

## Arts & Culture Board of Trustees Meeting

Wednesday, September 27, 2023 – 5:30 pm

Douglas City Hall, Conference Room

101 N. 4th Street, Douglas, WY

1. Welcome!

Roll Call of Board Members

Introductions of Guests

2. Approval Of Agenda

3. Approval Of Board Meeting Minutes

4. Treasurer's Report

5. Old Business

6. New Business

6.a. Voting Of Officers

Vice Chair

Secretary

Treasurer

6.b. City Of Douglas Strategic Doing 2023-2025 And Resolution  
Board of Trustees Primary Functions

City of Douglas Strategic Doing 2023-2025

Documents:

[2022-28 AUTHORIZING ESTABLISHMENT OF ARTS AND CULTURE BOARD  
OF TRUSTEES.PDF](#)

6.c. Upcoming Arts And Culture Projects/Programs

Jackalope Statue

Other City Topics/Ideas

6.d. Proposed Dates For Monthly Arts & Culture Meetings

6.e. Topics For October Meeting

FY24 Visual arts programming & Development of 4 or more cultural programming  
(Douglas Strategic Doing 2023-2025)

Partners

Other

6.f. Access To SharePoint

7. Adjournment

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**RESOLUTION NO. 2022-28**

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**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF AN ARTS & CULTURE BOARD OF TRUSTEES**

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**WHEREAS**, the City wishes to support the development of public arts and culture in the community; and

**WHEREAS**, public art is generally recognized as a significant cultural asset; and

**WHEREAS**, the community of Douglas currently is in need of a specific, identified community core for arts and culture; and

**WHEREAS**, the City lacks a comprehensive plan that supports arts and culture programs and events; and

**WHEREAS**, the City wishes to develop a long-term, sustainable public art program; and

**WHEREAS**, the Douglas City Council seeks to establish a public-sector leadership and community core to support and encourage arts and culture programs and events.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Douglas, Wyoming, that the City of Douglas Arts and Culture Board of Trustees is hereby established in the bylaws as follows:

**City of Douglas Arts and Culture Board of Trustees Bylaws**

The City of Douglas Arts and Culture Board of Trustees is hereby created by the City Council as a deliberative and recommending body of the City of Douglas and is subject to the following section provisions:

**Section 1. Name**

Arts and Culture Board of Trustees

**Section 2. Purpose**

The Board of Trustees is a volunteer municipal board that advises the City Council, City Administrator and staff and other organizations on promoting the advancement of Arts and Culture activities, events, facilities and programs that benefit the community.

**Section 3. Duties**

The Board of Trustees has three primary functions:

1. The Board of Trustees oversees implementation of Arts and Culture and is charged specifically to develop annually, for City Council approval, fiscal-year plans for a long-term Five-Year Action Plan and annual One-Year Implementation Plan.
2. The Board of Trustees makes recommendations to the City Council, City Administrator and staff as well as boards as is appropriate to:
  - a. Provide public-sector leadership and coordination to support arts and culture activities, events, facilities and programs;
  - b. Develop a long-term, sustainable public-arts program;

- c. Work hand-in-hand with, but not conflict with, partners such as the schools, local youth organizations, Main Street Douglas, the Enterprise, and Converse County Library to advance arts and culture;
  - d. Improve inter-governmental collaboration and coordination to advance arts and culture;
  - e. Suggest ways to reach out and involve and all community members in a variety of cultural programs;
  - f. Provide strategic assistance with Douglas cultural non-profits in order to build organizational capacity; and
  - g. Identify and recommend the use of sustainable funding mechanisms to support arts and culture.
3. The Board of Trustees makes recommendations to the City Council and City Administrator or designees concerning the goals and objectives for festivals and special events that promote local business and tourism and for the benefit of the Douglas community.

#### **Section 4. Membership Qualifications**

The Board of Trustees shall be community members with knowledge and experience in arts or culture activities, events, facilities and/or programs, and includes artists, business professionals, youth, community members of diverse ethnic backgrounds and those with proficiency relevant to the purpose of the Board of Trustees. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.

#### **Section 5. Number of Members**

The Board of Trustees shall consist of five (5) voting members appointed City Council and two (2) non-voting ex-officio members who provide advice to the Board of Trustees.

The two (2) ex-officio positions are appointed by the City Administrator and may include one staff member, who may serve as support to the Trustees.

#### **Section 6. Residency**

The City Council appreciates that many local-area community members view Douglas as their “hometown” for schooling, socializing, shopping, worshiping, recreating or conducting business, and that they often serve as volunteers of leading cultural nonprofits focused on Douglas. While City of Douglas residency is not required to serve on the Board of Trustees, the Board of Trustees is to be composed of a minimum of three (3) residents of the City of Douglas.

#### **Section 7. Appointment**

Appointment and confirmation to the Board of Trustees follows the standard City board-appointment procedure, by which the City Council appoints Board of Trustees members. The Board of Trustees serve at the pleasure of the City Council and a member may be removed in a similar manner as appointment.

#### **Section 8. Vacancy**

A vacancy on the Board of Trustees shall be deemed to exist in the case of death or disability, upon receipt of a letter of resignation or defacto resignation or upon removal of any Board of Trustees as provided herein. Vacancies on the Board of Trustees shall be filled by appointment in the same manner in which members of the Board of Trustees are regularly appointed. Any person selected to fill a vacancy on the Board of Trustees shall serve the balance of the term of the Board of Trustee being replaced.

### **Section 9. Terms of Appointment**

1. Members shall serve staggered three (3)-year terms.
2. A vacancy in a position may be appointed to fulfill the remainder of the term.
3. Terms of appointment for less than three years shall not count towards the maximum time of service.
4. At the outset and for the initial appointment of the Board of Trustees only, term-lengths of voting positions are staggered as follows so as to not have the entire Board of Trustees membership turn-over at once. Initially, one (1) position will be for one (1) year in duration; two (2) positions are an initial two (2)-year duration; and two (2) positions are for full three (3) years.
5. Subsequent position terms are three (3) years in duration.

### **Section 10. Organization**

1. At the first meeting of each fiscal year, the Board of Trustees shall, from the voting members, elect a chair, vice-chair and secretary.
2. The Chair (or Vice Chair in the absence of the Chair) presides over all meetings. The Chair works with City staff or consultant for meeting agenda development. The Secretary shall keep minutes of each public meeting and work with the City liaison.
3. An appointed City staff person or contractor will serve as liaison to the Trustees and provide administrative support, especially with preparing documents, including the Five-Year Action Plan and annual One-Year Implementation Plan.
4. The Board of Trustees may create subcommittees as desired to focus and advise the Board of Trustees on specific issues.

### **Section 11. Meetings**

The Board of Trustees may meet at least monthly at an agreed-upon date and time and lawfully noticed as per State of Wyoming Law. All Board of Trustees meetings are open to the public and subject to the State of Wyoming Open Meetings and Open Records laws. The Chair, or two trustees, may also call a special meeting as allowed by law.

Trustees may meet without a quorum; however, a quorum of at least three (3) voting members is required in order for the Board of Trustees to vote on any matter. Board of Trustees members may participate in a meeting telephonically or electronically online.

### **Section 12. Voting**

All voting members are entitled to vote at any Board of Trustees meeting, regular or special. Proxies are not allowed. A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

### **Section 13. Conflict of Interests Provision**

Board of Trustees members agree to abide by Wyoming Statutes regarding conflicts of interest. A Trustee must declare a conflict and withdraw from participating in the decision pertaining to the

prospective award of municipal funds for a grant application or other City program that could benefit financially the Trustee, family relative or organization that Trustee is employed or contracted by to perform services or serves as a member of the Board of Trustees.

BE IT FURTHER RESOLVED that The Arts & Culture Board of Trustees Qualifications shall include, if possible:

- Experience in the visual arts, performing arts, arts education, curation, architecture, design or landscape architecture. Members may include staff and board members of any other arts and cultural organizations.
- At least one member should be a working artist, arts administrator, or cultural historian.
- At least one member is encouraged to have direct experience with or knowledge of public art installation and maintenance.
- Membership should reflect the diversity of the community, including, but not limited to, such things as age, income, ethnicity, racial identity, culture and ability.

PASSED, APPROVED, AND ADOPTED this 12th day of December, 2022.

John Bartling, Mayor Pro-Tem

Attest:

Chaz Kokesh, City Clerk

