



## *Action Agenda*

Public Arts Committee  
December 7, 2016  
7:00 P.M.

The Fayette County Public Arts Committee met in an Official Meeting on December 7, 2016 at 7:00 p.m. in the Conference Room of the Fayette County Administrative Complex, 140 Stonewall Avenue, Fayetteville, Georgia.

**Committee Members Present:** Heather Cap  
Charlie Cave  
Robert Johnson  
Jeff Mellin  
Samuel Patton  
Roger Sibaja  
Donna Thompson

**Committee Members Absent:** Rich Brown

**Guests:** Rani Rathburn  
John Hall  
Mitch Bowman

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

Donna Thompson called the meeting to order at 7:00 p.m.

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

Robert Johnson made motion to accept the agenda. Jeff Mellin seconded.  
Motion passed 7-0-0.

### **3. Approval of Minutes of November 2, 2016 meeting.**

Heather made a motion to approve the minutes. Roger Sibaja seconded.  
Motion passed 6-0-1, Sam Patton abstained/absent at last meeting.

**4. Appointment of a Vice Chairman for the Public Arts Committee.**

Donna Thompson called for nominations for Vice Chair.

Jeff Mellin nominated Heather Cap. There were no other nominations.

Charlie Cave motioned to close nominations. Sam Patton seconded.

Charlie Cave asked for clarification of who resigned. Donna Thompson advised that Tina Brown, Donna Rosser and Vicki Turner had resigned. She said copies of the resignation letters were sent to each member and if anyone did not receive, copies could be provided.

Heather Cap was approved as Vice Chair, 7-0-0.

Donna Thompson asked if anyone wanted to handle the duties of Secretary. There were no volunteers. Donna Thompson will handle duties of Secretary. Robert Johnson will assist with reviewing transcribed Minutes.

Approved 7-0-0

Jeff Mellin asked who the Minutes were shared with and suggested that the City Managers should receive a copy. Donna Thompson said the Minutes are public and posted to the website. She also stated she would forward a summary of the Minutes to key contacts in the County.

**5. Guest Presentation.**

Rani Rathburn, Department Head of Fayette County Animal Shelter.

Ms. Rathburn shared the plans for renovations at the Shelter. They will get new siding on the building and the color will be blue. It is anticipated these renovations will be in January/February, 2017. She also shared her thoughts on art for the exterior of the building. She has seen some cutouts of animals that are whimsical and fun and thought they might improve the exterior appearance. There was discussion as to how the cutouts could be done and the types of materials that might be suitable. There was also discussion about other ways to partner art or art events at the Shelter that would benefit the Shelter. These events could be used to bring more visitors to the Shelter.

Heather Cap made motion to submit Concept Approval to the Commissioners to develop art for the exterior of the building and to develop art programs and events at the Shelter. Roger Sibaja seconded.

Motion passed - 7-0-0.

**OLD BUSINESS**

**6. Discuss Animal Shelter project.**

Sam Patton made motion to skip this discussion as the Committee discussed the Animal Shelter project during the Guest Presentation with Rani Rathburn. Heather Cap seconded.

Motion passed 7-0-0.

## **7. Finalize Birdhouse project details and preparation for public launch.**

Jeff Mellin made motion to open discussion. Heather Cap seconded.

Donna Thompson reviewed a list of action items for this project that had not been finalized. There was discussion on each item, with action plan determined.

Guidelines - a one-page Guideline was presented. Committee reviewed and approved. Robert Johnson suggested placing social media icon on Guidelines if there is a corresponding account. Donna Thompson said there is a Facebook page. She will add icon to the Guidelines

Tags - there is another tag that was identified that could be used. It is a small metal tag, flat, about 0.75x1.5 inches with an adhesive. It is a lower cost than the round tag with chain. The tag was discussed. Robert Johnson suggested adding the hashtag #MyFayetteBirdhouse to the tag. Donna Thompson will check to see if there is additional cost, if not, the hashtag will be added. After discussion it was determined the color will be green and 500 quantity will be ordered.

Registration - There was discussion about having a major launch event. Tyrone wants to have a birdhouse event in February.

Database - A form for use with the database was presented for review. Roger Sibaja suggested the form be done in Google Docs and then participating venues can upload the registrants into the database. This will streamline the process.

Postcard - Earlier there had been discussion of having a postcard. It was determined the Guidelines were sufficient, no postcard needed.

Certificate of Occupancy - This item is already completed.

Volunteers - Jeff Mellin has made contact with 4H, Extension Office, Tyrone, Fayetteville, and Fayette County.

Jeff Mellin agreed to lead the project and Heather Cap will assist. (Original project manager resigned from Committee.)

Heather Cap moved to close discussion on Birdhouses. Jeff Mellin seconded.  
Motion passed 7-0-0

## **8. Consideration of adoption of draft ByLaws.**

Jeff Mellin called for motion to discuss. Heather Cap seconded.

Donna Thompson stated that the highlighted areas of the ByLaws were the only additions that had been made. The highlights represent the addition of the Mission, Vision and Purpose, as well as the section on Attendance.

Roger Sibaja questioned the word “strive” in the Mission, Vision and Purpose (first sentence). He suggested it should be removed. Everyone agreed.

There were no changes for the section on Attendance.

Donna Thompson said the ByLaws would be sent to the County Attorney for review and then to the Board of Commissioners for final approval.

Roger Sibaja made a motion to approve the ByLaws with the noted change (Article II - Purpose — remove “to strive” from Mission statement.). Robert Johnson seconded.  
Motion passed 7-0-0

## **NEW BUSINESS**

### **9. Discuss Chalk Art projects for 2017.**

Heather Cap made motion to open discussion. Jeff Mellin seconded.

Heather Cap provided a handout of general information, entry and guidelines from the last Chalk event. She said they are going to change the banner so it reflects photographs that were made at the event in Fayette. Photos from the event were shared with members via Dropbox. She wants to use the same location, Lee Street in Fayetteville. They are currently looking at two dates, April 22-23, May 6-7. She will get with the County to see exactly what is in the existing stock for the Chalk event.

Tameca White suggested checking first with Fayetteville to make certain dates were available. There is one other location in a nearby parking lot and it is also managed by Fayetteville. Heather Cap will check on dates.

Heather Cap will change dates on the forms. As soon as a date is confirmed she will share with Georgia Chalk Artists Guild. They will likely change the guidelines to reflect prohibiting the use of paper towels to spread the chalk. She is also looking at the potential to allow tempera paint, water soluble, as the base to prep the surface for the chalk. She will discuss this with Fayetteville representative.

She stressed the need for more volunteers this year.

Heather Cap made motion to close discussion. Jeff Mellin seconded.  
Motion passed 6-0-1 (Sam Patton stepped out.)

### **10. Consideration to approve the 2017 Public Arts Committee Meeting Schedule.**

Heather Cap made motion to discuss. Robert Johnson seconded.

Roger Sibaja asked about an earlier discussion that we would come back in January and decide if we would have twice a month meetings or not. There was a discussion on whether we needed one or two meetings a month. There was also a concern raised with the ByLaws that were just

approved where it states if a member missed 4 meetings out of 24 it could be grounds to be removed.

Donna Thompson reminded everyone that the Commissioners are responsible for removing someone as they are also the entity to seat the Committee. She also shared that the ByLaws state there are two meetings, so the decision impacts the ByLaws and Meeting Schedule.

Roger Sibaja suggested doubling the numbers to 6 consecutive and 8 unexcused (in the ByLaws) since we have 24 meetings.

Rober Sibaja made a motion to accept the Meeting Schedule and amend the ByLaws as noted ("Article VIII - Attendance, Section 1. ... failure to attend 6 consecutive regularly scheduled meetings or 8 unexcused meetings...."). Heather Cap seconded.  
Motion passed 7-0-0.

### **OTHER BUSINESS**

Heather Cap made a motion to discuss Other Business. Robert Johnson seconded.

Donna Thompson said there were three members that resigned. Applications are being accepted until Friday, December 9 at 5pm. Applicants will go through the same process of interview, selection and approval that the current Committee members went through. The quorum remains at 6. She asked all members to advise if they will not be able to attend a meeting.

During the last meeting there was a question about changing the logo in the Marketing discussion and Donna Thompson was to inquire. The County has advised not to change the logo.

Donna Thompson shared two examples of projects that had been sent to the Commissioners for approval. This is an example of the forms used and the types of information that is supplied as backup. The Committee now has to use the PAC's Project Approval Form and it is attached to the cover sheet for the Commissioners.

Donna Thompson thanked everyone for a great meeting and for their involvement. She wished everyone a Merry Christmas and Happy New Year.

Sam Patton made motion to close discussion. Robert Johnson seconded.  
Motion passed 7-0-0

### **ADJOURNMENT**

Roger Sibaja made a motion to adjourn. Heather Cap seconded.  
Motion passed 7-0-0

The meeting adjourned at 9:00 p.m.

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Donna Thompson, Chairman  
Fayette County Public Arts Committee