

**LAKWOOD ARTS COMMISSION
REGULAR MONTHLY MEETING Minutes
Date: Monday, March 5, 2018 Time: 5:00PM – 6:15 PM
Lakewood City Hall, American Lake Room
6000 Main Street SW Lakewood, WA 98499**

CALL TO ORDER

The meeting was called to order at 5:01 p.m.

ATTENDANCE:

Arts Commission Members Present: Ed Kane, Susan Coulter, Kat Flores, Linda McDermott, Monique Marcano, Stephanie Rose, Shannon Paul

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, Lani Neil

Arts Commission Members Unexcused: John Munn, Chelsea Roberts, Maria Villalpando-Ramos

Guests: Heidi Wachter, City Attorney

APPROVAL OF MINUTES: Susan Coulter moved to approve the February 5, 2018 minutes as written. Ed Kane seconded. Motion Passed Unanimously.

PUBLIC COMMENT: None

Guest Speaker: Heidi Wachter, City Attorney presented training on the open government rules.

Heidi discussed that in our role as a city commission we are subject to the open public meeting act, where the public has the right to attend and to obtain anything in writing. Key points:

- Personal information in a city business email is not able to be redacted
- Best practice is to keep personal and business separate
- A meeting can be conducted by email
- It is best to avoid hitting reply all because at that point, it is considered a meeting.
- Should that happen, a member should reply that the discussion should be tabled until the meeting.
- Violations can have penalties.

The City of Lakewood wants to create a culture of compliance. To provide access to resources, answer additional questions, and additional training if needed. Heidi provided the following online-

video training links. If you did not attend the commission meeting you will need to complete the training at the links provided below. The Washington State Attorney General's Office and the Washington State Archives provides on-line video trainings at the links below to meet this training requirement.

Where is training provided?

The Attorney General's Office

- 1) Open Public Meetings Act (16 minutes)
 - 2) Public Records Act trainings (30 minutes)
- At: <http://www.atg.wa.gov/opengovernmenttraining.aspx>

The Washington State Archives

- Basic records management/records retention
- 3) A Primer for Public Records for Local Agencies (39 minutes)
- At: <https://www.youtube.com/watch?v=OmGVGeJU22k&feature=youtu.be>

UNFINISHED BUSINESS:

Recruitment and Appointments:

John Munn resigned. Three positions are open. Two application are still waiting to be approved by the Mayor. One was submitted in December and the other in January.

Public Art: Karsen Boyston sculpture should be installed in April. The plaque is done.

NEW BUSINESS:

Birthdays & Anniversaries: None

Finances: \$14.05 was spent on snacks February Meeting. Remaining budget: \$1936.08. The City will no longer authorize the purchase of snacks for meetings.

Literary Committee Update: The Arts Commission is still a community partner in Pierce County Reads. Pierce County will be at the City Council Meeting on Monday, March 19th at 7 p.m. Sally suggested that the Arts Commission also attend.

Plein Air: Monique Marcano reviewed the committee meeting with the commission. The event is still coming together. Unknown elements include location of the premier event, fees, and prizes. Ed Kane mentioned the event to an art group and there is a lot of excitement. Ed Kane has designed a possible logo for the event.

FilmFest Update: Kat Flores reviewed the committee meeting. The committee is still discussing changing Asian Film Festival name. The commission made comments on the idea for the new name and logo. They are incorporating an art and book component. The movies have been ordered to review and determine which ones to show.

Holiday Committee Update: Shannon Paul reviewed the Holiday committee meeting. The committee suggested to: move the Jingle Bell 5k and Christmas Tree Lighting Ceremony to the same day, Saturday. Have the 5k start and end at City Hall. Start parade earlier in the day when there is still daylight. Have the tree lighting be the culmination of the festivities and take place just

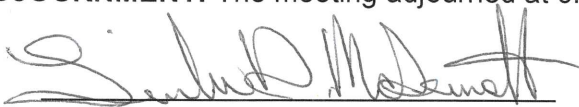
as it is getting dark (around 4:30). Have different groups' bands, choirs, theatres, etc to provide entertainment on stage. Have a caroling contest. Increase the number of vendors at the candy-cane lane and have more consistency in look and feel of the vendors. Screen vendors before acceptance. Consider having Santa outside. Consider not having the Lego contest as the space is too cramped and instead use that area for entertainment/vendors, etc.

Council Comments: None

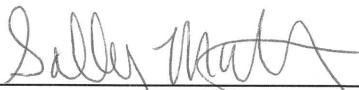
NEXT MEETING:

**Monday, April 2, 2018 @ 5:00 pm – City Hall
American Lake Room**

ADJOURNMENT: The meeting adjourned at 6:23 pm.



Linda McDermott, Chair



Sally Martinez, Recreation Coordinator