen comment

9. Staff Update/Discussion Items:

9.A Preparing for the November City Council Report and Budget Approval (Nov. 6th)

9.B 2023 Project Grant Funding Update

9.C Contract for designs for glass panels to be placed on bus shelter outside the CWU SURC building

10. Commission Representative Update

11. Adjournment: 5:33 pm

	A	B	C	D	E	F	H
1	2023 EAC Spending Plan	(YTD SEPT. 2023)		2023 BUDGET	2023 ACTUALS	Balance	NOTES
2		REVENUES:					
3		100 162 347 90 00	Artwalk				
4			Gard	\$ 50.00	\$ 50.00	\$ -	
5			Ellensburg Rodeo Hall of Fame	\$ 50.00	\$ 50.00	\$ -	
6			Clymer Museum	\$ 50.00	\$ 50.00	\$ -	Paid June-23
7			DM Coffee	\$ 50.00	\$ 50.00	\$ -	
8			KC Recovery Community Org	\$ 50.00	\$ 50.00	\$ -	Paid June-23
9			Gallery One	\$ 50.00	\$ 50.00	\$ -	
10			KC Historial Museum	\$ 50.00	\$ 50.00	\$ -	
11			Dark Moon Craft Beer	\$ 50.00	\$ 50.00	\$ -	
12			The Mule	\$ 50.00	\$ 50.00	\$ -	Paid June-23
13			Hotel Windrow	\$ 50.00	\$ 50.00	\$ -	
14			Blue Bear Puppet Lab	\$ 50.00		\$ 50.00	Have not been billed--were not on the list. Added at August EAC meeting.
15			Art is Fine and the Palace Gallery	\$ 50.00	\$ 50.00	\$ -	
16			NuWave Art Gallery	\$ 50.00	\$ 50.00	\$ -	
17			Mariposa			\$ -	Voided Invoice. The cost to process has been more than \$25.00-
18			KVH	\$ 25.00	\$ 25.00	\$ 50.00	Paid June-23
19		Total Revenue		\$ 675.00	\$ 625.00	\$ 100.00	
20							
21		EXPENDITURES:					
22		100 162 573 20 31	Operating Supplies				
23			Artwalk Annual meeting supplies	\$ 50.00	\$ 24.57	\$ 25.43	
24			Treasure Award Engraving/Plaque	\$ 30.00	\$ 20.00	\$ 10.00	
25			Treasure Award Ceremony Supplies	\$ 200.00	\$ 200.00	\$ -	
26			Plaques/framing for Collection	\$ 2,000.00		\$ 2,000.00	
27							
28			Total Operating Supplies	\$ 2,280.00	\$ 244.57	\$ 2,035.43	
29							
30		100 162 573 20 41	Professional Services			\$ -	
31			Am. For the Arts membership	\$ 75.00	\$ 75.00	\$ -	
32						\$ -	
33						\$ -	
34			Total Professional Services	\$ 75.00	\$ 75.00	\$ -	
35							
36		100 162 573 20 43	Professional Development-Travel				
37			Conferences-Travel	\$ 1,000.00		\$ 1,000.00	
38						\$ -	
39		100 162 573 20 49	Professional Development-Misc	\$ 1,000.00		\$ 1,000.00	
40		100 162-573-20-44-013	Admin Services	\$ 13,000.00	\$ 13,000.00	\$ -	Annual payment invoiced in July 2023
41		Total Professional Development		\$ 15,000.00	\$ 13,000.00	\$ 2,000.00	
42							
43		100 162 573 20 44	Advertising				
44		PO130327	NPR- for contract year	\$ 1,920.00	\$ 1,920.00	\$ -	
45			Additional Advertising	\$ 500.00	\$ 801.08	\$ (301.08)	
46		Total Advertising		\$ 2,420.00	\$ 2,721.08	\$ (301.08)	
47							
48		TOTAL EXPENDITURES		\$ 19,775.00	\$ 16,040.65		

	A	B	C	D	E	F	H
49							
50		Grant Dispersement					
51		100 162 573 20 40	2023 Art Grants				
52			Ellensburg Downtown Association	\$ 2,500.00		\$ 2,500.00	
53			Gallery One-Artist in Action	\$ 2,500.00		\$ 2,500.00	
54			VMT-Rising Stars	\$ 2,500.00	\$ 2,497.17	\$ 2.83	Reimbursement form submitted Aug. 2023
55			Youth Services-Monthly Art Kits & Art in the Park	\$ 2,500.00		\$ 2,500.00	Organization withdrew/organization dissolved
56			VMT-After Dark Series-The Play That Goes Wrong	\$ 2,500.00	\$ 2,493.15	\$ 6.85	
57			Make Music Ellensburg--Rock Band Class	\$ 640.00		\$ 640.00	Applicant forfeited the grant. Unable to complete this project
58			CWU Jazz Education Network-Women in Jazz Day	\$ 2,500.00	\$ 1,735.00	\$ 765.00	
59			Renee Adams-Bean Bag Botany	\$ 1,240.00	\$ 1,240.00	\$ -	
60			Entrust-Peoples with Disabilities Art Show	\$ 2,500.00		\$ 2,500.00	Have not returned signed contract after multiple attempts--however we have confirmation the exhibition took place at G1
61			Make Music Ellensburg-Strum Along	\$ 850.00		\$ 850.00	
62			Quilters in the Valley	\$ 800.00		\$ 800.00	Change of scope of work request to commission. Commission denied change request. Applicant forfeited grant.
63			Gabrielle McNeillie-International Dance Day	\$ 2,500.00		\$ 2,500.00	Applicant forfeited
64			Robin Mayberry-99 Reasons Why	\$ 1,000.00		\$ 1,000.00	
65						\$ -	
66			Poet Laureate	\$ 2,500.00	\$ 1,280.42	\$ 1,219.58	Period: June 1, 2023 to May 31, 2024
67							
68				Subtotal of forfeited or unused funds		\$ 7,214.68	<i>These will go back into overall funds</i>
69				Subtotal of funds not yet reimbursed		\$ 10,569.58	
70							
71		Total Art Grants		\$ 27,030.00	\$ 9,245.74	\$ 17,784.26	
72							
73		100 162 573 20 40	Capital/Public Art				
74			City Permanent Acquisition	\$ 7,000.00	\$ 753.62	\$ 6,246.38	CM Office Art + Medal Plate Engraving for placard sign
75							
76							
77							
78		Total Capitol/Public Art		\$ 7,000.00	\$ 753.62	\$ 6,246.38	
79							
80							
81			Expenditures	\$ 19,775.00			
82			Art Grants	\$ 27,030.00			
83			Public Art	\$ 7,000.00			
84				\$ 53,805.00	\$ 36,039.37	\$ 24,030.64	
85		Total Budget	\$50,000.00				
86							
87		2023 Percentages	BUDGETED		2023 Percentages	ACTUALS (YTD Sept. 2023)	
88		Art Grants	40%		Art Grants	18%	
89		Expenditures	54%		Expenditures	32%	
90		Public Art	14%		Public Art	2%	

Ellensburg Walking Chapbook on the Theme of UNITY

November 2023	Call for Poetry Submissions open for two months
January 2023	Judging of poetry submissions (current Poet Laureate + one EAC member)
February 2024	Simple layout and design of poems (by Marie) & contact local businesses to participate by featuring a poem in their storefront window
March 2024	Printing of poems
April 2024	Walking Chapbook reading on Saturday, April 6, 2024.

Submission Guidelines

Submissions open November 1 – December 31, 2023.

The Walking Chapbook is the final community laureateship project of Ellensburg’s Inaugural Poet Laureate Marie Marchand. Poems chosen will be featured on storefront windows in downtown Ellensburg throughout National Poetry Month, April 2024. A walking reading will take place on Saturday, April 6th at 1 p.m. The Walking Chapbook will be a temporary public art installation on the theme of UNITY, therefore, entries should be family-friendly and inspire hope and positivity.

Poems will be printed in 13-point font on 8.5 x 11 paper. Entries must be submitted in 13-point font and be 35 lines or less (including title and all spaces). Poems must be the original work of the poets. Poems may have multiple authors (unity, yay!). There are two categories: Youth (up to 17 years old) and Adult (17 and up).

Submissions may be emailed as Word or pdf documents to City of Ellensburg Arts and Economic Development Manager Kelle Vandenberg at vandenbergk@ci.ellensburg.wa.us between November 1st and December 31st. Put “Walking Chapbook Submission” in the subject line and indicate the category. One poem per person, so be sure to enter your best work!

Entries will be judged blindly by Ellensburg Poet Laureate Marie Marchand and Ellensburg Arts Commission Chair Alex Eyre. Up to 35 poems will be chosen.