

**AMMENDED MINUTES**  
**City of Clemson Arts & Culture Commission**  
**Tuesday, June 23rd, 2015**  
**City Planning Conference Room**  
**5:30 to 8:30 pm**

Attendees: Julie, Marty, Tommye, Robert, Sue

Not Present: Greg Shelnut, RiChari Sancho

- 1) **Call to Order**- Julie Peters called the meeting to order at 5:35PM
  
- 2) **Approval of minutes from May, 2015** – Robert moved to approve minutes as currently written. Marty Seconded. Approved unanimously.
  
- 3) **NEW BUSINESS**— Julie explained how we are going to do new business first and then close the meeting and then do old business and finish the plan.
  - a) **Clemson Festival of Arts/Funding Proposal (Tommye)**: Tommye presented the Festival of Arts summary. They included graphics on how the attendance has consistently grown since the festival's inception. Tommye broke out expenditures and costs involved with running the Art Festival. Tommye is presenting a request for \$10,000 from City Council to help continue funding the Art Festival for 2016. Julie, thanked Tommye for presenting the summary of the Festival and for breaking out attendance, artists, and volunteers, including volunteer hours. Julie said that even though you have a net loss in 2015, there is probably a breaking point where the Art Festival could be self-sustaining. Tommye said that their goal is 50 artists and 2500 participants and 20 community partners. Julie requested the chart also show projections. Julie suggested adding trend lines when the information is presented to City Council. Sue asked the question what the desired outcome is. Tommye said their desired outcome is a break-even community service initiative. Sue – asked what the \$10,000 is for? Tommye said it would help to supplement staff hours, but would provide for a dedicated student intern that would be responsible for organizing the festival. Sue suggested adding into the document what the real expenses will be on the spreadsheet, including overhead, supplies, and staffing needs. Julie said that if this information was used for grant funding. Sue said she understands, but thinks that all the expenses for the Art Festival should be included, but it shouldn't include expenses of the Art Center. Show that historically the Art Center has been providing financial responsibilities for the festival, because of time, resources, etc. but they city needs to be shown the actual expenses of the Art Festival. Sue suggests putting expenses along the way to decipher what the real costs of the festival. Tommye said last year the Art Center supplied all the supplies, staff time, and expertise. Julie suggested adding everything you need to do the job to run the festival as you would if you were a consultant. Sue, suggested adding revenue at the beginning, then expenses, and then total. Julie also suggested showing what the cost per hour of each employee is, and put that in there, as list it as billable hours for the work on the festival. Sue and Julie both felt

that the Art Center needed to show the costs associated with running the Festival. Marty – asked if the staffing cost included the hours above and beyond. Sue added that basically you are asking the City to pay for the cost of putting on the festival to put on the annual event. You are essentially creating your net cost of staffing. Julie, and this is good for grant funding as well and should be updated annually. Tommye agreed to do salary and fringe benefits per hour. Costs associated with staffing the center and collaborative programs. Tommye, should do it for each year, Sue and Julie suggested doing it for 2014 and 2015. Tommye requested the ACC recommend city council approve \$10,000 to run the 2016 Art Festival. Tommye left the room to abstain from the vote.

**MOTION:** Sue made a motion that the ACC recommend supporting The Art Center’s request for the \$10,000 from the City of Clemson to help fund the 2016 Art Festival with the condition that The Arts Center show their revenue, costs, expenditures and the cost that are associated with running the Art Festival to present to City Council. Richa ri seconds. Motion passed 5-0.

- b) **Elevate Upstate Grant (Tommye):** Tommye gave a summary for the Elevate Upstate Grant from Ten at the Top. The deadline for the grant is July 31 for the initial interest and final application is September 15. Some of the projects could be Gateway Park or the sculpture. Julie agreed that this grant application should be doable by the deadline. Tommye passed out the Great Ideas for Community Vibrancy, and said that they have not updated it since 2013. The question is do we have a project that would be ready to do. The Art Center could be considered a partner. Marty asked if businesses could be partners. Tommye said they would have to be directly involved to be a partner. Partners could be City Council and Parks and Rec. It could be the design of the park or put in the pad for the art. It could prepare the entire park for sculpture. The grant application should be from the Arts and Culture Commission. Tommye also said the Creative Placemaking Grants that we could look at, which is also Sept 21. Robert said it might be beneficial to have a short list of projects, five items, with a rough cost and where it’s going to be sited to be prepared ahead of time. Sue and Tommye suggest looking at it for 2016 so we can apply for both. Sue suggested adding these funding sources in the Public Art plan to help fund the first projects. They need to be added in as an action items. Sue, suggested putting them on the calendar, but we need to get the public art plan done before applying for the grants.
- c) **Updating & Management of Arts Commission Web Page (Julie):** Julie discussed the need to stay current with the web page. We need to make sure that it is consistently updated. What does ACC think the best way to manage it is? General consensus of the commission is to provide notification for Arts and Culture Commission activities only.

**MOTION:** Sue moved that the website contained the agendas, the meeting minutes, the finalized Public Art Plan, and names of the commission only. Seconded by Julie. Voted 6-0. Jennifer will send approved minutes to Lowell, and Julie will send the agenda when it is ready.

d) **New Item:** Tommye relayed a request from Peter Lee to add the graphic back to the side of the police substation. Julie asked if this issue wants to be revisited in the future. Robert suggests we sent a short thank you to thank you for the submission. Marty said she would do the thank you letter and tell him we will revisit later in the year once the art plan is done. Richa ri asked who the letter was addressed to. Tommye said it was addressed to her as a member of the Art Center. Marty said that was a good point and would put it on city letter head with Julie's signature.

e) **Next Meeting:** August 4, 5:30. There will be no July meeting.

4) **Julie called for a motion to amend.** Sue made motion, Seconded by Tommye. Meeting is adjourned to review the public art plan in a work session.

5) OLD BUSINESS—

a) Review of Master Plan

i) Comments regarding Richardson Tx Public Arts Plan (all)

ii) Review edits of Last Draft (RiChari/all)

(1) Review of new edits

(2) Missing Pieces?

(a) Focus group summary?

(b) Survey-2014?