

# Public Arts Committee

## *Minutes*

June 19, 2017

The Fayette County Public Arts Committee met in an Official Meeting on June 19, 2017 at 7:08 p.m. in the Conference Room of the Fayette County Administrative Complex, 140 Stonewall Avenue, Fayetteville, Georgia.

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

**Committee Members Absent:** Martha Akin

**Guests** Carolyn Cruse

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### **1. Call to order by County Clerk, Tameca White.**

Tameca White called the meeting to order at 7:08 p.m.

### **2. Nomination and appointment of Public Art Committee Chairman.**

Heather Cap made motion to open the floor for nominations. Kate LaFoy seconded.

Motion to open the floor for nominations passed 4-0-0.

Heather Cap nominated Donna Thompson to continue as Chairman for the next year.

There were no other nominations.

Kate LaFoy made a motion to close the floor. Heather Cap seconded.

Motion to close the floor for nominations passed 4-0-0.

Motion to approve Donna Thompson as Chairman.

Kate LaFoy made a motion to approve Donna Thompson as Chairman. Heather Cap seconded.

Motion passed 4-0-0.

Turned floor over to Donna Thompson.

### **3. Nomination and appointment of Public Art Committee Vice Chairman.**

Heather Cap made motion to open the floor for nominations. Kate LaFoy seconded.

Motion to open the floor for nominations passed 4-0-0.

Kate LaFoy nominated Heather Cap to continue as Vice Chairman. Roger Sibaja seconded.

There were no other nominations.

Motion to close the floor and approve Heather Cap as Vice Chairman.

Kate LaFoy made a motion to approve Heather Cap as Vice Chairman. Roger Sibaja seconded.

Motion passed 4-0-0.

### **4. Nomination and appointment of Public Art Committee Secretary.**

Heather Cap made motion to open the floor for nominations. Kate LaFoy seconded.

Motion to open the floor for nominations passed 4-0-0.

Heather Cap nominated Kate LaFoy as Secretary. Roger Sibaja seconded.

There were no other nominations.

Motion to close the floor and approve Kate LaFoy as Secretary.

Heather Cap made a motion to approve Kate LaFoy as Secretary. Roger Sibaja seconded.

Motion passed 4-0-0.

**5. Acceptance of Agenda**

Heather Cap made motion to accept agenda. Kate LaFoy seconded.  
Motion passed 4-0-0.

**6. Approval of Minutes of June 7, 2017 meeting.**

Kate LaFoy made a motion to approve the minutes. Heather Cap seconded.  
Motion passed 4-0-0.

**OLD BUSINESS**

**7. Update and discussion on FCPAC Website.**

Heather Cap made motion to discuss. Roger Sibaja seconded.

Donna Thompson asked if everyone saw Roger Sibaja's email sent this afternoon. Donna said Roger mentioned internal procedures and costs and turnaround time for calendar, contact us (email to Chair or everyone), email subscription (newsletter), feedback forms, surveys. Donna advised there is a "fcpac" email on the website and she monitors that email. In the past the email was used for applications to scarecrows or chalk. Heather Cap said there is no form on the site.

Donna provided a recap from a meeting with Tameca White concerning the website. The County website is being redesigned. She said they will continue to post agendas/minutes, but no major additions or changes will be done. Donna said when they get the new website up we will be able add to it, but all posts will need approval from Tameca.

Roger Sibaja wanted to know about the process; if we are to bring it to the Committee or go straight to Tameca. Donna said that the Committee needs to be aware. There was discussion about how to send items to be added to the agenda so members will be able to review prior to the meeting.

Donna Thompson said that the website is for the purpose of the Committee and its projects. Roger Sibaja said people would ask and it was hard to explain that we are the Arts Committee but we don't promote events that are art. Donna said that we are a Public Arts Committee and funded by the County and the website is for our projects. She will advise when the redesign is complete. There was discussion that it's best to go ahead and get foundation work done with the website when it becomes active. Donna also said specific to collecting information, Tameca White advised we need to be specific for the purpose we are collecting the information and we cannot use it for any other purpose. She also said the Secretary could collect and manage that data as well as distribute to that list. Kate LaFoy reviewed her forms for the database project and she has a statement of use on the form. Kate agreed to maintain and distribute the information.

No vote required.

**8. Update and discussion on Concepts.**

Kate LaFoy made a motion to discuss. Heather Cap seconded.

**PopUps -**

Kate LaFoy provided an initial proposal for these events. She thought the next step is to propose five initial events and present each one having one of the five senses - taste, sight, touch, smell, hearing. The marketing would be social media, flyers and signs with time and place. She said we would

coordinate the event on-site. Kate questioned if we need to have locations selected prior to approval. The discussion resulted in making reservations for spaces ahead of time when we can. Heather Cap suggested reserving the space as early as possible since there are limited spaces for an event like this. The discussion continued with what information and requests need to be included in the Call to Artists and press release. Kate said she plans to require a submission from the artist of either a video of their performance or photos of their artwork along with a statement of what they would do if featured. Heather said we need to state that we are selecting the space and the artist has no input for location, date, time. She also said we need to include something about last minute cancellations. There was discussion about the variables with either performance or visual artists, and how the visual artist would display. Donna Thompson said we will also need to consider a liability statement with the application and we will need to investigate that going forward. Kate suggested that each artist would receive a contract.

Kate shared how they pay artists for other events she has worked. There was discussion about various levels of skill for artists and how to classify them. The consensus was to pay all artists the same. There was also discussion concerning how to promote the Call to Artists and the various ways that could be accomplished. Kate said she thought for this initial five senses theme we should pay the artists. Heather agreed. Kate suggested up to four artists per event at \$150 and the consensus was we are hiring these artists to perform. There was discussion regarding the selection process and how the final approvals would be made. Donna will inquire as to how the approval process should go for the different aspects of the project.

Kate will handle application and Call to Artists along with artist contract. Donna will put this on the next agenda.

No vote required.

#### **9. Update and Discussion on Lecture Series.**

Heather Cap called for motion to discuss. Kate LaFoy seconded.

Donna Thompson provided an update on the lecture series. There is a person she has identified for the talk on education and the arts. She will send a note to Chris Snell at the Fayette County Public Library and get a date in September.

Donna said the other topics the group had discussed was the importance of public art, an artist that does public art and theater. There was discussion regarding who would be good potential lecturers for each subject. Heather and Kate had contacts that they will share with Donna. Donna will follow-up with these potential lecturers and provide an update at the next meeting.

No vote required.

#### **10. Update and discussion on Lanterns.**

Kate LaFoy called for motion to discuss. Heather Cap seconded.

Donna Thompson said the group who organizes the event on the Beltline offers a workshop that covers how to organize a lantern event, how to teach a workshop on building a lantern and resources. Donna thought there may be a sponsor who will pay the fee for the workshop, but that is not confirmed. Donna shared information on a recent parade held in Duluth and how they organized the

event and how well it was attended. She said there are a couple of opportunities such as the Fayetteville Christmas Parade and a proposed event for Halloween. We could host workshops to teach others how to make their lanterns and then participate in the event. Donna will confirm we have a sponsor for the workshop and asked who would want to participate in the workshop and then teach/lead workshops in the community. Heather Cap said she wants to participate. Donna will bring this back at the next meeting.

No vote required.

## **NEW BUSINESS**

### **11. Discussion on Project Ideas.**

Kate LaFoy made motion to discuss. Heather Cap seconded.

Donna Thompson said we are getting established with some projects now - Chalk Art with Heather, Lectures with Donna, hopefully Lanterns with Donna, Database and PopUps with Kate, Southern Conservation Trust with Donna. She also mentioned Earth Day with Heather, Balloons with Donna and Scarecrows with Martha. Heather said she would like to do Earth Day again and also thought Balloons went well and should be done again. Heather did mention that we need more volunteers.

Donna said the only project that does not have anyone assigned to it is Birdhouses and we have been questioned about the status of this project. Roger Sibaja asked if that meant registering them. Donna said it was managing the whole project. Heather Cap said that the original project included painting and we could bring that back. Heather and Donna both said they could not take additional projects. Roger Sibaja said he was not volunteering and could not put anything else on his plate. Donna said she will put this off until the next meeting. She also suggested holding off on new project ideas until the next meeting to include the other members.

No vote required.

### **12. Discussion of Other Business.**

Heather Cap called for motion to discuss. Kate LaFoy seconded.

#### **Volunteer Opportunities:**

Donna Thompson said since we do not have a list of volunteers built yet, she wanted to let everyone know the dates of our upcoming projects because it can't be the same people all the time. Scarecrow set-up is October 7-8. Chalk Art in Fayetteville is October 21. Market Day Trick or Treat is October 28. Heather Cap, Kate LaFoy and Donna said they would work all three events. Roger said he would work Scarecrows. Donna will bring this back up at the next meeting for those not here tonight.

No vote required.

#### **Committee Status**

Donna Thompson said the Committee has one open position, vacated by Rich Brown. The Board will seat a Selection Committee and advertise the position.

#### **New Banner**

Heather Cap said she thought we should be consistent with what we take to each event as representatives of the Committee. She mentioned taking the banner, postcards, any flyers we have,

sign-up sheets, etc. Heather said she would like use some of the photos from our projects, like the Scarecrows, Chalk, Earth Day mural - some of the more current projects we have done.

Heather said she has some photos that can be used. Donna Thompson said she will help with creating the mock-ups for review.

Heather Cap made a motion that we get a new banner. Roger Sibaja seconded.

Motion passed 4-0-0

Heather will send photos to Donna. Heather also suggested having everything previously mentioned in one bin, including the first aid kit, baby wipes, etc. There are also the erasable sandwich boards. We will purchase a bin and put everything in one bin.

Donna Thompson asked if Heather was satisfied with the location for the Balloons event. Heather said yes. There was discussion on people not finding our chalk location. Donna suggested signage pointing to the chalk and Heather said they have the yard signs for chalk. Kate suggested marking a path to the chalk area in chalk.

### **Next Meeting**

Donna Thompson said the next meeting is Monday, July 17. The Wednesday, July 5 meeting was cancelled.

### **Adjournment**

Heather Cap called for motion to adjourn. Kate LaFoy seconded.

Motion passed 4-0-0. Meeting adjourned 8:43pm.

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Donna Thompson, Chair  
Fayette County Public Arts Committee