



CITY OF LYNNWOOD ARTS COMMISSION

**AGENDA
FEBRUARY 18, 2014 6:30PM
LYNNWOOD RECREATION CENTER, CONFERENCE ROOM**

10. CALL TO ORDER

20. ROLL CALL

	Position 1, Vacant	Chris Boyer, Council Liaison
	Position 2, Vacant	Sarah Olson, Staff Liaison
	Craig van den Bosch, Chair	
	Kathleen Moore	
	Paul Richards, Secretary	
	Kay Wood	
	Adam Segalla	

30. APPROVAL OF MINUTES – January 21, 2014

40. COMMISSIONER REPORTS

50. STAFF REPORTS

50.1 Supervisor Sarah Olson

50.2 Park Planner Laurie Cowan

60. COUNCIL LIAISON REPORT

70. CITIZEN COMMENTS

80. BUSINESS ITEMS

80.1 Comprehensive Plan Update

80.2 Public Art Program

80.3 Heritage Park Sculpture donation

80.4 Library Art donation proposal

80.5 By-Laws and Rules discussion

80.6 Library Gallery update

90. FUTURE BUSINESS

100. ADJOURNMENT

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 670-5503 with 24-hours advance notice for special accommodations.

**CITY OF LYNNWOOD ARTS COMMISSION
 REGULAR MEETING MINUTES
 JANUARY 21, 2014**

10. CALL TO ORDER

Meeting was called to order at 6:45pm by Commissioner van den Bosch

20. ROLL CALL

	Position 1, Vacant	x	Chris Boyer, Council Liaison
	Position 2, Vacant	x	Sarah Olson, Staff Liaison
x	Craig van den Bosch, Chair	x	Lynn Sordel, Director
x	Kathleen Moore	x	Eric Peterson, Interim Parks Superintendent
x	Paul Richards, Secretary		
x	Kay Wood		
x	Adam Segalla		

30. APPROVAL OF MINUTES

Commissioner **TBC** moved to approve the December 17, 2013 meeting minutes, Commissioner **TBC** seconded the motion. Minutes approved unanimously.

40. COMMISSIONER REPORTS

Commissioner Moore met with Meadowdale High school and proposed that we have a show in April with a theme that the school can participate in. She offered that in general, it will be a good strategy to plan and coordinate events very early in the school year with the schools so that the teachers can get the event integrated with the school curriculum.

50. STAFF REPORTS

50.1 Director Lynn Sordel – reported on staffing change for the Arts Commission, provided an update on the department’s strategic plan and shared thoughts on the upcoming budget process.

50.2 Supervisor Sarah Olson - introduced herself to the Commission and expressed excitement to be working on arts programming albeit with limited staff resource time. Ms. Olson provided the following brief updates:

- Commissioner handbooks are being assembled for the next meeting.
- Provided a handout on future items for the next six months.
- Announced that the commission is back to a 7-member board and that the City is actively recruiting to fill 2 vacant seats.
- Provided an overview on the community events for 2014 and the fundraising need for each event including the goal to raise \$10,000 for the Shakespeare program.

- Announced the opportunity to partner with BayFest International Youth Theater to offer a matinee performance at Lynndale Park on July 27 in exchange for a picnic lunch.
- Announced she is connecting with the local arts organizations and service providers including the Community Workshop Group to re-engage the commission.
- Announced that there are several immediate needs to address with the public art collection which will be a top priority for the next commission meeting.

Ms. Olson also expressed appreciation to Commissioner Wood for her efforts and energy to keep the Lynnwood Library Gallery alive and functioning.

60. COUNCIL LIAISON REPORT

Councilmember M. Christopher Boyer (Chris) introduced himself to Commissioners and staff. He used to serve on the Arts Commission, at one time was the chair, and is looking forward to serving the arts commission.

70. CITIZEN COMMENTS

Elizabeth Lunsford (Beth) of Lynnwood provided a brief update on some of the research she conducted related to public art archiving options and what some other cities use.

80. BUSINESS ITEMS

80.1 Election of 2014 Officers

Commissioner van den Bosch was nominated by Commissioner TBC and seconded by Commissioner TBC to be Chair. Motion passed unanimously. Commissioner Roberts was nominated by Commissioner TBC and seconded by Commissioner TBC for Secretary. Motion passed unanimously.

80.2 Lynndale Amphitheater Project Update

Eric Peterson, Interim Parks Superintendent, presented drawings and gave a report on the progress of the amphitheater project designs. Several commissioners asked questions related to lighting, power, permitting, and signage. Mr. Peterson agreed to bring back plans for updated signage to the commission.

80.3 2014 Community Events

Ms. Olson provided an overview of the following community program scheduled for 2014 including: *Celebrate!*, Shakespeare in the Park, and Farmers Market.

80.4 Public Art Collection

Moved to next meeting.

80.5 Library Gallery

Not addressed.

90. FUTURE BUSINESS

100. ADJOURNMENT

Meeting adjourned at 8:30pm.

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CITY OF LYNNWOOD
ARTS COMMISSION

BY-LAWS

- MEETINGS:** Regular meetings of the Arts Commission shall be held on the third Wednesday of each month at 7:00 p.m. in the Civic Center Council Chambers or other designated City facility.
- MEMBERSHIP:** The City of Lynnwood Arts Commission shall be composed of seven (7) members appointed to serve for five year terms in accordance with City of Lynnwood Ordinance No. 1605.
- APPOINTMENT:** Appointment is by the Mayor with approval of the City Council.
- REMOVAL:** The Mayor may remove any appointive member, with approval of the City Council. Any commissioner missing two unexcused consecutive meetings is subject to dismissal.
- VACANCIES:** Vacancies shall be filled for an unexpired term in the same manner as an original appointment.
- OFFICERS:** Officers of the Board shall be chosen at a regular meeting of the Board and shall be as follows: Chairperson and Secretary. Officers to be elected at the first regular meeting of each calendar year. The Chairperson of the Board shall preside at all meetings, appoint all committees, be spokesperson for the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer. The immediate past president shall serve as vice-chairperson and perform the duties of the chairperson in his/hér absence.
- The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board Meetings.
- STAFF LIAISON:** The City of Lynnwood Arts Coordinator shall serve as liaison and ex-officio member of the Arts Commission.
- QUORUM:** A quorum for the transaction of business shall consist of a majority of the members of the Board.
- ROBERTS RULES OF ORDER:**
- The rules contained in Roberts Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

ORDER OF BUSINESS:

The order of business at regular meetings shall be as follows:

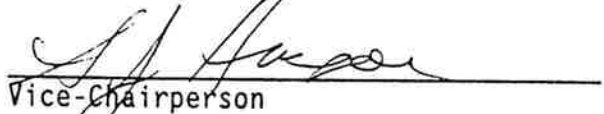
- Call to order
- Minutes of previous meeting
- Report of committees
- Unfinished business
- New business
- Adjournment

REVISION OF BYLAWS:

These By-Laws as adopted by the Commission may be revised or amended at any regular meeting by a vote of at least two-thirds of the members of the Board, provided that notification of such proposed revision has been made to the Board members at least 30 days prior to the vote.

ADOPTED by the Members of the Lynnwood Arts Commission on this 15th day of March, 1989.

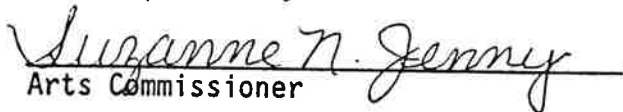

Chairperson

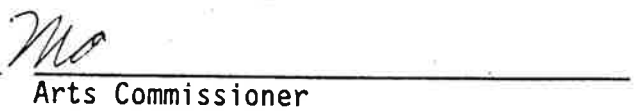

Vice-Chairperson


Secretary


Arts Commissioner


Arts Commissioner


Arts Commissioner


Arts Commissioner

CITY OF LYNNWOOD

JOB DESCRIPTION

Title: Arts Commissioner
Reports To: Mayor

Draft: 8/01

Summary

The Arts Commissioner advises city leadership on arts issues. He/she plays an active role in supporting and encouraging the cultural arts including the performing, visual and literary arts. He/she is expected to have knowledge of the local and regional arts community. The Arts Commissioner serves as a volunteer for a three-year term and is appointed by the Mayor, with the approval of City Council.

Job Location and Equipment Utilized

The Arts Commission meets monthly on the second Tuesday of each month in Council Chambers and also goes on an annual retreat in the summer.

Essential Job Functions

Includes but is not limited to such essential functions as listed below:

- ◆ Advocates for the arts in Lynnwood.
- ◆ Represents the city as an arts official.
- ◆ Recommends art policies and procedures to city leadership.
- ◆ Recommends public art projects and artists to city leadership.
- ◆ Juries Library Gallery monthly exhibits.
- ◆ Keeps up-to-date with the local and regional arts community.
- ◆ Participates in monthly meetings and annual retreat.
- ◆ Attends city sponsored cultural arts events.
- ◆ Serves on Commission sub-committees.
- ◆ Serves on public art juries.
- ◆ Serves as member elected officer.
- ◆ Serves as advisors in the arts for other city boards and commissions.

Required Knowledge Skills and Abilities

- ◆ Ability to communicate effectively both orally and in writing to the public, staff, and elected officials.
- ◆ Knowledge of local and regional arts community.

Required Physical Traits

- ◆ Visual acuity to read written and numerical materials.

- ◆ Ability to speak and hear to exchange information.
- ◆ Ability to sit or stand for extended periods of time.

Qualifications

Citizen of Lynnwood. Background in the Visual or performing arts. Love for the arts. Desire to see the arts as a central part of our community's quality of life and vitality. Knowledge of city government.

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ARTS COMMISSIONER
ACKNOWLEDGMENT

_____ DATE _____

EXECUTIVE APPROVAL

_____ DATE _____

Arts Commissioner Job Description

Summary

The Lynnwood Arts Commission is made up of seven volunteer members, who reside within city limits. They advise city leadership on arts issues. They play an active role in advocating for the cultural arts including the performing, visual and literary arts. They also take on the work of marketing and fund-raising for programs. They are expected to have knowledge of the local and regional arts community. They serve a three-year term and are appointed by the Mayor, with the approval of City Council.

Thanks to the work of past and present Arts Commissioners, the City has built a thriving arts program including public art, gallery, four free performance series through the year, and arts classes at the Recreation Center. In addition, the Commission helps to develop partnerships with Edmonds School District, organizations and individuals. The Arts Commission meets monthly on the second Tuesday evening of each month in Council Chambers and also goes on an annual retreat in the summer.

Essential Job Functions

- ◆ Advocate for the arts in Lynnwood.
- ◆ Represent the city as an arts official.
- ◆ Recommend art policies and procedures to city leadership.
- ◆ Recommend public art projects and artists to city leadership.
- ◆ Jury Library Gallery monthly exhibits.
- ◆ Keep up-to-date with the local and regional arts community.
- ◆ Participate in monthly meetings and annual retreat.
- ◆ Attend city sponsored cultural arts events.
- ◆ Serve on Commission sub-committees.
- ◆ Serve on public art juries.
- ◆ Serve as member elected officer.
- ◆ Serve as advisor in the arts for other city boards and commissions.
- ◆ Marketing and fund-raising for programs.

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Lynnwood Arts Commission
 Future Business Items Calendar
 Revised 2/13/14

MEETING DATE	LOCATION	ITEM	ACTION
February 18	Rec Center	Comprehensive Plan Update Public Art Program Heritage Park Sculpture donation Library Art donation proposal Commission By-Laws & Rules	Informational Discussion Recommendation Recommendation Discussion
March 18	Rec Center	Mayor's Welcome Community Partnerships Commission By-Laws & Rules Mission/Vision/Goal Setting Comprehensive Plan Review Public Art Program	Informational Informational Adoption Discussion Discussion Discussion
April 15	Senior Center	2014 Retreat Streetscape Plan Update (City Center) Mission/Vision/Goal Setting Comprehensive Plan Review Public Art Program	Discussion Informational Discussion Discussion Discussion
May 20	Senior Center	Budget Marketing/Promotions Amphitheater Project Update Comprehensive Plan Review Public Art Program	Discussion Discussion Informational Discussion Discussion
June 17	Senior Center	Amphitheater Project Update Summer Events & Programs Comprehensive Plan Review Public Art Program	Informational Informational Discussion Discussion
July 15	Senior Center	Shakespeare In the Park Comprehensive Plan Review Public Art Program	Discussion Discussion Discussion