



## Syracuse City Arts Council Special Meeting Minutes April 7, 2021 8pm

Minutes of the special meeting of the Syracuse City Arts Council held on April 7, 2021 at 8 pm, held virtually via zoom, meeting ID 830 4579 8319, 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

Kresta Robinson, Vice Chair

Cindy Hellewell, Secretary

Libby Fawcett, Treasurer

LeAnna Hamblin, Theatre Chair

Christopher Weaver, Music Chair

Tara Wilson, Fundraising Chair

Sheila Worley, Publicity Chair

**City Representatives & Staff Present:** Councilman Dave Maughan, Paul Roberts-City Attorney

**Volunteers:** Brie Corrington, Reader's Theatre Director

### 1. Opening Business

- Call to Order at 8:02pm
- Cindy moved to adoption of April 7, 2021 Agenda as written. Tara seconded. All voted in favor.
- Tara moved to adopt the March 3 and March 16, 2021 Minutes as written. Sheila seconded. All voted in favor.
- Budget Expenditures since March 3, 2021: Libby reported there are no new expenses besides the regularly scheduled expenses.

**2. Public Comment-** Brie commented that the zoom link was difficult to find. It is not on the Facebook page or the front of our webpage. She hunted for it for 10 minutes before she found it on the posted agenda. She clicked on the event and the zoom link did not come up.

### 3. Bylaw Review and Possible Approval, Paul Roberts attended for this portion of the meeting.

The Bylaw Revisions were sent to the Board prior to this meeting. Tara asked for a word change in Article 12 to be changed from 'play' to 'performance'. Russ moved to adopt the bylaws with the change Tara requested. Tara seconded. All voted in favor. Paul plans to review this in the City Council Work Session. He will make sure the bylaws and city code match up. He may be able to bring it back to the Arts Council in May.

**5. Moving to item 5 for Brie Corrington.** Twelve kids have signed up for the Reader's Theatre. Brie needs zoom links for the Reader's Theatre practice (tomorrow) and performance (Friday-1 hour). She would like a board member present at both activities. Russ will be able to attend both nights. Russ will get her the zoom links tonight for a little before 7:30 pm both nights. With the small group she will let the participants help choose their parts. Brie was thanked for her service. Brie has name tags, lanyards, flags, and a few other things for Summer Camp. Brie will get them to LeAnna.

### 4. Open Board Position & Volunteer Needs

- Procedure for vacated board position & Posting for Open Board Position:

SCAC has a vacancy for a partial term through August 2022 to fill the remainder of Brie's term. If publicized in the *Syracuse Connection* in May, the earliest we could have a board position filled would be July. The Board discussed if we need to advertise in the magazine, because it delays being able to fill the position. Councilman Maughan suggests that advertising in as many places as possible protects SCAC from complaints that we didn't make every effort to make people aware. Sheila asked for help with the wording to list the position. The board discussed absorbing this position's duties by another board member, but consensus was the Board would like to fill this vacancy. Cindy moved that we advertise for a Jr. Theatre Board position. Russ seconded. All voted in favor. There was discussion on the submission dates. Cindy motioned for the submission deadline be April 26-May 26<sup>th</sup>. Libby seconded. All voted in favor.

- Other SCAC needs and requests for volunteers:

LeAnna requested new volunteer signups for theatre on [signup.com](http://signup.com) be forwarded to Libby. The Board briefly discussed advertising specific volunteer needs in the *Syracuse Connection* including, a volunteer coordinator, technical help, and fundraising. Tara suggested referring people to our website, which has many positions and details for volunteer needs.

LeAnna reported no one has volunteered to head up the Jr. Theatre Summer Camp. Jackie Rawlins is the assistant director for *Matilda Jr.* and contacted LeAnna. Jackie has experience starting and heading up a Jr. Theatre program in Rexburg, ID. She just returned from vacation. LeAnna will reach out to her again and invited suggestions for who to contact. LeAnna won't be in town for most of the Camp. Heather Gaynes name was mentioned. The Board discussed possibly meeting to cancel or re-look at Jr. Theatre Summer Camp on a Monday or Friday. LeAnna motioned if Jackie Rollins accepts and volunteers for the position of Jr. Camp Director that we accept her; and if not, we try to find someone capable and competent to volunteer and have a meeting the last week of April to decide if we have someone to fill the position or if we need to cancel camp. If we don't have someone by April 23, we meet to discuss cancelling camp. Cindy seconded. All voted in favor.

## **5. 2021 Season for Theatre, Jr Theatre, and Music**

Reader's Theatre-April: already talked about.

Orchestra Concert-May: Chris updated the Board on preparations for the concert. The tagline for the concert was changed as it is not just 80's music. Phillip's company can do the artwork. The Board discussed printing posters for a few places in town and having a QR code for the program and survey. LeAnna reported Syracuse High has a new band director (Ms. Wolf). LeAnna has a good relationship with the new orchestra director Syracuse High will have next year. There was discussion about building relationships with the new directors and possibly renting the Timpani from the school, which Councilman Maughan is willing to pursue on SCAC's behalf. The orchestra would like Timpani to practice on. The grant of \$2,500 was for purchasing Timpani and must be used for that. Chris will work with Kresta on how to make the Timpani purchase.

Jr. Theatre Summer Camp-June: Need a Camp Director as previously discussed.

'Big Fish' performance-June: Tara reported on their first rehearsal Saturday and how things are going. They need a practice place for a day in May. The police chief is ok with using the police station for orchestra, but Councilman Maughan reported it would be best not to pursue using it for any other SCAC practice needs. Kresta suggested they may be able to use the Rec. center if it was later in the day. They could submit a request to use the library.

Audition Workshop (cancelled)- Aug, and *Matilda Jr.* performance-Nov.: Need a Jr. Theatre Board Member as previously discussed.

Orchestra: Chris reported that Tim believes the timpani can be used for the May concert if ordered right away. Tim has a quote for \$8,900 he is interested in going with. They have about five quotes. Kresta said that for this price they need three information bids. Chris will forward the bids to Kresta and work on how to pay for it with her.

No new events were discussed.

- Approve Ticket prices for *Big Fish*.

Pricing concerns were discussed. The amphitheater rental cost is more expensive than Syracuse High rental was and there are fewer seats. Other theatres charge \$15-\$20 at the amphitheater. Hope Box Theatre charges more for closing night. Senior/Children: \$12, Adults: \$15, Lawn: \$8, Friday family night with discount for summer camps. LeAnna motions to charge full price tickets in the seats \$15, \$11 for students and seniors and \$8 for lawn seats. Tara seconded. All voted in favor, except for Cindy who voted Nay.

Discount tickets were discussed. Tara planned to offer tickets to the cast starting April 15 and to the public April 26. Tara motioned that military be added to the Senior/Child price, to offer a \$3 cash discount up until May 2, an early bird discount of \$2 from April 26-May 2, and after that a \$1 discount that will be featured in the *Syracuse Connection*, on Facebook and on a flyer, and that Family night will be Friday April 18 for \$11 for all seats and \$8 for grass seating. LeAnna seconded. All voted in favor. Cindy clarified that we won't be offering two huge discounts on family night to make those tickets double discounted.

## **6. Publicity**

- Promotion calendar approval & *Syracuse Connection* information

Sheila will be promoting *Big Fish*, getting information for the Board position and volunteers, promoting the Orchestra Concert and Summer Camp information. Posters for the concert were suggested. Tara gave Sheila *Big Fish* graphics for the magazine. Sheila would like a 2<sup>nd</sup> banner by Maverick as they have more visibility than yard signs. Libby mentioned

Vista Print has had good pricing. Councilman Maughan does not like yard signs left up for months after the event. There is a SCAC group that took stuff down last year, even at the businesses. Sheila would like a large sign that can be changed. Cindy suggested asking for grant money for that kind of sign. Cost may be \$350-\$400. Kresta can get us information on where these were purchased for the city and what the prices may be.

## **7. Website Update**

The Board discussed putting official emails for Board members on the webpage by the Board member's bio information. Sheila and Candice need to set their emails up so they can be used. Sheila will set hers up and get the information to Tara. The Board discussed that they are not sure what email may be bouncing from SCAC email accounts. Russ has his phone number on the home page. The rest of the Board does not want/need their phone numbers on the website. The zoom meeting links for Board meetings would work best posted on the SCAC webpage with a Facebook link to the webpage. Zoom links sometimes have problems when posted directly to Facebook. Russ will follow up with Brie on why she had difficulty accessing the Board meeting zoom link on the website and look at whether something needs to be changed.

## **WORK SESSION**

### **8. 501 C 3 and email update**

The Board discussed details in the email sent from Tracy Hansford regarding Local Arts Agencies that have 501c3s and how to contact them. (This email was included in the SCAC meeting packet.) If SCAC decided to pursue a 501c3 it would be good to see how other cities did it. Kresta reported that the Syracuse Museum became their own entity when they formed their 501c3. Cindy expressed concern that SCAC would be able to submit the necessary tax forms every year and other forms. Making less than 80,000 per year makes these forms easier. Russ has had experience filing these forms for other entities. No Board member expressed interest in pursuing this. Tara clarified that SCAC can currently send out tax exempt letters to businesses who donate using the 501c3 status paid for through Fractured Atlas and suggested SCAC send these tax donation letters out yearly.

James Hansen sent an email with information on a discount upgrade being offered by Microsoft 365 which would cost SCAC about \$780 per year. (This email was included in the SCAC meeting packet.) James suggested obtaining a full 501c3 and utilize the free nonprofit email service offered through google. The Board did not express interest in paying for this email or in pursuing obtaining a full 501c3.

### **9. Committee Updates/Discussion**

Russ: Russ received some emails from Fractured Atlas. He will follow up with Libby and Kresta if it is not spam.

Cindy: She encouraged the Board to submit volunteer hours and include the time spent at Board meetings.

Dave: Reported that he talked to police chief and it is best not to ask to use the room for more than Orchestra use.

Kresta: She asked the theatre department if they want to do a performance the Tuesday of Heritage Days. They will be striking set during that time, so no. Everything is in the book for the production. They have Stoker Park reserved for two weeks for Jr. Theatre Camp unless things change.

Tara: Nothing new

Libby: Nothing new

LeAnna: Asked Libby to keep track of volunteer hours during rehearsals since she won't be there.

Christopher: Nothing new

### **10. Future Agenda Items-Nothing was brought forward**

**11. Adjournment** Libby motioned to adjourn, and Chris seconded. All voted in favor. The meeting was adjourned at 9:50pm.

### **4-7-2021 Minutes Approved by SCAC Board: 5-5-2021**

Russell Lynch, Syracuse City Arts Council Chair

Cindy Hellewell, Syracuse City Arts Council Secretary