

Commission Members:

Chair - Catherine Seamons

Vice Chair - Ana Paz

Secretary – DebAnn Rippy

Allison Phythian

Cory Tanner

Jan Zarr

Kody Newton

Patrick Bochnak

Sharon Fisher

Teri Woods

Vacant

Vacant

City Staff:

Chris Engels

Jessica Reid



CITY OF KUNA

Kuna City Hall - Conference Room, 751 W 4th Street, Kuna, Idaho 83634

Kuna Arts Commission Meeting

AGENDA

Thursday February 14, 2019

5:45 pm – 6:45 pm

- 1. Call to Order, Chair Seamons**
- 2. Consideration to Approve Minutes:**
 - a) Kuna Arts Commission Meeting Minutes December 13, 2018**
 - b) Kuna Arts Commission Executive Meeting Minutes December 27, 2018**
 - c) Kuna Arts Commission Meeting Minutes January 10, 2019**
 - d) Kuna Arts Commission Executive Meeting Minutes January 24, 2019**
- 3. Update on Poetry in Public Places, Chair Seamons**
 - a) Presentation of Rough Draft Collage**
 - b) Discuss Approval of Poetry Sample by Commission with Intent to Send to City for Review**
- 4. Review Options to hold a No-Host “Meet & Greet for Kuna Friends of the Arts” Get-To-Know-You Activity, Vice Chair Paz**

Please notify city staff a minimum of 48 hours in advance and location. City will post the potential of a quorum of Commissioners but that no decisions will be made.

- 5. Discuss and set Executive Committee meeting time and place, Chair Seamons**

City staff will not be staffing second monthly lunch meeting.

- 6. Amend Bylaws, Chair Seamons**

- a) Review required steps of Bylaw changes listed below:**

- 1. Submit all changes on a schedule set by the Commission (annually, twice annually, quarterly etc.)**

2. Commission drafts final proposal and with a motion moves the Bylaws to the next step as well as encumbering the funds from the Arts Commission budget for the City Attorney review
3. City review and City Attorney review
4. Commission accepts or rejects any recommendations by City and/or City Attorney
5. Possible submission to Council for approval as determined by City and/or City Attorney
6. Commission to ratify (confirm) Bylaw changes and set effective date

b) Set date all proposed suggested changes to be submitted by Commissioners for Commission review

7. First Quarter To Do List, Chair Seamons

a) Items that need attention by March 30th

8. Adjourn:



- Commission Members:
Chair – Jan Allan Zarr
Vice Chair – Ana Paz
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 Sharon Fisher
 Kody Newton
 Teri Woods
 Cory Tanner
 DebAnn Rippy
 Patrick Bochnak
 Vacant
 Vacant
City Staff:
 Chris Engels
 Jessica Reid

CITY OF KUNA

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

**Kuna Arts Commission Meeting
MINUTES**

Thursday December 13, 2018

6:00 pm-7:00 pm

Council Chambers, Kuna City Hall, 751 W 4th Street

Open to the public

In Attendance:

*Commissioners – Jan Zarr, Ana Paz, Catherine Seamons, Patrick Bochnak, Kody Newton
City Staff – Chris Engels, Jessica Reid
Visitors – Bryan & Joe from Creative Wraps*

1. Consideration to Approve Minutes

- a. Executive Board Arts Commission Meeting Minutes November 22, 2018

Commission Chair Zarr moved to approve November 22, 2018 minutes. Seconded by Secretary Seamons. Motion carried 5-0.

2. Consideration of Official Name Badges for Committee Members

- a. Badges will need to have member information
- b. Headshot from each Commission Member required to print badges
- c. Can move to business cards and even individual name badges as money permits

Commissioner Bochnak motioned to approve moving forward with name badges. Seconded by Commission Chair Zarr. Motion carried 5-0.

3. Thank You letters for Donations with Tax Write Off Document

- a. Commission will give credit/recognition to businesses who have donated possibly by a panel at City Hall
- b. Commission may look at other ways to say Thank You for Sponsorship as well as how to promote proper representation for the donating businesses
- c. What other ways could the Commission generate Sponsorships

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- d. What is the best way to present the money trail accurately
 - i. City Clerk Engels notified the Commission of specific requirements that must be followed when it comes to Donations/Sponsorships
 - ii. The City will send an invoice once a Commissioner has submitted the form which Jessica will create
 - iii. Donation items must be picked up by a City Official
 - e. City Clerk Engels notified Commission that Commissioners cannot under any circumstance, promise money to anyone and cannot receive donations/monies on behalf of the City, these items must be processed through the City
 - f. Chair Zarr made suggestions for ways the Commission could generate Donations/Sponsorships
 - i. Day of Giving or Giving Tuesday type event
 - g. Secretary Seamons stated that the Commission needs to get information to the newspaper for projects. This could also be a way to get KAC introduced to the public on a broader spectrum
4. City Clerk Engels presented options for re-opening nominations on new Commission Chair position and explained the City's stance on the topic. After discussion, re-opening of the nominations for Commission Chair was abandoned
- a. An official vote for new Commission Chair was held, Commissioner Seamons was only nomination
- Chair Zarr motioned to make Commissioner Seamons the new Commission Chair effective January 1, 2019. Seconded by Commissioner Bochnak. Motion carried 5-0.**
- b. As Commission Secretary position will be vacated by Commissioner Seamons January 1, 2019, nominations for new Commission Secretary were opened.
 - i. Nominations will remain open until January 10, 2019. A vote will be made at the January 10, 2019 Kuna Arts Commission Meeting.
5. City Clerk Engels performed a review of the Holiday Artist and Crafter Show with Commission
- a. Event generated a revenue of \$556.61 based on the 80/20 split with Artist/Crafter.
 - b. Cookie Decorating Sales generated a revenue of \$31.00 which went directly to the Kuna Arts Commission

- c. The remaining 25 cookies were donated to Mayor Stear/Kuna Parks and Rec. These cookies were taken to a Special Ed Extended Resource Class where Mayor Stear and Kuna Parks and Rec staff assisted the children with decorating them.
- d. It was suggested that a donation jar be available at the event where people could donate towards Cookie Decorating thus making it possible for less fortunate children to participate in spite of financial abilities
- c. The question of Cash Receipting was raised; centralized check out could be continued or Artist/Crafter could be responsible for handling their own Cash Receipting.
 - i. Commissioners questioned how the Kuna Arts Commission would obtain the 80/20 split at the conclusion of the event if Artist/Crafter were responsible for their own Cash Receipting
 - ii. City Clerk Engels notified Commission that Artist/Crafter would still be required to perform a final check out with City staff
- d. City Clerk Engels stated that a Call for the upcoming Music on the Greenbelt event in June 2019 would be sent to the Artist/Crafters who were part of the Holiday Artist and Crafter Show in January 2019

6. Adjourn: 6:55 PM

Jan A Zarr, Chair

ATTEST:

Catherine Seamons, Secretary

Minutes prepared by Jessica Reid, Customer Service Specialist

Date Approved: January 10, 2019

Commission Members:Chair – Catherine SeamonsVice Chair – Ana PazSecretary – Vacant

Allison Phythian

Cory Tanner

DebAnn Rippy

Kody Newton

Patrick Bochnak

Sharon Fischer

Teri Woods

Vacant

City Staff:

Chris Engels

Jessica Reid

CITY OF KUNA

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

**Kuna Arts Commission Executive Board Meeting
MINUTES****Thursday December 27, 2018****12:00 pm-1:00 pm****Smoky Mountain Pizza 1011 N Meridian Road, Kuna, ID 83634**Open to the public – *no host lunch***In Attendance:***Commissioners – Secretary Catherine Seamons, Vice Chair Ana Paz, DebAnn Rippey, Patrick Bochnak and Sharon Fisher**City Staff – Chris Engels, Jessica Reid**Visitors – None in Attendance***1. Reviewed New Member Packet**

- a. Items to be added: annual event list, a blurb about the events history, website and Facebook page addresses, meeting schedule

2. Introduction of possible new Commission position

- a. Title suggestions: Internal Coordinator, Project Manager
- b. Should position be a voting member of Commission
- c. Person must be City approved
- d. Would be a go to Commission member to help City with events internally

3. Poetry Project

- a. Could be multi-level in presentation
 - i. Individual item for presentation to business for display
 - ii. Collage to present to larger venues, i.e. library, centers
 - iii. eBook for online purchase

- b. Poetry pieces will be original, no particular theme required, and must stay within Kuna Ars Commission guidelines
 - c. Could elaborate in future to include short stories, photography
 - d. Getting a Call put out for Poetry in January
 - e. Reveal project in March
4. Kuna Works! Kuna Life! Kuna Lives! Wall Art
- a. Discussion on aluminum vs steel durability and pricing
 - b. Need to gather more ideas to get into the portfolio for this project
5. City of Kuna Mailer
- a. Mailer went to the entire Kuna area
 - b. Kuna Arts Commission Meeting dates included on mailer
6. Commissioners need to submit headshots to Jessica at the City so that badges can be printed
7. Discussed items to add to January 10, 2019
8. Adjourn: 01:15 PM

Catherine Seamons, Chair

ATTEST:

Ana Paz, Vice Chair

*Minutes prepared by Jessica Reid, Customer Service Specialist
Date Approved: January 10, 2019*



- Commission Members:
Chair – Jan Allan Zarr
Vice Chair – Ana Paz
Secretary – Catherine Seamons
 Sharon Fisher
 Kody Newton
 Teri Woods
 Cory Tanner
 DebAnn Rippy
 Patrick Bochnak
 Vacant
 Vacant
City Staff:
 Chris Engels
 Jessica Reid

CITY OF KUNA

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

**Kuna Arts Commission Meeting
MINUTES**

Thursday January 10, 2019

6:00 pm-7:00 pm

Conference Room, Kuna City Hall, 751 W 4th Street

Open to the public

In Attendance:

Commissioners – Chair Seamons, Vice Chair Ana Paz, DebAnn Rippy, Sharon Fisher, Teri Woods
City Staff – Chris Engels, Jessica Reid
Visitors – None

1. Minutes approval tabled until a Special Meeting could be scheduled to address these items.
2. Voting on new Secretary tabled until a Special Meeting could be scheduled to address these items.
 - a. City Clerk Engels explained the compliance that must be followed regarding the posting of Agendas for a City sponsored Commission. She stated that due to the fact that the Agenda for the 01.10.2019 meeting was not posted 48 hours prior to the meeting; the Commission would not be able to address any items that needed approval or voting but that a Special Meeting could be held to address these items. The Commission understood and moved to Agenda items that were allowable.
3. Discussion of possible new position, Executive Board Coordinator
 - a. Position Name Ideas
 - i. Executive Board Coordinator
 - ii. Project Manager
 - b. Responsibilities/Duties
 - i. City liaison
 - ii. Community liaison
 - iii. Flyer distribution
 - iv. Runner
 - v. Would assign Commission members to certain duties/responsibilities pertaining to current projects by understanding an individual’s skill set

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- c. Chair Seamons presented that by assigning this position voting power, it could assist in creating a deeper commitment from the person.
 - d. Chair Seamons asked where the Commission members would want this position to live. After discussion, it was decided that the position would not have voting power as it would create a requirement for more voting members to be required in attendance and could thus create a hold up in moving items forward.
 - e. Commissioner Woods suggested that the number of projects this position took on was limited as to not overburden them and that a second person could be added under the title as more projects were taken on. Commissioner Fisher agreed and stated that she was not sure if the position required a title and asked what would make them different from other Commissioners.
 - f. City Clerk Engels explained that based on history, many commit to offering assistance but then flake out in the end. The person chosen for this position would be someone who had proven their commitment via regular meeting attendance, taking self-initiative, a willingness to go above and beyond without having to be encouraged to do so. This person would be a more effective, dedicated member and would look at the position as an opportunity to be more involved.
 - g. Commissioner Rippy proposed that a template of how event/project tasks in general should be performed and use that as a jumping off point to narrow down duties. Commissioner Rippy suggested that this item be added to a future Agenda.
 - h. Chair Seamons stated that as of now, the person could take a project, we could define duties individual to that project, see how the person handles the responsibility and see how the position evolves.
4. Chair Seamons presented some additional items to consider for the 2019 Holiday Artist & Crafter Show
- a. Brainstorm ideas for a larger venue as to bring in additional vendors and make the venue less cramped.
 - b. City Clerk Engels notified Commission that the results of a survey presented to the Artist & Crafters for the last three years showed that Centralized Check Out was preferred. City Clerk Engels also stated that Centralized Check Out may not occur next year due to it being very City staff heavy. Chair Seamons and City Clerk Engels agreed that this should be discussed further at a later date, March/April would be best.
 - c. City Clerk Engels stated that profits from this event would continue to be split between the Kuna Arts Commission and Downtown Revitalization Project; this event originated as a Downtown event & should stay as a Downtown event. She also stated

- that keeping it the same day as other holiday events happening makes it a destination event for the public.
5. Chair Seamons stated that work on the Kuna Works! Kuna Life! Kuna Lives! would be tabled until further notice. New entries would still be accepted but that any decisions would be withheld to a future time.

 6. Chair Seamons notified the Commission that any items that they want added to an Agenda must be turned in the Friday before the meeting. She also stated to please send in their ideas because she wants members to be heard.

 7. First Quarter To Do List was not discussed due to time constraints but will be addressed at a future meeting per Chair Seamons.

 8. Chair Seamons stated that she was volunteering to be the Project Manager for the Poetry project.
 - a. City Representative Reid stated that the call for Poetry had been distributed via email and the Commission Facebook page.

 - b. Chair Seamons said that she will be bringing a sample of a display idea for the poetry pieces.

 - c. Chair Seamons asked Representative Reid if she could create a visual presentation that explained what an eBook is, how you go about creating it and the benefits of it.

 9. Chair Seamons notified the Commission that she would like to publish Commission events, calls and notifications in the Kuna Melba News (KMN). The Commission would need to decide what they want to publish and how they would want it to look.
 - a. Chair Seamons stated that at a meeting she had with KMN, that they were interested on publishing pieces on local outreach organizations and other types of Committees/Commissions. Commissioners and City Representatives stated that it would be a great opportunity for the Commission.

 10. Miscellaneously discussed items not on Agenda.
 - a. Chair Seamons stated that she would love for Kuna to be a Christmas Light viewing destination in the way that Caldwell is. Chair Seamons and Vice Chair Paz suggested that instead of selling sections of the Kuna Greenbelt to be decorated that sections could instead be sponsored on a sliding scale. Sponsors could state preferences such as color or theme but that the final product would be brought to fruition by the Commission. Vice Chair Paz stated that she would consult with her light company to see if she could get

some pricing ideas as she has already been considering decorating Sandstone Plaza and connecting it with the Greenbelt.

- b. Vice Chair Paz stated that she had left over canvases and materials from Create N’ Sip events. City Clerk Engels suggested that the Commission use the canvases as a community art piece by putting them out at events and encouraging the public to add bits of their flare; at the end of Summer, the pieces could be displayed.

5. Adjourn: 7:00 PM

Catherine Seamons, Chair

ATTEST:

Ana Paz, Vice Chair

*Minutes prepared by Jessica Reid, Customer Service Specialist
Date Approved: January 17, 2019*

Commission Members:Chair – Catherine SeamonsVice Chair – Ana PazSecretary – DebAnn Rippy

Allison Phythian

Cory Tanner

Jan Zarr

Kody Newton

Patrick Bochnak

Sharon Fisher

Teri Woods

Vacant

City Staff:

Chris Engels

Jessica Reid

CITY OF KUNA

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

Kuna Arts Commission Special Meeting**MINUTES****Thursday January 24, 2019****12:00 pm-1:00 pm****Idaho Pizza Company****331 N Ave E, Kuna, ID 83634****Open to the public****In Attendance:***Commissioners – Vice Chair Paz, Secretary Rippy, Cory Tanner, Sharon Fisher**City Staff – Jessica Reid**Visitors – None*

1. Secretary Rippy presented a draft template form to be used when proposing new projects to Commission.

Commissioners agreed it would be helpful in organizing project tasks as well.

Commissioner Fisher suggested that form be made available in PDF form as well as making it and all other KAC documents available in Spanish.

Adoption of form tabled until next meeting pending review by Kuna City Clerk.

2. Discussion regarding the number of voting members added to the Executive Board.

Commissioners Fisher and Tanner, along with Vice Chair Paz, did not agree with the Chair not being part of a vote if the Executive Board was set up with 5 members.

Commissioner Tanner asked the Commissioners present to consider if they should push for a larger Executive Board of 5 members thus removing the City from being required to break a tie or to have a smaller board of 4 and defer to the City for a tie breaker.

Vice Chair Paz stated that the Commission has not had a tie vote since its beginning and that she feels like as it would be a rare if ever case that an Executive Board of 4 was the best option.

Commissioner Tanner suggested that the Commission increase the Executive Board to 4 as a trial period for 6 months. Should a tie occur within that time or if quorum becomes an issue, the subject can be revisited and the Executive Board increased to 5.

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Discussion on how business can be conducted with regard to amending Bylaws.

City Representative Reid stated that she thought it best to wait on accepting any suggested changes to the Bylaws until she could verify with the Kuna City Clerk that 4 Executive Members is acceptable. She will update the Commissioners accordingly.

Discussion on Section 5 of Bylaws: Removal of a Member. City Representative Reid suggested that the Commission review the current Bylaw and possibly rewrite it to be more specific to absences and the number which would cause review by the Commission to possibly remove a member.

3. City Representative Reid presented a draft of Kuna Arts Commission member badges.

Commissioner Tanner suggested that there be something that sets the voting members apart; possibly a different color on the badge or an accompanying ribbon.

Commissioner Fisher stated that a ribbon could be an unnecessary addition, City Representative Reid agreed stating that it would require an expenditure from the Commission budget. I was agreed to differentiate voting members using the resources currently available.

Discussion was had regarding the creation of a template, something with more artistic flair or something that represented the arts. Vice Chair Paz stated that she agreed as she did not want the Commission badges to too closely resemble City of Kuna employee badges. Vice Chair Paz also stated that she did not like the photos on the badge being round. City Representative Reid stated that she would draft a couple version templates and present them at a later date.

4. Discussion on miscellaneous item; Vice Chair Paz revisited the extra art supplies she was in possession of and asked when they could be moved from her residence. City Representative Reid stated that she would confirm with the Kuna City Clerk if they could be stored in the basement at City Hall pending future use.

5. Adjourn: 1:07 PM

Catherine Seamons, Chair

ATTEST:

DebAnn Rippy, Secretary

*Minutes prepared by Jessica Reid, Customer Service Specialist
Date Approved: February 14, 2019*

February 6, 2019

Secretary Rippy Proposed Changes to Bylaws of the Kuna Arts Commission City of Kuna, Idaho

Proposed changes to-
Article III Membership
Section 1
Membership

Amend by striking “three (3)” and replacing with “four (4)” to read:

The Commission shall be comprised of four (4) voting Commissioners (Executive Board) with an additional eight (8) Commissioners (Commissioners) as follows:

Proposed changes to-
Article III Membership
Section 1
F

Amend by striking the words “Vice Chair” and replacing with the words “1st Vice Chair and 2nd Vice Chair” to read:

The Executive Board shall consist of the Chair, 1st Vice Chair, 2nd Vice Chair and Secretary.

Proposed changes to-
Article III Membership
Section 1
G

Amend by striking the words “two (2)” and replacing with the words “three (3)” to read:

A quorum shall be present when three (3) or more Executive Board Commissioners are present. If a quorum is not present, the meeting shall be adjourned to the next regular meeting.

Proposed changes to-
Article IV Officers
Section 1
Officer Terms and Duties

Amend by striking the words “Vice Chair” and replacing with the words “1st Vice Chair and 2nd Vice Chair” to read:

The officers of the Commission shall be a Chair, 1st Vice Chair, 2nd 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, the Executive Board which includes the Chair, 1st Vice Chair, 2nd Vice Chair and Secretary will meet Mid-Month. All Commissioners need to attend a minimum of 8 meetings a year. There are no meetings in the month of August.

Proposed changes to

Article IV Officers

Section 1

B

Amend by striking the words "Vice Chair" and replacing with the words "1st Vice Chair" to read:

The 1st 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.

Proposed changes to

Article IV Officers

Section 1

C

Amend by striking this section as no quorum would be present with the absence of the Chair and 1st Vice Chair.

Proposed changes to

Article IV Officers

Section 3

Vacancies of Officers

Amend by striking the words "Vice Chair" and replacing with the words "1st Vice Chair" to read:

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 1st 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.