



CITY OF **DOUGLAS** WYOMING

**REGULAR ARTS & CULTURE BOARD OF TRUSTEES MEETING
October 23, 2024 – 5:30 PM**

1. Welcome!
 - a. Introductions & Roll Call of Board Members
 - b. Introduction of Guests
2. Approval of Agenda
3. Approval of September 25, 2024, Board Meeting Minutes
 - a. September 25, 2024 Board Meeting Minutes
4. Financial Report
 - a. October 23, 2024 Financial Report
5. Old Business
 - a. Action Items Update from Previous Board Meeting(s)
 - b. FY25 Projects Updates
 - c. Sketch Book
 - d. Strategic Doing FY2425 KPI Update
6. New Business
 - a. Wyoming Community Gas Funding
 - b. Select Meeting Dates for 2025
7. Adjournment

Next Meeting: November 13, 2024, at 5:30PM, City Hall.

Arts & Culture Board of Trustees:

Board Members

Chair: Jennifer Rasmussen
Vice Chair: Richard Burk
Secretary: Shea Burke
Betsy Varland

Michele Carter
Amanda Smylie
Josh Butts
City Staff: Clara Chaffin

Meeting Called To Order at 5:34pm

Attendees

- **Board:** Michele, Richard, Shea, Josh, Jennifer
- **Absent Board:** Betsy, Amanda
- **City:** None
- **Guests:** Matt Carlson (CCSD1 Douglas Middle School)

Introductions

Approval of Agenda

- **Motion:** Josh
- **Second:** Richard
- **Discussion:** None
- **Vote:** 5 Yay/ 0 Nay, # of members absent 2

Approval of August 28 Meeting Minutes

- **Motion:** Michelle
- **Second:** Josh
- **Discussion:** None
- **Vote:** 5 Yay/0 Nay, # of members absent 2

Treasurer Report

None

- **Motion:** N/A
- **Second:** N/A
- **Discussion:** N/A
- **Vote:** Yay/Nay, # of members absent

Discussion Bullet Points

A. Old Business

a. Action items update from previous board meeting

i. FY25 projects updates (total cost/city funded) –

1. Public Art/Railroad Graffiti Class (\$1,000/\$1,000)

Jen reports this project may pivot to a Community Ed style program/class.

Michelle proposed introducing an award/ competition aspect to this project.

Discussed possibly having a contest of sorts in which art pieces from this class(es) would be selected for featured artwork/marketing art for community events, such as Jackalope Days. This may open an avenue for additional funding via grant funding applied with The Enterprise.

Discussed possibly slating classes for January/February 2025.

Action item: Jen will talk to Kari at EWCC to explore ideas for hosting site(s)

2. Mural Festival / Art on the Green (\$100,000/\$5,000)

Josh reports that he was recently made aware that many of the funding pieces can be filtered through/work with Main Street.

This raises the question of whether or not there is a need to open an account with WCF for ACB projects. The Board recognizes that many details would have to be laid-out with Main Street and would require advanced collaborative efforts within a relatively short timeline for the currently slated projects in FY25. The Board discussed the possibility of asking the City of Douglas if the ACB can obtain 501(c)3 status in the future.

Ultimately, the Board decided to reach out to Moriah at The Enterprise to invite her to the next regular ACB meeting.

Action item: Jen and/or Josh will reach out to Moriah to explore this idea and invite her to the next regular ACB meeting

3. Student Art Project (\$15,000/\$10,000)

Matt provided an update on the project. Projected materials cost is currently quoted at \$2126.93. The installation cost is not presently quoted, but estimated to come in under budget. The students have already started on this project.

There are lingering questions about the funding mechanism. Matt reports that the Business Office for CCSD1 has explored ideas. The Board is going to check in with Clara and/or JD and next month's ACB meeting to attempt to finalize these plans.

Site location was discussed. The Board desires to place the art in a highly visible place in town. Discussed possibly placing it in the site of the new Community Center, on the land that is not currently slated for development. Matt advised that he would be able to store the artwork outside the Middle School until placement.

Josh made a motion that, contingent upon any unknown prohibitive factors from the City, the Board would like to ask the City to pay the PO to Pacific Steele and any other suppliers designated by Matt for the purposes of funding the project.

- **Motion:** Josh
- **Second:** Richard
- **Discussion:** None
- **Vote:** 5 Yay/0 Nay, # of members absent 2

Action item: Michelle will talk with Clara to report the vote taken by the Board re: PO payment to explore the viability of the vote.

b. Brand Book (\$0/\$2,000)

There have been some roadblocks with developing the narrative piece. The Board revisited the narrative, intent and audience of the Brand Book. The Board decided to have a workshop for Board members to work out the details of this project.

This workshop meeting will be held at the Butt's residence on Wednesday, November 6 at 5:30pm.

c. Sketch Book

The Board to pinboard this line item for this week, pending the above-referenced workshop being held November 6.

B. New Business

a. The 112

The Board discussed the “ask” and determined there is some confusion around whether the City is asking the Board to come to a consensus on this project, or is rather asking for feedback from individuals, as individuals, with regard to the proposed ideas.

The Board is unsure how this sort of request for feedback fits into the mission and/or KPI's/UPI's.

The Board will revisit this idea with City Staff, upon request, at a later meeting.

Next Meeting Date: Wednesday, October 23 @ 5:30 at City Hall

Adjourn:

- **Motion: Michelle**
- **Second: Richard**
- **Discussion: None**
- **Vote:Vote: 5 Yay/0 Nay, # of members absent 2**

Meeting Adjourned at 7:27pm

Action Items from (previous meeting date)

- **Assignee: Action Item from previous meeting**
- **Update (for current meeting)**

Action items from August 28 meeting:

Action item: Establish account with WCF. Josh will complete this task, but requested support with regard to ensuring task completion.

Update: Josh reports that he was recently made aware that many of the funding pieces can be filtered through/work with Main Street, making the WCF account superfluous.

Action item: Apply for T-mobile community grant. Josh offered to write the narrative with regard to community impact.

Update: The grant is due at the end of September, but runs quarterly. The next grant application would be due in December. This is pinboarded until after a suitable 501(c)3 partner is identified.

Action item: Jen, Josh and Michelle will work together to write the grant application and will present it at the next Board meeting

Update: See line item above.

Action Item: Josh will draft the introductory narrative, “the why”, for the Brand Book.

Update: This is pending ACB workshop, as noted above.

Action Item: Clara will email Josh a reminder about the Brand Book narrative draft when this is coming due

Update: This is pending ACB workshop, as noted above.

Action Items from September 25 meeting:

Action item: Jen will talk to Kari at EWCC to explore ideas for hosting site(s)

Action item: Jen and/or Josh will reach out to Moriah to explore this idea and invite her to the next regular ACB meeting

Action item: Michelle will talk with Clara to report the vote taken by the Board re: PO payment to explore the viability of the vote.

