



Stow ^{ARTS} Commission

Arts Commission Meeting Minutes
Tuesday, 8/2/2022; 6:30 p.m.

MEMBERS PRESENT: Raymond Dean Anne Geraghty
Leila Griffiths Sarah Haren
Kimmy Henderson Sue Kirchgessner
Michele Leissler Tom Manuszak
Tom Stephan Jennifer Vincik
Kari Suhadolnik, Chairperson

ALSO PRESENT: Rachel Brownridge, Stow Historical Society rep
Chris Merchant, Resident of Stow
Chris Sheridan, Assistant Recreation Supervisor

Kari called the meeting to order at 6:30 p.m.

Attendance was taken; 11 members present; 2 members absent

APPROVAL OF MINUTES: Tom M. made a motion to approve the minutes for the meeting held May 3, 2022, as submitted. Seconded by Leila. There was no discussion. Motion passed unanimously.

PUBLIC COMMENTS: No public comments from anyone in attendance and Deb reported she had no public comments.

OLD BUSINESS:

Farmer's Market – Follow Up – Leila

Had one day with Anne & Kimmy at the market to do face painting and represent the City of Stow on 6/4/2022. Leila reported they had several people inquire about Arts Commission and one woman from the Stow Orchestra that donated to a box and they were wondering what had happened with that as they have not heard back from the City. Chris responded that she had emailed the Stow Orchestra and did inform them which box was their box (the box by Meijer Gas Station) and they also may select a print to be framed 11 x 14. Chris has not yet heard back from her but they do have the information. Kimmy stated if they do the booth again, they need more stuff – samples of the prints and more fliers to distribute. Farmer's Market is only one

time each year for non-profits. Kari mentioned next year, we will be sure to plan it a bit differently when we have the booth. Deb suggested in the future when you have questions or people that need feedback, please don't wait for a meeting to let us know, please email Chris and Deb immediately.

Traffic Signal Box Phase II – Deb

Went very smoothly this year with one minor glitch with a mis-measured box. Administration handled it immediately and had a new print made. Note for next year – an extra step to include prior to installation; perhaps each commission member can take a box or two to go out prior to installation and clear weeds and wipe down the boxes so they are not covered with cut grass/weeds. Also, inspect each box and area to see if grass needs cut prior to install. Also, Deb reported she had a call from Bedford inquiring about the program/process as they are very interested. The call was on behalf of Bedford Downtown Alliance which is a volunteer group much like Arts Commission. They are trying to figure out how to fund the program for Bedford. Also a resident from Brimfield that was interested in the process. Deb also reported that Mayor Pribonic was at an open house for the Land Bank and a representative from John S. Knight Foundation spoke to him about the signal boxes and stated we need to contact them about grant funding.

Chris reported about the Signal Box Map and wanted to insure that everyone knows where to find Arts Commission information on our City of Stow website. She also stated, we do have a completely new website coming in the near future. To find Arts Commission information – go to www.stowohio.org then go to Parks & Recreation then Arts Commission. You will find a printable map of the signal boxes along with a printable brochure for the sale of prints. If you need brochures for an event or want them on nice paper, please let Chris know and she will take care of it. The prints for phase 2 will be on display soon at the library. So far we have sold a total of 17 phase 1 prints and 9 phase 2 prints. Tom M. asked if there was a target number before we set up the scholarship program? Tom Stephan stated we never really established a number and although a lot of scholarships are \$1,000.00 but it does not need to be that amount. Kari mentioned our targets are way too high; many organizations offer much less. Any amount is much appreciated. Tom M. stated if we are going to do some marketing, it's nice to have a goal to also put out as a push and that would be helpful.

Adopt-a-spot – Michele

One person is signed up for week of August 21st. So we have this week, next week and the last week of August available for someone to sign up. Tom M. stated he stopped in yesterday and there's a lot of little grass in the mulch. Michele said she was surprised to see mulch, that's new. Tom stated it could use a layer of thick mulch and he's willing to help with that. Deb stated Urban Forestry is opposed to mulching the flower beds; they will not do it for the health of the plants. Deb stated, we are very short on seasonal help this year and the watering of the beds is limited. Leila stated she would do it the week of Aug 8; Kimmy stated she will do the last week of August and Tom M. stated he will come back with a small hoe and try to get some of the grass out of the area. Kari stated if we are committing to do something, we need to handle it as a group and do it well; it should not fall to one person.

Team Up 2 Clean Up – 8/27/2022 - Deb

Deb reported – we currently only have 17 signed up for this event along with one scout troop that will be cleaning up at Silver Springs Park. If anyone is available, please go to Recdesk and sign up to participate. We ask that you pick up litter between 7am-noon on Saturday, 8/27 and then later that afternoon Parks Maintenance employees will be out picking up the bags of trash from the assigned routes. Deb will email the flyer and if you could all please share it to your social media accounts, that would be appreciated.

Arts Commission Scholarship fund – Tom and Deb reporting

Kari asked for a motion to remove this item from the table to allow us to discuss it this evening. Tom Manuszak made the motion; seconded by Tom Stephan; motion passed unanimously.

Deb stated the Mayor and Tom attended the Community Foundation meeting and Mayor Pribonic asked them about handling the Arts Commission Scholarship/Grant fund. If we utilize them to facilitate this, it does allow us more flexibility. Using the Community Foundation would allow us to award the grant/scholarship money to ANY resident of Stow or Munroe Falls – any age as long as they are a resident of Stow. It may be a student attending and graduating from a private school or a high school in another city but as long as they are a resident of Stow, they qualify to apply. The Arts Commission will recommend their criteria and then funds will be turned over (when available) and the Community Foundation will facilitate the application and selection process to award the grants/scholarships. If this is acceptable to the Arts Commission, Mayor Pribonic and Tom Stephan will continue to work out details and Mayor Pribonic will sign an MOU with the SMF Community Foundation prior to transferring any funds.

Kari made a motion to change the scholarship/grant fund from the SMF School Foundation to the SMF Community Foundation to allow it to be more accessible to Stow residents as opposed just to a graduating SMF High School student.

Discussion followed – Tom Stephan stated – SMF Community Foundation is basically a conduit to handle the money. Arts Commission will advise or recommend how many grants or scholarships and the amount for each and the Foundation takes care of it and the Arts Commission name is still attached to it but it is handled through the Foundation. Kari stated the reason she is in favor of moving forward this way is we are not a school organization; we are a City Commission and she feels we should be offering these funds for the benefit of anyone in the City. Chris Merchant asked how much is currently in the fund? \$25 x 26 (# prints sold) = \$650. Chris asked and you are giving a \$1,000 scholarship? Discussion followed about amounts acceptable for scholarships/grants. Tom M stated we have not yet determined the number of scholarships and/or the number of scholarships to award each year. Chris Merchant stated so you may consider offering ten \$100 scholarships once you have it available? Kari stated, yes. Chris stated, whenever the magic day arrives if you are short to reach the \$1,000.00 goal, I will round it up and make a donation to cover – he continued stating nobody needs to know where it comes from, it doesn't leave this room, it's a donation. Tom S. stated, just buy some prints. Sarah asked is there a place to make an additional donation when purchasing prints? Chris answered, no – it's just \$25 per print. Tom M stated if that's not hard to adjust, that would be a good idea to give folks the option of donating additional or paying more than the \$25 per print.

Deb stated, we will need to check with our Finance Department as to the guidelines for accepting donations for the scholarship program.

Anne Geraghty seconded the motion. No further discussion. Motion passed unanimously.

Grant sub-committee – Deb

We did already talk about this briefly. Whomever the Mayor spoke with at the Land Bank Open House reminded us that we also need to apply for GAR Grants as well as Akron Community Foundation and Arts Now which Raymond also had information about. Raymond stated two months ago he took a workshop at Summit Artspace and there were several speakers from the area of Finance and Grants and Grant writing. He made several contacts with these organizations. He stated there are a lot of resources out there we can go to for assistance.

New Business

Responsibilities of members – Kari

Kari stated she just wanted to review what the scope of the Arts Commission is and what our responsibilities are, what members are allowed to do and not allowed to do. She suggested perhaps we need to come up with a document that illustrates it as she's had a lot of questions about what can be added to the agenda, can I meet with this person, etc. She stated we are bound by the law, Ohio Sunshine Laws. Kari asked Deb to review what are the rules about agenda publishing. Deb stated, we are required to post the agenda in our building for the public, post it to the website so the public has access to it and it's posted with all agendas and public meeting minutes as well as distributed to all members. This must be done a minimum of 72 hours (business hours) prior to our scheduled meeting. My general rule of thumb is one week ahead of time. Kari stated, the reason behind this is Ohio Sunshine Laws. We have to be accountable to the public in everything we do and understand if we are going to be discussing something whether it be grants or a future project, they have the right as a citizen, as a non-member to come in and listen to what we are talking about and offer their opinions. All commissions, all meetings are always open, public meetings. Kari stated, we are a commission bound by rules and responsibilities. We cannot meet privately with a group to discuss commission business, we cannot make arrangements for speakers, etc, on the side. If you are interested in having someone present to our group, we need to make sure we follow the rules and have the information on the agenda. If sub-committees meet (three or more), you need to schedule the meeting, post the agenda and have someone recording and taking the minutes of the meeting which will then be published officially. All public records requests need to be filled in a timely manner. Kari stated, we have not had any problems with this, she just wants to make sure everyone is aware and we do need to follow the guidelines and law; it's legal responsibilities we all need to pay attention to.

Fourth of July Parade 2023 – Deb – Arts Commission Participation?

Mayor Pribonic asked me to present the idea – he thought perhaps Arts Commission would be interested in having a float or be a 'unit' in the 2023 4th of July parade. There is no cost as Arts Commission is a City commission. Mayor's thought was it would be nice if the unit featured the signal box program; perhaps invite all artists that have been selected to participate in (by that time) all three phases. We could perhaps get a big print of each signal box, t-shirts with the art.

Tom Stephan suggested or create a replica of each signal box. Deb stated, you do not have to decide this tonight, think about it and think about this opportunity to feature what you have accomplished and to give exposure to the Stow Arts Commission. If you want to run with this idea, you have a year to plan. Tom M. suggested making sandwich boards. Many positive comments and Kari stated, yes, let's include this on the next agenda too; we will need to make a decision and have a chair person for the sub-committee if deciding to participate.

Fall Window Painting event – again this year?

Discussion about lack of participation last year as opposed to previous year. Kimmy/Anne stated, this is a lot more work than realized – need to get with businesses and senior living facilities to get number of windows and then hope that we get enough artists to cover all the windows. Kari suggested perhaps we should pause on this for this year and come back in 2023 with school involvement. If we get the schools involved, art teachers on board and encourage all schools to encourage all students to participate. Sarah suggested, how about doing this in the Spring. Chris, visitor, suggested businesses could be asked to donate \$50 to Arts Commission scholarship fund if they would like to have their window painted. Leila suggested Hudson does the window painting, coordinated through the Hudson PTA. Sarah asked, can the Arts Commission work with the PTA on this? Sarah stated she is on the Council PTA and offered to bring it up at their next meeting if that is something you want to partner on. Kari stated, we have to do this as a group, we cannot have one or two people handle everything for a project. Tom suggested approaching the PTA and the schools and see if we can get it organized for Fall 2023. Michele asked what would our responsibility be if we partner with the PTA – what would they be responsible for and what would Arts Comm be responsible for? Sarah stated it would be Council PTA and then Council would let the individual schools PTA know what they are responsible for. Tom M. stated that seems to be the problem with many of our ideas/projects, they are missing a consistent message – we need to explain in public terms and send a consistent message. Raymond stated, why not identify the windows we want to use; make a call to artists or groups of people so we are getting the idea out to more people by exposure. Kari stated, we do follow this procedure or have in the past.

Holiday Event – Sarah

This is the event with the Historical Society and do we want to have this again this year or is it on the calendar yet? Chris stated Glow with Stow is on Saturday, 12/3 and the lights will also be turned on at Heritage Park. Chris will check the Stow Players schedule and insure there is no conflict there as well as she will check to insure the Heritage Barn is not rented out for Sunday, 12/4 and verify the date/time as soon as possible. The time of this event, if the site is available, will be 6pm-7pm. Carolers will handle their part and have requested a small fire pit for their use. We need to form a sub-committee:

Kari will chair with Sarah as co-chair

Members of sub-committee: Leila, Rachel Brownridge from Stow Historical Society, Tom

Decorating – NHS & Student Council helped the Historical Society along with Arts Comm members

Sarah mentioned we will want costumes again for the night of the event. Sarah explained the event/process to new members. This is a drive-thru event.
Michele did the flyer last year – (Michele – are you willing to handle again this year? I don't have anything in my notes and there is nothing on the recording where you stated you would do this.)

ADJOURNMENT - Sarah made a motion to adjourn, seconded by Tom Stephan; motion passed unanimously. Meeting adjourned at 7:40 p.m.

NEXT MEETING:

Tuesday, 9/6/2022, 6:30 pm, Stow City Hall Boards & Commissions Room

Respectfully submitted,

Deb Berkey
Arts Commission Recording Secretary