

# Public Arts Committee

## *Action Agenda*

June 7, 2017

The Fayette County Public Arts Committee met in an Official Meeting on June 7, 2017 at 7:17 p.m. in the Conference Room of the Fayette County Administrative Complex, 140 Stonewall Avenue, Fayetteville, Georgia.

**Committee Members Present:** Martha Akin  
Heather Cap  
Kate LaFoy  
Roger Sibaja  
Donna Thompson

**Committee Members Absent:** Rich Brown

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### **1. Call to order by Committee Chair Donna Thompson**

Donna Thompson called the meeting to order at 7:16 p.m. The Committee had to wait for the meeting room to be unlocked.

### **2. Acceptance of agenda.**

Kate LaFoy made motion to accept the agenda. Heather Cap seconded.  
Motion passed 5-0-0.

### **3. Approval of Minutes of May 15, 2017 meeting.**

Heather Cap made a motion to approve the minutes. Kate LaFoy seconded.  
Motion passed 5-0-0.

## **OLD BUSINESS**

### **4. Update and discussion on Resource List (Database).**

Heather Cap made motion to discuss. Kate LaFoy seconded.

Kate LaFoy said they gathered information at the last event and people did not seem intimidated by the form. She didn't get any negative responses. She felt it was a win. When asked if she was comfortable with the forms, Kate advised she was. Heather Cap asked if she had more of the forms and suggested taking them to the Balloons event and Picnic in the Park. Kate will share the forms with Heather. There was discussion on the importance of taking these forms to every event. No vote required.

### **5. Update and discussion on Concepts.**

Martha Akin made a motion to discuss. Roger Sibaja seconded.

**PopUps** - Donna Thompson asked Kate LaFoy if Robert Johnson had shared any information on this project and Kate said she had received nothing. Kate said Robert was going to share a Call to Artists. Kate said she would handle. There was discussion about a timeline and the PopUps

concept does not have any timeline at this point. Donna said part of the Call to Artists for this project can be used with the Database in case an opportunity comes up quickly there is a resource. Kate will write the Call and email to Donna.

No vote required.

## **6. Discussion on Scarecrows.**

Heather Cap called for motion to discuss. Martha Akin seconded.

Donna Thompson said that Jeff Mellin was leading the project. Jeff's vision was to change the way the project had been done in the past. Jeff wanted to take it to the Cities first. Donna said since Jeff resigned we need someone to take lead on the project. We also need to discuss if we want to move forward with taking it to the Cities first. Donna said she was asked what we are doing with this by one City. They said they do not have the time to manage the project, but if we wanted to use space in their City it was fine. She said their understanding was they were responsible for advertising, getting the people there, and being on-site for construction. Donna said we cannot expect the Cities to handle these responsibilities.

Heather Cap said she led the project last year, but cannot do it this year with her chalk project responsibilities. Heather said even though Jeff's idea was a neat one, we don't have the volunteer base to do that. Martha Akin agreed. Heather suggested going back to do it around the Fountain this year and look at marketing it better. Heather also suggested putting the Scarecrows up earlier so they are up all month.

Martha Akin said she would lead the project, but she will need some help with the timeline and what is done. Kate offered to help. Heather and Donna said they both have information from past years and they will share. Heather said last year a judge came from outside the County to judge and while Committee members could participate, they were not eligible for prizes.

Donna said she would like to see more businesses participate as she has seen in other communities. Kate asked if there was a fee to participate and Heather said there was no fee. There was discussion on how to market the event. Martha suggested visiting businesses and contacting the schools.

Donna recapped what was approved with the project and the awards were 1st place - \$200; 2nd place - \$100 and 3rd place - \$75. Martha asked if there was a flyer from last year and Donna said there was a postcard and flyer used last year and she will forward. Donna will reserve the space with Joyce. Heather suggested having people start up front, close to the road, so they are more visible. There was discussion on who to contact such as businesses, the Cities and the libraries. Kate asked about donations from businesses and Roger Sibaja suggested finding out what we can or cannot accept from businesses.

Heather made a motion to change the Scarecrow format back to the original with Martha Akin taking the lead. Martha Akin seconded. There was discussion on a date on the set-up. The date for set-up will be October 7-8.

Heather Cap amended her motion to include set up date of October 7-8. Martha Akin amended her second. Motion approved, 5-0-0.

## **NEW BUSINESS**

### **6. Discussion on Survey.**

Kate LaFoy made motion to discuss. Heather Cap seconded.

Martha Akin said she had a thought after a meeting about doing a survey of the community and asking their thoughts on public art. She mentioned using SurveyMonkey. Donna Thompson said the only survey she was aware of was one done by Fayette Vision several years ago.

Martha said she was thinking about 3-4 targeted questions about public art - what you want to see. She suggested sharing the link on the community pages. Donna said we would need to look at potential costs for SurveyMonkey. Donna also said she has a list of questions used by another community when a marketing firm led their efforts in the arts. Roger Sibaja suggested a press release to advise people about the survey. Heather suggested getting the Cities to help share the survey along with the community social media pages. Donna suggested adding something to the survey to gather information on demographics. There was discussion on different ways to gather information via surveys, such as social media surveys, along with people sharing with others.

Martha will research how we can use SurveyMonkey. Donna will share information she has from the other city's survey.

No vote required.

### **7. Discussion on FCPAC Website.**

Roger Sibaja called for motion to discuss. Heather Cap seconded.

Roger Sibaja asked what the procedures are for the website and what we can do. He suggested we could get forms on the site. He requested to find out more about the website, what we can do with it, what the procedures are, what the turnaround time is, who the contact person is.

Donna Thompson said Tameca White is our point of contact and the process would be to come through the Committee for approval. Donna said there is a third-party who works on our website and there would be charges for any major additions or revisions to the site. Roger asked if Tameca would know how the contract was written with the third party. Donna asked if Roger had something specific in mind. Roger asked to confirm that the County has a contract with them. Donna said there is some type of agreement as a vendor. Roger said if there is a contract there is also a representative who would know the details. He said if we want to do a survey it can be done through the website.

There was discussion about what methods have been used in the past to share information and the website was not the first source. Donna said there has only been one contact made by looking at the website and emailing, all other has come via email only.

Roger said we had talked about increasing visibility and awareness, like putting out forms that have the website name. He wants to know what we could do with the website to promote events. Donna said that the forms are sending people to the email to submit forms and referenced chalk

and scarecrows. Roger said he envisioned a calendar of events on the site where it is a place for people to go when it has to do with art in Fayette County.

There was discussion about how the website was set up and how useable it is. Heather suggested putting chalk and scarecrows on the website, but still wants to send the forms through email. Kate thought a calendar of events would be good so if someone went to the site to see Chalk, they would also see we have a Scarecrow event coming up. Kate suggested Roger put together a list of items that might be possibilities for the website.

Donna said that press releases, photos and videos can be put on the site, but part of the problem is no one has taken responsibility to submit it.

Donna will talk to Tameca about the guidelines for the website. Roger will put together a list of items that could be put on the website.

No vote required.

#### **8. Discussion of Meeting Schedule.**

Martha Akin called for motion to discuss. Roger Sibaja seconded.

Roger Sibaja said that when the Committee first began we decided to do two meetings a month and we were going to review it in the future. He wanted to bring it back up to see if we still wanted to do twice a month or if we could move to once a month. He said with our problems with quorum issues he thought with the more meetings you have, the less people will try to make it, and said it is easier for him to block one day instead of two and he is more likely to make certain he attends if it is one day a month.

Heather Cap mentioned that our quorum has changed as of last night and the quorum is now 4 and our membership is 7. She said she didn't have a problem with two meetings a month and that sometimes things come up that need to be discussed and decided on. There was discussion about the two-step approval process and how it would be impacted negatively if there was only one meeting along with other methods of how we can communicate. Roger suggested communication via email after meetings. Donna said those updates need to happen in the meetings.

There was discussion about the Minutes containing points of what had been done, but they are not distributed until time for the next meeting. Donna shared that the Action Agenda has to be completed within 48 hours of the meeting and it is posted to the website.

Donna shared one other example regarding the importance of discussions and updates within the meeting. She received an inquiry about 160 birdhouse kits being provided for a summer camp. She was not aware of any past discussions with this group or any commitments being made. She explained how the project was set up for decorating and registering and not for building.

Roger Sibaja made a motion to change the meeting schedule to once a month. Heather Cap seconded.

Motion was not approved. 1-4-0

**OTHER BUSINESS**

Martha Akin made motion to discuss. Heather Cap seconded.

**9. Volunteer Opportunities.**

**Balloons over Fayette**

Event is June 17.

Heather Cap and Donna Thompson will handle event.

**Picnic in the Park**

Heather Cap mentioned "Picnic in the Park" on Tuesday, June 13, 11a-3p, and we will be doing rock painting and coloring with grid walls to exhibit. Heather Cap and Donna Thompson will work.

**Travel Schedules**

Heather Cap brought up travel schedules and meetings. There was a discussion.

Martha Akin made a motion to cancel the July 5 meeting. Heather Cap seconded.

Motion passed, 5-0-0

Donna Thompson will advise Tameca White of cancellation.

**Question:**

Roger Sibaja asked about our quorum. Donna confirmed it is now 7 members with a quorum of 4. They will fill the last open position. Heather is being nominated along with another person and that should go for approval with the Commissioners at the next BOC meeting. Roger asked about the status of Rich Brown. No one has heard from him.

**Question:**

Kate LaFoy asked about the approval for the Data Collection. Donna said she thought the forms should be attached to the Concept Approval.

Kate LaFoy made a motion that we put the Database form in for a Concept Approval. Heather Cap seconded.

Motion approved, 5-0-0

**Next Meeting**

Donna Thompson said the next meeting is Wednesday, June 19.

**Adjournment**

Heather Cap called for motion to adjourn. Martha Akin seconded.

Motion passed 6-0-0. Meeting adjourned 8:45pm.