



Syracuse City Arts Council Meeting Minutes Feb 3, 2021 8pm

Minutes of the regular meeting of the Syracuse City Arts Council held on Feb 3, 2021 at 8:00pm, held virtually via zoom, meeting ID 836 2103 7198, 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 was available.

Board Members Present:

Russ Lynch, Chair

Cindy Hellewell, Secretary

Libby Fawcett, Treasurer,

Tara Wilson, Fundraising Chair

Sheila Worley, Publicity Chair

Christopher Weaver, Music Chair

LeAnna Hamblin, Theatre Chair

Brie Corrington, Junior Theater Chair

City Representatives & Staff Present: Councilman Dave Maughan and Kresta Robinson, Vice-Chair

Volunteer Present: Ashley Fawcett

1. Opening Business

- Call to order at 8:02 pm, Candice Dallin excused
- Cindy motioned to adopt the Feb 3, 2021 Agenda and Tara seconded. All voted in favor.
- Tara motioned to adopt the minutes from Jan 6, 2021 minutes as written and Brie seconded. All voted in favor.
- Libby said there has not been any expenses since Jan 6, 2021 that need review. Tara asked Libby if her expenditures had been submitted for re-imbusement and was told she has checks coming.

2. Public Comment-No public is present

3. 2021 Season for Theatre, Jr Theatre, and Music

Brie had a Jr. Theatre committee meeting last month. They found short scripts (about 10 minutes) for folk tales and fairy tales and proposed doing a one-hour performance of four or five short stories. They plan to cast participants in at least two scripts. Brie found a few places with free scripts for youth and mentioned Aaron as an author who has adapted his scripts and organized them for ease of use. The committee does not want to perform over Spring Break. Sheila expressed concern about performing the Friday before Spring Break as families may leave early for vacation. Brie and Cindy would rather perform after Spring Break suggesting it may be better for families. Easter is April 4th, so after Spring Break works better for this holiday. Brie would like to have a tutorial-tech day to instruct on better acting, vocabulary definitions, diction, etc. the day before the performance. This is a free activity. Brie motioned to have the Reader's Theatre April 8 and 9th. Sheila seconded. All voted in favor. Sign-ups would be March 1st -26th. Brie proposed to have sign ups in March with the genre of folktales and fairytales from around the world. Sheila seconded. All voted in favor. Brie will send updated information to Tara to facilitate sign ups. The scripts used can be approved in the March meeting.

LeAnna has reserved Syracuse Arts Academy for the week before the show for rehearsals for a total of 57.5 total hours. Tara clarified that the organization that had a scheduling conflict with our dates had cancelled and this is no longer an issue. LeAnna will send an email out to the cast from last year to determine what roles may need to be re-cast. Performances will be June 16-21st. Five evening performances with no matinee due to the heat in the outdoor weather. LeAnna reported the fee schedule at Syracuse Arts Academy will be available next Wednesday and will need a 50% deposit. Auditions will be held mid-April. Tara mentioned that new ensemble members could be added to the show.

Brie would like summer camp to be Monday-Friday for two weeks instead of three weeks. The committee plans to use the theme (*Going Places*) and songs from the cancelled camp last year. They plan to use Stoker Park, because it has shade and some good learning areas. They plan on 60 participants for June 14-26th. Cindy asked if there would be a problem reserving the park. Kresta said there may be a chance to reserve the community

center. She will get with Brie about a COVID-19 plan. She has thermometers and things that will help with that. Kresta believes the camp could be held at the park or community center. Sheila asked if they have tennis lessons. Kresta doesn't believe this will be an issue. Those tennis courts need refurbished, which won't happen until at least July and the city is hoping to use the high school tennis courts as they have done before. Brie proposed June 14-26th for Jr. Theatre Camp. Kresta asked if we would want to have the Camp do a pre-show performance one night. The camp date would have to be moved up to June 7-18th to have a pre-show on the 19th or 21st. Sheila suggested doing it before the last night for word-of-mouth advertisement to increase audience attendance at future performances. Discussion was had about dividing the group and doing two performances. Cindy commented if they were having group numbers that would make dividing the performance difficult. Brie would like to perform Friday night. Kresta is not sure if the city will have a parade or not. They are being told that it might be Fall before things get back to normal. Brie said the last week of school is busy for her with her daughter coming home from her mission and moving the dates up will make things more hectic for her. LeAnna encouraged her to delegate responsibilities. Brie proposed having the Jr. Summer Camp from June 7th-18th with a pre-show June 18th for *Big Fish*. Libby seconded. All voted in favor.

Brie would like *Matilda Jr.* auditions in July so they can get payments and paperwork and have time to replace parts for those who drop out. Currently everyone on the production team wants to come back, except for Jordon who has a conflict. Brie mentioned getting letters of intent for a new music director. Two people have approached her. Phil (Jazz Band Director) and Randy Biece. The board decided to put a notice in the *March Syracuse Connection* and advertise online with a closing date of March 22, 2021 for the community to give letters of interest for the position of music director.

Brie proposed auditions 16th and 17th of July for auditions for *Matilda Jr.* and an auditions workshop on July 10th. Cindy seconded. All voted in favor. Brie will email Kresta to reserve those dates. Brie asked for help finding adults and especially youth to help with Summer Camp. Tara suggested putting this in the newsletter. Audition workshop was \$10 last year. Tara asked what the city charges. It might have been \$35-\$40. The city charges \$40 but it is a 3-day camp. Frozen Jr. was \$50 for participation. Costs will be re-addressed in March.

Christopher talked with Ashley about a *Name that Tune* for February. He would like to reach out to the orchestra and Jazz band to have songs submitted for online sharing for the whole month of February. Chris motions that we do video's in the month of February where musicians submit Valentine's or love song submissions for Ashley to show online and Cindy seconded. All voted in favor.

Christopher asked about available space for the orchestra and jazz band to rehearse and perform. Syracuse Arts Academy is the only place we have available to perform right now. Councilman Maughan reported that the high school is not taking bookings right now. Kresta will ask again about the police station for rehearsals. Councilman Maughan shared his concern that the police are a necessary service and using that space might be problematic until regulations are lifted. Kresta said with 40-45 people the Community Center may be able to host rehearsals as an event. Kresta can help Chris determine if this can be approved and the protocol for masks, etc. If rehearsals are a possibility, they may be able to perform at the amphitheater. If not, they will wait till Fall. Chris asked Kresta to let him know what she needs from him.

4. Publicity

- Ashley discussed the publicity calendar for February.

Name that Tune is planned for Feb 13 and 17th. Musicians will have flexibility in recording their musical selections. She would like to do a costume challenge and plans to promote it on her personal page. We could take pictures of props and costumes and people could guess what shows they were used in. People would not need to wear the costume, just a picture of the item is ok. Ashley is not sure how many pictures she needs. LeAnna has access to SCAC costume storage. She and Sheila can get pictures to Ashley. Ashley could also ask opinions on what shows the costume would work well for. Patrons may be able to submit anonymous photos.

March 20th is world storytelling day and would be a fun thing to capitalize on if we have ideas. Brie suggested promoting the reader's theatre that day. Ashley would like short video's on why the performing arts are

important. She would like to offer people a choice between making an inspirational video or an educational video. She is open to setting parameters on who we should reach out. She would like them to be adults. No new suggestions were given. The publicity calendar ideas were approved last time and do not need a vote.

- *Syracuse Connection* information.

Sheila has written down information from the meeting and doesn't think she has questions. She will double check with Brie on the Jr. Theatre information and with Tara and LeAnna on wording.

- Newsletter email (starting in March)

Most of this discussion can be had next month. Sheila clarified the plan is to do the newsletter quarterly. Cindy suggested that for certain events we can send out a specific email for that event only. Sheila doesn't want to email from her personal account and needs technical help for getting the email sent. Tara suggested we need to get information from people who have done it previously. Russ will contact James Hansen about what email to use for this.

5. SCAC Policy and Procedure Manual Review

Russ shared his screen to look at this document. Tara is currently inputting information on the online document. Cindy expressed her concern that in the SCAC bylaws it states activities and duties are the same for members and that activities and duties are not the same for members depending on their role. She is unclear if she is understanding it correctly. Councilman Maughan shared that legally the statement is necessary, and the meaning was misunderstood and is accurate. Cindy asked about wording for the statement about SCAC members not holding too many positions and finding people to train for positions. Councilman Maughan suggested some wording: That it is recommended that no one take on more than three positions of significant responsibility similar to (name some of the positions) director, producer, committee chair, board member. Cindy questioned if we wanted to change the number of positions to two. Brie discussed her responsibilities and that she has three large responsibilities she is working on now. Councilman Maughan asked about the reasoning for this paragraph. Brie raised concern about having one person doing too much on the board. Cindy raised concern that we need to have more than one person trained to do things in case something happens to one of the board members. Councilman Maughan advised that we may have to write the policy so that we have to pull back and not have the program if we don't have the volunteers. They do this in the sports program. People usually step up and this grows the program and the leadership. Cindy suggested Councilman Maughan submit his ideas to her or make the changes online and we can address it next month.

6. Committee to compile the history of SCAC Arts Council

Cindy and Russ expressed interest in helping with this. Tara and others may help. Cindy motioned to form a committee to compile the history of SCAC Arts Council using a google document and Tara seconded. All voted in favor. This google document could be added to by anyone on the board without legal issues since as we won't be meeting as a quorum.

WORK SESSION

7. Committees Report on needs and priorities that Candice could use for grant applications. Candice is not present. This will be addressed another month.

8. Discuss holding public hearing to open budget to make actual expenses match the budget.

Tara motioned that we have a public hearing in March to look at the budget. Councilman Maughan suggested that unless there is a major change the board not re-open the budget. Unless someone is asking for more money than budgeted Cindy suggested not re-opening the budget. She commented that in the next several months there may be more changes to our budget and then it would still be off. Sheila seconded the motion Tara made. Russ voted in favor. Brie and Cindy voted no. It appeared everyone else abstained. The motion failed.

9. Committee Updates/Discussion

Russ: Draft of the bylaws that we took to the City Council is on the google drive. Still investigating how our council can work with those with disabilities and the services available from the state of Utah. This may help grants. Russ is concerned with the technical limitations SCAC has. He is not able to send and receive email successfully. This problem is a continual problem that is getting worse. He may put it on the agenda next month.

Tara said we have been addressing this issue for two years. The city email isn't working out. James wanted to use Gmail with our own 501 c 3.

Cindy said we discussed getting our own 501 c 3 and asked if we want that on a future agenda. Councilman Maughan said we are a 501 c 3 under the umbrella of the city. Councilman Maughan suggested we can't be under the city umbrella if we are an independent organization. Tara said we don't want to be an independent organization but to qualify for some grants you need a 501 c 3 and unless we are not taking advantage of this through the city we don't qualify for some grants. Kresta said we may be able to get a 501 c 3. The Museum board has a 501 c 3. It may be more difficult. They are under the umbrella of the city. Cindy reported the grants people said we could have our own 501 c 3 and keep our affiliation with the city. The board felt it would be good to pursue this information with the understanding that we want to keep our affiliation with the city. Brie would like to find out how the museum did this. Kresta said Cindy Gooch helped the museum with their 501 c 3 status and would contact her and see what she can find out. Councilman Maughan suggested the museum director may be able to answer our questions.

Councilman Maughan has nothing for us at this point unless we have questions.

Kresta has nothing that we have not asked. We charged \$40 in 2019 for the Summer Theatre Camp. Her understanding for the bylaws is that the City Council sent the bylaws back to the SCAC board because it was their understanding that SCAC board wanted to review it more, do what we need to do, and then send it back to the Council. Councilman Maughan said that someone reached out to one of the council members and said the SCAC Board didn't have ample time to discuss the bylaws. We will have more time to discuss this. He told us the board needs to be careful when doing things like that. The same person who launched that attack tried to defund this organization in 2017 and 2018. He suggested we as a board need to be careful and decide who our friends are. He said we could put that on the record.

-Libby, nothing new to report

-Cindy reminded everyone to turn in their volunteer hours.

-Christopher, nothing new to report

-Tara, nothing new to report

-Sheila, nothing new to report

-LeAnna, nothing new to report

-Brie, nothing new to report

10. Future Agenda Items (3 min.)

-Camp and Reader's Theatre

-Email for the Newsletter

-501 c 3, possibly a later agenda

11. Adjournment: Cindy motioned to adjourn. Libby seconded. All voted in favor. Meeting concluded at 9:46pm.

2-3-2021 Minutes Approved by SCAC Board on 3-3-2021

Russell Lynch, Syracuse City Arts Council Chair

Cindy Hellewell, Syracuse City Arts Council Secretary