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**Meeting Minutes**

**January 8, 2013**

1. Opening Business.

Chairman Darren Maxfield called the meeting to order at 8:11 p.m.

Members Present:Darren Maxfield, Judy Merrill, Heather Steed, Shannon Elmer, Kresta Robinson, Lindy Davis, Shaun Davis, Sam Porter, Justin Clarke, and Ryan Snarr; Karianne Lisonbee and Jason Steed arrived late and Brandon Bills attended via cell phone to report on Agenda Item 3, Orchestra Events.

Darren Maxfield pointed out that the agenda had the wrong date and asked for a correction with the motion to adopt.

HEATHER STEED MADE A MOTION TO ADOPT THE SYRACUSE CITY ARTS COUNCIL AGENDA WITH THE CORRECTED DATE OF JANUARY 8, 2013, SECONDED BY DARREN MAXFIELD; ALL VOTED IN FAVOR.

2. Description of Board vs. Council and Committees.

Darren explained the different aspects of the SCAC Board and Committees, because he felt there had always been a lot of confusion over this, e.g. Committee members could be residents of any city while Board members had to live in Syracuse.

Holly Thurgood used to sit on the Board as a representative from the Recreation Department. Now that she worked in another department and her replacement was still training, they would not be attending for awhile.

Darren discussed the schedule of meetings and the option of having Board members serve as committee heads. He then went over the SCAC ordinance requiring the Board to go before the City Council to present their budget and goals.

3. Report on Orchestra Events.

Brandon explained that the Orchestra presented three free concerts in 2012, including Halloween and Christmas. The Orchestra had now grown to the point where he believed they could generate revenue by charging tickets at their next performance. They were looking at venue options. The high schools were not available in the spring, so they were considering longer runs in smaller venues, such as the new Playbills Theater in Clearfield. Their preference was to perform Jekyll and Hyde next and needed to order rights and advertise auditions for vocalists and directors. The Orchestra would use this opportunity to build up revenue so they could support more concerts and a themed version of a musical.

Heather asked if they would continue their summer, Christmas, and Halloween concerts. He said yes. Darren asked how many concerts they would do for free. Brandon said it was impossible to find a high school for Christmas concerts. Smaller venues may be their only option, which would require selling tickets, e.g. $3-$4 tickets for normal concerts and more for those like Jekyll and Hyde. They were electing various positions for the Committee, such as Communications, Librarian, etc.

Shaun said the Orchestra just lost their rehearsal space at Clearfield High School as of last week, so there were no rehearsals scheduled in the immediate future. They needed to rehears from 7-9 p.m. on Tuesdays. Kresta said the community center was open until 9 p.m. but Tuesdays were hard because of other conflicting activities. Shaun said his primary concerns were rehearsal locations and performance venues. Shannon suggested Shaun talk to Zach Poulter at Syracuse Junior High but that it would require a rental fee. Brandon added that he wanted to order the music so it could be here in a couple of weeks for rehearsals.

4. Report on Meeting with City.

Darren reported on the meeting he had with City officials recently to discuss how the SCAC fit with the City and SCAC needs. He was instructed that committees could no longer remain in City buildings after hours without a City employee. Kresta explained that insurance was the reason for that ruling, due to liability issues. Darren referred to budget impacts of the SCAC on the City as far as manhours.

Kresta recommended that the Board propose changes to the City’s fee schedule, when reporting to the City Council, to include rental fees for the Police Department’s training room in order to use that for rehearsal space. Judy also suggested that the HR Department email all City employees asking for volunteers to serve on the SCAC to help facilitate the need for utilizing the City buildings. Kresta agreed to recommend that to HR at their next Department Head meeting. She then pointed out that City Councilmember Karianne Lisonbee was appointed as the SCAC liaison to City Council.

Darren talked about liability insurance that covered the SCAC while using City buildings and property and Davis County School District facilities through the interlocal agreement. However, events and rehearsals anywhere else would not provide any protection, such as at the Syracuse Arts Academy or Playbills Theater. The Board might need to consider purchasing rider insurance. Heather reminded him that it may be available through Fractured Atlas. After further discussion, many agreed that it might be cheaper to purchase a rider than a separate policy through Fractured Atlas.

Darren said he asked about the City’s need for an ASCAP license. Kresta said she still needed to look into the need for that license for their Syracuse Has Talent event. She did not believe so, because their DJ probably had such a license. Shannon pointed out that a DJ’s license would not cover the performers for whom he was playing the music. Kresta said the City Attorney was looking into it.

Darren said the SCAC would still have access to the City’s tax number for large purchases. The City administration also pointed out to him that, upon the SCAC’s recommendation, they would add the organization’s assets to the fee schedule, i.e. the sound system, which had already been utilized several times and the SCAC needed to capture future compensation for such use. The SCAC also had a PA system, piano, and other items the City could rent, which would help keep track of its use and value. Kresta pointed out that renting would involve a contract, which would protect this equipment from damage.

Darren then advised that anybody in leadership roles, especially voting Board members, had to fill out a background check through the Recreation Department. The City also had a conflict-of-interest disclosure form for anyone to complete when appropriate, which would not eliminate risk but would reduce it. Kresta suggested filling out a conflict-of-interest form when submitting their background-check forms.

5. Ensuring Arts Council Compliance.

Darren explained that the City Ordinance establishing the SCAC meant the organization was a part of the City. As such, the City would be liable for any mistakes, so they needed to be transparent and compliant.

6. Discussion of 2013.

Darren pointed out that the Orchestra was currently the biggest moving part. The musical had traditionally been the biggest and only revenue generator. The other big topic of past discussions was the general consensus to discontinue the concerts in the park. Shannon asked if that included Heritage Days. Darren expressed a desire to support just that one event.

Judy, again, recommended scheduling the Orchestra to perform in the park but inviting the Clearfield Band to perform as well in hopes of receiving an invitation from them to perform at one of their events. Mariah agreed, suggesting that it might be possible for the National Guard 231 Army Band, of which her husband was a part, to perform, too. Heather reminded everyone that it was easy to staff those performances when the City set up the stage and took it down, but the City could not afford to do that anymore.

Karianne Lisonbee arrived at 9 p.m.

Shannon suggested holding just one concert in the park on an evening during Heritage Days. Kresta said they used the stage on Friday evenings for the magic show each year but performances during the day would be nice right before Syracuse Has Talent as a pre-show, since their contract scheduled the DJ for the entire day. It would be nice to have SCAC provide the entertainment on those Thursdays as well.

Karianne mentioned Seth’s efforts to rearrange his schedule two years ago to oversee the concerts in the park and then had to use vacation days last year. He told her, at the end of last year, that nobody ever attended and that he felt they were doing all of this work for nothing. She agreed that the SCAC should only have one or two concerts a year and liked the idea of holding them in the afternoons because Seth could help, since he worked evenings.

Darren emphasized the need for committee members for those events. The first thing the SCAC needed to do was begin work on both the upcoming budget and their report to the City of the past year. Kresta reminded him that budget talks began near the end of February, and the City Council wanted a member of the SCAC Board at their retreat in March or April. She and Karianne were willing to represent the SCAC but preferred having a Board member present as well to defend the budget requests.

Darren introduced Sam Porter who expressed an interest in volunteering as Treasurer. He supervised stock brokers and had a good background in finances. Heather recommended the Treasurer also be box office manager. Darren asked for help in defining open positions on the Board. Amy Geddes expressed a lot of interest in helping, too. Her biggest contribution last year was overseeing senior events. Darren was not sure the SCAC was at the point of needing a special events coordinator, but they definitely needed someone to oversee publicity, marketing, public relations, community relations, etc. Shannon believed community relations should be a Board position.

Darren asked for letters of interest to fill these Board positions. Most letters he received were from people who were not Syracuse residents, so they could only be committee chairs and committee members.

Kresta encouraged the Board to look into crafting an interlocal agreement with the Syracuse Arts Academy. Darren said he already made such a proposal to them and felt another proposal would be more successful coming from the City. Kresta said she would talk to the City Manager and Attorney to see if they could do that.

Shaun was investigating the possibility of getting a new account at Summerhays for music since JW Pepper was no longer in business in Utah as of last November. They were only on-line now. Shannon suggested he also look at Academy Music in Kaysville.

Jason Steed arrived at 9:30 p.m.

Shaun said that Brandon may or may not be looking to Chair the Orchestra anymore. Darren agreed, due to his change in residency and conflict of interest. He would definitely have to step down as a Board member, and he planned to talk to him about the chair position. Darren again asked everyone to encourage people to send in letters of interest, especially before the next meeting he hoped to schedule later this month.

7. Adjournment or Work Session for Tabled Items.

No tabled items or discussion.

8. Call for Final Decisions or Scheduling of Special Meeting Date if Needed.

After some discussion, everyone agreed to hold regular Board meetings on the first Tuesday of each month at 8 p.m.

9. Adjournment.

JUDY MERRILL MOVED TO ADJOURN AT 9:40 P.M.