



Syracuse City Arts Council Meeting Agenda January 6, 2021 8pm

Public meeting held electronically in accordance with Executive Order 2020-1 issued by Governor Herbert on March 18, 2020 Suspending the Enforcement of Provisions of Utah Code 52-4-202 and 52-4-207 due to Infectious Disease COVID-19 Novel Coronavirus. No physical meeting location will be available.

Join Zoom Meeting <https://us02web.zoom.us/j/88202468447>
Meeting ID: 882 0246 8447 No Passcode

1. Opening Business

- Call to Order
- Adoption of Jan 6, 2021 Agenda
- Review and Adoption of Nov 4 and Nov 18, 2020 Minutes
- Approve Budget Expenditures since Nov 4th, 2020

2. **Public Comment**-This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes.

3. **Report on Reader's Theatre Event for Jr. Theatre and Theatre group** (15 min)

4. **2021 Season for Theatre, Jr Theatre, and Music** (30 min)

5. **Publicity** (30 min.)

- Promotion calendar approval
- *Syracuse Connection* information
- Newsletter email (monthly/bi-monthly/quarterly)

WORK SESSION

6. **SCAC Policy and Procedure Manual** (30 min.)

7. **Committee Updates/Discussion** (20 min.)

8. **Future Agenda Items** (3 min.)

9. **Adjournment**

In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

On Jan 4, 2020 this agenda was provided to the Standard Examiner and submitted to Syracuse City for posting on the Syracuse City Hall Notice Board and for publishing on the Syracuse City website, at <http://www.syracuseut.com>, and on the State Public Notice website, at <http://www.utah.gov/pmn/indix.html>. A copy was also submitted to the website manager for publishing on the Syracuse City Arts Council website, at <http://www.syracuseutaharts.org/about-us/council-minutes>.

Cindy Hellewell, Syracuse City Arts Council Secretary



Syracuse City Arts Council (SCAC) Policy and Procedure Manual--DRAFT

Approved by the SCAC board: (future date)

This policy manual is only a draft. Once it is finalized and approved by the board, the board may choose to post on the SCAC website

The Purpose of SCAC as stated in Syracuse City Code 3.45.010

“The City of Syracuse recognizes the importance of the arts in a community. The City of Syracuse values promoting culture and activities that encourage interaction among its citizens in service and social events that unify residents and encourage pride in the City and relationships among the citizens. The City recognizes that the growth of the Arts in the community provides a variety of opportunities for its citizens to be both patrons and participants, not necessarily all encompassed in every event.”

SCAC Membership as stated in SCAC bylaws

“Any person of any age, race, creed, color, or sex may become a member of the Organization, and there shall be no differences among members regarding rights, privileges, **activities, or duties**. Members of the Organization are participants in some form.

I think there is a difference of activities and duties, or does this mean something else?

-SCAC members are encouraged to give other members opportunities to serve and to not hold more than three positions at the same time. If this occurs because of necessity, every effort should be made to find someone to train for one of the positions they hold.

-All SCAC members are encouraged to resolve problems with the person/people who can help them solve the problem instead of gossiping or creating ill-will toward other SCAC members or towards the SCAC organization.

SCAC BOARD POSITIONS AND DUTIES:

CHAIR: The chair is an executive board member with duties and election procedures listed in the Syracuse City Code and SCAC bylaws. *Description of duties here:*

VICE CHAIR: The vice chair is an executive board member with duties and appointment procedures listed in the Syracuse City Code and SCAC bylaws. Appointed by the city as per city code and SCAC bylaws. *Description of duties here:*

CITY LIAISON: The city liaison is an executive board member with duties and appointment procedures listed in the Syracuse City Code and SCAC bylaws. *Description of duties here:*

SECRETARY: The secretary is an executive board member with duties and election procedures listed in the Syracuse City Code and SCAC bylaws. The secretary assists the chair in planning the agenda for board meetings. Once the chair approves the agenda the secretary submits it for posting according to state law. They take accurate minutes at board meeting and submit them for board approval at the next regular SCAC board meeting. Once approved the secretary submits the minutes for publishing according to State Law.

TREASURER: The treasurer is an executive board member with duties and election procedures listed in the Syracuse City Code and SCAC bylaws. *Description of duties here:*

-Oversees SCAC's finance records and accounts for SCAC's funds and expenditures.

-When asked in advance and at the yearly public hearing for the budget provides an accounting of SCAC finances.

-Receives monies, monitors fund balances, and facilitates payments of any applicable and approved indebtedness of SCAC.

MUSIC COMMITTEE CHAIR: *Description of duties here:*

THEATRE COMMITTEE CHAIR: *Description of duties here:*

JR. THEATRE COMMITTEE CHAIR: *Description of duties here:*

PUBLICITY COMMITTEE CHAIR: *Description of duties here:*

FUNDRAISING COMMITTEE CHAIR: *Description of duties here:*

GRANTS COMMITTEE CHAIR: *Description of duties here:*

SCAC BOARD APPOINTMENTS:

Board positions are appointed by the Mayor with approval of the City Council within the guidelines set forth by Syracuse City Code and SCAC's Bylaws.

Alphabetical list of processes and procedures:

AUDITION PROCEDURE:

-Explain the process involved in holding auditions

-Auditions will follow all guidelines found in SCAC bylaws

-Audition forms will have a checkbox for patrons to receive monthly SCAC newsletters by email

-When an event requires dancing skills, all attendees who wish to be considered for those roles will be given an opportunity to audition with their dancing skills.

-Callbacks will, when possible, include unbiased input from a qualified person who does not know those who are auditioning.

-Callbacks will, when possible, have at least four people auditioning for each major role to increase auditioning experience for those auditioning and the perception of fairness in casting.

BOOKING AN EVENT-LICENSING-SCRIPTS:

Explain the process and what needs approval by the board. Explain the process of obtaining a license, script rental, etc.

BUDGET & REIMBURSEMENTS:

-All volunteers who are approved to make re-imbursed purchases specific for an event, will submit the properly filled out form accompanied by their approved purchase receipt to the SCAC Treasurer or Chair of the event no later than 30 days from the end of the event to be considered for re-imburement. SCAC encourages volunteers to keep a paper/digital copy of their re-imburement request.

-All payments made by SCAC will be submitted by the treasurer for board approval at a board meeting no later than 60 days from date of payment.

Explain board budget re-imburements that do not tie to an event as well as other budget procedures.

COST TO PARTICIPATE:

- Fundraising social event (dances, tea parties, etc.) cost to participate will be considered by the fundraising committee or fundraising chair and must be approved by the board.
- The fundraising committee who organizes the fundraising will consider the prices they wish to charge for: the sale of concessions, the sale of items at a set price, and the starting price of auction items. The chair over the fundraising event must approve the pricing of these items in accordance with any guidelines that may be given from the board.
- Raffle tickets are prohibited by law and will not be sold.
- Cost to attend a performance will be determined by the board with input from the chair over the event.
- Any non-voluntary cost to participate as a performer in an event, including non-monetary contributions (costuming/props) must be approved by the board, with input from the chair over the event.

DONATIONS:

- When individuals, businesses, or grant entities donate to SCAC, the treasurer will report to the board the amount of donation or grant during the next board meeting.

FUNDRAISING:

- Explain any procedures or processes for fundraising*
- Business solicitation letters require board approval before they are sent to businesses.
- Monies raised at fundraising events will be accounted for by two people and submitted to the treasurer for deposit to SCAC's bank account.

GRANTS:

- Explain any procedures or processes for grants*
- In a grant submission there may be statements requiring SCAC to fulfill certain commitments. Any commitments in the grant application that are above what the board has approved in their most recent business solicitation letter must be brought before the board for approval before the grant is submitted.
- All grant contracts of awarded grants shall be submitted to the board for review at the next available board meeting. The grant chair shall have the responsibility to bring the requirements of the grant to the attention of the board. The board will be responsible to ensure these requirements are fulfilled.

PUBLIC INPUT

SCAC is here to serve the community. Public input assists SCAC in assessing the needs of the community and serving them more effectively.

- The SCAC board encourage public input during the public comment portion of every board meeting. Emails received by SCAC that appear to be written to the board will be forwarded to board members. If their email can be read in less than three minutes, it may be read during the public comment time of a board meeting.
- According to law, the board will hold public hearings when finalizing or making amendments to the budget -
- The board will hold a yearly public hearing to discuss the season as stated in their bylaws.

-Every event sponsored by SCAC will have a survey opportunity of some kind for participants to give feedback to SCAC, including auditions, performances, and where possible at fundraising social events. Performers in the jazz band, orchestra, and choir can be given a survey once or twice a year if the same group is performing more than three times in a year. Other performers will be given a survey for each event they participate in.

PUBLICITY:

Explain the processes and what is a board decision versus publicity chair decision. Explain the processes and procedures of the different ways we publicize.

BANNER/POSTER/FLYER:

MONTHLY NEWSLETTER:

PLAYBILL/PROGRAM:

VOLUNTEERS:

All listed volunteer positions, when needed, will be advertised through the City Newsletter, Facebook, and by email to SCAC membership who have signed up for emails, at least two weeks prior to positions being filled.

MUSIC CHAIR VOLUNTEER POSITIONS:

-CHOIR DIRECTOR: *Description Here.* The Board will select the choir director.

-JAZZ BAND DIRECTOR: *Description Here.* The Board will select the jazz band director.

-ORCHESTRA DIRECTOR: *Description Here.* The Board will select the orchestra director.

-CHOIR/JAZZ BAND/ORCHESTRA PRESIDENT/SECRETARY: May assists the director in taking roll, communicating with the choir/jazz band/orchestra, and in filling other duties as approved by the director and music chair. This position will be filled by the music chair and director of the organization they serve. The board will then approve the volunteer appointment before the volunteer position is official.

THEATRE OR JUNIOR THEATRE VOLUNTEERS:

Production Team Members chosen by the board: *In the event no qualified volunteer is found to fill a position, the board member who is committee chair will formulate a plan to fill the responsibilities and duties of the position and present it to the board for approval.*

-PRODUCER: *Description of job here.*

After reviewing all letters of interest, the board will choose a producer. If no producer can be found the Chair of the event will determine how the responsibilities will be filled and report back to the board for approval of the plan.

-DIRECTOR: *Description of job here.*

After reviewing all letters of interest, the board will choose a director. If no producer can be found the Chair of the event will determine how the responsibilities will be filled and report back to the board for approval of the plan.

Production Team Members chosen by the Committee Chair, Producer, and Director and then approved by the board: *In the event no qualified volunteer is found to fill a position, the production team and board member who is committee chair over this event formulate a plan to fill the responsibilities and duties of the position and present it to the board for approval.*

-ASSISTANT PRODUCER: *Description of job here*

-ASSISTANT DIRECTOR: *Description of job here*

-STAGE MANAGER(S): *Description of job here*

-CHOREOGRAPHER: *Description of job here*

-ASSISTANT CHOREOGRAPHER: *Description of job here*

-COSTUME DESIGNER: *Description of job here.* Can be the same person as the makeup designer.

-MAKEUP DESIGNER: *Description of job here.* Can be the same person as the costume designer.

-SET CONSTRUCTION MANAGER: *Description of job here*

-PROP MANAGER: *Description of job here*

-SOUND AND/OR TECH MANAGER: *Description of job here*

-FUNDRAISING COORDINATOR: *Description of job here.* This position will work with the Fundraising Chair on the Board to ensure they follow proper fundraising procedures.

-VOLUNTEER AND/OR BOX OFFICE/USHERING/CONCESSIONS COORDINATOR: Description of job here.

OTHER COMMITTEE VOLUNTEER POSITIONS

-COMMITTEE MEMBERS FOR BOARD MEMBERS: Must submit a letter of interest for approval by the board. These volunteers support the responsibilities of the board member and follow the guidance given them by City Code, SCAC bylaws, this procedure manual, the board, and board member they serve under, in that order.

-COMMITTEE MEMBERS FOR PRODUCTION TEAM MEMBERS: Support the purposes and responsibilities of the production team member they serve with and follow the appropriate guidelines. These volunteers need approval of the board member who is the committee chair over the specific event.

PERFORMERS:

-Performers are given instructions for possible fees, costuming, props, etiquette, receipt reimbursement, attendance, and other pertinent information. They agree to follow these instructions. Not following these instructions may be reason to not allow the performer to perform with SCAC in that event. Serious misconduct may be a reason to not cast a performer in future events.