

## **Urbandale Public Arts Committee**

### Meeting Minutes

May 13, 2010

*Present:* Cate Newburg, Emily Tripp, Janet Emmerson, Kim Jones, Jan Herke, Mark, Yontz, Jackie Cacciatore, and Bruce Bernard

*Next meeting:* June 10, 11:45-1:00, Urbandale City Hall

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#### **I. Character Counts Statement**

Cate read the Character Counts Statement as follows:

*Urbandale is a national leader in CHARACTER COUNTS! Endeavoring at all times to promote and model the principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship. In conducting this afternoon's meeting, we expect that all participants will act in a respectful manner consistent with these principles.*

#### **II. Roll Call**

Roll call was performed by Jan. Deb Waddell was absent from the meeting. Committee members were reminded to remove Deb Sulzbach from group emails since she is no longer serving on the Committee.

#### **III. Approval of Minutes**

Kim made the motion to approve the April minutes. The motion was seconded by Emily. Minutes from the April 2010 meeting were approved.

#### **IV. Project Updates**

The Committee decided to progress with all projects. Project updates were given as follows:

- a. Art in Public Library and City Hall
  - Deb has coordinated with the Urbandale elementary schools and artwork from Webster is available for the first rotation.
  - Cate has a map of the locations. This map has not yet been presented to the Library Board or City Council.
  - The next meeting of the Library Board is May 24 at 6 pm. Cate and Emily will attend the meeting and provide an update on the project.
  - The next two City Council meetings are May 19 and June 1. The Committee should be prepared to present at one of these meetings. The update should include presenting a timeline for the project, showing samples of the art to be displayed, and any information regarding the upcoming ribbon cutting ceremony.
  - The Committee discussing unveiling the art displays at the Public Library and City Hall. Mark provided an update on the Urbandale Chamber of Commerce. The Chamber can help with a ribbon cutting ceremony and offers three levels of ceremonies (Basic, Premier, and Executive). The Basic level is offered at no charge. The Basic level is the best option for the Committee at this time.
  - The Committee was presented with dates that are currently open on the Chamber calendar and decided on preference for a ribbon cutting ceremony on June 29, with an alternative date of June 30. A June 29 event would coincide with a City Council meeting and could allow for greater attendance by Council members as well as the Mayor. The

target audience for this event would include the Mayor, Council Members, the artists and their families, and Committee members.

- Kim volunteered to contact Hy-Vee for food/drink donations for the unveiling event.
  - The unveiling event will highlight the artwork on display at City Hall, the Urbandale Public Library, and the two new bronze sculptures.
  - The Committee needs to follow up regarding the date and time of the event with the Mayor and Council and obtain any necessary approvals. After approval is received, a form for the Chamber needs to be submitted. Mark volunteered to complete the Chamber form. Jan will follow up regarding approvals.
  - The Committee discussed having a handout at the event. Ideas for the handout included name/grade/school of the artists, incorporating pictures of the art, request for contributions, and request to capture contact information for interested parties. The Committee would need to determine how to handle any contributions received. This could potentially require using the Action Network existing 501 c 3 and creating a contribution letter for donors.
  - The Committee discussed the need for a contract/waiver/release form. This would need to be reviewed by legal. Follow up needs to be done regarding existing agreements in place through the schools which would allow for display of the art along with student name/grade/school.
- b. Bronze Sculptures
- The two new bronze sculptures have been installed and will be included as part of the upcoming unveiling party.
  - An article including information on the Urbandale Public Art Committee and the bronze sculptures was included in the May 13 Des Moines Register.

#### **V. Next Meeting**

The next meeting of the Urbandale Public Arts Committee will be Thursday, June 10 from 11:45 – 1:00 at City Hall. Regular meetings are scheduled for the second Thursday of each month. Due to the upcoming unveiling party, the Committee discussed the need to have additional meetings. The Committee was asked to keep the following dates open for additional meetings: May 20 and May 27.

#### **VI. Other Business**

- a) Logo
- The Committee discussed the need to have a logo. A logo design contest could be held. This idea will be put on hold until a later date so efforts can be focused on the unveiling party.
- b) Request from Chris Kimble, Urbandale High School art teacher
- Committee volunteers were requested to serve as judges for a student project.
    - i. June 3 12:45-2:15 – Janet and Jackie
    - ii. June 4 12:45-2:15 – Jackie and Mark
    - iii. June 7 10:00-11:30 – Kim and Janet

#### **VII. Adjourn**

Kim made a motion to adjourn the meeting. The motion was seconded by Janet. The May Public Arts Committee meeting was adjourned.