

Arts Commission

April 5, 2021 Meeting Minutes – Via Zoom

Meeting Attendees

- Voting Members: Cindy Bechtol, Eleanore Eye, Sarah Chamberlin, Allison Robbins
- Absent: Jay Linhardt
- Ex-Officio: Mason Floyd
- Guests: Marcella McCoy, Director of Finance; Danielle Dulin, Interim City Manager; Sara Lawson, Warrensburg Star Journal

Call to Order, Roll Call, Establish Quorum

- Meeting called to order at 4:00 p.m. Roll call was taken, and a quorum was established.

Approval of Agenda (Motion/ Discussion)

- Sarah moved to approve the agenda, Eleanore seconded, and the motion carried unanimously.

Approval of Minutes (Motion/ Discussion)

- Eleanore moved to approve the March 3rd minutes, Sarah seconded, and the motion carried unanimously.

Introduction of guests/visitors – Marcella McCoy, Finance Presentation

- Marcella McCoy, Director of Finance
- Marcella shared a presentation about the budget development process for the Arts Commission. This included an overview of the budget content and expense categories, examples of past Arts' budgets, and the total fund balance from which the Commission can operate moving forward. Marcella reminded the Commission that the desired deadline for FY22 budget is May 1, but absolutely no later than the 1st reading of the final budget in August.
- Commission members asked Marcella questions regarding the budget process and specifics from past years. Allison and Cindy asked about the handling of revenues, whether they would be earmarked specifically for the Arts Commission, which Marcella said yes.
- Allison asked about the discrepancy of fund balance between different documents and whether the money provided by the Council changes. Marcella said yes, the Council can give as much or little to the Commission as they feel appropriate provided the Commission's request.
- Cindy mentioned that in the past the Community Theatre was the only revenue generator. Sarah reminded that sponsorships for the Art Walks were still a viable option.
- Allison suggested a Grants subcommittee could be could to help provide additional revenue from which the Commission can operate.
- Cindy asked about the process of expense reimbursement, if Commission members were to make relevant purchases. Marcella said that, when possible, the staff liaison should make purchases to avoid that. However, when unavoidable, any and all documentation is desired, including receipts, invoices, purchase orders, etc. Commission members should not use ticket

revenue to reimburse members directly, for example. Those should be seen as two distinct transactions.

- Allison suggested Cindy bring Community Theatre plans to a Commission meeting in the future to help discuss their reboot post-pandemic. Sarah agreed and also asked if the Theatre ever receives in-kind donations and if that might be a possible request in the future.

Board Member Update

- Mason informed the Commission that, due to the election tomorrow, the current Mayor was going to wait to make an appointment until a new Mayor was appointed. So a new Commission member would likely come in April or early May. Allison asked if Mason would share the applications with the Commission to make a recommendation to the Council. He said they had not received any applications since they were last discussed.
- Sarah asked when her term would expire and whether she could be reappointed once or twice, as she was appointed to fill a vacant position from a resignation. Mason shared that Sarah would be up for reappointment in October 2021. He also stated if they filled an unexpired term, they could then be reappointed for two more full terms.

Next Meeting - mid-April, after 5:00pm

- The Commission members discussed their schedules for the upcoming week to determine the best time for a meeting. Allison determined Tuesday, Wednesday, or Thursday at 5 p.m. would be the best for everyone. More details would be sent out shortly.

Adjournment

- The meeting was adjourned at 5:00 p.m.