Notice of Meeting for the Arts and Culture Advisory Board of the City of Georgetown
March 19, 2019 at 4:30 PM
at Small conference room, 2nd floor, Georgetown Public Library, 402 W. 8th Street

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Regular Session
(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A Citizens wishing to address the board. As of the deadline, no persons were signed up to speak on items other than what was posted on the agenda.-Jane Estes, Chair.

B Announcements regarding arts and culture. -Jane Estes, Chair.

C Consideration and possible action to approve minutes from the February 19, 2019 Arts and Culture Board meeting. -Jane Estes, Chair.

D Review of board bylaws and attendance policy. -Eric Lashley, Library Director.

E Consideration and possible action to elect a Vice-chair and Secretary. -Jane Estes, Chair.

F Consideration and possible action regarding the meeting time, day, and location of the monthly meetings. – Jane Estes.

G Consideration of Arts and Culture Coordinator's monthly report. -Amanda Still, Arts and Culture Coordinator.

CERTIFICATE OF POSTING
I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public at all times, on the ______ day of __________________, 2019, at ____________, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

____________________________________
Robyn Densmore, City Secretary
The Arts and Culture Board met on Tuesday, February 19, 2019 at 4:30 p.m. in the Small Conference Room of Georgetown Public Library, 402 W. 8th Street, Georgetown, TX.

PRESENT: Jane Estes, Susie Flatau, Tim Fleming, Laura Sewell, Sharon Snuffer, Carol Watson and Linda Wilde.

STAFF PRESENT: Eric Lashley – Library Services Director, Amanda Still – Arts and Culture Coordinator, and Lawren Weiss – Administrative Assistant

Call to order at 4:30 pm

A. Citizens wishing to address the Board. – Jane Estes, Board Chair. None were present. No action required.

B. Announcements regarding arts and culture. -Jane Estes, Board Chair. Updates from City staff and board members regarding arts events at Southwestern University, Georgetown Art Center, Central Texas Philharmonic/Georgetown Symphony Society, Georgetown ISD and Texans for the Arts – Arts Advocacy Day. No action required.

C. Consideration and possible action to approve minutes from the January 15, 2019 meeting. – Jane Estes, Chair. No discussion necessary. Motion by Sewell; second by Snuffer to approve the January 2019 minutes as distributed. Approved 7-0.

D. Introduction of Amanda Still, Arts and Culture Coordinator. – Eric Lashley, Library Director. Lashley introduced new Arts and Culture Coordinator Amanda Still to the board. Still will be focusing efforts on public art and promoting arts events and cultural institutions in the Cultural District. She will also bring back the calendar of events on the arts.georgetown.org website. Still would like to restore the monthly arts leaders’ luncheons similar to the City’s Breakfast Bites program. No action required.

E. Consideration and possible action to establish a process and procedure for selecting art for the new City Hall lobby wall. – Amanda Still, Arts and Culture Coordinator. Still explained that the curved wall in City Hall poses a challenge for exhibits in that small pieces fit better than large ones which will limit the option of what can be displayed in that location. Still recommended inviting artists to participate rather than an open call, so the City and board can curate the shows quarterly (attachment). Still would like to provide a stipend to the artists and only request 6-7 small pieces for each exhibit. Board members recommended that the quarterly exhibits go to Georgetown ISD, Southwestern University and local professional artists. Board members proposed a stipend of $500 per exhibit. Motion by Flatau, second by Watson to proceed with a quarterly, local to Georgetown, invitation only exhibition opportunity for the new City Hall gallery wall. Approved 7-0.

F. Consideration and possible action to select an artist for the first exhibit on the lobby wall of the new City Hall building. – Amanda Still, Arts and Culture Coordinator. Still recommended Carol Light for the first art exhibit in City Hall. For this exhibit, the City will purchase 7 pieces of artwork from Light (at $75 per piece), frame it and distribute pieces to city offices after the exhibit is over. Still discussed pricing for the
pieces and framing. **Motion by Wilde; second by Flatau to approve** Carol Light as the first exhibitionist in City Hall and the purchase and framing of seven of works by Light. **Approved 7-0.**

G. **Report on public art projects at the new City Center facilities.** – Amanda Still, Arts and Culture Coordinator. Still announced the mosaic mural will be installed February 25 at the new Municipal Court building. Still discussed promotional strategies for public art in new city buildings, as well as sculpture opportunities for plinth areas between City Hall and Municipal Court. No action required.

H. **Consideration and possible action regarding conceptual plans for the City Center landscaping and public spaces.** – Eric Lashley, Library Director. Lashley reviewed conceptual drawings of the City Center project (attached) and provided updates from the steering committee on the project. Lashley explained that cost estimates will be coming soon, then he and the committee will present to the Tax Increment Reinvestment Zone (TIRZ) Board, and finally Council for approval. Board members discussed parking, bathrooms, noise, capacity for each space, pedestrian safety and traffic flow. No action taken.

I. **Consideration of Library Director’s report.** – Eric Lashley, Library Director.

Lashley discussed the following topics with the board:

- **2019 Red Poppy Festival:**
  - Cari Miller with the Convention and Visitors Bureau wants to do a public art display for the 20th anniversary of the Red Poppy Festival. City staff are talking with an artist from Salado Glassworks to commission piece for this project.
- **Palace Theatre report (attached)**
- **Texans for the Arts report on Arts Advocacy Day (attached), attended by Fleming, Still and Lashley.**
- **Georgetown Art Works exhibits**
- **Blue Corn Harvest mural**
  - Blue Corn Harvest restaurant will be expanding into the former Pinot’s Palette building. Business owners have asked the board to consider doing a mural on the Rock Street side of the building. Board members agreed to put a hold on this project until the City Center project develops further.
- **Animal Shelter mural**
  - Board requested more information on this project regarding funding and location of the mural.
- **Utility box art project**
  - Lashley reported that this project had been on hold due to a change of City staff. Board members requested Lashley reach out to the City’s new hire responsible for utility boxes to find out more information to move the project forward as quickly as possible. The pieces selected for this project were created by high school students, so the board would like to provide a stipend for their works before they graduate.
- **Street sign project**
  - Board members would like to see action on this project very soon, now that an Arts and Culture Coordinator has been hired.
- **Texas Commission on the Arts- Lashley will submit the Annual Report that is due in June. He has already received the necessary reports from the Cultural District anchors.**

No action required.

J. **Consideration and possible action regarding future meeting dates.** – Jane Estes, Chair.

The next meeting will continue as regularly scheduled on Tuesday, March 19 at 4:30 p.m.
Motion by Watson; second by Wilde to adjourn the meeting. Approved 7-0.

Chair Estes adjourned the meeting at 6:17 p.m.

Respectfully submitted,

Carol Watson, Secretary

Jane Estes, Chair
BYLAWS
CITY OF GEORGETOWN
ARTS AND CULTURE BOARD

ARTICLE I. NAME AND PURPOSE

Section 1.1. Name. Arts and Culture Board ("Board").

Section 1.2. Purpose.

a. The Board is established for the purpose of actively pursuing the placement of public art in public spaces and serving to coordinate, promote and support public access to the arts. See Ordinance Chapter 2.112. The Board shall encourage, stimulate, promote and foster programs for the cultural enrichment of the City, thereby contributing to the quality of life in Georgetown, and develop an awareness of the value of the arts in the business community, local government and the general public.

b. The Board is directed to:

1. ensure the arts continue to be of value as an integral part of Georgetown;

2. in its first year, propose to City Council a set of guidelines and standards by which it will review future art projects, staying consistent with existing codes, guidelines and policies;

3. seek to improve communication and organization of the activities in the Georgetown arts community;

4. promote the arts in Georgetown to enrich the lives of its residents through education and demonstration;

5. assist other City boards, commissions and committees and the City Council in using public art to enhance existing development in public parks and other public lands and structures;
6. advise other City boards, commissions and committees and City departments regarding artistic components of municipal projects under consideration by the City and serve as a resource for artistic components of private developments;

7. develop and recommend to the City Council policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community;

8. encourage connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities;

9. recognize and encourage groups and organizations that enrich Georgetown life by bringing cultural and artistic values and artifacts to the City; and

10. pursue funding, including gifts and grants, for support of arts programs and activities and the procurement of public art.

ARTICLE II. MEMBERSHIP

Section 2.1. Number of Members. The Board will be comprised of seven (7) Members.

Section 2.2. Eligibility. Each Member shall reside in the City of Georgetown corporate limits or extraterritorial jurisdiction. The Members should include artists and other individuals with diverse backgrounds in the arts, arts organizations and businesses, education, structural and landscape architecture. It is preferred, but not required, for the Board to include authorized representatives of Georgetown Independent School District and Southwestern University as Members.

Section 2.3. Appointment of Board Members. Members of the Board shall be appointed in accordance with the City Charter.

Section 2.4. Terms of Office. Generally, terms of office for each Member shall be two (2) years. Generally, a Member may serve two (2) consecutive terms. Refer to Ordinance Section 2.36.030A for additional provisions regarding terms of office.

Section 2.5. Vacancies. Vacancies that occur during a term shall be filled as soon as reasonably possible and in the same manner as an appointment in accordance with the
City Charter. If possible, the Member shall continue to serve until the vacancy is filled. Appointment to fill a vacated term is not included as a term for purposes of counting consecutive terms.

Section 2.6. Compensation and Expenditure of Funds. Members serve without compensation. The Board and its Members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by the City Council. Members may be reimbursed for expenses authorized and approved by the City Council and the Board.

Section 2.7. Compliance with City Policy. Members will comply with City Ordinances, Rules and Policies applicable to the Board and the Members, including but not limited to Ethics Ordinance Chapter 2.20 and City Commissions, Committees and Boards Ordinance Chapter 2.36.

Section 2.8. Removal. Any Member may be removed from their position on the Board for any reason, or for no reason, by a majority vote of the City Council.

ARTICLE III. BOARD OFFICERS

Section 3.1. Officers. The Board Officers are Chairman, Vice-Chairman and Secretary. The Chairman is appointed by the City Council during the annual appointment process. The other Board Officers are elected by a majority vote of the Members at the first meeting after the annual appointment process.

Section 3.2. Terms of Office for Board Officers. Board Officers serve for a term of one year. In the event of vacancy in the office of Chairman, the Vice-Chairman shall serve as Chairman until the City Council appoints a replacement Chairman. A vacancy in the other offices shall be elected by majority vote of the Members at the next regularly scheduled meeting, or as soon as reasonably practical for the unexpired term. If possible, a Board Officer shall continue to serve until the vacancy is filled.

Section 3.3. Duties.

a. The Chairman presides at Board meetings. The Chairman shall generally manage the business of the Board. The Chairman shall perform the duties delegated to the Chairman by the Board.
b. The Vice-Chairman shall perform the duties delegated to the Vice-Chairman by the Board. The Vice-Chairman presides at Board meetings in the Chairman’s absence. The Vice-Chairman shall perform the duties of the Chairman in the Chairman’s absence or disability.

c. The Secretary shall perform the duties delegated to the Secretary by the Board.

ARTICLE IV. MEETINGS

Section 4.1. Time and Date of Regular Meeting. The Board shall meet once a month on the same week of the month, the same day of the week, at the same time, and at the same place. The regular date, time and place of the Board meeting will be decided by the Members at the first meeting of the Board after the annual appointment process.

Section 4.2. Agenda. Items may be placed on the agenda by the Chairman, the City Manager or designee, or at the request of a Member. The party (or individual) requesting the agenda item will be responsible for preparing an agenda item cover sheet and for the initial presentation at the meeting. Items included on the agenda must be submitted to the Staff Liaison no later than one week before the Board meeting at which the agenda item will be considered. Agenda packets for regular meetings will be provided to the Members in advance of the scheduled Board meeting. Agenda packets will contain the posted agenda, agenda item cover sheets, and written minutes of the last meeting.

Section 4.3. Special Meetings. Special meetings may be called by the Chairman or by three (3) Members.

Section 4.4. Quorum. A quorum shall consist of a majority of the Members. A quorum is required for the Board to convene a meeting and to conduct business at a meeting.

Section 4.5. Call to Order. Board meetings will be called to order by the Chairman or, if absent, by the Vice-Chairman. In the absence of both the Chairman and Vice-Chairman, the meeting shall be called to order by the Secretary, and a temporary Chairman shall be elected to preside over the meeting.

Section 4.6. Conduct of Meeting. Board meetings will be conducted in accordance with these Bylaws and City Council Meeting Rules and Procedures, as applicable to the Board. See Ordinance Chapter 2.24.
Section 4.7. Voting. Each Member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest or substantial economic interest under state law, the City’s Ethics Ordinance, or other applicable Laws, Rules and Policies. In such instances the Member shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The Member may remain at the dais or leave the dais, at the Member’s option, while the matter is being considered and voted on by the other Board Members. Unless otherwise provided by law, if a quorum is present, an agenda item must be approved by a majority of the Board Members present at the meeting.

Section 4.8. Minutes. A recording or written minutes shall be made of all open sessions of Board meetings. The Staff Liaison is the custodian of all Board records and documents.

Section 4.9. Attendance. Members are required to attend Board meetings prepared to discuss the issues on the agenda. A Member shall notify the Chairman and the Staff Liaison if the Member is unable to attend a meeting. Excessive absenteeism will be subject to action under Council policy and may result in the Member being replaced on the Board. See Ordinance Section 2.36.010D. Excessive absenteeism means failure to attend at least 75% of regularly scheduled meetings, including Board meetings and Subcommittee meetings. If a Member is removed from the Board that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.5 above.

Section 4.10. Public Participation. In accordance with City policy, the public is welcome and invited to attend Board meetings and to speak on any item on the agenda. A person wishing to address the Board must sign up to speak in accordance with the policy of the Council concerning participation and general public comment at public meetings. Sign-up sheets will be available and should be submitted to the Chairman prior to the start of the meeting. If any written materials are to be provided to the Board, a copy shall also be provided to the Staff Liaison for inclusion in the minutes of the meeting. Speakers shall be allowed a maximum of three minutes to speak, but may take up to six minutes if another individual who signs up to speak yields the time to the speaker. If a person wishes to speak on an issue that is not posted on the agenda, they must file a written request with the Staff Liaison no later than one week before the scheduled meeting. The written request must state the specific topic to be addressed and include sufficient information to inform the Board and the public. A person who disrupts the meeting may be asked to leave and be removed.
Section 4.11. Open Meetings. Public notice of Board meetings shall be provided in accordance with the provisions of the Texas Open Meetings Act. All Board meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

Section 4.12. Closed Sessions. The Board may conduct closed sessions as allowed by law, on properly noticed closed session matters, such as consultation with attorney on legal matters, deliberation regarding the value of real property, competitive utility matters, and economic development negotiations. A recording or certified agenda shall be made of all closed sessions of Board meetings.

ARTICLE V. REPORTS TO CITY COUNCIL

The Board shall meet with City Council, as requested, to determine how the Board may best serve and assist City Council. City Council shall hear reports from the Board at regularly scheduled Council meetings.

ARTICLE VI. SUBCOMMITTEES

Section 6.1. Formation. When deemed necessary by a majority of the Board, Subcommittees may be formed for specific projects related to Board matters. Subcommittees comprised of non-Members may only be formed with the prior consent and confirmation of the City Council.

Section 6.2. Expenditure of Funds. No Subcommittee, or member of a Subcommittee, has the authority to expend funds or incur an obligation on behalf of the City or the Board. Subcommittee expenses may be reimbursed if authorized and approved by the Board or by City Council.

Section 6.3. Open Meetings. Subcommittee meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

ARTICLE VII. BYLAW AMENDMENTS

These Bylaws may be amended by majority vote of the Board Members at any regular meeting of the Board. The Board’s proposed amendments to the Bylaws must be
approved by City Council at the next Council meeting after the Board’s approval. Bylaw amendments are not effective until approved by City Council.

Approved and adopted at a meeting of the City Council on the 10 day of May, 2011.

ATTEST:  

Rachel Daugher  
City Secretary, Deputy

THE CITY OF GEORGETOWN

Mayor

Approved and adopted at a meeting of the Board on the 21 day of June, 2011.

ATTEST:  

Karen Lang  
Board Secretary

BOARD

Philip E. Baker  
Board Chairman
Attendance by Members is integral to success of the commission, committee or board. It is Council policy to require a minimum of 75 percent attendance of each Member at each regularly scheduled meeting including subcommittee meetings. A Member shall be allowed two excused absences for the Member’s personal medical care, required medical care of a Member's immediate family member (as defined by City Ordinance), or Member's military Service that shall not count against the 75 percent attendance requirement. Written notice shall be sent to a Member and the Member’s City Council representative when it appears the Member may violate the attendance policy by being absent from more than 25 percent of regularly scheduled meetings, including subcommittee meetings. Excessive absenteeism may result in the Member being replaced by the Council. If a Member is removed from a committee, commission or board, that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.36.040