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**Meeting Minutes**

**February 5, 2013**

1. Opening Business.

Chairman Darren Maxfield called the meeting to order at 8:07 p.m.

Members Present:Darren Maxfield, Jamie Murray, Sam Porter, James Hansen, Mariah Bailey, Marinda Maxfield, Lindy Davis, and Judy Merrill,; Jason Steed arrived late and Shaun Davis attended via telephone

Although no one could find the agenda posted on line, Darren showed the email he received from City Recorder Cassie Brown, at 2:30 p.m. on February 4, 2013, telling him the agenda was posted. Therefore, he felt comfortable moving forward with the meeting that evening.

JAMES HANSEN MADE A MOTION TO ADOPT THE FEBRUARY 5, 2013, SYRACUSE CITY ARTS COUNCIL AGENDA AS OUTLINED, SECONDED BY JAMIE MURRAY; ALL VOTED IN FAVOR.

SAM PORTER MOVED TO ADOPT THE JANUARY 8, 2013, SYRACUSE CITY ARTS COUNCIL MINUTES. MARIAH BAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR.

DARREN MAXFIELD MADE A MOTION TO ADOPT THE JANUARY 29, 2013, SYRACUSE CITY ARTS COUNCIL MINUTES AS WRITTEN, SECONDED BY SAM PORTER; ALL VOTED IN FAVOR.

2. Orchestra Committee Report.

In discussing the issue of rehearsal locations, Darren Maxfield expressed his understanding that the interlocal agreement between the City and the Davis School District only applied to the Syracuse High School rather than all of the school properties within Davis County. He offered to verify that though with the City Attorney.

Shaun Davis put together a document, which Lindy passed out to the Board, describing the positions they wanted to fill for an Orchestra Committee. Everyone read through the document while Shaun reviewed each job description and provided more details. He then asked about the 2012 budget, referring to a comment made by Judy Merrill regarding the Orchestra exceeding their budget. Judy suggested they have that discussion at the next meeting and post it on the agenda.

Shaun reviewed their 2013 budget needs and ways they could save money on the Heritage Days Concert to be able to do it for just $250.

Tim did not end up going to UEA, so he was not able to meet with Mr. Poulter about using the Syracuse Junior High for rehearsals but had been calling and emailing him. Mariah offered to investigate the possibility of using the Syracuse Elementary School for rehearsals, concerts, or both since the remodel was complete and offered a lot more space and amenities. Shaun appreciated the suggestion and asked her to move forward with her idea.

Darren asked about the Concert Producer description, hoping the person in that positionwould be available to sit on the Public Relations Committee or at least act as a liaison. Shaun agreed.

As a side note, Jamie said Heather was still willing to help with the design of everything for their advertising as long as they were able to get her the needed information in a timely manner. The Standard Examiner wanted to sponsor the SCAC again, so they would have ad space this year as well.

Mariah asked about the Islander. Jamie said she thought she resolved their issues regarding their purchase on a Presenter level the previous year and believing they did not receive what they expected, but she hadn’t been able to get them to respond to her latest inquiries. She emailed them again just last week but still nothing. Mariah said she and her son were carriers for the Islander and knew the paper was expanding to West Point and Clinton. Starting April 4, they would be delivering every week. Judy suggested Mariah help open up that communication for Jamie again.

Judy then asked Shaun about the possibility of reducing their budget by borrowing just one piece of music per concert. Shaun said it might be a possibility and would discuss it with Dr. Palumbo or Dr. Root at Weber State University. He was confident there would be no legality issues as long as they did not make copies of any borrowed music.

3. Financial Discussion.

Sam said he spoke with Steve Marshall, the City Finance Director, about using one account versus the City and AFCU. He concluded that it made more sense to keep all the money in the same place with the City. The only advantage he could see in keeping separate accounts was the ability to have a credit card. He asked if there were other reasons, such as ordering on line, and if there were ways to get around the problems. After discussing the concerns of various Board members regarding the amount of money coming out of personal finances and the timeline for reimbursements, Sam still recommended keeping it with the City. He suggested maintaining a minimum balance with AFCU for people wanting to donate to the SCAC. Jamie expressed her concern with the City paying JW Pepper without SCAC approval. Sam expressed confidence in avoiding that by setting up all their accounts with these vendors using his home address so that all statements came to him. He then would present what needed to be paid to the City rather than the City notifying him of new bills as they arrived. He could also keep the AFCU account for savings and the operating budget with the City. He then asked about the account with Riverton Music and what he needed in order to set that up. Shaun gave him the particulars.

The Board discussed the budget retreat and how the City would most likely invite a SCAC Board member to present a request for more money and subsequent reasons, e.g. having to rent the City buildings after hours now for meetings and rehearsals, since the SCAC no longer had a City employee.

4. Board Business.

Rules and Guidelines: Darren reminded everyone that their Board meetings were public, and emails were a part of being a public body. If a Board member emailed everyone on the Board and one of those Board members replied to all and elicited a conversation, the email thread would be considered a public meeting without proper notification under State law. He explained that they could email each other individually but discouraged them from more than that. He referred to the goals of the SCAC and the years of work and effort to support each other, build their presence, and create a safe and positive environment for everyone. Facebook posts always needed to be positive when referencing the SCAC in order to protect the image of the City. He encouraged everyone to make sure they represented everything fairly when commenting in public, keeping in mind that the SCAC would never be able to make everyone happy.

Contents of Annual Report to City Council: Darren said he would be scheduling theater committee meetings regularly, starting in the near future, which would include discussions on budget needs. He also needed numbers for Heritage Days and Orchestra in preparation for the budget retreat.

Public Relations Plan: The SCAC was tasked to track volunteer hours. Jamie suggested putting a web page on the SCAC website with a simple login that volunteers could use to log their hours. The program would total the hours to create the necessary monthly reports. The Board discussed using Googledocs for that program and also utilizing the stage managers each year by having them take attendance at each rehearsal. Jamie said she would be looking into volunteer grants and referenced Kohl’s wonderful volunteer program that provided not only manpower but grant money as well.

Committee Modifications/Creation: Jamie said she would be incorporating publicity, volunteers, sponsorships, and donations under her supervision until they grew large enough to break off into their own committees.

Jason Steed arrived at 9:30 p.m.

5. Assignments for March Board Meeting.

Budge Report and 2012-2013 Report to City Council: Darren instructed each Board member to have their committee budget proposals ready for the March 15 meeting. He then referred to the SCAC’s need to have its assets included on the City fee schedule, which he would be proposing to the City Council. Lindy suggested including all the SCAC costumes, scenery, and other set materials for rent as well.

Committee Proposals for 2013: Darren described the difficulties in recruiting production staff for the yearly musicals, because most people wanted to be in the shows rather than producing them. Jamie pointed out that there were a lot of nearby colleges with students who would be willing to contribute to those assignments. Sam recommended creating a YouTube video to recruit. He had produced videos before and could help. Jason referred to his family’s Team STEED YouTube channel, used to advertise the 2012 musical.

6. Walk-in Items.

Jamie referred to the Good Neighbor Program and asked if the Board wanted her to continue advertising that program. Everyone said yes. Jamie then asked if she should pursue a billboard again. Mariah said she already saw a SCAC advertisement on the bus bench in front of Jiffy Lube at the Shadow Point Shopping Center. With all the snow, no one had seen it yet. Darren asked that Jamie continue to pursue a billboard. Jamie finished with an inquiry as to whether the SCAC still needed a storage unit. Darren said they definitely needed the storage unit but asked if she could get a bigger one.

Jason said he would be sending out an email blast, so Darren encouraged the Board to submit information to him for their various needs and committees. The deadline for that information to Jason would be Thursday, February 7, by 5 p.m.

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.

No discussion items.

9. Adjournment.

JAMIE MURRAY MADE A MOTION TO ADJOURN AT 9:50 P.M.