



**CITY OF LYNNWOOD ARTS COMMISSION**

**AGENDA  
MAY 20, 2014 6:30PM  
LYNNWOOD RECREATION CENTER**

10. CALL TO ORDER

20. ROLL CALL

Elizabeth Lunsford	Chris Boyer, Council Liaison
Vacant, Position 2	Sarah Olson, Staff Liaison
Craig van den Bosch, Chair	Nick Parr, Program Staff
Kathleen Moore	Mayor Nicola Smith
Paul Richards, Secretary	Tanner Boyle, Public Works
Kay Wood	
Adam Segalla	

30. APPROVAL OF MINUTES – March 18, 2014 & April 15, 2014

40. COMMISSIONER REPORTS

50. COUNCIL LIAISON REPORT

60. STAFF REPORT

60.1 Supervisor Olson

60.2 Mayor Smith

70. CITIZEN COMMENTS

80. BUSINESS ITEMS

80.1 Vice Chair Election

80.2 City Hall Entrance Project

80.3 Farmers Market Entertainment Selection

80.4 By-Laws & Rules Review

90. FUTURE BUSINESS

100. ADJOURNMENT



**Lynnwood Arts Commission**  
 Future Business Items Calendar  
 Revised 5/15/14

<b>MEETING DATE</b>	<b>LOCATION</b>	<b>ITEM</b>	<b>ACTION</b>
May 20	Rec Center	Vice-Chair Election City Hall Entry Project Farmers Market Entertainment Commission By-Laws & Rules	Election Recommendation Selection Discussion
June 17	Rec Center	Mission/Vision/Goal Setting Budget Amphitheater Project Update Summer Events & Programs City Center Prioritization Report	Informational Discussion Informational Discussion Discussion
July 15	TBD	EdCC Art Staff Shakespeare In the Park Celebrate! By-Law & Rules Mission/Vision/Goal Setting	Discussion Discussion Discussion Adoption Adoption
August 19	TBD	Public Art Tour 2014 Retreat	Field Trip Discussion
September 16	TBD	Budget Healthy Communities Strategic Plan City Comprehensive Plan Public Art Program	Discussion Discussion Discussion Discussion
October 21	TBD	City Center Update Community Partnerships Marketing/Promotions	Discussion Discussion Discussion



**CITY OF LYNNWOOD ARTS COMMISSION**

**MEETING MINUTES**

**MARCH 18, 2014 6:30PM**

LYNNWOOD RECREATION CENTER, CONFERENCE ROOM

10. CALL TO ORDER - 6:34

20. ROLL CALL

	Position 1, Vacant	✓	Chris Boyer, Council Liaison
	Position 2, Vacant	✓	Sarah Olson, Staff Liaison
✓	Craig van den Bosch, Chair	✓	Nick Parr, Recreation Clerk
✓	Kathleen Moore	✓	Mayor Nicola Smith
✓	Paul Richards, Secretary		
✓	Kay Wood		
✓	Adam Segalla		

30. APPROVAL OF MINUTES – February 18, 2014: Motion by Com. Moore, Second by Com Richards, minutes approved with revisions.

40. COMMISSIONER REPORTS

Com. Moore reported there won't be student exhibits for the Lynnwood Library due to lack of frames and need better coordination with the school district to not compete with the Edmonds Arts Show. Plans to get this effort coordinated with teachers' curriculum for next year.

Com. van den Bosch reported looking to secure a good pedestal for the Heritage Museum donation of the Wickers Building model.

50. STAFF REPORTS

50.1 Mayor Nicola Smith

Mayor reported on her goals to bring to city staff and council together. Some of the items discussed and part of the mayor's agenda are to have the City work more closely and coordinate efforts with other cities and county agencies and stronger build relationships with these parties. Mayor Smith also reported the following:

- Office is open to the public, by appointment, for Civic Engagement on Wednesday afternoons and is a popular program.
- Is inviting the Arts Commission to assist with the update to City Hall frong entry and lobby improvements to make it more welcoming. Some of the ideas were to have an historical displays that are museum style and in some way work with the branding theme. Improved lighting for the lobby.

- Mayor will be implementing a social media efforts to give Lynnwood and the various events more exposure to the public.

#### 50.2 Supervisor Sarah Olson

- Reviewed the budget and Citizen Engagement opportunities handout.
- Reviewed the PARC and City Comprehensive Plan projects and highlighted the outreach survey component requesting ideas and feedback from commissioners.
- Is currently recruiting for two open positioned and mentioned candidates in attendance. Candidate Elizabeth Lunsford is being recommended for position #1 and will have a Council interview in April.
- Amphitheater renovation is moving forward on schedule. Contract documents will go to Council on March 19 with bid award and council approval anticipated for March 24.
- Arbor Day will be Monday, April 7 at 5pm. Commissioners are encouraged to attend.
- Reviewed summer schedule of events and briefly discussed need for entertainment regulations at the Farmers Market.

#### 50.3 Park Planner Laurie Cowan

Planner Cowen gave an in depth report on the history of the Lynnwood and Heritage Park including how the park came about and the complicated interagency coordination that is in place to maintain the park facility, buildings and collection of historical artifacts.

### 60. COUNCIL LIAISON REPORT

CM Boyer gave members and visitors an overview of the process and implications of the current budget cycle. CM Boyer mentioned that the City is working hard on this difficult endeavor to get a community and professional input to the process. CM Boyer encouraged members to be involved, dream big and have good clear ideas that are being conveyed in a convincing way. Also discussed some of the issues and constraints Lynnwood has as a city and possible ways to enhance opportunities and overcome obstacles. He mentioned a great book "Rise of the Creative Class" by Richard Florida.

70. CITIZEN COMMENTS – three citizens and commission candidates signed-in and provided comments.

### 80. BUSINESS ITEMS

#### 80.1 Meeting Length

Length of meetings was discussed and decided to allow meeting to go a full two hours is needed.

#### 80.2 Bylaws and Rules

Staff to take comments and prepare for following meeting with draft emailed ahead of time for comments.

### 80.3 Public Art Program

Staff provided an overview of efforts related to the collection which includes inventory, rotation, appraisals, cleaning and promotions of the collection. Also discussion was the Art Fund needed to maintain the collection; this fund has not been contributed to for several years. Com. van den Bosch discussed the system used at Seattle Art Museum and the software used to track art collection.

### 80.4 Library Art donation proposal

Com. Wood presented on a drawing of Keelers Corner that was donated to the Library and could be gifted to Heritage Park or the Public Art. Staff will do some research.

### 80.5 Library Gallery update

Library still needs hardware for hanging and appropriate light bulbs. Need to review language about pick-up in the artist agreement. Installation might be an opportunity for a student volunteer position. Next install will be April 4 at 9:00 AM

## 90. FUTURE BUSINESS

100. ADJOURNMENT 8:45 meeting adjourned.

**City of Lynnwood Arts Commission**  
**Bylaws**

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**Adopted XXXX, 2014**

## **ARTICLE I: Authority - Name**

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The Arts Commission of the City of Lynnwood was established by the City Council by adoption of Ordinance 1605 (Chapter 2.26 LMC) and operates under authority of that ordinance and Chapter 2.24 LMC.

## **ARTICLE II: Purpose and Mission**

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The Commission is an advisory board of the City of Lynnwood whose duties as set forth in LMC 2.26 to advise and recommend to the mayor and city council in regards to the display of art in public places within the city of Lynnwood, means of furthering appreciation of art within the city, and to perform such other duties as the mayor may direct.

The mission of the Arts Commission is to support the arts to enrich the quality of life in Lynnwood by:

- Providing visual, performing, cultural and educational arts programs;
- Forming partnerships with businesses, schools, community organizations and individuals;
- Developing and maintaining the public art collection;
- Supporting the arts with public and private funds;
- Promoting the arts and its benefits.

## **ARTICLE III: Members**

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The Arts Commission for the City of Lynnwood consists of seven (7) members who are appointed by the Mayor and confirmed by the City Council. Commissioners shall be appointed for a term of three years (or fulfillment of an unexpired term).

### **Residency Requirement**

At the time of nomination and continuing uninterrupted thereafter while serving on the Arts Commission, at least five (5) Commissioners must live within Lynnwood City Limits and be a registered voter. No more than two (2) positions are open to anyone with a Lynnwood address who meets one of the following criteria: Volunteer history with the City of Lynnwood; Work for an organization that serves the City of Lynnwood; Has children that attend school in the City of Lynnwood; or Owns and operates a business in the City of Lynnwood.

### **Appointment**

Commissioners are appointed by the Mayor with approval of the City Council. Vacancies shall be filled for an unexpired term in the same manner as the original appointment.

## **Resignation**

Whenever a Commissioner is no longer qualified to serve, or is unable to fulfill the responsibilities of a Commissioner and desires to resign, then a resignation may be tendered in writing to the Mayor.

## **Attendance**

Commission members commit to attending a minimum of 75% of all regularly scheduled meetings, workshops, special meetings and events. Commission members whose attendance does not conform to these requirements, taking into account any unique circumstances that may affect attendance based on discussion between the Staff Liaison and the Chair, may be recommended to the Mayor for removal from the Commission by formal action of the Commission at a regular meeting.

## **Removal**

The Arts Commission may recommend to the Mayor the removal of any Commissioner who misses twenty-five percent (25%) or more of the regularly scheduled, meetings workshops, special meetings and events within any twelve (12) month period without being excused by the Chair.

Recommendations for removal to the Mayor must be adopted at a meeting of the commission.

## **Unofficial Members**

The Commission may appoint community members on Ad Hoc committee, work with community member volunteers on programs and projects or allow students to participant in a non-voting role on the commission.

## **ARTICLE IV: Officers**

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The elected officers of the Arts Commission include a Chair and a Secretary. Their duties are:

The Chair shall preside over the Arts Commission and exercise all the powers incidental to the office which includes: preside at all meetings, appoint all committees, be a spokesperson for the Commission, and authorize calls for any special meetings.

The immediate past Chair shall serve as Vice Chair and perform the duties of Chair in his/her absence.

During the absence, disability or disqualification of the Chair or Vice Chair, the commissioners shall elect a temporary chair for the meeting.

A presiding officer shall retain the full right as a member of the Arts Commission to vote to deliberate and vote on all issues coming before the Arts Commission and to propose and second motions.

The Secretary shall keep a true and accurate account of all proceedings of the Commission Meetings.



Elections of officers shall take place annually in the month of December. Nominations shall be made from the floor. The election shall follow immediately thereafter. Nominee receiving a majority vote shall be declared elected.

The elected officers shall immediately assume their positions at the conclusion of the elections and shall serve one (1) year.

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

## **ARTICLE V: Meetings**

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The regular meetings of the Commission shall be held on the third Tuesday of every calendar month at a time set in advance by the Arts Commission.

Special meetings may be called at any time by the Chair or, in the Chair's absence, by the Vice-Chair. Notice of special meetings shall be provided to each member at least 24 hours in advance. The notice shall specify the time and place of the special meeting.

All meetings of the Arts Commission will be open to the public and held in a designated City facility.

A quorum is required for the transaction of business at all meetings. A quorum consists of a majority of the members of the Commission.

A City of Lynnwood staff designee shall serve as a liaison and ex-officio member of the Arts Commission.

Except as provided by these bylaws, Roberts Rules of Order (as amended) shall govern the conduct of all commission meetings.

The order of business at a regular meeting shall be as follows:

10. Call to Order
20. Roll Call
30. Approval of Minutes
40. Commissioner Reports
50. Staff Report
60. Council Liaison Report
70. Citizen Comments
80. Business Items
90. Future Business
100. Adjournment

## **ARTICLE VI: Committees**

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The Commission may create standing and ad hoc committees as necessary. Commission Members may volunteer for standing or ad hoc committees. If there are no volunteers, the Chair of the Arts Commission shall appoint the members of each committee, not to exceed three (3) members.

Committees shall complete assigned tasks expeditiously and report findings, in writing, to the entire Arts Commission.

No standing or special committee shall have the power to commit the Arts Commission to the endorsement of any action, plan or program without its submission to the body of the Arts Commission.

## **ARTICLE VII: Conduct**

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Any commissioner having a direct or indirect interest in or who would benefit from any matter of business must disclose this interest and, if deemed inappropriate by the commission or required by law or city policy or ordinance, must refrain from participating and voting on the matter at hand.

Any Arts Commissioner has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of the Arts Commission.

## **ARTICLE VIII: Amendments**

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These Bylaws may be revised or amended at any regular meeting by majority vote provided that notification of the proposed amendment(s) have been presented in writing at least 30 days prior to the vote and that a quorum is present.