



**CITY OF LAKEWOOD
ARTS COMMISSION
Monday, December 3, 2018, 5:00 to 6:15 PM
American Lake Room, City Hall
6000 Main St. SW, Lakewood, WA 98499**

MEMBERS

1. Linda McDermott
(Chair)
2. Kat Flores
3. Phillip Raschke
4. Stephanie Rose
5. Susan Coulter
6. Lani Neil
7. Julie Powers
8. Tod Wolf
9. Airica Keller
10. Adriana Bayer
11. Darryl Owens
12. Patti Belle
13. Earl Borgert

STAFF

Sally Martinez
Recreation Coordinator

Nicolette York
Office Assistant

COUNCIL LIAISON

Jason Whalen

YOUTH COUNCIL LIAISONS

Susan Cossio Trujillo
Angel Lee
Eileen Nguyen

CALL TO ORDER 5:00 PM

- Public Comment

APPROVAL of MINUTES - FINANCIALS

- Approval of November meeting minutes
- Finance: Balance: -\$270

November - BIRTHDAYS and ANNIVERSARIES

NEW BUSINESS:

- Election of Vice Chair
- Two positions open, please recruit
- Storefront Decorating Contest Vote

UNFINISHED BUSINESS:

- Holiday Committee. Event Dec. 8! (Linda)
- 2019 Work Plan Review and Finalize (Sally)
- Elections in January (Linda)

NEXT MEETING

Monday, January 7, 2018 @ 5:00 pm
City Hall, American Lake Room

ADJOURNMENT

The mission of the Lakewood Arts Commission is to make recommendations for the enrichment of the community and promotion of its cultural vitality through the arts.

The Lakewood Arts Commission will therefore:

- promote the visual, performing, and literary arts
- encourage the creative contribution of local artists
- make recommendations for Public Art to the City Council
- support community-building events
- foster the city's cultural heritage



LAKEWOOD ARTS COMMISSION

REGULAR MONTHLY MEETING MINUTES

Date: Monday, Nov. 5, 2018 Time: 5:00PM – 6:15 PM

Lakewood City Hall, American Lake Room

Attendees:

Linda McDermott (Chair), Kat Flores, Lani Neil, Darryl Owens, Julie Powers, Adrianna Bayer Tod Wolf, Earl Borgert, Patti Belle and Youth Council Member Angel Lee,

Staff:

Sally Martinez, Nicolette York

Excused:

Susan Coulter, Airika Keller, Stephanie Rose, Phil Raschke, Jason Whalen

Call to Order:

Meeting was called to order at 5:00 p.m.

Approval of Minutes:

Approval of minutes: Julie Powers moved to approve the minutes, Patti Belle seconded. MPU

Financials:

Remaining balance is -\$270.

New Business:

Welcome new members: Patti Belle and Earl Borgert

Reappointment: Phil Rashcke has been reappointed.

Recruitment: Two positions remain open.

Unfinished Business:

Holiday Committee Update:

All members are requested to attend the event Dec. 8th to help 8:30am-6:30pm. Critical time is 8:30am-4:30pm. Members were asked to help Friday afternoon as well. Julie will be out of town. Earl volunteered to be a Lego contest judge and oversee volunteer check in. Lani will oversee the soup and pick it up from Ivar's at 8:30am. Fran will pick up bread from Panera. Linda will call to schedule time of pick up. Need bread bowls/basket. The Santa gift bags will be assembled on Nov.28 from 1-4 by volunteers from the Senior Center. Linda volunteered to help.

Sally reviewed the Parade route and the need for volunteers. Storefront decorating contest deadline is November 28th. For the Jingle Bell Rock 5k, day of registration and packet pick up will be done inside of City Hall. Packets will be made on Thursday afternoon the 6th **Santa backdrops will be repainted from 10 a.m. – 1 p.m. on Monday November 11th at City Hall.** Kat Flores, Earl Borgert, Julie, Patti Belle, Daryl, Adriana, and Lani Neil will be there. **Darryl will bring a drop cloth.** Patti Belle suggested using a color that

works well with all skin types. The paint has already been purchased. They will be a blue background with snowflakes. Lani Neil discussed the snowflake and Christmas tree crafts. They are both sustainable. Both will require volunteers to assist. The volunteers will need to arrive a half hour prior to the event for training. Lani will create an instruction board as well. Sally will need to buy the materials (tape, gather staplers, staples). Suggestion to ask Print NW for recycled paper – 1,800 sheets. Daryl and Tod can both cut them to square sizes. Lani is collecting Magazine and asks others to bring in magazines for the tree craft. Angel Lee said that she may be able to recruit volunteers from the NJHS. The Holiday subcommittee will meet on November 30th at 3pm to decorate City Hall. Earl Borgert, Patti Belle, Tod Wolf have committed to being there. The photo booth can be set up to email the photo if we are unable to have a sponsor. Sally Martinez reviewed the minute by minute of the day prior and day of the event.

Concert Planning: Darryl Owens will be the point person for the concerts. The 2019 concert series will have 8 scheduled concerts at the Fort Steilacoom Park Pavilion. Please email Darryl Owens and Sally Martinez any Bands that you know of. Darryl Owens and Sally Martinez will schedule a meeting after December 8th but prior to December 25th.

Artist Reception: The last Artist reception was not well attended. The commission will need to review partnering and day change to increase participation. The Board will need to review in January.

Public Art Recommendation: Sally Martinez has tasked the board with sending ideas of public art that other cities have. Mrs. Martinez would like to create a PowerPoint for the board to decide on the next public art recommendation to present to council. Earl Borgert commented that two separate individuals made comments to him about the Lotus blossom being difficult to see.

Vice Chair: No nominations were made and no members showed interest at this time. Linda asked that any interested members contact her.

Board Comments: None

NEXT MEETING:

**Monday, December 3, 2018 @ 5:00 pm – City Hall
American Lake Room**

ADJOURNMENT: Linda adjourned the meeting at 6:13 pm.

Linda McDermott, Chair

Sally Martinez, Recreation Coordinator

ARTS COMMISSION

2019 ANNUAL WORK PLAN AND MEETING SCHEDULE

Members:

Linda McDermott, Chair
 Adriana Bayer
 Patti Belle
 Earl Borgert
 Susan Coulter
 Kat Flores
 Airica Keller

Lani Neil
 Darryl Owens
 Julie Powers
 Phillip Raschke
 Stephanie Rose
 Tod Wolf

Youth Council Liaisons:

Susan Cossio Trujillo
 Angel Lee

Eileen Nguyen

Council Liaison:

Deputy Mayor Jason Whalen

City Staff Support:

Sally Martinez, Recreation Coordinator
 Nikki York, Office Assistant

Meeting Schedule:

First Monday of the month, 5:00-6:15 pm, American Lake Room

2019 Work Plan:

1.	MLK Essay Contest
2.	Recruitment and Retention
3.	Holiday Festival & Christmas Tree Lighting, Parade, Candy Cane Lane Vendors
4.	Store Front Decoration Contest
5.	Rotating Artists
6.	Public Art Recommendations
7.	Move with the music, Outdoor Concert Series
8.	SummerFEST Booth for Passport to Art
9.	Arts Commission Retreat

Date	Topic(s)
1.7.19	MLK Essay Contest, Officer Elections, Committee formation, Rotating Art
2.4.19	Committee reports, Concert Series Planning, Parade Route determined
3.4.19	Committee reports, Concert Series Planning, Parade planning
4.1.19	Committee reports, , Rotating Art, Parade planning
5.6.19	Committee reports, Summer Concerts, Christmas Festival planning
6.3.19	Committee reports, MLK Essay Contest Essay Scoring, Christmas Festival planning, SummerFEST booth planning
7.1.19	Committee reports, MLK Essay Contest Essay Scoring, SummerFEST booth planning, Rotating Art, Concert Series Implementation
8.1.19	Committee reports, Christmas Festival planning, MLK Essay Contest Scoring Complete, Store Front Decorating planning, retreat planning, Concert Series Implementation, Lodging Tax Grant Concert Series
9.2.19	Committee reports, Christmas Festival planning, Notify Schools of MLK Essay Contest

	Winners, Parade planning
10.7.19	Committee reports, Christmas Festival planning, Rotating Art
11.4.19	Committee reports, Christmas Festival planning, Concert Series Planning
12.2.19	Committee reports, Christmas Festival, Election prep, Concert Series Planning

2019 Special Events:

Date	Event
January 19	MLK Event
December 7	Christmas Tree Lighting: Store Front Decoration Contest, Parade, Candy Cane Lane Vendors, Jingle Bell Rock
Quarterly	Rotating Artists
July	SummerFEST Booth
July-August	Move with Music Outdoor Concert Series, Fort Steilacoom Park
September	Arts Commission Retreat

DRAFT