

# Public Arts Committee

## *Minutes*

October 4, 2017

The Fayette County Public Arts Committee met in an Official Meeting on October 4, 2017 at 7:03p.m. in the Conference Room of the Fayette County Administrative Complex, 140 Stonewall Avenue, Fayetteville, Georgia.

**Committee Members Present:** Martha Akin Heidi Danis  
Heather Cap Roger Sibaja  
Donna Thompson

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

Donna Thompson called the meeting to order at 7:03 p.m.

### **2. Acceptance of Agenda**

Heidi Danis made motion to accept agenda. Heather Cap seconded.

Motion passed 5-0-0.

### **3. Approval of Minutes of September 6, 2017 meeting.**

Martha Akin made a motion to approve the minutes. Heather Cap seconded.

Motion passed 5-0-0.

## **OLD BUSINESS**

### **4. Update and Discussion on PopUps.**

Heidi Danis made motion to update and discuss PopUps. Roger Sibaja seconded.

Heidi Danis met with Roger Sibaja and Charlene Sibaja joined them. Charlene is going to be a volunteer with three or four others who have agreed to volunteer. They developed a simple format for each of the events; nothing is confirmed, but it gives them something to work with. They are looking at September, October, April and March. She will have her draft notes typed up by the next meeting to review. Roger said they discussed having some marketing cards to help with promotion and a banner to bring visibility. Roger thought a generic banner might be useful. Donna Thompson said it was included in the budget to have marketing materials and Heidi confirmed.

Donna Thompson asked if they were identifying artists. Heidi said they were formatting what things were happening and she didn't have any artists identified. Donna said that the Artist Application will be used for a public call to get artists to respond. Heidi asked if the Application had gone out and were there any responses. Donna said nothing had gone out yet. Heidi asked if she could send it out. Donna said no since the budget has not yet been approved. Heidi asked if the Application was approved. Donna said the Application is with the attorney, but has not yet been approved. Donna will find out the status of the attorney's review of the document.

Heidi may make some minor revisions on the overview document and will share those. Heidi asked about the budget approval and Donna said she is re-submitting that for the October 26 meeting.

Heidi asked if the Database forms were updated with a Committee email and Donna said she has the forms updated and will bring copies for everyone. Heidi asked if these forms will be at our events and Donna said yes. Roger said he went to Tyrone to see about their 2018 calendar and what they could piggyback on and Tyrone does not have anything confirmed yet.

Donna Thompson brought up an email sent to her by Heidi that referenced a 'committee' being formed for the PopUps. Heidi said she and Roger were co-chairs, but she didn't know how to identify this group they are heading up. Donna explained that at the very first meeting of the committee they had asked how work could be done on projects. It was explained by the attorney that if we form a group to work on project within the arts committee it is looked at as a sub-committee and has to follow the same procedures. Donna said she is going to have someone from County present to our Committee again after our new member is added. There was a discussion of what is required such as publishing meeting dates, agendas and minutes. Donna said that we were told our planning should take place in our meetings and then we make recommendations to the Board.

Heidi had a question about volunteers. Heather Cap clarified a volunteer's role with the example of chalk event volunteers and how they come to the event and help do tasks at the event, but they are not part of the decision-making process. Heather explained when you include volunteers in meetings when decisions are made it is different from telling them what tasks they need to do at the event.

No vote required.

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

Martha Akin made a motion to discuss Scarecrows. Heather Cap seconded.

Martha Akin said she will get the shredded paper from Tameca. There was a discussion about how much paper they have held for us and how much was needed. She will also get a key for restroom access. Heather explained where our supplies are and discussed what supplies we have. There was discussion about where the event had been marketed. Heather was on The Bear and distributed flyers at numerous places. Donna sent emails with the information to various departments at the County and cities along with the Chamber, PTC CVB and others. There was a discussion about the potential for rain and volunteer schedules. Donna gave Martha the entry forms that came in through the FCPAC email. She said we need to count the poles and see if we have enough.

No vote required.

#### **6. Update and Discussion on Survey.**

Heidi Danis made motion to discuss Survey. Martha Akin seconded.

One survey question was posted on social media. Heather Cap discussed which items were more popular. Donna Thompson said she is going to look for more detail on the Jotform, but there are concerns for setting up an account. There was discussion about whether people want to respond anonymously, which might prevent them from responding on social media.

No vote required.

## **7. Discussion on Chalk.**

Heather Cap made a motion to discuss chalk. Martha Akin seconded.

Heather Cap shared how to get information on the Bear radio. She has the contact information. They will share information throughout the week on community projects. Heather said she needs volunteers for the event on October 21. She needs at least one person to staff the table and handout information and talk to people about our other events.

No vote required.

## **NEW BUSINESS**

### **8. Discussion on New Project Ideas.**

Martha Akin made a motion to discuss new project ideas. Heather Cap seconded.

Donna Thompson said County Parks and Recreation asked us to participate in an event on December 2 called the Candy Cane Hunt. She said they asked if we could do something like a decorative letter to Santa, cut snowflakes or make ornaments. Donna asked for ideas and discussion. Heidi Danis said she can help in advance but cannot help that day. Donna asked if anyone could help. Roger Sibaja said no. Martha Akin has another event, but will check timing. Donna said they are looking at 500 participants. Heather Cap asked if we could do a selfie station. She said you could put it on plywood flat or muslin flat and it could be 4x8. Donna asked the members to think on this project and be prepared to discuss at the next meeting.

No vote required.

Donna also mentioned the Balloons event and asked for everyone to think of ideas. She confirmed that the Balloons over Fayette event is scheduled for June 9, 2018. There was discussion about lanterns at the event and the possibility of using prepared kits at the event.

No vote required.

Donna provided an update on painting utility boxes. She said there is approval to do one near a traffic light, but it must be a wrap. There was discussion on how the wrap would be applied. Heather suggested talking to an artist who had painted a box.

No vote required.

## **OTHER BUSINESS**

### **9. Other Business**

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

### **9. Marketing and Promotion of Projects**

#### **Ways to Market**

Donna Thompson said she had listed the locations members had visited for Scarecrows and asked for other ideas to get information out. Martha Akin said she likes the idea of the zone marketing. Heidi Danis asked for a list of who is doing what. Donna will get that to everyone. Roger Sibaja suggested having a booth at Shakerag and Founders Day. He also mentioned the electronic sign in front of Starrs Mill High School. He said there is a sign in Peachtree City at 54/74. Heidi asked about the school board. Donna said we have a list of contacts there. Heidi asked if volunteers can help

with emailing to our list. Heather said we have stated the list will not be shared. Donna clarified that if you have a list of friends you want to send to, it is ok to share information on events. No vote required.

### **10. Volunteer Opportunities**

Donna Thompson reviewed the upcoming events where volunteers are needed. Scarecrow set-up is scheduled. The next event is October 28 Market Day. Heather Cap reminded everyone that is where we announce the Scarecrow winners. Roger Sibaja is not available. Martha Akin has a conflict. Heidi will take 10a-2p and Heather will take 1p-5p. Donna will work all day. Trick or Treat is 3:30p-4:00p.

### **Next Meeting**

Donna Thompson said the next meeting is Monday, October 16.

### **Adjournment**

Heather Cap called for motion to adjourn. Heidi Danis seconded. Motion passed 5-0-0. Meeting adjourned 9:00pm.

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Donna Thompson, Chair  
Fayette County Public Arts Committee