



Mercer Island Arts Council Regular Meeting

Agenda | September 11, 2019

Mercer Island Community & Event Center
8236 SE 24th St., Mercer Island, WA 98040

- 6:30 PM CALL TO ORDER**
- 6:30 PM APPEARANCES**
- 6:35 PM APPROVAL OF MINUTES**
Regular Meeting Minutes, August 14, 2019
- 6:40 PM REPORT VOLUNTEER HOURS, Diane Mortenson**
- 6:45 PM 2019 BUDGET REPORT, Sarah Bluvas**
- 6:50 PM ADP ARTS & CULTURE/PLACEMAKING VISION DRAFT, Master Plan ad-hoc committee**
Action Requested: Approve Draft Vision to present at Open House #3 on 9/23
- 7:50 PM SEAJAM FESTIVAL SPONSORSHIP UPDATE, Staff**
- 8:00 PM PROGRAM & LIAISON REPORTS**
Chair Report/Public Art, Erin Vivion
- Mostly Music in the Park, Matt Lome
- Special Projects, Gaylene Vaden
- Gallery, Amy Barnes
- Literary, Erik Gordon
- MIVAL, Claudia Zimmerman
- 8:20 PM STAFF UPDATES, Sarah Bluvas and Diane Mortenson**
Update: Upcoming arts-related professional development/networking opportunities
Action Requested: Volunteer at ideaX on Saturday, October 12, 10 am-12 pm
Action Requested: Review Bylaws and be prepared to discuss/vote at October meeting
Action Requested: Ideas for "mini retreat" working session at November meeting
- 8:30 PM ADJOURN**

Arts Council Members

- 1 Anumeha
- 2 Suzanne Skone
- 3 Gaylene Vaden
- 4 Amy Barnes, Vice Chair
- 5 Matt Lome
- 6 Erin Vivion, Chair
- 7 Erik Gordon
- 8 Damian Schwiethale
- 9 Xixi Shakes

City Council Liaison

Salim Nice

Staff

Sarah Bluvas
Diane Mortenson

MIVAL Liaison

Claudia Zimmerman

FAAC Liaison

Alice Finch

Next Meeting: October 9, 2019

Everyone contributes.

- Listen actively.
- Create a space in which all members feel comfortable speaking up.
- Encourage respectful debate.

Foster a collaborative environment.

- Work better together.
- Stay open to new ideas and ways of thinking.
- Seasoned members mentor new members.
- Once a decision is made, everyone commits to that decision.

Hold each other accountable.

- Evaluate projects and ideas equally.
- Focus on the group's goals.
- Identify and leverage the skills everyone brings to the table.

Get to know each other and the community.

- Socialize with each other.
- Expand the network by bringing friends, neighbors, etc., along – create a pipeline/succession plan.

Be transparent and accessible.

- Check for understanding by paraphrasing.
- Foster open communication.

Mercer Island Arts Council - 2019 Operating Budget *(Budget to Actual - As of 09.09.19)*

Expense Area	2019 Budgeted	2019 Actual	2019 Pending	Additions
PR5200: Public Art				
Operating supplies (placards, signage, etc.)	\$ 800.00	\$ -	\$ -	\$ -
PR5300: Community Arts Support				
Arts Council Swing Dance (VFW Hall rental, supplies, etc.)	\$ 1,600.00	\$ -	\$ -	\$ -
Dance for PD	\$ 750.00	\$ 750.00	\$ -	\$ -
PR5400: Gallery				
Operating supplies (reception food, etc.)	\$ 1,200.00	\$ 517.73	\$ -	\$ -
Professional services (outdoor gallery installation stipend)	\$ 1,400.00	\$ -	\$ -	\$ -
Musicians at receptions	\$ 1,500.00	\$ 900.00	\$ -	\$ -
Marketing and promotion (advertising, printing, etc.)	\$ 1,400.00	\$ -	\$ -	\$ -
PR5500: Literary Program				
Classics on Film honoraria (Lance Rhodes)	\$ 3,000.00	\$ 1,200.00	\$ 800.00	\$ -
Meet the Author event	\$ 400.00	\$ -	\$ -	\$ -
Marketing and promotion (advertising, printing, etc.)	\$ 450.00	\$ -	\$ -	\$ -
PR5600: Cultural & Performing Arts				
Event supplies	\$ 100.00	\$ 16.53	\$ -	\$ -
Mostly Music in the Park sound engineering	\$ 5,200.00	\$ 6,784.80	\$ -	\$ -
Mostly Music in the Park bands	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
Shakespeare in the Park performances	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
Marketing and promotion (poster design/distribution, banners, etc.)	\$ 2,920.00	\$ 2,032.82	\$ 144.00	\$ -
PR5700: Special Programs				
Operating supplies (office supplies, retreat supplies, etc.)	\$ 500.00	\$ 337.05	\$ -	\$ -
Dues and subscriptions (STQRY, professional networks, etc.)	\$ 3,000.00	\$ 1,235.53	\$ -	\$ -
Marketing and promotion (Arts Council branding)	\$ 750.00	\$ -	\$ -	\$ -
Miscellaneous grants and sponsorships	\$ 2,000.00	\$ 1,000.00	\$ -	\$ -
TOTAL	\$ 40,970.00	\$ 28,774.46	\$ 944.00	\$ -
Remaining	\$			11,251.54

1% for Art in Public Places Fund Balance

Cash Balance as of 01.01.19	\$ 143,011.81
2018 - Contributions	
Contributions	\$ 30,222.00
2018 Town Center Banners	\$ (300.00)
Net 2018 contributions	\$ 29,922.00
2019 Budget - Commitments or Future Use of Cash	
Anticipated Contributions	\$ 10,000.00
Annual art maintenance (2018)	\$ (15,000.00)
Net 2019 contributions (est.)	\$ (5,000.00)
Est. Cash Available at year's end (12.31.19)	\$ 167,933.81

Aubrey Davis Park Master Plan - Arts & Culture Vision Statement + 4 Tenets

DRAFT as of 08.29.19

Building on this rich history of providing positive public art opportunities in Aubrey Davis and recognizing that the park itself has become a treasured cultural resource in the community, this master plan sets forth an updated vision for cultural arts in the park:

Connect communities through parks, arts, and cultural activities.

Be it landscape art or interpretive signage, sound installation or artful foliage, this vision reflects a broader plan to use arts and culture to deepen community connections to the park and further enhance it as a place Islanders want to spend their time.

This section elaborates on this vision by outlining tenets to guide how arts and culture can create and maintain a sense of place in Aubrey Davis Park.

Tenets

1. Provide welcoming and inclusive spaces where all community members can express and experience creativity.
2. Engage in nature in all its elements.
3. Cultivate an art-inspired environment.
4. Celebrate our culture - past, present, and future.

Provide welcoming and inclusive spaces where all community members can express and experience creativity.

Stretching from bridge-to-bridge on the north end of the Island, Aubrey Davis Park offers a prime place for community gathering and connection. Arts and cultural activities can be used to inspire park users to get to know each other, to engage in meaningful dialogue, and to forge bonds with the park itself.

Possible Opportunities

- Art/arts spaces as a focal point for community gathering
- Greta Hackett Outdoor Sculpture Gallery
- Art/arts experiences that encourage exploration and discovery
- Engage community members in the public art selection and creation process
- Interactive art installations that all ages can engage with

Engage in nature in all its elements.

The park serves as an oasis - a place where Islanders, commuters, regional neighbors, and others can escape from urban life. Current and future arts and culture features should complement the park's natural landscape and offer ways to interact with nature and experience tranquility. And those experiences shouldn't stop when summer ends. Using arts

and culture as a tool, park accessibility can be improved so visitors can discover something new at all times of year.

Potential Opportunities

- Art integrated with nature (like The Yearling)
- Accessibility at all times of year - lighting features, wayfinding, shelter, safety (paved paths at traffic crossings, etc.)
- Noise mitigation through art installations
- Art that embraces the weather - sun, rain, wind, and including sustainable art practices
- Landscape art and foliage-as-art that can be experienced differently during different seasons
- Interactive/sensory artwork - edible plants, climbable/touchable art

Cultivate an art-inspired environment.

Whether exploring one of the park's many works of public art or attending events like Art UnCorked in the outdoor sculpture gallery, community members already have many opportunities to engage with arts and culture in Aubrey Davis. Expanding on this artistic atmosphere through intentional curation, low-cost projects, and community-driven activities helps make the park a place community members want to visit.

Potential Opportunities

- Showcase and build off existing artwork to create new experiences
- Continue to provide space/locations for arts events and performances
- Greta Hackett Outdoor Sculpture Gallery
- Explore temporary art projects to inspire public engagement and expression
- Engage community members in the public art selection and creation process
- Interactive art installations that all ages can engage with
- Wayfinding/interpretive signage

Celebrate our culture - past, present, and future.

From legends shared by the Duwamish who foraged and hunted on the Island to Aubrey Davis's legacy of establishing the "Park on the Lid," the park has many stories to tell. Uncovering and highlighting these stories fosters community understanding of the Island's rich history and offers more opportunities to honor our place. With arts and cultural activities, we can build a bridge between past, present, and future, allowing future Islanders and regional neighbors to embrace the park, too.

Potential Opportunities

- Cultural events
- Wayfinding/interpretive signage
- Partnerships with Mountains to Sound Greenway and other cultural/heritage groups
- Art projects that reflect our heritage
- Areas for remembrance and reflection - urban oasis

The Mercer Island Arts Council ("Arts Council") is an advisory board to the Mercer Island City Council ("City Council") as established by Ordinances No. A-40 and A-41, passed by the City Council August 12, 1985, and codified as MICC 3.55, and 4.40.200. These bylaws constitute a supplement to said documents, providing further statements of the organization, procedures, activities, and objectives of the Arts Council. In any instance in which these bylaws might be interpreted to be contrary to said documents, the latter shall govern.

ARTICLE I – MISSION STATEMENT AND GOALS

The Arts Council's mission is to nurture, promote, and support quality cultural arts activities for the community of Mercer Island.

The Arts Council goals are to:

- Advocate for the arts, artists, and arts organizations of Mercer Island.
- Stimulate and promote community awareness, education, and enjoyment of the arts.
- Support performing, visual, literary, and other arts programs, projects, and events.

Commented [SB1]: Condensed second and third goals to eliminate redundancy.

ARTICLE II – DUTIES & RESPONSIBILITIES

The Arts Council's purpose is to advise and make recommendations to the City Council and other boards and commissions on matters related to arts and culture on Mercer Island. As an advisory board, the Arts Council recommends policies related to arts and culture, allocates funding from the Arts Council operating budget, and proposes arts and culture projects and initiatives. All recommendations are subject to City Council approval and staff capacity.

The Arts Council's duties and responsibilities are to:

- Develop the arts and culture plan as a component of Mercer Island's comprehensive plan and provide recommendations on periodic updates to the plan as directed by City Council.
- Provide a forum for the community to express their views on arts and culture and serve as a central body to promote, develop, stimulate, and encourage arts organizations, artists, and arts participation in Mercer Island.
- Establish guidelines for and advise Mercer Island's Design Commission on the commissioning, selection, and placement of permanent or temporary works of art in Mercer Island.
- Review the suitability and advise on the acceptance of art works intended as gifts to the city of Mercer Island.

Commented [SB2]: Follow-up: Planning and Design Commission bylaws do NOT reference public art in any capacity (FYI both commission's bylaws are much less detailed in terms of duties/responsibilities than this document)

- Participate in the selection of artists and performers for programs and events sponsored by the Arts Council.
- Support and foster an inclusive arts community that embraces the cultural diversity of its citizens and recognizes their contributions to the cultural landscape, including honoring and featuring local artists.
- Explore opportunities to obtain private, local, state, and/or federal funds to promote arts and cultural opportunities in Mercer Island.
- Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, art organizations, foundations, and other community groups to bring artists and audiences together.
- Advise on other matters as directed by City Council.

ARTICLE III – ORGANIZATION

1. MEMBERSHIP

The Arts Council consists of nine persons recommended by the Mayor and Deputy Mayor and subject to appointment by the City Council. Members serve a term of four years and may serve no more than two consecutive terms. Each member's term shall expire on the last day of May.

2. OFFICERS

The elected officers of the Arts Council shall consist of a Chair and Vice Chair. The term of office for Chair and Vice Chair is one year. Each officer may serve a maximum of two consecutive terms.

Officer terms take effect beginning with the regular January meeting, and the election cycle is repeated annually.

If the Chair or Vice Chair vacates the position, the Arts Council will nominate and vote for a current member to fill the position at the Arts Council's next regular meeting.

Election Process

At the Arts Council's December meeting, the following process is conducted to elect new officer positions:

- Place motion to elect Chair and Vice Chair on the agenda.
- Take nominations for the position of Chair from the floor.
- Nominations do not require a second vote.
- If no further nominations, the Chair declares nominations closed.
- Voting takes place in the order nominations are made.
- If there is only one nomination, board members will vote on that nomination by a voice vote.
- If there is more than one nomination, each will be voted on separately by a roll-call vote of the members present.

- Once a nominee receives a simple majority vote, the nominee is declared elected to the position.
- If none of the nominees receive a majority vote, nominations are requested again, and the process is repeated until a candidate receives a majority vote.
- The process is repeated for Vice Chair.

Officer Duties

- Facilitate Arts Council meetings in a fair, efficient, productive, and informative manner.
- Act as the primary Arts Council representatives to City Council.
- Serve as the primary line of communication to City staff.
- Work with City staff to schedule meetings and develop meeting agendas.
- Appoint committee chairs.
- The Vice Chair attends meetings with staff and the Chair and fulfills duties of the Chair in the Chair's absence.

3. COMMITTEES

The Arts Council includes six standing committees, and special or ad-hoc committees may be created as-needed. Committees are chaired by board members appointed by the officers, and committee members may be Arts Council members or other appropriate volunteers. Due to the requirements of the Open Public Meetings Act (Chapter 42.30 RCW), a committee shall contain fewer members than a quorum of the whole Arts Council.

Standing Committees

The following are the standing committees of the Arts Council.

- Community Relations: Assists with coordinating efforts related to public relations and community outreach on behalf of the Arts Council and its programs.
- Gallery: Assists with programming the Mercer Island Gallery at the Mercer Island Community & Event Center and the Greta Hackett Outdoor Sculpture Gallery.
- Literary: Assists with fostering appreciation of literature in the community by coordinating literary programs and collaborating with literary groups.
- Performing Arts: Assists with coordinating music, theater, and other performing arts programs.
- Public Art: Assists with stewarding Mercer Island's public art collection.
- Special Projects: Assists with coordinating special programs and projects as they arise.

Detailed descriptions for standing committees are provided in the Arts Council Organization Manual.

Selection of Committee Chairs and Members

At the December meeting, staff will distribute Committee Interest Forms to board members. Members will return the forms to the Chair-elect. The Chair-elect, Vice Chair-elect, and staff liaisons will determine committee chair and member appointments and announce them at the January meeting. Committee chairs and members assume duties for one year beginning with the regular January meeting.

ARTICLE IV - OPERATIONS

1. MEETINGS

Regular & Special Meetings

Regular meetings of the Arts Council convene at 6:30 pm on the second Wednesday of each month at the Mercer Island Community & Event Center. Special meetings may be called by the Arts Council Chair by giving at least 24 hours advance notice to members and the City's paper of record in accordance with the Open Public Meetings Act. The notice must specify the time and place of the special meeting and the business to be transacted at the special meeting.

Commented [SB3]: DC and PC allow for Vice Chair, staff, or mayor to call special meetings in Chair's absence. Thoughts?

Officer Meetings

The Chair, Vice Chair, and staff liaisons may meet at least one week in advance of the regular Arts Council meeting to determine the meeting agenda.

2. ATTENDANCE

Each board member should strive to attend all Arts Council meetings, to read materials beforehand, and to participate fully. Except in instances of sudden illness or other unforeseen hardship, members should advise the staff and the Chair/Vice Chair of their intended absence before 4:30 p.m. on the day prior to the regular meeting. Excused absences will be noted for the record at the beginning of the meeting.

A board member shall forfeit his/her position by failing to attend three (3) consecutive regular meetings of the Arts Council without being excused by the Chair.

Commented [SB4]: Any additional comment or concern about this section?

3. QUORUM

A quorum consists of a simple majority of the appointed members of the Arts Council. No formal action of the Arts Council may be taken at any meeting where a quorum is not present. If a quorum is not reached at the start of a meeting, the Chair may choose to excuse the meeting.

4. ORDER OF BUSINESS

The Chair may adjust or amend the order of business as needed. The Arts Council's regular meetings normally use the following format:

- Call to Order

- Appearances
- Approval of Minutes
- Budget Report
- Agenda Items
- Other Business
- Adjourn

The Chair shall conduct meetings in an open, fair, and transparent manner. In the event of a procedural question, the Chair will refer to Robert’s Rules of Order for guidance.

5. ORDER OF BUSINESS

The Mercer Island city manager shall appoint a staff liaison to provide support services for the Arts Council. Staff support shall include, but not be limited to, assistance with the development of work plans and schedules, guidelines and procedures, correspondence, and agenda preparation and distribution.

Staff is also responsible for distributing all meeting notices and cancellations to the public as well as generating and updating the website calendar for upcoming Arts Council meetings.

ARTICLE V – CONFLICT OF INTEREST

If an actual or perceived conflict of interest exists that affects the work of the Arts Council, it is each board member's responsibility to openly describe the issue and refrain from any subsequent board participation, deliberation, or voting on the subject.

ARTICLE VI – PUBLIC REPRESENTATION AND STATEMENTS FROM THE BOARD

Any member of the board has a right to express personal views and opinions. However, statements representing the views or recommendations of the Arts Council must be authorized by a majority or consensus of the board. Consultation with staff on messaging is required.

Commented [SB5]: Added based on previous comment from Candace Chuck

ARTICLE VII – RESIGNATIONS

In an event that an Arts Council member wishes to vacate his/her term early, resignation should be tendered in writing to the Mayor and Deputy Mayor. Existing Arts Council members, staff liaisons, and the City Clerk will then recruit for a new member to fill the vacancy through Mercer Island’s established board/commission vacancy process.

ARTICLE VIII – RECOMMENDATIONS OF THE BOARD

The goal of the Arts Council is to provide recommendations to the City Council. When a consensus cannot be reached, a majority vote is taken. Minority positions may be conveyed as well. To document the actions taken by the Arts Council, staff will prepare a written statement or memorandum, including the facts, findings, and rationale for the final recommendations. The Chair in cooperation with the staff liaisons will present the recommendations to the City Council on behalf of the Arts Council.

ARTICLE IX – REVIEW OF BYLAWS

The Arts Council shall review bylaws annually at the Arts Council meeting in July. Proposed bylaw amendments must be approved by a majority of the Arts Council.

Commented [EV6]: Should we include a notice requirement?

Commented [SB7R6]: Don't think it's necessary

ARTICLE X: CODE OF CONDUCT

The Arts Council developed the following “group norms” to define the expectations for conduct by board members and the interaction among members. These are intended to be simple, self-explanatory, and self-enforced. The Chair is empowered to remind members as the need arises to employ these norms.

- Everyone contributes.
- Foster a collaborative environment.
- Hold each other accountable.
- Get to know each other and the community.
- Be transparent and accessible.

Date Approved: _____

Arts Council Chair: _____