

City of Lawrence
Lawrence Cultural Arts Commission
(LCAC) annual retreat, January 13, 2019 – 1 to 4 p.m.
Theatre Lawrence, 4660 Bauer Farm Drive

Members present: Chair: Kate Dinneen, Clint Paugh, Jerry Johnson, Joshua Falleaf, Mike Maud, Mary Doveton, Michel Loomis, Kristina Walker

Members absent: Marla Jackson

Also present: Porter Arneill, Director of Communications and Creative Resources

Guest: Lisa Larsen, City of Lawrence Mayor

A. Chair Kate Dinneen called the meeting to order at 1:02 PM in the conference room at Theatre Lawrence.

B. LCAC Business

a. Elect Officers: Kate asked if any commissioners would like to be considered for the Executive Committee. Kristina expressed interest in the position of Secretary. Jerry expressed interest in Vice Chair.

Action Item:

Michel made a motion to elect Kristina as Secretary. Seconded by Mary. Motion passed unanimously.

Michel made a motion to re-elect Kate as Chair. Seconded by Mary. Motion passed unanimously.

Michel made a motion to elect Jerry as Vice Chair. Seconded by Mary. Motion passed unanimously.

b. 2019 Budget Review: Porter presented the 2019 budget for review. The total LCAC budget is \$49,000.

Outdoor Downtown Sculpture Exhibition; \$20,000.

Community Arts Grants; \$25,000.

Phoenix Awards; \$3000.

Porter stated that it is possible that we *might* have an additional \$500 from 2018 for a total of \$3500.

Action Item: Porter will confirm amount with the new Finance Director.

Miscellaneous; \$1000.

Public Art Projects: FS 1/Senior Center; \$25,000, Police Facility; \$340,000; Transit Facility; \$80,000

Action Item: add 2020 Budget to February LCAC agenda for discussion. To be submitted to City Commission in March.

c. Review Mission and Goals: Porter reminded the group that many LCAC resources are available and searchable online on the City of Lawrence website including the LCAC Handbook, the Resolutions & Policy Manual, meeting agendas and minutes, and the Commission roster. Porter brought our attention to the 2009 LCAC Administration Policy Manual included in the retreat packet. Any changes

in our Mission, Vision Statement, etc. must be reviewed and approved by the City Commission. We need to be aware of how those changes might affect other policies.

Action Item: Add review of 2009 LCAC Administration Policy to a future meeting agenda.

Joshua suggested that the group consider modifying the LCAC mission in order to achieve measurable goals and outcomes and develop metrics to measure success.

Porter reminded the group to consider how our mission aligns with the Downtown Master Plan, the City Strategic Plan, and Public Arts Project. He raised the question of whether we need a Public Art Master Plan.

Kate suggested we move ahead on the agenda to item D.b.

D. General

b. Committee Review and Elect Chairs – 2019 Scheduling.

Kate asked if we need to consider creating an additional committee to review the Policy & Mission. The group discussed and agreed that, rather than create a new committee, the review of Policy & Mission should be the responsibility of the LCAC Executive Committee.

Mike suggested we assign Joshua to the Executive Committee as a liaison when policy review is up for discussion.

Porter stated that there are currently two open spaces on the LCAC and reminded us that all meetings of the full Commission and Committees need to be open to the public and posted.

Action Item: Porter asked all members to review the Guiding Principles for committees in Section VII of the LCAC Handbook.

Mike suggested we consider changing the name of the Cultural Plan committee to Strategic Planning and add additional topics to the Strategic Planning committee.

The group discussed adding and removing members of the committees.

Kate recommended that Kristina and Jerry, who are now on the Executive Committee and will focus more on Policy & Mission review, have the option to stay on other committees.

Joshua and Mike will co-chair the Strategic Planning committee. Kristina will sit on the committee until or unless an incoming commissioner would like the spot.

Mary and Michel will co-chair the Grants & Awards committee. Other members include Mike, Marla, and Jerry. Jerry may step off committee if future members express interest.

Clint will serve as chair of the Public Art committee. Other members include Jerry, Kristina, and Kate.

The group discussed setting meeting times for committees, and it was agreed that the Strategic Planning committee will meet from 6-7 PM at City Hall on the 2nd Wednesday of odd months. The Grants & Awards committee will meet at the same time and place on the 2nd Wednesday of even months.

Action Item: Clint will set new time for the Public Art meetings.

c. Phoenix Awards

Michel announced that the Phoenix Award ceremony will take place on Sunday, October 27th at 4 PM and Theatre Lawrence. Mary announced that Rick Martin of Culinary Arts will provide food.

Action Item: Jerry will follow up on securing wine and beer.

Michel suggested that getting people to nominate seems to be a problem. Kate proposed that LCAC hold a “how to nominate” session in the spring, perhaps at the Lawrence Public Library, as a way to make the process more clear. There was a discussion about whether or not LCAC should put for nominations as a group. It was decided against.

Kate asked to move back to item C. on the agenda.

C. Update on Arts/Public Art

a. Maintenance Fund:

Jerry reviewed the Public Art committee discussion about setting up a fund to care for the repairs and maintenance of city art. The question was posed as to whether the city or Parks & Rec are responsible.

Clint reported that the committee suggested setting aside a small percentage of the Percent for Art program for such purpose. Porter stated that we cannot use funding from that program for maintenance. Porter suggested we might consider an ordinance.

Mike asked if there was an inventory of public art in Lawrence.

Action Item: Kate said she thought there was and will connect with Katherine Weik or Kathy Porter to find out.

The glass artwork at the Lawrence Public Library is an example of a public piece that needs cleaning. The question was raised about who arranges for the cleaning and who will pay for it. Currently no one entity is responsible for upkeep.

Porter recommended that moving forward, there needs to be a full assessment of the safety and maintenance needs of all public works.

Action item: The Public Art Committee will continue the discussion at a future meeting.

D. General

a. Review Arts & Social Impact Explorer from Americans for the Arts.

Porter reminded the group that this online tool is available and may be a useful resource in helping to achieve LCAC goals. It was suggested that the various committees keep this tool in mind, especially when discussing the Cultural Plan.

Lisa Larsen suggested we look at the Community Health Plan.

C. Update on Art/Public Art

b. Public Polices: (Architecture as art)

Mary asked what our purview is as it relates to this topic. What is our obligation, and can we withhold a recommendation?

Jerry asked if we need to revisit the policy for city-owned property.

Clint questioned if we need to change perceptions of architecture as art, and can we make recommendations to city commissioners based on our opinion of locations.

Joshua brought up the question of maintaining the integrity of the existing structure.

Mike asked about the process for filling the two vacancies for new commissioners. Kate said all interested persons need to go through the city's online application. The mayor will decide, and Lisa stated that her goal is to have new commissioners appointed by February 1st.

E. Role of the LCAC

a. Cultural Plan –review and establish priorities

Mike questioned the role of LCAC as it relate to the Cultural Plan. Kate suggested that our role is to make connections and bring together people resources to help implement the plan and make it a process that is sustainable.

Joshua suggested the Strategic Planning committee draft a mission statement concerning the role of the LCAC as it relates to the Plan.

Mary suggested that LCAC has an obligation to help and enhance perceptions of arts in Lawrence and make community more aware of LCAC activity and the artists active in town. Jerry asked who “owns” the Cultural Plan. Who is responsible? Porter stated that we considered ourselves stewards of the Plan.

b. Five priorities for 2019 – open discussion

A discussion of priorities resulted in the agreed upon list;

1. Celebrate the Outdoor Downtown Sculpture Exhibition and Phoenix Awards.
2. Use the Cultural Plan to filter activities
3. Maintenance Fund
4. Mission and Policy
5. Promoting awareness and advocating for greater resources

Jerry suggested that we revisit the scoring process for the Community Art Grants. Porter suggested we look at the Transient Guest Tax grant program as an example, and he will bring a template to the next meeting.

Jerry recommended that the Grants & Awards committee review the Phoenix Awards application process and define or reconsider the “community service” definitions.

c. Culture Chat:

Porter and Kate reviewed notes from the November meeting and discussed the upcoming suggested speakers and topics.

The group discussed the format of future meetings. It was agreed that topics and guests will be determined on a quarterly basis, and we will continue the monthly meetings and change locations to provide broader community access. Kate suggested the meetings shift to more of a Salon-like gathering and less of a meeting.

F. Director of Communications & Creative Resources

a. Report: Porter reviewed items on report. He announced that the artist selected for the fire station project cannot fulfill the project.

b. LCAC discussion:

The question was raised as to continue to have a Commissioner serve as a liaison to the TGT Grant Advisory Board. Jerry made the motion for Mike to continue to sit on the Board. Kate seconded. Approved unanimously.

Porter stepped out of the meeting while the group discussed the Director of Arts and Culture position. With a new City Manager comes new opportunities. Jerry suggested we make it a goal to get the position of Director of Arts and Culture reinstated, but as a compromise, city should hire a Creative Resources Assistant for Porter. Mike suggested we review the original job description and determine what seems to have fallen off the radar.

Mike suggested we request a work session with the City Commission. Lisa recommended we get on their calendar soon because it fills up and to get in before budget decisions.

Jerry made a motion adjourn. Seconded by Clint.

Meeting adjourned at 4:06 PM.

**Lawrence Cultural Arts Commission
Director of Arts and Culture Report – January 13, 2019**

Lawrence Cultural Arts Commission Programs/Projects

Community Art Grants

- 2019 DRAFT CAG Grant Guidelines Attached

Final Fridays

- Report attached.

Public Art

- FS 1/Senior Resource Center for Douglas County – Shanna Wagner has formerly withdrawn from the project. Will re-assemble the panel with new E.D. from the Senior Resource Center to develop next plan.
- Will meet with Public Art Committee and develop selection planning program for Police Facility in early 2019 and begin the selection process.

Phoenix Awards

- Walt Hull and Jennifer Joie Webster are the contracted artists.

General/Community/Meetings

- The next Culture Chat is scheduled for Tuesday, January 22 at 3:30 at the Lawrence Library – Topic; State Arts

Boards/Committees

- Serving on the eXplore Lawrence Board – Communications – ex-officio
- Serving on the DMI Board – Communications – ex-officio
- Staff liaison to Sister Cities Lawrence

Misc.

- Maureen Brady, the new Marketing Specialist, will begin on January 22nd.



LAWRENCE CULTURAL ARTS COMMISSION COMMUNITY ARTS GRANT GUIDELINES

Purpose of the Grant Program: The purpose of the Lawrence Cultural Arts Commission (LCAC) Community Arts Grant Program is to advance the goals identified by the Lawrence community in the [City Wide Cultural Plan](#): 1) Balance the Local, 2) Embrace All / Celebrate Community, 3) Build Places Together, 4) Build and Market a Creative Brand, and 5) Promote Lifelong Learning. The full text of the plan is available here: <https://www.lawrenceks.org/cmo/cultural-plan>; the goals are fully articulated starting on page 21 and Appendix E offers information to help applicants design qualifying projects.

Deadline: Submit your online application by **4 pm on Tuesday, March 5, 2019**. Late and incomplete applications will not be considered; modifications are not allowed after the deadline passes.

Level of Support: Grants are anticipated to range between \$500 to \$5,000. Awards will equal no more than 50% of the total project or activity cost. Cost-share may be cash and/or in-kind. *The online application must include current, signed letters of commitment confirming in-kind or cash contributions to the project from any third-party contributors and current letters from the named collaborators (or a representative of named collaborating organizations) confirming their participation. Applications that do not include these letters will be disqualified.*

Project Timeline: The proposed cultural art project or program must begin no earlier than May 1, 2019 and end no later than April 30, 2020. The final report is due within one month of project completion or no later than July 1, 2020. Failure to submit the final report will result in future ineligibility for Community Arts Grants.

Eligible for LCAC grants are organizations and individuals with a Lawrence, KS, address proposing projects sited in Lawrence that are designed to meet the purpose of the LCAC Grant Program and benefit Lawrence residents. All art-forms—visual, musical, *and* performing—are welcome and encouraged as part of this grant program.

Ineligible for a Lawrence Community Arts Grant are:

- Prior recipients of a Lawrence Community Arts Grant who failed to submit their final report
- Educational activities for college students that are a requirement of their major discipline
- Projects that are not collaborative in nature
- Projects that do not take place at least partially within the Lawrence community
- Projects that are not submitted by a Lawrence-based organization or individual
- Capital improvements may be approved only if they are integral to the success of the project/program

Criteria for Selection:

Community Value

- Degree to which the project meets the Lawrence Community Arts Grant Program purpose
- Project's anticipated impact on the Lawrence community
- Value of the project as described by the applicant
- Evidence of collaboration

Project Quality

- Qualifications and strengths of the partners involved in the proposed project
- Feasibility as demonstrated by the detailed timeline for implementation
- Well designed and documented budget sufficient to support all proposed activities
- Current, signed letters of commitment documenting all collaborations and cost share (including in-kind and cash match) commitments described in the proposal

Application Quality

- Completeness, organization, and clarity of the application packet

Post Award Requirements:

- Awardees must acknowledge the support of the Lawrence Cultural Arts Commission in publicity associated with the programming funded by the LCAC Grant and during presentations of the project or program. The Lawrence Cultural Arts Commission logo will be provided to grant recipients.
- Awardees must submit a final report detailing the outcomes of the project to the Lawrence Cultural Arts Commission within one month of project completion or no later than July 1, 2018. This report consists of the final report form and documentation of the event, project, or program such as photographs, reviews, and programs. Failure to submit the final report will result in disqualification for future Lawrence Community Arts Grants Program competitions.

APPLICATION PROCESS

Applications are to be completed online [here](#). If you are not able to access the online application form, please contact Porter Arneill at parneill@lawrenceks.org or 785-832-3402 to request a PDF or paper form.

Deadline: Submit your online application by **4 pm on Tuesday, March 5, 2019**. Late and incomplete applications will not be considered; modifications are not allowed after the deadline passes.

(Note: To minimize the risk of losing information, it is recommended that the required grant information be assembled in a separate document first and then copied into the online form.)



2018 Marketing Report

WEBPAGE

Events Listed

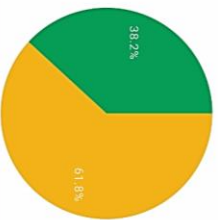
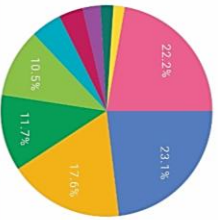
246

Interactive Map Views

18,281

Unique Pageviews

15,943



FACEBOOK

Impressions

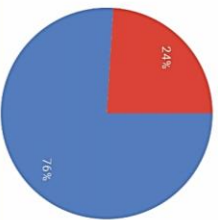
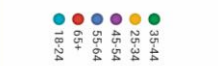
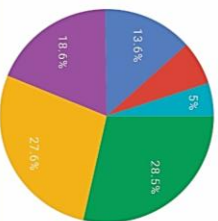
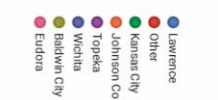
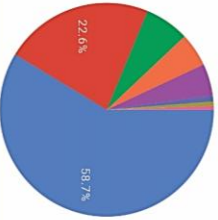
161,483

Link Clicks

1,688

Post Engagements

1,015



Culture Chat notes - 11/27

Attendees

Mandy
Kate
Katherine

Joshua Falleaf
Rex
Porter

Topics

KS Arts Council
Diversity
Architecture Firms

Public Art
Out of the box collaborations

Locations - Strategic Geography

Library
Jasmin/Helen
J Wilsons
Theatre Lawrence
Franks in North Lawrence

S & S (Phoggy Dog)
Train Depot
Haskell Cultural Center
Lied
Hall Center for the Humanities

Thoughts

Cross promote with Arts Roundtable
Share info with lists
Share with public schools

Other Ideas

Sports culture
Technology
State of the Arts - Callahan Creek
Explore Lawrence 2019 marketing
East Ninth street
Education - comparisons in Lawrence
Inspirational projects - parking day
City-wide art projects - brainstorming
Pecha Kucha

January at Library - KS Arts Council – Porter booked library for 1/22 from 3:30 to 5 with Sarah Van Landuyt of JOCO Arts Council

February -

March - Cultural plan/cultural awareness – with Sustainability?

April -

May -

June -

July -

August -

September -

October -

November -

December -