



## Syracuse City Arts Council Meeting Minutes Nov 4, 2020 8pm

Minutes of the regular meeting of the Syracuse City Arts Council held on Nov. 4, 2020 at 8:00pm, held virtually via zoom, meeting ID 817 1400 8055, 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 was available.

### **Board Members Present:**

Russ Lynch, Chair

Cindy Hellewell, Secretary

Libby Fawcett, Treasurer

Tara Wilson, Fundraising Chair

Sheila Worley, Publicity Chair

Christopher Weaver, Music Chair

Brie Corrington, Junior Theater Chair

### **City Representatives & Staff Present:**

Kresta Robinson, Vice-Chair

Councilman Dave Maughan, City Liaison

**Volunteer Present:** Ashley Fawcett

### **1. Opening Business**

- Meeting called to order at 8:03pm
- Brie motioned to adoption the Nov. 4, 2020 Agenda as written. Libby seconded. All voted in favor.
- Brie motioned to adopt the Oct. 7, 2020 minutes. Chris seconded the motion. All voted in favor.
- Libby gave a verbal report of expenses and donations since October 7, 2020. There was discussion about repetitive fees that are written in the budget. Those can be approved by the board once a year. Kresta reported that AA Storage only bills monthly. Russ will contact AA Storage about billing issues. Brie motioned to approve the budget expenditures since October 7. Chris seconded. All voted in favor.

**2. Public Comment-**No public was present to comment.

### **3. Upcoming events**

#### **a. Online Reading Event/Reader's Theatre for adults and/or youth.**

Brie reported on the meeting she and LeAnna had to formulate a plan for the Reader's Theatre. LeAnna and Brie plan to be facilitators for the Jr. and Family/Adult Cast. LeAnna will be Facilitator 1 and Brie Facilitator 2. They proposed the ages as 8-18 for the Jr. Cast and 8-102 for the Family/Adult group. Facilitators will read stage direction and they or a tech person will do music/sound cues. Sign-ups will be done electronically. Brie and LeAnna will send Tara an email to facilitate sign ups. LeAnna and Brie will meet again to finalize details. December 7-12 were suggested for performances. It was suggested the two casts perform on two different consecutive nights. The Jr. Theatre script will be simplified from the Family/Adult script. Ideally, they would like 20 people, but parts may be doubled up or split.

Sheila asked if the youth could be in both reader's theatre groups and expressed concern that youth who did so may take away opportunities from other participants. Councilman Maughan suggested the youth parts could be read by adults, who could read for a role they could never get in a regular theatre. The board changed the ages for the Jr. Reader's Theatre to 8-18 (Seniors in High School) and the other group ages Adults 18 and up . A participant can be in one or the other, but not both.

Brie will send out etiquette and process and procedures for this. They would like to record the zoom meeting with visual and audio to share online later and possibly utilize Facebook live. They would like to require a passcode to access the zoom to mitigate the possibility of disruptive behavior. They would need a box office manager to facilitate this. Tara would like to stream it live on Facebook. Tara doesn't know how to do it, but knows it is possible. LeAnna and Brie will get together next week to finish planning final details. Sheila suggested sign ups go through at least Dec. 4<sup>th</sup> since *The Connections Magazine* comes out the first part of the month.

Tara asked about having more casts and performances if needed. 'Christmas Carol' has 79 narration lines that can be given to separate people to give more parts giving them flexibility to allow more participants and they do not believe it will be needed. Councilman Maughan thought a Sunday night performance would make it a good family activity. Brie thought Monday was also good. Councilman Maughan suggested the board should approve dates and announce the format process for casting and participation to immunizes the board from accusations of favoritism. Brie does not want it to be first come first serve. Participants will know upfront that they are required to accept whatever role they are assigned. On the sign-up participants can request preferred roles. Brie and LeAnna will cast and Sheila will help as needed.

Brie motioned that SCAC do 'A Christmas Carol' Readers Theatre with a Jr. performance on December 9<sup>th</sup> and the adult performance on the December 11<sup>th</sup> with LeAnna and herself casting and facilitating. Sign-ups will be available November 16 through December 4, 2020. Cindy seconded. All voted in favor. Sheila will help cast as needed. Russ is willing to be box office manager.

#### **b. Board Suggestions**

Brie reported on 'Matilda Jr.' details for a possible Spring performance. Mike, from Syracuse Arts Academy, suggested the last weekend in May (Memorial Day weekend). The timing is not good. June 1-5 is open. That week is traditionally graduation week. Kresta suggested the Community Center may not have available rehearsal space this time of year. This date or later dates impact the Jr. Theatre's Summer Fundraiser Camp. Cindy suggested SCAC put off 'Matilda Jr.' until the Fall and just do the Fundraiser Camp. The camp is a great fundraiser and participation is different than for the musical. Brie asked about the rights to the show and if the rights run out. Tara doesn't think it will expire, but is not sure and suggested looking at things in Jan. The board tabled decisions about 'Matilda Jr.' until Jan. when the impact of the pandemic on planning is better known.

**4. Publicity promotion calendar approval, Syracuse Connection information, Possible monthly email** The board looked at the promotion calendar in the packet for November and December. Ashley always preapproves posts with Sheila before she posts online, and they ask Russ if they have questions. SCAC got 17 new page likes in October, which is a big improvement. 150-300 people is how many the posts usually reach. Four of the posts about the Halloween contest appeared in Facebook feeds for almost 2,000 people. This is a big jump for our page. These posts were shared many times and people were commenting on the posts and pictures, which is one reason for this increase. Ashley appreciated the board helping post and share and would like to see this continue. There was a lot more interaction and participation than in the past. The live video went well. The winners are currently posted on the SCAC website. Ashley tries to include links to our SCAC webpage in the Facebook posts whenever possible. Facebook tells her how many times people click on the link and those numbers went up in October.

Ashley explained the Turkey Challenge coloring page activity is meant to specifically include the youth who are not doing a show this year. She could have them do a hand turkey or provide a template/printable. Participants could include why they are thankful for the arts. Brie asked about participation prizes. This would be hard to distribute. Ashley thought it might be fun for family to post the turkey picture using a specific hashtag and she could use that hashtag to re-post them on the SCAC Facebook page. The board discussed how not to over post with this event. Tara suggested once a week posting about all the entries that had been received, which the board liked. Brie suggested calling it a Turkey Round Up Day.

Ashley changed the dates for the Reader's Theatre publicity to what was decided. Ashley said that not a lot of people responded to the 'Guess that Tune' activity last month. Board members did not recognize some of the tunes, which impacted numbers. She would like help with the posts for 'The Twelve Days of Christmas' event. She would like volunteers to record one of the days in the song. These singing clip recordings will be compiled to make the song. Ashley could ask about sign-ups online, or work through the choir and have the choir director reach out to choir members.

Ashley wants to include arts education in posts about once a week. She would like to include a quiz or trivia, like parts of the stage, the four instrument families, etc. Brie suggested doing theatre superstitions/curses. This might be good to save for next year's Halloween.

Cindy motioned to accept the publicity promotion calendar and activities as discussed. The motion was seconded by Tara. All voted in favor.

#### **5. Bylaw clarification requests from city attorney**

Councilman Maughan went over the SCAC bylaw suggested changes with the City Attorney, who adjusted wording and other small things. The City Attorney did ask about getting more specific about board action to draw into question someone's activity for removal. Removal is not something done by SCAC board, so it was decided to let the city council look at this next. There is no action for the board currently.

#### **6. Opportunity to collaborate with Davis County Library on public educational activities and update on using the Syracuse Library**

Cindy reported that she visited with Kris Sanford with the Davis County Library. She was informed that our group meets the requirements to use the Syracuse Library large activity room for practices if we allow the public to attend and do not charge and that it is not our continual practice space. She and Lynette Mill, the current deputy, suggested a partnership between the library and SCAC to host educational events for the public. The library is interested in meeting with some of the board to discuss possibilities. There may be some library budget to help pay for guest artists/presenters. Brie felt this would promote good will and was a good idea. Russ felt this might provide opportunities for both youth and adult programming/events. Until we can plan events the board does not need to vote or move forward with this.

#### **7. Opportunity to purchase a giant metal peach set piece for \$400- offer made through Facebook.**

The board discussed that the set piece is huge, and we do not have the space to store it. Sheila will contact them to decline.

#### **WORK SESSION 6. SCAC Policy and Procedure Manual**

Cindy asked if board members had any suggestions about the draft Policy and Procedure Manual given in the packet. She said that there is no reason to discuss the policies right now as they may be updated or changed before January. The draft policy manual was shared for input on format and to give board members an idea of how she is organizing it. Russ asked board members to think about all the things they do. If they were to leave the position they are in-what things would another person need to know? Include those things in the manual.

#### **7. Committee Updates/Discussion**

Russ: He thanked those who participated in the pumpkin walk and the work done on that. He thanked those who worked on the costume contest. He feels they were successful.

Kresta: Nothing to report

Dave Maughan: Nothing to report

Libby: Nothing new to report

Cindy: She encouraged people to turn in volunteer hours

Chris: Nothing to report. Russ asked about the emails to contact choir/jazz band/orchestra. Chris has the orchestra emails. Phillip has the contacts for Jazz Band. He could reach out to the choir director and Tara may have contacts. Russ is concerned that we may not have a good process for contacting the choir and Jazz Band. Chris sent it to Phillip last time they had a need. We have not had a need for the choir yet.

Sheila: She wanted to know if there was anything else besides 'The Christmas Carol' information for publicity. Tara reminded us that the contest winners and possibly pictures need to be posted in the magazine. Sheila will mention the January meeting as well. Sheila mentioned the monthly meeting/email that we skipped over in the agenda. We will have to discuss that in January.

Tara: She reported Econ Mortgage gave SCAC a \$1,000 sponsorship and \$250 for costume contest on top of that for a total of \$1,250. This is Phillip Burnett's business. He buys things for Jazz Band that are not re-imbursed, provides graphics to SCAC, and is a big sponsor. Sheila plans to mention our sponsors in the magazine.

Brie: Tara handled the MTI contract for 'Matilda Jr.'. Tara recently gave Brie access on the website and gave her the email information. Brie has the authority to ask about the rights to 'Matilda Jr.' with MTI. MTI will be able to see she is authorized. Brie will tell Syracuse Arts Academy not to hold a spot for us at this time because we cannot commit. The board agreed that this was best.

Candice-not present

LeAnna-not present, excused due to Parent Teacher Conferences

**8. Future Agenda Items**-Nothing was requested. Our next meeting is January 6<sup>th</sup>, 2021.

## **9. Adjournment**

Tara motioned to adjourn. Libby second, 9:23 pm meeting was adjourned.

11-6-2020 Minutes Approved on 1-6-2021

Russell Lynch, Syracuse City Arts Council Chair

Cindy Hellewell, Syracuse City Arts Council Secretary