**Syracuse City Arts Council**

**Meeting Minutes**

**February 5, 2020**

**Meeting begins at 8:00 p.m.**

**in the Syracuse City Municipal Building’s large conference room,**

**located at 1979 West 1900 South**

**1. Opening Business**

* Call to Order: 8:07
* Adoption of January 8, 2020, Agenda Russ moved with modification to change “Committee Member” to “Council Member” in item #2 Brie seconded. All voted in favor
* Review and Adoption of November 6, 2019 Minutes: Chris moved. Shirley seconded. All voted in favor.
* Review and Adoption of the January 8, 2020 Minutes: Shirley moves to amend the minutes from showing that auditions were for choir on April 14th and 15th. This should be the summer musical. Chris moved as modified. Shirley seconded. All voted in favor.

**2. Discussion and Possible Vote on New Committee Member**

Aletter was submitted by Candice Dallin and read by Tara. She has experience with the arts including both performance and technical sides. She would be happy to be the Grants person. Discussion of the size of the committee and the number of people to make a quorum. Brie moved that we recommend that she be sent to the mayor. Russ seconded. All voted in favor.

**3. Committee Reports**

~ Tara Bruce, Chair/Grants

* She talked to Dave about using the police station. Discussions are ongoing
* She has set a meeting with the high school to talk about tech.
* She met with Kresta and discussed new dates for auditions.

~ Kresta Robinson, Vice-Chair

* She has scheduled all of the dates requested by Tara.
* Heritage days will be the 22nd through the 27th
* She appreciates that we want to be included in all special events. They are considering adding a winter event and would like our input

~ Dave Maughan, City Liaison

* Meeting with the police is on April 8th
* He will take the nomination of Candice to the Mayor.
* He apologizes for missing the last meeting. January is becoming a busy month for him.
* No updates on the email issue. It was discussed and he thinks that it won’t be a problem, but doesn’t have any specific update.
  + Tara will follow up on this issue.
  + Cindy asks whether she can use her personal account for non-board business.
    - Dave clarifies that if an account is used for board purposes, it can be requested and it would have to be provided.
* Dave has accepted the assignment to remain our board representative from the City Council. It will become official at the next meeting.
* The theater building discussion was not discussed. It should happen soon.
  + Dave is having a meeting with another regional group who may be interested in partnering with our group.
* He did find that the balance of the board account is $23,703.90.
  + Discussion of what would be a good reserve. Dave says we should be working towards having a budget that will cover our largest show by revenue.

~ Libby Fawcett, Treasurer

* We have a balanced Jr. show. She will have Brie discuss.

~ James Parker, Secretary

* Nothing new.

~ Christopher Weaver, Orchestra Committee Chair

* There is a concert on February 24th @ 7:00.
  + Everything seems to be set but the programs.
  + Please let him know if we have anything to add.
  + Cindy asks if we want a survey link. Chris says he would and that we would need it by the 17th.
  + Ushers are needed.
* Tara is having a meeting with the high school to discuss the tech things for the concert and for the summer musical. Chris clarified what was needed tech wise.
  + The meeting is on February 18th @ 4:30. James P. will see if he can make it.

~ Russ Lynch, Publicity Committee Chair

* He has not heard from Phillip on the spring fling publicity items which still need to be submitted to the designer.
* Some areas (including the public library) won’t allow us to put a full poster up, so he will be adding in half sheets for those locations.
* There was not enough information for the summer camp.
* Now is the time for anything on the March publication.
  + The last day to provide things to the publisher is the tenth. It needs to be submitted sooner than that.
* The next concert is on April 27th @ the Syracuse arts academy. Russ was asked to add to the publications.

~ Sheila Worley, Fundraising Committee Chair

* The website still says “auditions” in July rather than “performance”. Russ will check on this.
* She has some ideas to discuss for fundraisers.
  + She brings up the Daddy/Daughter date.
    - There was discussion that schools and churches do this and it may be overdone.
    - The general consensus was that this may not be a good idea unless it was in conjunction with a show.
  + She would like to do a Paint Night (Big Paint – Big Fish)
    - She would like to charge $50. Supplies cost about $40. This would leave $10 profit.
    - She would limit it to ten couples (twenty people).
    - If we could use the classrooms, this could be larger but we would need some volunteers that know what is going on to do it.
    - Looking to do it in April or May.
  + Sheila is thinking we would do a small carnival in conjunction with the show.
    - Kresta mentions that the City already does this and it’s a free offering.
    - Sheila says that she would like to have a face painting booth that would could add on.
      * There are other painters that do this. They do it to make money.
    - Sheila asks if we can do a fish pond to make a little money and promote the show.
  + Sheila asks if she could sale water or outer pops at the heritage day’s parade.
    - This is not allowed.
    - It may be allowed at heritage days.
    - Dave says that we should do more than one thing at the carnival.
      * Maybe think about discounting if they do more than the one thing.
    - Sheila says that this would be a good idea.
    - Brie says we should do a dunk tank.
      * Dave has concerns.
      * Kresta says that this is a liability for the city, and may not be viable.
      * Maybe we can do a dunk tank for the kid’s night.
    - We do this at the night against crime.
    - It might cost about $150 a day.
  + These things in conjunction with the heritage days allows us to do both fundraisers and publicity for the show.
  + Sheila would like to discuss the silent auction that we do for the summer show.
    - She would like some help on identifying the auction items and how to pay for them.
    - Tara would like to do the auction all online.
      * The longer we have bidding open, the more bids we will get.
      * Dave says that downloading another app may be a deterrent to some people participating.
      * Dave says that we should add the online auction to the heritage days. Tara says that it is over three days.
        + Dave says that Costco has donated a $300 electric piano to an organization he has done before.
      * Dave and Tara would be happy to go out with Sheila to discuss publicity with businesses.
      * Dave says we should try to get a number of big things.
      * Tara says that we could help limit the number of discussions between two bidders on the end of the auction.
      * Dave has some items that he could donate.
    - Sheila would like to have more information around about the auction.
    - Dave says we should put smaller things together to make larger items.
  + Kresta says we should go to RCWilley to see if they will donate things.
    - Dave is willing to help out with getting in touch with the right people.
    - We need to explain how it will help them.
  + Sheila really liked Libby’s suggestion of a murder mystery around early fall.
    - Maybe do the 20’s in 20’s
    - We should look at other spaces so we don’t have to wait to be out of the cafeteria.
    - Warehouse 22 is a possibility. Tara will reach out to see if this is a possibility.
      * We need to show them that they can get something out of it. Allow them to be a sponsor.
    - Sheila would like to make sure that we tie the fundraisers to the SCAC.
    - Dave suggests the Jensen pavilion as another location.

~ James Hansen, Technology Committee Chair (not present)

* Nothing.

~ LeAnna Hamblin, Theater Committee Chair (not present)

* Tara provided the following information:
* Production meeting occurred last week.
* May of the production positions are filled. The Tech positions are not as filled.
  + Open positions include
    - Producer
    - Costumer Designer
    - Front of House Manager
    - Scene Designer
    - Light Designer
    - Technical Director
    - Electrics Director
  + Addition dates are the 9th and 10th of April. Callbacks are on the 14th.

~ Brie Corrington, Junior Theater Committee Chair

* Next big thing is Jr. Camp
  + Committee needs to meet and start planning.
* Libby and Brie discussed the finances for the Jr. production.
  + They went over budget by $286.90
    - Costumes and concessions went over budget.
  + Total budget with $7,734.76
  + Concessions spent $400 and brought in $600
  + Overall we brought in $12,400
  + Ticket sales were $7,974.19
  + $450 in donations
  + $3,050 in participation fees
  + $94 off t-shirts
  + $608 on concessions
  + $254 on door tickets.
  + $4,665 profit.
* Discussion about how many programs to order.
  + There isn’t a good way to figure this out.
* They are discussing what show to do next year and Adams Family is the leading show.

~ Cindy Hellewell, Volunteer Committee Chair

* Tara would like Cindy to be the co-choir chair
* Recording volunteer hors is taking more time then it is benefiting us.
  + She would like to move towards just an estimate.
  + Tara reminds us that we need to use the app.
* She put up a volunteer sigh up on the website.
* She will continue with the survey stuff that she is doing, but would like to have the chair of each committee to review the answers, rather than have her do it.

~ Nathan Fawcett, Choir Committee Chair(not present)

* Choir is practicing, and needs more men.

**4. Discussion and Possible Vote on Summer Show Producer**

James moved to table until the possible producer could be present. Brie seconded. All voted in favor.

**5. Walk in Items**

None

**6. Adjournment: 9:25 James moved. Brie seconded. All voted in favor.**