

**ARTS COUNCIL SUBCOMMITTEE MEETING  
MONDAY, JANUARY 5, 2009, 11:00 AM  
KIAWAH ISLAND MUNICIPAL CENTER  
2<sup>ND</sup> 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

**Also Present:** Tumiko Rucker, Town Administrator  
Charles R. Lipuma, Arts Council Chair

**IV. Approval of Minutes:**

**Mrs. Smalley motioned to approve the minutes of December 2, 2008. Mrs. Burnaford seconded the motion. The motion carried unanimously.**

**V. Old Business:**

**A. Schedule of Area Events**

Mrs. Smalley stated the comprehensive calendar will be used in the Arts Council 2009 -2010 planning session.

**1. Division of responsibilities of Calendar Sources**

Mrs. Smalley stated that Stephanie Braswell will be responsible for collecting event information from Kiawah Island Golf Resort and Kiawah Island Community Association. Mrs. Burnaford will be responsible for collecting information from Kiawah Island Club. Mrs. Fenimore will collect from Governors Club. Mr. Lipuma will collect from Holy Spirit Catholic Church and list of churches in the area. Mr. DeZanger will collect from Charleston Ballet Theater. Mr. Blizzard would be responsible for Freshfields. Mrs. Smalley deferred other allocation of responsibilities until the Arts Council meeting.

**B. Planning for 2009--2010 Number of events vs. bigger events**

Mrs. Smalley stated that the Arts Council should discuss the number of events in relation to larger events. Mrs. Smalley deferred the discussion to the Arts Council Committee Meeting on Thursday. The subcommittee members discussed the importance of having the season being planned out in advance and set by May 31<sup>st</sup>.

**C. Posters -TOKI phone number**

Mrs. Rucker stated that the Town's phone number is already listed on all flyers.

**D. Flyers for handouts**

Ms. Rucker confirmed that Ms. Braswell can print the mini flyers for each event if the Arts Council member desires. Committee members discussed having a mini calendar for distribution of rental places on the island as well as for the public. Mrs. Rucker stated that mini calendar; mini flyers and table tents were of no additional cost as they would be printed in house.

**E. Event ticketing**

Mr. Lipuma stated that it is not necessary for Arts Council members to have tickets and dismissed the policy of holding tickets for members.

Ms. Braswell raised concerns for holding tickets for the public as people reserve them and then did not pick them up. Mr. Lipuma stated that when holding tickets that a date should be establish when the attendee will pick them up and if they do not pick the tickets by the date discussed the tickets will be re-released.

**E1. Cost Analysis**

Mr. Lipuma stated that the Town Treasurer has not yet presented the ticketing cost analysis but that it will be used in determining whether the online ticketing programming cost is cost effective. Committee members discussed the idea of having a bar code scanner as an alternative. Regular attendees would be given a card that would be scanned at an event in place of a ticket.

**E2.Evaluation form Electronic Ticket Handling Update**

Mrs. Rucker stated the quoted cost for programming of the online ticketing is \$4,600-6,000 based upon number hours used. Mrs. Rucker stated that the Town Treasurer has not completed the entire cost analysis but the cost of tickets from July to October 2008 is \$3800.00. Mrs. Rucker stated cost of the programming is less than what the Town already spent this year on printing tickets not including November or December.

**VI. New Business:**

**A. Programs**

Mrs. Smalley confirmed with Ms. Braswell that the current format of programs is satisfactory.

**B. Venues--Listing of venues and seating capacity**

The committee members' identified a portion of the venues and capacity list. 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.

**C. Forms and procedures for Event Planning**

Committee Members discussed the event planner form to be completed by Arts Council members. Ms. Braswell discussed changes she had made to the event planner to increase efficiency when drawing up contracts.

**D. Forms and procedures for Contracts**

Ms. Smalley clarified that members should complete event planning forms in its entirety so Ms. Braswell can complete the contract form to be sent to the performer for their review and signature. Mrs. Burnaford identified several grammatical errors and redundant phrases on the current contract form. Mr. Braswell will make the recommended changes.

**VII. Correspondence**

None

**VIII. Committee Members' Comments:**

Mrs. Smalley revised the event evaluation form procedure with the subcommittee members.

Ms. Braswell asked Mrs. Smalley to remind Arts Council members when using the display holder to make sure they pick them back up. Ms. Braswell will keep a log on whom and where they are taking the display holders.

**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:** \_\_\_\_\_