

Commission Members:

Chair-Jan Allan Zarr

Vice Chair-Ana Paz

Secretary-Catherine Seamons

Sharon Fisher

Diane Kulin

Kody Newton

Ronnie Soldano

Johnny Waksmonski

Teri Woods

Vacant

Vacant

City Staff:

Chris Engels

Audra Barkulis



CITY OF KUNA

Kuna Arts Commission, 751 W 4th Street, Kuna, Idaho 83634

Kuna Arts Commission Meeting

AGENDA

Thursday October 12, 2017

5:45 pm-6:45 pm

Discussion are limited to the items listed on the agenda.

1. Consideration to approve Kuna Arts Commission Minutes
 - a. Approve Regular Arts Commission Minutes, September 14, 2017
 - b. Approve Executive Board mid-month Minutes, September 28, 2017
2. Update on mail out for the Holiday Artist & Crafter Show -City Clerk Chris Engels
3. Request from Ronnie Soldano to promote Synchronize Photography free holiday photo shoot with the Kuna Arts Commission-City Clerk Chris Engels
4. Report on contacted commissioners that still want to be active-Secretary Catherine Seamons
5. Formalize Kuna Arts Commission Policies and Procedures– Chair Jan Allan Zarr
 - a. Finalize Bylaws and Attendance Policy
6. Discuss Meridian Art Week-Commissioner Sharon Fisher
7. Discuss the possibility of making the Commission the Art and History Commission so Kuna could become a CLG-Commissioner Sharon Fisher
8. Discuss Kuna Quilt Show-Commissioner Teri Woods
9. Discuss need of volunteers for the Holiday Artist & Crafter Show-Vice Chair Ana Paz
10. Suggestions for future events for 2018-Vice Chair Ana Paz
11. Items for next Kuna Arts Commission agenda
12. Adjourn:



Commission Members:

- Chair-Jan Allan Zarr
- Vice Chair-Ana Paz
- Secretary – Catherine Seamons
- Sharon Fisher
- Diane Kulin
- Kody Newton
- Ronnie Soldano
- Johnny Waksmonski
- Teri Woods
- Vacant
- Vacant
- City Staff:
- Chris Engels
- Audra Barkulis

CITY OF KUNA

Kuna Arts Commission, 751 W 4th Street, Kuna, Idaho 83634

Kuna Arts Commission Meeting
Minutes
Thursday September 14, 2017
5:45 pm-6:45 pm

In Attendance:

Commissioners- Zarr, Paz, Fisher and Seamons
City Staff- Engels

1. Update on Downtown Art Piece, KUNA! -City Clerk, Chris Engels

City Clerk Chris Engels updated the Commission on the progress and the intended timeline is for the end of October.

2. Update on Field & Farm Art Exhibit and Sale on September 9 in companion with Mayor’s Table -City Clerk, Chris Engels

City Clerk Chris Engels updated that no sales were made. The Commission discussed ideas to improve on future exhibits and sales. The Commission asked for a Fields & Farms call to go with the other current calls for next year’s Mayor’s Table.

3. Update on Create n’ Sip -City Clerk, Chris Engels

City Clerk Chris Engels updated the Commission on Create n’ Sip scheduling and sign ups. The Commission discussed plans for the Youth Create n’ Sip for December and to include an art call for an Artistic Wreath Exhibit and Sale in companion with the youth gingerbread decorating.

4. Third quarter Art Exhibit theme for City Hall-City Clerk, Chris Engels

The Commission requested to issue a call for art for 4th quarter of 2017 and the first quarter of 2018:
 Holidays in all mediums for 4th quarter with a meet the artist to occur in companion with the State of the City on November 16, 2017.
 Kuna Growing Up – Past, Present & Future for the 1st quarter of 2018.

5. Discuss November 11 Artist & Crafter Show- Vice Chair, Ana Paz
 - a. Set table fee

The Commission set the table fee at \$20 with an 80%/20% split to be shared with the Kuna Arts Commission and Downtown Revitalization.

b. Determine vendor fees for Kuna residents and outside of Kuna?

Open to Kuna residents and those outside of Kuna. There will be 15 tables open for packaged food vendors and they will be staged in the downstairs portion of the Kuna Event Center. Approximately 32 vendors will be upstairs in the ball room, conference space and enclosed deck.

c. Will previous vendors have first option before new vendors?

Previous vendors will have the first option until September 29, 2017. After that date, it will be first come first serve.

d. Does the Commission want Centralized check out facilitated by the City?

The City will handle centralized check out.

e. Art Exhibit and Sale for November 11, 2017 in companion with Artist & Crafter show?

The Commission determined no Art Exhibit and Sale for Artist & Crafter show.

f. Will the Art Exhibit and Sale also be available for the December 2, 2017 Children Holiday Gingerbread/Cookie Decorating?

There will not be an Art Exhibit and Sale at the November 11, 2017 event but the Commission will issue a call for a Wreath exhibit and sale.

g. Volunteers for set up-tear down

6. Determine an executive board for the Kuna Arts Commission of three to five persons for voting purposes and establish attendance policy – Chair Jan Allan Zarr

7. Updates or items for next Kuna Arts Commission agenda

Summary of art calls

1. Farm & Fields themed Art Exhibit and Sale for 2018 Mayors Table – All mediums
2. Holidays themed Art Exhibit for 4th quarter 2017 City Hall– All mediums
3. Wreath Exhibit and Sale in companion with the December 2, 2017 youth event – All mediums
4. Kuna Growing Up – Past, Present & Future for 1st quarter 2018 City Hall – All mediums

Kuna Arts Commission

Executive Board

Chair-Jan Allan Zarr

Vice Chair-Ana Paz

Secretary- Catherine Seamons



City Staff:

Chris Engels

CITY OF KUNA

Kuna Arts Commission, 751 W 4th Street, Kuna Idaho 83634

Kuna Arts Commission Executive Board mid-month Meeting

Thursday September 28, 2017

Idaho Pizza -11:00 am -12:00 pm

331 Avenue E, Kuna, Idaho 83634

Open to the public – *no host lunch*

Minutes

In Attendance:

Commissioners-Jan Zarr, Ana Paz, Catherine Seamons

City Staff-Chris Engels

- 1. Formalizing all Kuna Arts Commission Policies and Procedures in writing-Chair Jan Zarr

The Executive Board requested to finalize the Bylaws at the regular Commission meeting

The Executive Board agreed that there would be no meetings the month of August. All Commissioners need to attend a minimum of 8 meetings a year, and cannot miss 2 consecutive meetings. Any more than 2 consecutive missed meetings would go to the Executive Board.

- 2. Contact absent commissioners to make sure they are still active- Secretary Catherine Seamons

Secretary Catherine Seamons would call Commissioners to see if they are still active in the Kuna Arts Commission.

- 3. Determine call out for open seats on the Commission-Secretary Catherine Seamons

The Executive Board requested City Clerk Chris Engels to put a call out for new members.

- 4. Direction on potential promotional mail out for November 11, 2017 Artist and Crafters Show-City Clerk Chris Engels

City Clerk Chris Engels updated the Executive Board that funds to promote would come out of Downtown Revitalization and Kuna Arts Commission. The Executive Board agreed that \$500.00 from each account to go towards the promotional flyer mailout.

5. Discuss the Artist & Crafters Show for November 11, 2017-Vice Chair Ana Paz

Vice Chair Ana Paz discussed the possible layout for the event and would send out a request to Commissioners for volunteers.

City Clerk Chris Engels would inquire any volunteers also.

6. Discuss future Create n' Sip Classes-Vice Chair Ana Paz

Vice Chair Ana Paz discussed the options for future classes and Commission participation as well as sharing the information.

a. December 1, 2017- Dance Instruction class

Vice Chair Paz reviewed the plan for the event.

b. December 9, 2017-Children Holiday Decorating event and volunteers for set up tear down at December 9, 2017 class

Vice Chair Ana Paz and the Commission discussed the setup of the event.

City Clerk Chris Engels would contact volunteers to help with set up/tear down

c. Inviting people to be part of the class to make it more interesting

The Commission discussed sharing the information.

7. Adjourn: 12:11 pm

*Edible gifts,
Photography,
Paintings, Rustics,
Wood Crafts*

*Crafts,
Whimsical Creations,
Christmas Decorations*

*Jewelry,
Crocheted
Items*

Kuna Holiday **Artist & Crafter Show**

Begin your holiday shopping on
Saturday
November 11, 2017
10:00 am to 5:00 pm

*Located at
The Kuna Event Center ~ 321 W. 4th Ave*

*Support local artists, crafters,
The Kuna Arts Commission and
Kuna Downtown Revitalization*

*For questions call the Kuna City Clerk's office at
208.387.7726 or email CityClerk@kunaid.gov*

Down Home Country Christmas

December 9, 2017 – Downtown Kuna

Schedule of Events

Down Home Country Christmas - 4th St Gym **1 – 4 pm**
Presented by *Kuna Chamber of Commerce*

Youth Gingerbread Decorating **1 – 4 pm**
Kuna Event Center - \$5 includes cookie to take home.
Presented by *Kuna Arts Commission*

Wreath Exhibit and Sale at Kuna Event Center **1 – 4 pm**
Presented by *Kuna Arts Commission*

Chili Feed at Community Hall – Main St **4 – 6 pm**
Presented by *Lions Club*

5:30 pm Choir Singers along Main St **5:30 pm**

Kuna Night Light Parade - Main Street **6:00 pm**
Presented by *Kuna Chamber of Commerce*

Christmas Tree Lighting - Bernie Fisher Park **6:30 pm**
Presented by *City of Kuna*

November Happenings

November 11 Veterans Breakfast
Senior Center 7 am – 11 am

November 11 Holiday Artist & Crafter Show
Kuna Event Center 11 a.m – 5 p.m

November 16 **State of the City** with **Mayor Stear**
Kuna City Hall 6:00 pm

November 16 *Kuna Arts Commission* Create n Sip
Holiday Topiaries 6 pm – 8 pm
\$29 includes 1 beverage, snack and Topiary to take home
Call the City Clerk's office to register 208.387.7726

November 18 Senior Center Holiday Bazaar 9 am – 3 pm

Stay up to date at www.KunaCity.id.gov

December Happenings

December 1 – *Kuna Arts Commission* Create n Sip
Salsa, Merengue, Bachata Instruction followed by open dance floor
6 pm / \$20 includes 1 beverage and snack
Call the City Clerk's office to register 208.387.7726

December 9 Kuna Down Home Country Christmas
See Schedule of Events

December 9 – *Kuna Arts Commission* Create n Sip
Youth Gingerbread Decorating 1– 4 pm / \$5 includes cookie
Call the City Clerk's office to register 208.387.7726

December 9 – *Kuna Arts Commission*
Wreath Exhibit and Sale at Kuna Event Center 1– 4 pm
Call the City Clerk's office to submit wreath 208.387.7726

December 22 – **Candy Cane with the Mayor**
Free for Youth at Kuna City Hall 1 pm – 3 pm

**BYLAWS OF THE
KUNA ARTS COMMISSION
CITY OF KUNA, IDAHO**

**ARTICLE I.
INTRODUCTION**

Section 1. The City of Kuna, Idaho Resolution No. R89-2016 establishes the Kuna Arts Commission.

Section 2. The within bylaws have been adopted by the Kuna Arts Commission.

Section 3. Pursuant to City of Kuna, Idaho Resolution No. R89-2016, this board shall be known as the “Kuna Arts Commission”, hereinafter referred to as “Commission”.

Section 4. The purpose of these bylaws is to establish rules and procedures necessary to carry out the purpose and duties of this Commission, as set forth in City of Kuna, Idaho Resolution No. R89-2016.

**ARTICLE II.
PURPOSE**

Section 1. The Commission is established to serve in an advisory capacity and to make recommendations to the Kuna City Council on the following matters:

- A. The primary purposes of the Kuna Arts Commission shall be to promote, sustain, and cultivate public art through the display of art pieces throughout the City at selected public locations.
- B. The Commission shall promote art in many forms including but, not limited to; painting, photography, sculpture, dance, and music.
- C. The Commission shall review the conceptual design and placement of artwork; solicit public comment; and provide recommendations to the Kuna City Council on the design and location of artwork.
- D. The Commission shall make available all minutes and agendas
- E. The Commission shall also perform other duties as may be requested from time to time by the City Council.
- F. The Commission shall work collaboratively with other committees and groups to promote, sustain, and cultivate public art.

ARTICLE III.
MEMBERSHIP

Section 1. Membership. The Commission shall be comprised of three (3) voting members with an additional eight (8) Commission members as follows:

- A. All members shall be appointed by the City Council with recommendations from the sitting Kuna Arts Commissioners.
- B. All members shall serve without compensation.
- C. Members of the Commission shall serve two (2) year terms. The initial terms shall stagger with one half (1/2) of the commission members being appointed for 1 year and one half (1/2) of the commission members being appointed for 2 years.
- D. The Voting Members shall consist of the Chair, Vice Chair and Secretary. It is required the voting members consider with equal weight, all input of the larger Commission.

Section 2. Resignation. Resignations of members of the Commission shall be made in writing to the City Clerk who shall forward such resignation to the Commission Members. The resignation of Commission Members shall be effective immediately upon receipt and verification by the City Clerk's office.

Section 3. Vacancies. Vacancies on the Commission shall be filled by appointment by a majority of the City Council with recommendation from the sitting Commission members. Appointments which replace a vacancy for an incomplete term shall complete the remainder of said term.

Section 4. City Staff Liaison. A non-voting Staff Liaison provides the following support and assistance to the Commission. Additional duties are subject to approval by the department head based on budget and available resources.

- A. Ensure that the agenda is prepared and distributed on schedule.
- B. Post notice of meetings in the official posting places, City Hall, the City Website, and in any additional places designated by the Commission.
- C. Ensures that minutes are taken, posted, and submitted to the City Clerk for the City's permanent archives.
- D. Ensure that actions and activities of the Commission are consistent with policies and procedures of the City.
- E. Offer insights about City organization, policies, and efforts.
- F. Notify the Commission of events, meetings, or circumstances when the Staff Liaison is asked to speak on behalf of the Commission.

- G. Update the Commissions presence on the City Website.
- H. Act as point person for contact with other City liaisons, departments, or boards, unless otherwise delegated.
- I. Facilitate communication among members.
- J. Assist the Chair during the meeting, if necessary.

Section 5. Removal of a Member.

- A. Two (2) consecutive absences from Commission meetings within a period of one (1) year, shall constitute cause for the Executive Board to determine if a member will be removed from the Commission and a request will be made to the absent Commissioner for resignation.
- B. The Mayor or the Commission, with the consent of the Mayor and Commission, may remove a commissioner for inefficiency, neglect of duty, or misconduct but only after the commissioner has been made aware of the charges made by the Mayor against him and has had an opportunity to be heard in person or by counsel before the Commission. A recommendation will be made to City Council for approval of the action.

ARTICLE IV.
OFFICERS

Section 1. Officer Terms and Duties. The officers of the Commission shall be a Chair, Vice-Chair and Secretary. Officers shall serve one (1) year terms and may serve a maximum of two (2) consecutive terms in a single office. In addition, for an Executive Board which includes the Chair, Vice-Chair and Secretary to meet Mid-Month. All Commissioners need to attend a minimum of 8 meetings a year. There are no meetings the month of August.

- A. The Chair shall preside over all regular and special meetings of the Commission, and shall, subject to these Bylaws and rules of procedure, decide all points of procedure, unless otherwise directed by a majority of the members present at a particular meeting. The Chair shall serve as primary contact between the Commission and the City Staff Liaison.
- B. The Vice-Chair shall assume the duties and responsibilities of the Chair in the event the Chair is absent or unable to perform his/her duties.
- C. When both the Chair and Vice-Chair are absent, the members present shall select a member to preside over the meeting by consensus or by a majority vote.

Section 2. Elections. Officers shall be elected by a majority vote of the Commission at the first meeting of the calendar year. Nominations for an officer position require a second. A voice vote shall be taken to elect all officers. Officers shall be elected by a majority of members present.

Section 3. Vacancies of Officers. A vacancy in an officer position shall be filled by election at the next regular or special meeting of the Commission from the Commission members. Until such election, the Vice-Chair shall serve as acting Chair, if the Chair position is vacant. All officers elected to fill a vacant officer position shall serve until the next officer election.

ARTICLE V. **MEETINGS**

Section 1. Schedule. Meetings shall occur at least quarterly as determined by the Commission. Such determination includes the dates, time, and place of such meetings.

Section 2. Notice of Meetings. Meeting agendas shall be posted as notice of a meeting and in accordance with Kuna Municipal Code and Idaho law at designated posting places, City Hall, and the City's website. Notice of any regular or special meeting shall be posted in the designated posting places no less than 48 hours prior to the holding of such meeting, unless an emergency requires posting within 24 hours of the meeting time.

ARTICLE VI. **COMMISSION SUBCOMMITTEES**

Section 1. Special Committees. Special committees may be authorized and formed for special, limited purposes and to work on specific issues or projects as needed. A special committee shall serve only until the completion of its special, limited purpose. Recommendations of a special committee must be approved by the Commission before being officially adopted.

Section 2. Standing Committee. There shall be no standing committee of the Commission unless authorized by the Kuna City Council.

Section 3. Communications Outside of the Commission. Individuals shall not speak for the Commission without the City's and Commission's authorization and shall not make commitments on behalf of the City and Commission unless the Commission has formally approved such a commitment.

ARTICLE VII. **PUBLIC COMMITMENT**

Section 1. Commitment to the Public. Commissioners commit to the public to adhere to these bylaws and conduct themselves in a manner that is beneficial and productive and that does not reflect adversely on the City or community of Kuna.

ARTICLE VIII.
AMENDMENTS TO BYLAWS

Section 1. Amendments. These bylaws shall be reviewed as needed and proposed amendments shall be approved by an affirmative vote of no less than a majority of the total current members of the Commission. Copies of proposed amendments shall be provided to each member of the Commission at least 48 hours prior to the date of any regular or special meeting at which the bylaws amendment is on the agenda for consideration.

Approved this _____ day of _____.

Kuna Arts Commission Chair

Kuna Arts Commission Vice Chair

Kuna Arts Commission Secretary

Attested: Kuna City Staff