



**CITY OF LAKEWOOD  
ARTS COMMISSION**  
Monday, Dec. 4, 2017, 5:00 to 6:15 p.m.  
American Lake Room, City Hall  
6000 Main St. SW, Lakewood, WA 98499

**MEMBERS**

1. Ed Kane, Chair
2. Barbara Vest, Vice Chair
3. Chelsea Roberts
4. Carrie Foster
5. John Munn
6. Kathy Flores
7. Linda McDermott
8. Maria Villalpando Ramos
9. Monique Marcano
10. Phillip Raschke
11. Rose Stephanie
12. Shannon Paul
13. Susan Coulter

**STAFF**

Sally Martinez  
Recreation Coordinator

Nicolette York  
Office Assistant

**COUNCIL LIAISON**  
Jason Whalen

**YOUTH COUNCIL LIAISON**  
Susan Cossio Trujillo

**CALL TO ORDER**

**ROLL CALL/ATTENDANCE (5:00 sharp)**

- Introduction of Guests

**APPROVE MINUTES**

- Approval of Nov.6, 2017 meeting minutes
- Chairperson signature on the minutes

**PUBLIC COMMENT:**

Artist Margie Mankin & Gail Janes to show art work (5:05-5:15)

**UNFINISHED BUSINESS**

- **Recruitment and appointments**  
(Lani Neil in process. One opening.)
- **Parade, vendors & Store Front Decoration Follow-up**  
Slide show of store front (Nikki)
- **Rotating Art Updates & Next steps**  
New application (Ed)  
Contact artists  
Scheduling artwork hanging and workshops  
8 artists=2 artists per quarter for a year  
Scheduling student art display and reception

**New Business:**

**Art Commission Chair and Vice Chair Elections in January** (Ed Kane)  
Voting process

**Develop/Determine Committees**

(Art, Finance, PR/Communications, Film Festival, Walk the Waughop, etc)

**OTHER**

- **Schedule City Attorney and Communications Director to attend mtg.**

**AGENDA ITEMS For January 8, 2018**

**NEXT MEETING**

January 8, 2018 @ 5:00 pm  
City Hall, American Lake Room

**ADJOURNMENT**



**LAKWOOD ARTS COMMISSION  
REGULAR MONTHLY MEETING**  
Date: Monday, November 6,  
2017 Time: 4:30 PM – 6:00 PM  
Lakewood City Hall Room 3A  
6000 Main Street SW Lakewood,  
WA 98499

**CALL TO ORDER**

Ed Kane called the meeting to order at 4:31 p.m.

**ATTENDANCE:**

**Arts Commission Members Present:** Ed Kane, Barbara Vest, Susan Coulter, Kat Flores, John Munn, Maria Villalpando-Ramos, Carrie Foster, Linda McDermott, Stephanie Rose, Monique Marcano

**Staff:** Sally Martinez, Recreation Coordinator, Nicolette York, Office Assistant

**Youth Council Liaison:** Susan Cossio Trujillo

**Council Liaison:** Jason Whalen

**Arts Commission Members Excused:** Phillip Raschke, Shannon Paul, Chelsea Roberts

**Guests:** Lani Neil

**APPROVAL OF MINUTES:** Ed Kane made a motion to approve the October 2, 2017 minutes as written. Kat Flores moved. Susan Coulter seconded. Motion Passed Unanimously.

**PUBLIC COMMENT:** John Munn handed out flyers for the upcoming events at the Lakewood Playhouse. Alice in Wonderland Nov 2 – 12. A Christmas Carol Nov 24 – Dec 17.

**UNFINISHED BUSINESS:**

**Recruitment and Appointments:**

**Resignations:** Jeanne Hall

**Recruitment:** Lani Neil is in process. There is one opening. Please recruit and make sure they apply prior to December 18, 2017. We will be implementing an interview and background check by an interviewing committee.

**Rotating Art Exhibit:** Reviewed Art from applications who submitted application and samples:

1. Carolyn Burt
2. Esther Finney
3. KC Bacon
4. Kristin Johnson
5. Lorraine Toler
6. Lynne Jacobsen

**Students**

1. Holly
2. Sarah Neal

Voted for all submissions to be shown during the next year. Majority voted to keep quarterly. 2 Artists will show 6 pieces each for each quarter.

**Student Art:** Monthly display. Sub group will meet to determine where to hang. (Monique, John, and Lani)

**Parade, Vendors & Store Front Decoration:** Monique created a power point with inspiring pictures to consider for Christmas Tree Lighting. Flyer handout. All members to visit 5-10 businesses this week to promote Store Front Decorating Contest and Parade. We are partnering with the Chamber and they will be emailing the flyer to all of their members. Monique committed to the Sock Peddler, Cascade Bagel, and Starbucks on 100<sup>th</sup>. Linda committed to Robi's, Lakewood strip mall, Clark and Bowen, Lakewood Barber. Lani committed to Cranes Creations, House of Doughnuts, American Lake Credit Union, Susan Committed to Lakewood Appliance. Stephanie committed to the businesses in the strip mall where Studio Fitness is located. Sally committed to Dr. O' Conner's orthodontist office, the yoga shops, racquet club, Carrs restaurants. Sally will email out the flyer. All hands on deck will be needed for Friday December 1<sup>st</sup> for the parade and Christmas tree lighting. Decorating committee needed in the morning. Everyone else by 4pm to help with staging the parade and traffic control. Please ask friends and family to help volunteer.

**Joint Commission Meeting:** Thank you to all who participated.

**Art Commission Retreat Outcomes:** Reviewed handout. Sub group (Kat, Ed, Monique, and Stephanie) will meet to discuss to the Waughop Walk-About.

**NEW BUSINESS:**

**Meeting Time:** Susan Coulter moved to change the start time to 5:00 p.m. Maria Villapando-Ramos seconded. MPU.

**Council Comments:**

**Veterans Day:** Saturday, November 11, 2017 will be in Council Chambers at City Hall. The ceremony will recognize the 100-year anniversary of when the United States entered World War 1 (April 6, 1917) and the 100th anniversary of JBLM. The official program begins at 2 p.m.

**Downtown Plan:** There will be 3 public open houses. Wed 11/15 6:30 p.m. at City Hall. Thursday 11/16 6:30 p.m. at 10310 Gravelly Lake Dr. SW. Saturday 11/18 11 a.m – 1 p.m. This is the public's opportunity to share their ideas.

**AGENDA ITEMS for December 4:**

- Vote for the best decorated store front.

**NEXT MEETING:**

**Monday, December 4, 2017 @ 5:00 pm – City Hall  
American Lake Room**

**ADJOURNMENT:** Susan Coulter made a motion to adjourn. Linda McDermott seconded. Motion Passed Unanimously. The meeting adjourned at 6:02 pm.

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Ed Kane, Chair

Nicolette York, Office Assistant

*This document is being sent to each member of the arts commission via the email currently on record. Members with questions may respond by email to the chair with questions they may have, but not to other members by attaching their email addresses. To respond to ALL would constitute an illegal meeting.*

*Note that this is not a legal document, but a guiding document in development and, as such, is open to input from all the members and liaison members. It was decided to develop this guide because there has been a recent surge in new members, many of whom may need to better understand their roles. Please review this document carefully, as there is an election coming up in January, and there is information that may help understand this critical task.*

## **Lakewood Arts Commission**

### ***Makeup and function***

Lakewood's art commission is made up of no more than 15 members. Each member will be expected to assume responsibilities best suited to their skills, talents and interests by signing up for at least one committee.

The commission meets monthly on the first Monday at 5:00 p.m. and adjourns at 6:15 p.m. A meeting can be called to order even if there is no quorum present, but the members that are present cannot conduct business and vote until a quorum is achieved. Meetings are called to order at exactly 5:00 p.m. It is incumbent upon each member to arrive on time in order to begin business immediately and not cause others to sit and wait to begin.

The role of the commission is to review and research ideas and suggestions related to the arts and culture in the city. Each member should identify an area of interest and/or experience or expertise in which they feel they may contribute to the best of their abilities. The reviews and research can be conducted by individuals independently or as a member of a committee. The results of the collective work of the committees and the commission are formatted for presentation to the city council for consideration. The primary role of each member is to contribute to the recommendations forwarded to the city. There is no requirement for members to be physically involved as volunteers on city projects. Volunteering to be physically involved in the execution of projects is an individual choice and greatly appreciated by the city and the commission.

There is a liaison between the city staff and the commission (at this time, Sally Martinez) and a liaison between the city council and the commission (at this time, Jason Whalen). Additionally a city staff member (Nicolette York) is present to take minutes. The monthly agenda is prepared jointly by the city liaison and the commission chair person. Any member can ask that a subject be included in the agenda. None of the city liaison personnel have the right to vote.

### ***Officers and Elections***

Officers are elected at the January meeting, with newly elected officers assuming office immediately.

Election is for chair and vice chair.

An elections committee is formed at the December meeting. Members of the election committee will meet as frequently as necessary during the month before the election. They will identify members of the commission they feel are qualified and willing to assume the tasks of office. Interviews/conversations with potential nominees would be in order. Members willing to step up to an office should submit their name to the committee. Such a step would be of considerable help to the committee.

At the January meeting the election committee chair will announce the names of the candidates they are nominating. Once the nominations are announced the election committee is dissolved. At this point the commission chair will ask for nominations from the floor. Any member may nominate any other member, not already nominated, for office. After all nominations have been announced a ballot vote will be taken. The ballots will be handed over to the secretary who will tally the results for the chair. The chair will then announce the results. The newly elected officers assume their offices immediately.

## ***Duties of Offices***

CHAIR: The chair has the primary responsibility for assuring that meetings start and end on schedule, and that they are run in accordance with Roberts Rules of Order. This assures equal and fair treatment for all commission members, and that each member is free to exercise the rights and opportunities of the position. It is important to conduct meetings in an orderly manner and that members are recognized when they indicate their wish to provide input.

The meetings are run according to the published agenda, which is generally prepared about a week in advance. All members have the right to have a subject or issue listed on the agenda for the upcoming meeting.

VICE CHAIR: The vice chair is responsible for stepping into the chair position whenever the chair is unable to attend the meeting, and when the chair wishes to step aside in order to take part in ongoing debates. In addition, the vice chair, along with the chair when feasible, is responsible for maintaining contact with individuals between meetings in order to help move issues along and to keep communications flowing.

## ***Committees***

There is no limit to the number of committees that can be formed, but the size of any committee is limited to a membership less than the number that constitutes a quorum of the arts commission.

Currently there is only one committee formally formed. That is the Plein Air/ArtsFest Committee. Additional committees that may be considered are:

Concert Liaison Person  
PR Liaison Person  
Plein Air/ArtsFest Committee  
Public Art/Exhibits Committee  
Film Fest Committee  
Christmas Committee

Committee ideas may be suggested at any time. Once committees have been formed they should submit reports on their efforts and findings on a scheduled basis, likely every two to three months. Reports need not be in any particular format, but should be typed and, when possible, also emailed to the commission chair. Even when emailed, there needs to be a report to the assembled commission at a regular meeting. The purposes for the reports are to keep the membership informed on each committee's progress on the various issues they are studying, to get feedback from other members and to maintain a history of actions taken so they need not be repeated by future committee members.

Committees need not be comprised only of commission members. Interested members of the community may wish to contribute their knowledge and experience by becoming committee members. This is also an excellent path for those wishing to become commission members when seats become available.