Syracuse City Arts Council Meeting Minutes

May 6, 2020

Public meeting will be held electronically in accordance with Executive Order 2020-1 issued by Governor Herbert on March 18, 2020 Suspending the Enforcement of Provisions of Utah Code 52-4-202 and 52- 4-207 due to Infectious Disease COVID-19 Novel Coronavirus. No physical meeting location will be available.

Join Zoom Meeting

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Meeting ID: 811 0932 3651 Password: 951721

1. **Opening Business**

* Call to Order: 8:04pm
* Motion to adopt the May 6, 2020 agenda as written made by: Christopher Weaver, Seconded by: Sheila Worley. Unanimous vote in favor of the motion.
* Motion to adopt the of March 4, 2020 minutes as written made by: LeAnna Hamblin, Seconded by: Sheila Worley. Unanimous vote in favor of the motion.

1. **Discussion and vote on new Arts Council Secretary.** James Parker is moving out of state and officially resigned. Digital thank you card mentioned. Cindy offered to fill the role. Secretaries do minutes and send a few emails. Councilman Maughan offered to help with legalities. Tara is recording the meeting. LeAnna motioned that Cindy Hellewell be the new secretary. Brie seconded. All voted in favor.
2. **Committee Reports:**

**Tara Wilson, Chair/Sponsorships:** Sponsorship doesn’t want to ask people for money right now.

**Kresta Robinsons, Vice-Chair:** Will bring up her concerns during discussion items.

**Dave Maughan,** City Liaison: Not anything specific to bring up now and answer questions.

**Libby Fawcett, Treasurer:** Tara has reimbursements to turn in. Reimbursements can be emailed to Steve at the city via email. We can send receipts and approval electronically. Kresta is willing to help get things to the city if needed.

**Christopher Weaver, Orchestra Committee Chair:** They didn’t have the concert and need to get music back from orchestra members. Christopher hasn’t planned anything for the next concert yet. Tim Koster approached the board about sponsoring Jenny Oaks Bakers new CD project as part of next season. He thinks it would be great to have our name on a CD with her that goes out to people. We would consider one paid orchestra concert next season. The board is interested in Tim getting details of cost and timing for this project.

Discussion was had on using music from cancelled concert at the next concert in the Fall. Tim brought up doing a virtual concert with one song in the next month. He could do a number they have been practicing, a new song, or a familiar one. He already knows how he would do it and would love the challenge. He doesn’t think it would be difficult. Kresta is looking for ways to virtually broadcast things for Heritage Days and would love something like this from the Arts Council. Tim will work with Christopher on music.

**Russ Lynch, Publicity Committee Chair: (Not Present)**

**Sheila Worley, Fundraising Committee Chair:** Due to COVID-19 her plans are on hold with concerns about approaching businesses who are having a hard time. She plans to help with concessions and possibly a paint night. It was discussed that approaching businesses for solicitations is not appropriate right now. LeAnna had support for her suggestion to send a postcard to our sponsors mentioning that we recognize the challenges they are going through, hope things are going well, and hope they will remember us in the future. Candace expressed interest in working with Sheila on this. Tara will help with sponsorship information that they do not have. We could do email and a postcard if desired.

**James Hansen, Technology Committee Chair: (Not Present)** Tara did not email Steve at the city about our email problem and getting new emails. James sent her the list she needs. She will make it a goal to do that.

**LeAnna Hamblin, Theater Committee Chair:** Casting and virtual rehearsals have gone well considering the circumstances. Jordon is doing a great job with music rehearsals. Meg has done the choreography well. It was discussed how blocking can be done virtually (Lego stage, drawing stick figures, yard signs). Will talk more later. Russ joined the meeting.

**Brie Corrington, Junior Theater Committee Chair:** Brie had a two meetings with her committee. They cancelled the June Fundraising Camp. The new MTI screening service is interesting. They are doing it with ShowTix4You and BMD. You can use it during COVID as well as if you have a sold out show and people can view the show from home. They take care of tickets and licensing through the service. This takes care of venue issues and includes video archive. The committee would like to hold two auditions for one-day camps at a later date. They did one last year which was greatly received. One on Friday, July 31st and one on Saturday August 1st . This would be fundraisers and preps to raise excitement for the show. Kresta mentioned that Brie should call and put it in the books so that the spot is reserved and she will know if it’s available. She should submit all her dates for auditions and rehearsals as well. She would like to hold auditions the first week in August so people have two weeks to pay fees or be dropped. If you don’t pay by first rehearsal you are out.

**Russ Lynch, Publicity Committee Chair:** Russ is not promoting theatre camp. He hopes to help promote the musical.

**Cindy Hellewell, Volunteer Committee Chair:** This will be her last time as volunteer committee chair. She **a**sked if Tara had been able to meet with Roxane Durtschi for the grant requirement. She has not. Cindy asked about how we have progressed with replacing SoGoSurvey with our own platform. Tara explained we have not had events to do surveys on, so we have not done anything with this. Tara mentioned she fixed the problem with the SoGoSurvey link on our webpage. James found a form builder to use for auditions that has worked well for acknowledgement/participation forms. They can be exported as a spreadsheet and worked well. She is confident James will be able to find a way to do our own surveys. Cindy mentioned SoGoSurvey will cost money once our free membership is done around January time frame. We need to access the survey information we want to keep before then, because if we don’t renew we won’t be able to access it after that day without paying the renewal fee that might be about $100. Cindy has downloaded stuff, but finds it easier to read the information online. She has not been able to download it in the form that is easier to read, but maybe someone can figure that out.

**Candice Dallin, Grants:** She wants to get with Cindy about surveys to get information about future grants. She wants to get with Tara about looking at the past grants and what we have done. Some grants you must apply for several times before they give it to you. She has a wide open schedule this month.

**Nathan Fawcett, Choir Committee Chair**: **(Not Present)** Nothing is going on with the choir.

Councilman Maughan moved we skip item four and move onto item 5 on the agenda. There is no item 4.

**5. Discussion about summer musical and COVID restrictions**

Councilman Maughan wants to support the arts. Kresta and he as part of the city cannot go against the Health Organization (the Utah Department of Health). This organization can shut the whole city down and they don’t have a say. The information he has to give won’t be popular, but it’s not up to them. Councilman Maughan was on the phone with the governor’s office today and received clarification on some of the restrictions. The memo from the governor’s office that came with the clarification pertains to both the orange and yellow pandemic stages. (We are in phase orange and the next phase is yellow.) He will be reading from the memo. The difference: Orange deals with up to 20 people at the same activity and yellow with up to 50 people at the same activity. Guidelines from memo: “Do not engage in any activities requiring teammates, opponents, or participants to be any closer than 10 feet to one another.” Activities, including rehearsals are only allowed with the minimum distance of 6 feet social distancing. At mass gatherings If you are not related you can’t sit within 6 feet radius of anyone else. The discrepancy between the 6 and 10 feet was talked about, but not fully understood. Kresta explained they can’t have events in the Recreation Center until we get to yellow. From the memo: “In the event that any of these activities take place authorized staff only must disinfect the entire facility in-between events.” He doesn’t know what that means. It could be extensive or simple.

Discussion was had about a local company that didn’t seem to be following these guidelines. It was discussed that this company could be severely fined and required to do it correctly. If a customer gets COVID from the facility not following guidelines, they could be sued for medical costs. As a city we can’t take that chance. At this point companies have to have an authorized staff member to disinfect between customers. The guidelines right now are 1 person per 100 square feet. We can’t police others, but we cannot violate the order.

Tara is not planning to put on the show until we are in the green. She would like to start rehearsing in person in the yellow and also in orange following the guidelines, but not in orange at the community center. Kresta said the current vision is that the orange phase will take 10-14 weeks. We are about one week into the orange phase, which will put us into August in the yellow phase with green being later than that. We don’t know what will happen, it could go backwards. Will everyone participate even if we do go into a phase we can do it, because people just don’t want to participate in a mass gathering? We don’t know what the timing will be for sure.

Discussion was had about whether the schools will allow us to use their facility. Councilman Maughan has spoken with a school representative and doesn’t believe the school will allow use of Syracuse High until school reopens. We won’t be doing it at Syracuse High if it’s not before school starts. Tara hopes to use the amphitheater. We will need to be in the green to use the facility and for audience numbers.

LeAnna proposed we pause practices until we have a performance date. She hates to pause, but hates to waste people’s time. Kresta mentioned many arts councils and theatres across the state are postponing their season until 2021. Discussion was had about postponing the season and giving current actors their same roles again if they want them and re-casting as needed. The second week of August is the latest we would want to go. It would take at least 8 weeks of good practice to put the show on. Councilman Maughan mentioned our next season is done on the profits of last season. If we lose finances this season we might have zero budget for the next year. Jordan mentioned practicing through May doesn’t lose us any money right now. LeAnna feels there is no harm in rehearsing, but we should be honest with the cast. Councilman Maughan worried about spending money for a show we won’t produce. We have spent money for rights to the show, but nothing else. They will let us postpone the show. When we are in the green and with good weather in the summer the amphitheater will likely be available. At our next board meeting we will have more information for a better decision.

She wants to do *Spelling B* sometime before the next musical if this is cancelled. Tara said this issue does not need a vote. Brie said the decision to cancel the show or postpone it is a production staff decision. Councilman Maughan and Tara felt it was a board decision. Candace felt we should ask cast members first. LeAnna concurred. Explain to the cast we can’t perform until we are in the green. Performing in July is not likely. Willing to perform in the first week or two of August pending venue availability. If a cast member wants out there is no hard feelings. We plan to rehearse through May until we can look at it in a few weeks. There was discussion about possible casting problems depending on what happens. LeAnna believes they can be worked through

**6. Discussion and vote on Junior Theatre fall musical**

The three shows the committee voted to consider for their Fall 2020 show are *Matilda Jr., Elf Jr.,* and *Guys and Dolls Jr.* *Elf Jr.* has 25 roles plus ensemble. *Matilda Jr.* has 19 roles plus ensemble and *Guys and Dolls, Jr.* has 13 roles plus ensemble. The committee was most excited about doing *Matilda Jr.* There are some funny rolls and characters. It has some great character roles. Prices have changed and they now all cost the same. If we sell tickets at $7 our price point is $2,179 as a max. If we increase ticket prices at $8 a ticket it is $2,399 as a max. Tara asked if we had a director. No one has approached Brie officially. Jordan mentioned he would absolutely love to direct *Matilda Jr.*, he would be ok with *Guys and Dolls Jr.*, and he wasn’t particularly interested in doing *Elf Jr.* Discussion was made about how well *Guys and Dolls, Jr.* fits our cast ages. The kids ages are 7 to 17 with the average participant being in 5-8th grade. Younger kids would enjoy *Matilda Jr.* better.

LeAnna discussed that she is having a hard time seeing *Guys and* Dolls for our age group. She would love to do the full show of *Matilda* sometime and would prefer to do *Elf Jr.* She is worried about waiting to do the show for six years. *Elf* has her vote. Discussion was had about the shows nearby theatres are doing and how that impacts this choice. Brie and Tara believe we could do *Matlida Jr.* and *Matilda* in the same year or soon. Councilman Maughan mentioned we will sell out no matter what show we do. Cindy mentioned that Clearfield is probably not worried about what we are doing. They will sell out with whatever they perform. We will too. We may be doing *Big Fish* next year and in a year or two we could still do *Matilda*. She felt that the committee was most excited about *Matilda Jr.,* and that we should consider that show. Discussion was had about which theatres are doing *Matilda Jr.* Tara believes we will have a lot of kids audition and we will sell the show out. It was discussed how to vote. Councilman Maughan said we should do a roll call vote and that kind of vote is always a yes or no vote, not voting for more than one show. We need a motion.

Russ made a motion to do *Matilda Jr.* for the Jr. Theatre in 2020. Brie seconded that.

Tara took a roll call vote.

1.Brie: Yes

2.Candace: Yes

3.Russ: Yes

4.Libby: Yes

5.Christopher: Yes

6.Cindy: Yes

7.Sheila: No

8.LeAnna: No

9.Tara: Yes

The motion passed

7 yes to 2 no.

Brie questioned if the Jr. Theatre could practice in yellow. It was decided with the Jr. Theatre they can’t do anything until we are in green as they are too young to control. She can’t hold audition workshops until we are green. Brie has not talked with the school yet about timing for the Fall 2020 show (Nov. 16-21st), but Candace expects the week before Thanksgiving to be available with the school events. Candace said for Brie to email the dates to Dale and Laura. Kresta mentioned that the Syracuse Recreation Center has had many cancelled events that have been paid for. Those events will take precedence over our rehearsals as they have been paid for. This will likely impact our Fall practices in some way.

**7. Walk in Items**

T-shirts for the summer musical were discussed. 100 for $5.29 each or 50 for $9.22. We probably won’t sell 100 shirts with the smaller cast we have. If we sold 50 shirts it pays for the 100 shirts. Discussion was had if we should buy 100 and give discounts for additional purchases. Cindy mentioned we could wait to find out how the cast feels about continuing to practice and to make the decision next meeting. We can’t print shirts until we have a date. Giving discounts to cast members doesn’t really help us. It may be better to have every shirt the same price. We may have 40 shirts we can’t use. We could give them to sponsors for the show. LeAnna said it could be talked about as a production team.

Just as an FYI. LeAnna got a job teaching 5th grade at South Weber.

LeAnna made a motion to adjourn and Russ seconded. It was unanimously approved

**Meeting adjourned at 9:40pm**

**Board Member Attendees:**

Tara Wilson

Kresta Robinson

Councilman Maughan

Libby Fawcett  
Christopher Weaver

Brie Corrington

Russ Lynch-came late

Cindy Hellewell

Sheila Worley

LeAnna Hamblin

Visitors: Tim Koster-left early

Jordan Martineau

**Action Items:**

Tara and Libby: Submit approved receipts to Steve electronically. Kresta can help if needed.

Tim & Christopher: Pursuing an orchestra concert number to be broadcast at Syracuse Days

Tim: Pursuing possibility of a concert with Jenny Oaks Baker, cost and details

Christopher: Get music back from orchestra members

Candace, Sheila, and Tara: Postcards to our sponsors to wish them well and remind them the Syracuse City Arts Council appreciates their support

Tara: Email Steve at the city to get emails for the board and board needs, through the city

Tara: Meet with Roxane Durtschi to fulfill grant requirement

James and Tara: Find a survey platform to replace SoGoSurvey before it expires.

Candace and Others: If you need to utilize survey info. for grants or other things, do so before January.

Candace & Tara: Get survey results Candace may be interested in having for grant purposes and review what we have done in the past for sponsorships/grants

LeAnna and Tara: Approach the cast of *Big Fish* with the concerns about venue, timing, and possibility of the show being postponed or cancelled till next year and see what they want to do. Cast members can drop the show with no ill feelings if they desire.

Brie: Email desired dates for using the Syracuse Arts Theatre to Dale and Laura. Call and reserve dates for the Syracuse Recreation Center.