



Syracuse City Arts Council Meeting Minutes

March 3, 2021 8pm

Minutes of the regular meeting of the Syracuse City Arts Council held on March 3, 2021 at 8:00pm, held virtually via zoom, meeting ID 892 0817 0850, 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-came late

Brie Corrington, Junior Theater Chair

Candice Dallin, Grant Chair

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

Volunteer Present: Jake Swenson-‘Matilda Jr.’ Director (Syracuse)

1. Opening Business

- Call to Order at 8:02pm, LeAnna Hamblin excused
- Brie motioned to adopt the March 3, 2021 Agenda and Tara seconded. All voted in favor.
- Tara motioned to adopt the Feb 3, 2021 Minutes. Councilman Maughan made a correction that the name Christ in the minutes should be Christopher. Tara motioned to adopt the Feb. 3, 2021 minutes with the correction mentioned. Brie seconded. All voted in favor.
- Libby verbally reported the budget for each department. No department has spent more than they have budgeted. She also noted the grant received for percussion. Russ shared his screen of the budget document he has since Libby had computer difficulties. There are no expenditures that need board approval, and no vote was needed.
- April Board Meeting is not over Spring Break so there is no action on this item.

2. Public Comment-Jake Swenson (Syracuse) told the board they are all doing a fantastic job.

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

Reader’s Theatre: This will be capped at 20 total participants. In the packet was a link to the four shows Brie picked for the theme “Fairytale from around the world”: *The Legend of Lightening Larry - American West*, *The Enchanted Storks - Tale from Baghdad*, *Master Maid: a Norwegian Tale*, *The Boy Who Wanted the Willies- Europe*. The day before the Reader’s Theatre they will be doing a 45-minute orientation/rehearsal going over diction, voice expression, and zoom theatre. The shows are in the public domain and combined can be performed in an hour. One family has already signed up. Each participant will be able to read at least twice. Sheila will advertise for people to watch the Reader’s Theatre and not for new participants. Brie motioned that we use these four shows for the Reader’s Theatre. Tara seconded. All voted in favor.

Big Fish: Tara reported for LeAnna. They have had their first production meeting. They sent forms to last year’s cast to see who wants to participate this year. There are 22 cast members coming back with 6-8 who are unsure and some who have declined. Tara reviewed some of the named roles they need to fill. They also have ensemble roles open. Auditions are March 20th in person and video auditions will be accepted. Rehearsals start April 10th. Candice met with them about amphitheater rental cost, which at \$9,500 is about twice what they expect to pay. They will make it work. Kresta asked about using the High School and there are no plans to do so. Candice will direct a rental invoice be sent to SCAC once she receives final details. Libby will send a correct spreadsheet of dates and times needed for facility rental to Candice.

Jr. Theatre Summer Camp: This two-week camp, with a performance pre-show at *Big Fish*, will be held at a park-location to be decided. ‘Going Places’ is the theme. Audition Dates for ‘Matilda Jr.’ will not work for the production team. Brie motioned to change the audition date for ‘Matilda Jr.’ to July 29 and 30 with call backs on the 31. Sheila seconded this. Brie discussed concerns with holiday and production team conflicts regarding the audition workshop. Sheila expressed concern parents may have if we do the workshop the same week and Kresta reported the facility may not be available at the time being looked at. The board agreed it would be best to not do the audition workshop this year. The board discussed if audition dates need board approval. Councilman Maughan said it is up to the board, and suggests it is better to

set these dates by board approval which keeps SCAC safe from criticisms. Kresta called the community center and reserved these dates for SCAC. Brie re-made the former motion. All voted in favor.

Matilda Jr.: Randy Briece and Phillip Burnett submitted letters of interest to be music director. Brie summarized some of their qualifications. The board discussed and decided the bylaws allow the production team to pick the music director which is also how it has been done in the past. The production team (Jake Swenson-director and Michelle Swenson-producer) will make this decision. Russ asked that a process for how the production team will select a music director be included in the policy and procedure manual. (Chris joined the meeting.) Production dates for *Matilda Jr.* are not scheduled as the school has not opened rental for those days. SCAC cannot give dates to MTI until facility rental is official. Brie asked Candice to make a note of this so SCAC does not forget to solidify rental of the Syracuse Arts Academy auditorium at the end of May.

Orchestra Concert: Chris has scheduled May 10th at Syracuse High for an Orchestra Concert. When the event date gets closer, Chris will email the contact they gave him and be given the process and procedure the school will have SCAC follow for the concert. Kresta talked to Brody and Chief Atkins about using the police department room for rehearsals. There is a new filter system in the police department (P.D.) room. This facility can be used for rehearsal if SCAC follows COVID-19 regulations. Kresta explained regulations the orchestra must follow including: Use hand sanitizer-Kresta can provide a spray bottle if they don't have their own, wear masks and social distancing for musicians who can't play their instrument with a mask, symptom checks and contact tracing with name and contact-Kresta has a form Chris would like to get, the health department is no longer requiring temperature checks as many people with COVID have no fever-Kresta has thermometers we can borrow if we like, no kids or non-participants are allowed to attend, sick people must stay home, and door knobs and chairs must be wiped down. Kresta requested dates and times to forward to Chief Atkins for facility use. Councilman Maughan reiterated the importance of following every rule and not taking chances. Chris plans for rehearsals from 6:30-8:30pm on Tuesdays. Chris will check with the orchestra and get back to Kresta about a start day. The Chief wants people in and out when they say they will be and will send an officer to secure the building.

Chris has approval and is planning to buy a timpani. Councilman Maughan believes the timpani can be stored in the P.D. Tim is the most knowledgeable about buying the timpani. The cost will be \$8,000-10,000 and Chris asked about the process for purchasing them in the next month or so. Chris thinks they may be shipped, and Russ suggested we would have an invoice and the city could cut a check. Councilman Maughan and Kresta explained that anything over \$5,000 with the city you may have informal bids and purchases over \$10,000 requires three formal bids. It was suggested that best practice would be for Tim to get several bids. Kresta thought purchase orders could be facilitated and can ask Steve how he prefers to accommodate the purchase.

Jazz Band and Choir: Jazz band previously rehearsed in Phillip's basement. Tara thinks Phillip would love using the Police Department. Councilman Maughan will ask them and report back. The Choir usually rehearses in the community center. Kresta was unsure they could be fit in the schedule right now. Tara and Chris think choir can wait till Fall. Chris motioned to plan on an Orchestra Concert at Syracuse High May 10th at 7pm. Tara seconded. All voted in favor.

The chair moved to item 5 since Paul Roberts, the city attorney, is here.

5. Bylaw Update and Amendment Consideration

Councilman Maughan suggested that Board members bring up the changes they may want to see for discussion and possible revision if the Board approves it. Russ told the Board that anyone could bring up a suggested change and why they would like to see it changed. Brie clarified that these changes are different than what is currently in the markup. Cindy commented that the City Council wanted the bylaws cleaned up (they had a lot of different colors in the document) and Paul commented that he has done this already. Cindy questioned if we need an executive board and explained her reasonings. Councilman Maughan explained the background of why this term was used and that this term would not have to be used. Cindy expressed concern with Article III: Membership Section 1 A) that restricts the chair to not serve in any executive board position for the same number of years they have served as Chair. Cindy visited with Judy Merrill who had explained that this had been put in the bylaws previously but had to be changed when they could not fill positions. Councilman Maughan explained the reason that this is in the bylaws is because the board positions need to rotate, and that Russ and Cindy could switch between chair and secretary every year and not be in keeping with the bylaws. The board discussed this. Councilman Maughan asked what the Board would want to do. Cindy said the board has limited time to discuss bylaws tonight and suggested a special board meeting or to send the bylaws back to committee for further discussion. The Board discussed that it would be better to discuss this as a board. Libby motioned to plan a special meeting to discuss the bylaws. Brie seconded. All voted in favor except Candice who abstained. Paul will generate a fresh

red-lined document to send us in pdf and document form. Paul will go through the document section by section and asked the board to prepare our questions and comments to bring up at this meeting. Paul will make changes as needed at the special meeting and bring those changes back for board approval, probably at a regular meeting. Different dates were discussed. March 16th at 8pm works for the Board and Paul to have a special bylaw meeting. Russ is checking with LeAnna. Cindy mentioned that Board members could submit their input for discussion if something comes up, but it is ideal if everyone could attend. Paul left the meeting.

4. Publicity Promotion calendar approval: Ashley Fawcett has been very busy. They will promote our planned events. There is nothing new. LeAnna and Sheila did not take pictures for the costume event yet.

Syracuse Connection information: Chris would like to promote the concert in the April magazine. He does not have a theme yet. They will need to have social distancing for non-immediate family and masks in place for the concert. Sheila reviewed the dates and information for upcoming events that she plans to put in the magazine.

Newsletter email: Sheila expressed concern that SCAC might not be ready to put out a newsletter. Councilman Maughan and Cindy brought up concerns that the SCAC email could be blacklisted and/or create email deliverability problems if not done correctly. Russ said Tara sent out an email with information about services. After discussion, it was decided that the board wants to do the email correctly and put this on hold for now. Sheila will advertise that we need a volunteer to help with the newsletter as well as ask for volunteers for Summer Camp as well.

Tara asked Brie when the Summer Camp registration will be. Registration will open May 1. Cost for Syracuse residents is \$40 and \$45 for non-residents. Camp will be held June 7-June 18 from 9-11:30 AM each day. Sheila will put this in the magazine.

Tuesday March 16th works for LeAnna for the special board meeting. The board will meet on that day at 8pm.

6. Grant Contract Review of Commitments SCAC needs to fulfill

Currently we have a grant commitment with Rocky Mountain Power Foundation for the Timpani. We are committed to recognize them as a presenting sponsor with name and logo on the website, recognition printed in the programs. Many live theatres are doing digital programs accessed by a QR code. This could save money and makes last minute changes easier to make. SCAC promised to give them 20 complementary tickets to the summer musical if they desire. We need to give them recognition on Facebook, which in the future should change it to social media. She has a letter from the Utah Division of Arts and Museums that grant applications which had been suspended due to COVID-19 will be opening soon.

WORK SESSION

7. Committee needs and priorities that Candice could use for grant applications.

Candice requested to meet with Tara or someone in person to understand the ticketing system and where to get information she needs. Tara reminded us we have a grant from Utah Arts and Museums that had been previously approved and need to fulfill the commitments we made to them. Candice will find that grant. Cindy reminded the board that we had the Reader's Theatre event. The board discussed how to thank our sponsors at the next Reader's Theatre. Candice suggested a static page for participants to view before the event. The Reader's Theatre will be zoom and Facebook live. Sheila suggested putting a sponsor list at the bottom of the graphics for social media posts and the board liked this idea. Brie can read our current sponsor list from the website for the Reader's Theatre and Russ or Cindy can provide her with an official statement she can use if needed. Tara believes the online sponsor list may be outdated; however, the grants donations are correct. Candice has other grants in mind to apply for. Brie said Mountain America donated to the Jr. Theatre and could be approached again. Brie commented that the Theatre and Jr. Theatre could use good sturdy portable costume racks. Candice asked for committees to share their needs and priorities with her via email by the next board meeting. Cindy mentioned that at the point we may want to pay a director, some grants will cover that.

8. 501 c 3 Report from a meeting held with the grant people Russ gave a brief description of the Utah Division of Arts and Museums vision and that they are a great resource. Laurel Alder and Tracy Hansford are who Russ, Tara, and Cindy met with about the 501 c 3. Brie mentioned that they have excellent grant training seminars that they sometimes offer. Cindy reported that there are at least two art agencies who partner with other cities and have their own 501c3. She has not yet received this information from them. Our city could apply for a 501c3 and allow us to use it, but it is a big commitment, and the timing may not be right. They encouraged us to use the affiliation with the city instead of Fractured Atlas. Steve, from city finance told Cindy the easiest way to offer our business sponsors tax right offs is to have our own

501c3, which is why we pay \$10 a month to have Fractured Atlas. If SCAC wants to drop Fractured Atlas they need to work with the city. She recommended looking at getting a 501 c 3 at some point, but that the timing may not be right. We can meet with them again if needed. Russ said South Salt Lake City that has gone this route. Until we receive the email with names and information and can learn the advantages and disadvantages, we do not have enough information to decide. Tara felt pursuing this was time prohibitive. Libby said our donations have covered the cost of Fractured Atlas. Cindy asked if we sent out tax letters to our sponsors. Tara said this has only been done if it was requested. Cindy suggested we find out if we legally need to do this.

9. Committee Updates/Discussion

Russ: is up to date on incoming emails to one of the SCAC emails. He forwarded some letters of interest to Brie.

Kresta: Right now, they are planning a traditional ‘Heritage Days’. The Mayors are meeting collectively on the third Wednesday to coordinate city plans so cities are on the same page.

Cindy: She will post agendas the Friday before the upcoming board meetings. All packet information needs to be submitted Thursday night. Councilman Maughan suggested that in the city if things are not turned in on time they just don’t get in the packet. Cindy reminded the board to turn in volunteer hours. Time in board meetings count for volunteer hours. She reported that Judy Merrill gave her the Art Council information with history and 5x7 envelopes and business envelopes.

Tara: She asked for the sponsorship letter to be put on the March 16 agenda, which the board approved. She will send Cindy the information for the packet.

Brie: Brie resigned from the board for family reasons. She volunteered as a non-board member to direct the April Reader’s Theatre. Councilman Maughan clarified that if you say you resign in a meeting it is effective. By resigning now, the Board has time to find someone to run the Summer Camp. ‘Matilda Jr.’ has a director (Jake Swenson) and producer (Michelle Swenson) and choreographer making that event easier to manage. Brie has loved serving on this board. Councilman Maughan thanked Brie and said the board by law needs to publicly notice the open board position for two weeks. The Board could re-assign board positions prior to filling the empty position at the next board meeting. The Board can advertise an open position or a specific position to fill the remainder of Brie’s term that is up August of 2022. Russ said board members have expressed interest in this position and it is open right now. The board will review the letters of interest/applications and forward their recommendation for a new board member to the mayor. Brie does not need to take further action. Councilman Maughan will report back to the City Council about the vacancy. Brie was thanked for what she brought to the city and she commented that she and her family will continue to support SCAC.

10. Future Agenda Items

Make any re-assignments of chairs. Councilman Maughan suggested putting a policy in place for how the board will proceed when a board position is vacated early and possibly add it to our bylaws. SCAC will need to decide to deal with reassignment first or vacancy first and Councilman Maughan suggested it be by vote at our next meeting. Tara requested this be done at the March 16 meeting, which was approved.

11. Libby motioned to adjourn. Tara seconded. All voted in favor. Meeting adjourned at 10pm

3-3-2021 Minutes Approved by SCAC Board: 4-7-2021

Russell Lynch, Syracuse City Arts Council Chair

Cindy Hellewell, Syracuse City Arts Council Secretary