



CITY OF **DOUGLAS** WYOMING

**REGULAR ARTS & CULTURE BOARD OF TRUSTEES MEETING  
November 13, 2024 – 5:30 PM**

1. Welcome!  
Introductions and roll call of Board Members
  - a. Roll Call of Board Members
  - b. Introductions of Guests
2. Approval of Agenda
3. Approval of October 23, 2024, Meeting Minutes
  - a. October 23, 2024 Board Meeting Minutes
4. Treasurer Report
5. Old Business
  - a. Action items update from previous Board meeting.
  - b. FY25 Project Updates
    - Public Art Project
    - Mural Festival Project
    - Student Art Project
    - Brand Book
  - c. Sketch Book
6. New Business

7. Adjournment

Next Meeting:

- a. Next Meeting: December 11, 2024 at 5:30PM at 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

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### Meeting Called To Order at 5:35pm

#### Attendees

- **Board:**, Betsy, Shea, Josh, Jennifer, Amanda (arrived after first 2 votes taken)
- **Absent Board:** Michele, Richard,
- **City:** Clara
- **Guests:** None

#### Introductions

None

#### Approval of Agenda

- **Motion:** Josh
- **Second:** Betsy
- **Discussion:** None
- **Vote:** 4 Yay/0 Nay, # of members absent 3

#### Approval of (previous) Meeting Minutes

- **Motion:** Josh
- **Second:** Betsy
- **Discussion:** None
- **Vote:** 4 Yay/ 0 Nay, # of members absent 3

#### Treasurer Report (Richard Burk)

Treasurer report provided by Clara. No expenditures reported.

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

#### Discussion Bullet Points

##### A. Old Business

- a. Action items update from previous board meeting
  - i. See below under “Action Items from September 25, 2024”
- b. FY25 projects updates (total cost/city funded) –

- i. **Public Art/Railroad Graffiti Class (\$1,000/\$1,000)**
  - 1. The Board rough drafted an idea for a class for a 4-class acrylic painting class to be hosted by Josh. The budget would be used for purchasing supplies, and participants would be charged a nominal fee.
  - 2. This event could be used as a data collection point to gain additional info on interest, demographics, etc.
  - 3. See below under “Action Items from September 25, 2024” for information on scheduling and facility use at EWCC
- ii. **Mural Festival / Art on the Green (\$100,000/\$5,000)**
  - 1. See below under “Action Items from September 25, 2024” for information on collaboration with The Enterprise for grant funding applications
  - 2. Now that the ACB has figured out how to work with The Enterprise to facilitate grant applications, the group identified that the ACB will need to vote on which officers will be on the CCB account. It was proposed that the Chair, Vice Chair and Secretary be on this 2-signer account. This will need to be formally voted in.

The Board voted to create an account at CCB in conjunction with Main Street with the Chair, Vice Chair and Secretary as the account signatories.

Motion: Josh

Second: Amanda

Discussion: None

Vote: 5 Yay/ 0Nay, # of members absent 2

**Action Item: Jen and Josh will collaborate to get the Tmobile Hometown grant submitted in the next couple of weeks**

- iii. **Student Art Project (\$15,000/\$10,000)**
  - 1. See below under “Action Items from September 25, 2024”
- iv. **Brand Book (\$0/\$2,000)**
  - 1. The ACB has scheduled a workshop on November 6 for the Board to collaborate on the “ask” that was made of the Board for the Brand Book introduction.
  - 2. After the last Board meeting, Shea shared a brainstorming Google Doc with Josh for the purpose of drafting a mechanism to obtain team input from Board members prior to the workshop meeting on November 6. Josh indicated this could be helpful for this process, and recommended pushing the document to the Board alongside the MAP Summary Report, which was generated earlier this year. Shea will push this Google Doc to the Board along with the MAP document when sending the meeting minutes from today’s meeting.
- c. **Strategic Doing FY2425 KPI Update**
  - i. Clara updated the KPI tracking spreadsheet during the meeting
  - ii. Josh gave a rundown of the proposed community art showcase under S1:UPI-01, which is a art display/pop-up shop hosted during Mingle & Jingle
    - 1. The “ask” of the Board would be to reach out to potential vendors to investigate interest and develop an invitation list.

**Action Item: Jen will develop an interest form and push that out to the existing artist mailing list, as well as other potential artistic vendors. Jen will also compile responses and forward those to the organizing entity for final invitations and/or event arrangements to be made. Jen will also develop a QR code to link to the contact info and/or interest form.**

## B. New Business

- a. **Wyoming Community Gas Funding**
  - i. **Clara reports the City gets roughly \$10-15k per year for use of arts development within the community. This is the same grant that funded the ACB and funded the mural that was placed in the community during Jackalope Days.**
    1. **An idea was brought forward to place an art installation on the West or South exterior wall of City Hall. The Board provided feedback that this may be an effective use of these funds. It was suggested to diversify the art to possibly integrate metal arts and/or other forms of artwork, rather than another painted mural, in an effort toward diversification.**
- b. **Select meeting dates for 2025**
  - i. **Meeting dates selected for 2025. No change was made to the current 4th Wednesday meeting schedule.**

**Next Meeting Date: Brand Book Workshop Wednesday, November 6 at 5:30pm. This is an informal workshop for Board members to collaborate on a specific project, as described above and in the previous meeting minutes.**

**Next Regular meeting date: November 13, 2024 @ 5:30 at City Hall**

**Adjourn:**

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

**Meeting Adjourned at 6:54**

## Action Items from September 25, 2024

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

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

**Update:** Jen reports there is a room specifically for arts, rental fee is \$5 per hour. If done through Community Ed in collaboration with EWCC, it is advertised through class booklets. Fees remitted are split 75% for the instructor, 25% for EWCC. December 1 is the deadline for getting class advertised in the Spring class catalog.

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

**Update:** An invitation was extended, but scheduling conflicts prohibited attendance in today's meeting. The feedback obtained was that the ACB could create their own account at CCB for use of funds, or the accounting could be shared and accounted for separately.

Jen has this information in a write-up from Jen Goodwin at The Enterprise.

ACB members advised that the preferred method would be for a separate account to be created for ACB use.

### **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.**

**Update:** Michelle reported to the Board via email that she reached out to Clara, and Clara said if Matt would get the items he needs ready to be purchased, we can just use the City of Douglas credit card to make the purchases.

## Action Items from Today's Meeting

**Action Item: Jen and Josh will collaborate to get the Tmobile Hometown grant submitted in the next couple of weeks**

**Action Item: Jen is making a form for the mailing list for the Mingle and Jingle event and response compilation. She will also develop a QR code to link to contact info and/or form.**