

**ARTS COUNCIL SUBCOMMITTEE MEETING
WEDNESDAY, JANUARY 28, 2009, 10:00 AM
KIAWAH ISLAND MUNICIPAL CENTER
2ND FLOOR CONFERENCE ROOM**

MINUTES

I Call to Order:

II. FOIA: Notice of this meeting has been published, and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.

III. Roll Call:

Present: Carol Ann Smalley, Chair
Ellie Burnaford
Bill Blizzard
Stephanie Braswell

IV. Approval of Minutes:

Mrs. Smalley motioned to approve the minutes of January 5, 2008. Mrs. Burnaford seconded the motion. The motion carried unanimously.

V. Old Business:

A. Event Ticketing

Mrs. Smalley stated she had researched the efficiency of Johns Island Presbyterian Church online ticketing practice. She informed the Town Administrator that they use a software program to manage their online ticket distribution that can be purchased at various levels. Mrs. Rucker intends to integrate the feature on the Town's website thus making the software in question not feasible.

Committee Members discussed the logistics of online event ticketing and concluded the need for a physical ticket necessary. Subcommittee members identified online ticketing as a beneficial tool but need to see a cost benefit analysis before they can make a recommendation to the Arts Council.

B. Planning for 2009--2010

Mrs. Smalley stated that the optimistic goal for Arts Council planning is to develop ideas in February, produce event guideline forms in March, and have contracts completed in April. Mrs. Burnaford stated that the above are goals that

are flexible under extenuating circumstances. She stated that the Arts Council does need absolute minimum deadlines in regards to planning.

C. Venues and Seating Capacity

Mr. Blizard will be obtaining information for Osprey and Kiawah Island Golf Resort in regards to venue capacity to complete the comprehensive list of venues developed at the last meeting. The list is as follows: Turtle Point Clubhouse -300 capacity, Osprey-? capacity, Ocean Course Clubhouse -200 capacity, the Sandcastle -200 capacity, East Beach Conference Center -500 standing capacity 375 with risers; Episcopal Church of our Saviour -300 capacity, Holy Spirit Catholic Church -1000 capacity.

VI. New Business:

A. Define Responsibility of Arts Council Member and Town Staff

Committee Members discussed the Arts Council administrative procedures and clarified Town and Arts Council members' responsibility. Changes to the procedures are as follows: Committee members must fill out the event planning guideline form 60 days in advance. Design ideas and artwork are to be submitted 60 days in advance. Event Coordinators should submit publicity articles to the Administrative Assistant two months in advance and if articles are not received by the deadline the Administrative Assistant will write publicity articles.

B. Event Evaluations of Performances

Event Evaluations forms are to be completed and returned to the Administrative Assistant within 5 days following the performance. Committee members discussed and recommended having a comment book present at all events for attendees to give feedback.

VII. Correspondence

None

VIII. Committee Members' Comments:

Mrs. Smalley thanked all subcommittee members for their contributions and hard work. She stated she believes the subcommittee had fulfilled their charge appointed by Mr. Lipuma.

IX. Citizens' Comments

None

X. Adjournment

Mrs. Smalley motioned to adjourn the meeting at 12:48 PM. Mr. Blizard seconded the motion. The motion carried unanimously.

**Submitted by: _____
Stephanie Braswell, Administrative Assistant**

**Approved by: _____
Carol Ann Smalley, Chair**

Date: _____