



CITY OF ELLENSBURG

Meeting Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Arts Commission, Retreat

February 13, 2025

4:05 PM

Council Conference Room, City Hall

1. Call to Order and Roll Call of Members

- 1.A Chair Eyre, Commissioner Marchand, Commissioner Dougherty, Commissioner Oostra, Commissioner Snedeker, Commissioner Kooser, Council Member Miller

Welcome any guests. Jerica Pascoe

Absent: Commissioner Scheffer

Guest: Jerica Pascoe, Director of Finance, City of Ellensburg

2. Approval of Agenda

Motion to approve February 13, 2025, Arts Commission meeting agenda.

By: Commissioner Snedeker

Seconded: Commissioner Dougherty

In Favor: All in favor

Opposed: None

Abstain: None

Motion Carries

3.

- 3.A Approval of Minutes

Motion to approve January 9, 2024, Arts Commission meeting minutes as presented.

By: Commissioner Marchand

Seconded: Commissioner Oostra

In Favor: All

Opposed: None

Abstain: None

Motion Carries

4. Budget/Financial Report

- 4.A Proposed 2025 Arts Commission Budget

Staff gave brief overview of 2025 Arts Commission budget in agenda packet.

Discussion regarding American for the Arts subscription.

Action item: Staff: Research/secure new membership for American for the Arts and/or update existing membership.

5. New Business

5.A Shakespeare in the Park Sponsorship Discussion

Staff reviewed the meeting/project with Commissioners. Commissioners request that staff will set up meeting with between Project lead, Director of Parks and Recreations, and the Arts Commissioners to discuss project further.

Action Item: Staff: Set up meeting as noted above.

6. Unfinished Business

6.A City Arts Policy: Determine Plan for Updating

Discussion on how to edit the City Arts Policy. This update does not yet have a timeline established for completion. This will be an ongoing 2025 project and once completed, will go to City Council for recommendation and approval.

Edits will be as follows:

Review/update policy by corresponding subcommittee:

Focus Area 1: Public Art: Will be reviewed by: Jerry Dougherty, Jeff Snedeker, and Alex Eyre.

Focus Area 2: Community Engagement: This section is a combination of Art Walk, Advocacy, and Awards & Distinction. Will be reviewed by: Marie Marchand, Jill Scheffer, Jerry Dougherty, Jeff Snedeker and Erin Oostra.

Focus Area 3: Arts Enrichment: Grants Funding: Marie, Marchand, Jerry Dougherty, and Jill Scheffer.

Focus Area 4: Ellensburg Creative District: Staff will add Focus Area 4: Ellensburg Creative District. Once written, this will be reviewed by Brian Kooser, Jeff Snedeker, and Alex Eyre.

Staff will review/update entire document.

Action items:

- **Staff** build action notes
- **Chairs of subcommittees** set up subcommittee meetings to review document/edits between now and March 13, 2025, Arts Commission meeting.
- **Staff** will review entire document and create a redline version for editing.
- **Staff:** Subcommittee edits will be compiled into the Master document by staff.

- 6.B Admission Tax Presentation-Update: Commissioner Dougherty and Director of Finance, Jerica Pascoe.

Commissioner Dougherty gave presentation on the Admission Tax adopted by City Council in 1994.

Commission discussed process/presentation. Director of Finance, Jerica Pascoe offered comments to assist with discussion.

Question from Commissioner Dougherty What can we do to make it easier for people to collect it/pay it?

Action Item: Staff: Is the Admission Tax information outlined in the Special Permit Application process?

Action Item: Chair Alex Eyre: Discuss with community organizations to gather information and input.

7. Subcommittee Business:

- 7.A 1. Funding & Advocacy: Jerry/Jill/Marie

Action Item: Need to identify different levels/categories for advocacy and align with correct subcommittee and/or representative.

Chair: Jerry

2. First Friday Art Walk: Jill/Erin/Brian

Chair: Erin

Art Walk Maps needs to be reprinted and redistributed. Erin is requesting \$500.00 for printing.

Motion to approve \$500.00 for printing of the art walk map and poster from the Creative District budget.

By: Commissioner Marchand

Second by: Commissioner Kooser

In Favor: All

Opposed: None

Abstain: None

Motion Carries

3. City Art/Public Art: Jerry/Jeffy/Alex

Chair: Alex No report given

4. Awards & Distinctions: Marie/Jeff/Alex

Chair: Marie Report given on updated Poet Laureate program

5. Ellensburg Creative District: Jeff/Brian/Alex

Chair: Jeff Report given on Creative District activities: Summit and Wayfinding.

6. Programs & Marketing: Staff/Jeff

Chair: Staff Report given on SM and Programming calendar

8. Citizen Comment

No citizen comment

9. Staff Update/Discussion Items:

9.A. Review Action Items from Jan. 9, 2025, Arts Commission Meeting:

i. Staff: Schedule CD Summit Meeting—Held Feb. 5, 2025

ii. Staff: Schedule an ECD Onboarding meeting with commissioners.

Scheduled: Mon. Jan. 27th at 4:00 pm Alex/Jeff were in attendance.

iii. Staff: Schedule meeting with CWU Provost and Dept. Heads to introduce Ellensburg Creative District. Meeting with Patrick Pease held Jan. 29, 2025

Meeting with Dean's Council: Held Feb. 11, 2025

10. Commission Representative Update-No report given

11. Adjournment Time 5:24 pm