

Commission Members:

Chair – Catherine Seamons

Vice Chair – Cory Tanner

Secretary – DebAnn Rippy

Sharon Fisher

Teri Woods

City Staff:

Chris Engels

Jessica Reid



CITY OF KUNA

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

**Kuna Arts Commission Executive Meeting**

**MINUTES**

**Thursday September 26, 2019**

**5:45 PM – 6:45 PM**

**City of Kuna Conference Room**

**751 W 4<sup>th</sup> Street, Kuna, ID 83634**

**No host lunch**

**1. Call to Order and Roll Call**

**COMMISSION MEMBERS PRESENT:**

Chair Catherine Seamons

Secretary DebAnn Rippy

Commissioner Sharon Fisher - Absent

Commissioner Cory Tanner

Commissioner Teri Woods - Absent

**CITY STAFF PRESENT:**

Chris Engels, City Clerk

Jessica Reid, Clerk's Office

**FRIENDS OF THE COMMISSION PRESENT:**

Patrick Bochnak

**2. Minutes:**

- A. Kuna Arts Commission Regular Meeting Minutes September 12, 2019 **ACTION ITEM**

**Chair Seamons moved to table approval of the September 12, 2019 Regular Meeting Minutes until the next meeting on October 10, 2019. Seconded by Vice Chair Tanner. Motion carried 3-0-2.**

**3. Business:**

- A. Final vote on new Commission logo – Catherine Seamons, Chair **ACTION ITEM**

Chair Seamons reviewed the proposed new Arts Commission logo.

**Vice Chair Tanner moved to table approval of the new Arts Commission logo until the next meeting on October 10, 2019. Seconded by Chair Seamons. Motion carried 3-0-2.**

NOTICE: Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the City Clerk's Office at 922-5546. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 922-5546 at least forty-eight (48) hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting.

**B. Review of reworked Poetry Project business flyer – Sharon Fisher, Commissioner**  
**ACTION ITEM**

Chair Seamons reviewed the changes to the flyer with the Commission.

The Commission agreed with the changes.

Chris Engels, City Clerk, said the City would re-push the Poetry Project on their social media platforms in an attempt to bring in more poetry pieces to add to the project.

Chair Seamons suggested making a tear off version of the flyer that would provide the pertinent information available in a take-away form.

Vice Chair Tanner presented the possibility of creating a Mad Libs style chalkboard piece where the public could insert words into a pre-written poem.

**Chair Seamons moved to table approval of the Poetry Project business flyer until the next meeting on October 10, 2019. Seconded by Vice Chair Tanner. Motion carried 3-0-2.**

**C. Review of Light Walk and Bus Tour – Chris Engels, City Clerk**

Chris Engels, City Clerk, updated the Commission. Sign-ups to participate in the residential Christmas decorating contest would be November 30, 2019. A map would then be created based on the sign ups and an easy bus route would be chosen from the map. She said it would be a good idea for Commission members to drive the route to determine which locations would be best for drive by viewing or stopping and viewing. She explained J&M Sanitation stepped forward to sponsor the prizes for the residential Christmas light decorating contest associated with the Bus Tour. First, second, and third place would receive a flag banner and stand that could be displayed in their yards.

Chair Seamons asked how each house would be identified when it came to voting.

Ms. Engels answered each location would be assigned a number which would be indicated on the map and individuals would vote for that number. She stated the City would push the tour map on its social media platforms. She added that she believed the bus tour pick up and drop off location could be a wonderful opportunity to add a food and hot drink vendor. the Commission would need to decide if the usual \$20.00 buy in and 80/20 split on sales would be waived for this first year. Ms. Engels requested Jessica Reid, Customer Service Specialist, explain her proposed process for the bus tour.

Ms. Reid explained Bus Tour tickets would be available online with a total of 47 tickets for each run. The City Clerk's office would provide a check in packet for the volunteer running the tour. This packet would contain a list of names with number of tickets purchased, number of available tickets remaining, Christmas carol lyric cards, and any other information the Commission deemed necessary. The volunteer would check in each

person and provide them with a ticket that included the voting link, and the Christmas carol lyric card. If any person is not on the list, they can provide proof of purchase with their emailed receipt. If anyone wanted to attend the tour but had not purchased tickets, they could be directed to the link on the City of Kuna website and purchase them online then show the volunteer their proof of purchase receipt.

Chair Seamons asked about ticket pricing.

The Commission discussed different points regarding ticket pricing for adults and children.

Ms. Engels stated that children under 18 needed to be accompanied by an adult.

The Commission decided that tickets for children under 18 would be less than adult tickets.

**1. Vote on Light Walk participation fees – Chris Engels, City Clerk ACTION ITEM**

Chris Engels, City Clerk, explained Chair Seamons suggested a \$100.00 participation fee for the Light Walk with \$20.00 going to the City of Kuna to cover the costs of electricity and \$80.00 going to the Commission. She asked if the Commission was agreeable.

The Commission agreed.

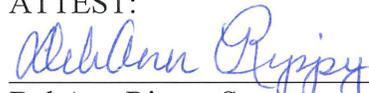
**Chair Seamons moved to approve the Light Walk participation fees. Seconded by Vice Chair Tanner. Motion carried 3-0-2.**

**5. Adjournment: 6:46 PM**



Catherine Seamons, Chair

ATTEST:

  
DebAnn Rippey, Secretary

*Minutes prepared by Jessica Reid, Customer Service Specialist  
Date Approved: October 24, 2019*