

ARTS COUNCIL MEETING
Thursday, February 7, 2007 3:00 PM
Kiawah Island Municipal Center
2nd Floor Conference Room

I. Call to Order:

Mr. Lipuma called the meeting to order at 3:03 PM

II. FOIA Notification: 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: Charles Lipuma
Lenni Freeburg
Mary Johnson
Carol Ann Smalley
Sid Williams
Arie De Zanger
Julie Fenimore
Bill Blizzard
Gloria Fenning

Also Present: Tumiko Rucker, Town Administrator

Absent: Catherine Wilson, Town Clerk

IV. APPROVAL OF MINUTES

A. January 10, 2008 Arts Council Meeting Minutes

Mr. Blizzard motioned to approve the January 10, 2008 Arts Council Minutes. Mr. Williams seconded the motion. The motion carried unanimously.

B. January 16, 2008 Arts Council Planning Meeting Minutes

Mr. Blizzard motioned to approve the January 16, 2008 minutes. Mrs. Johnson seconded the motion. The motion carried unanimously.

V. OLD BUSINESS

A. 2007/2008 Season Events

Women in Music:

The TBD Detroit Women series remains TBD with a date of April 12, 2007 either at Turtle or East Beach.

Local Culture-Proposed Gullah Events

Mrs. Johnson stated that she has been working with the Kiawah Island Community Association and Mrs. Rucker to determine a date for the Gullah Festival. However, she has had a variety of conflicts including event locations and timing conflicts with other Charleston area arts events. Mrs. Johnson suggested the idea of hosting the Patsy Cline Musical Theatrical performance in lieu of the two proposed Gullah events. Mr. Lipuma stated that in order to consider hosting the Patsy Cline Show, the Arts Council would have to cancel the two Gullah events. Mr. Williams asked if the Patsy Cline event could be scheduled for an exact date, time, and price. Mrs. Johnson stated that it could be and she had possible venues locations at the Sanctuary on May 12, East Beach Conference Center on May 2, 3, 16, 17, or 18, and Mingo Point. The Patsy Cline event would have a price of \$7,000.00. Mr. Lipuma stated that he had seen the Patsy Cline event before and felt that it was an amazing performance. Mrs. Johnson stated that the Patsy Cline event will have five musicians and seven performers. Mr. Lipuma, Mrs. Fenning and Mr. De Zanger suggested that the Sanctuary would be the best venue for the event. Mr. Lipuma stated that the two Gullah events will be cancelled in order to provide funding for the Patsy Cline event. Mrs. Johnson stated that she will work on collecting all cost information to present to the Arts Council.

Sandcastle Series:

The TBD Gullah History event has been cancelled.

B. Java Java Catering

This item was removed from agenda discussion due to the fact that Java Java Catering does not have a portable espresso machine and could only provide carafe coffees.

C. Administrative Procedures

Mrs. Rucker presented the Administrative Procedures handout to the Arts Council. She discussed that these are step-by-step procedures to follow for each

Arts Council Event. Mr. Lipuma and Arts Council members stated that the 60 day submission requirement is realistically hard to meet due to unexpected performance changes. Mr. Williams stated that he feels the performers will meet the deadline if they are made aware that it will affect the date that their payment is delivered. Mrs. Johnson stated that she will do the best she can do in order to meet all deadlines. Mrs. Rucker stated that at times in the past, the Town has made payment to performers before the event coordinator had presented a final contract to the Town. Mr. Lipuma and Mrs. Rucker agreed that this can not continue to happen because it creates a legal liability for the Town. Mrs. Smalley and Mrs. Fenning stated that marketing material guidelines should be presented to Mrs. Rucker at least three weeks prior to the event performance in order to have the tickets available for release two weeks before the event. Mrs. Rucker requested that all invoices be mailed directly to Town Hall in order for the Town Treasurer to make the necessary payments.

Mr. Lipuma made typographical corrections to the Event/Performance Guideline Form. Mr. Lipuma also stated that section (D) should be deleted and that all pages should be numbered. Mrs. Rucker stated that she would make those changes and corrections. Mr. Lipuma also stated that Arts Council members did not need to fill out part (E) of the form because the Town Treasurer could do so. Mrs. Smalley asked if the Town could send and receive performer contracts directly. Mrs. Rucker stated that at times in the past, event coordinators have been the only ones who wanted to contact the performers and this is why the Town has not contacted the performers directly in the past. Mrs. Smalley and Mr. Williams stated that they would rather the contract information go directly to Mrs. Rucker and the Town because they are uncomfortable asking for performers confidential personal information; such as social security numbers. Mr. Lipuma stated that the event coordinator will have to determine how many contracts will be completed per event and communicate that information with the Town.

D. Budget Update

Mr. Lipuma discussed the current budget with Arts Council members. Mrs. Smalley stated that she assumes that \$967.00 should be added to the Brahms expected budget for the cost of a piano rental. Mr. Lipuma stated that all materials turned into Mr. Gunnells should reflect all expenditures; both actual and anticipated, in order to have a clear representation of event expenses.

Mrs. Johnson stated that the piano rental will cost \$450.00 for the Italian and Spanish Love Songs; the piano cost will bring her budget to a total of \$1,600.00. The Jazz Series expenses should total \$2,160.00 for each jazz event including the room fee for Turtle Point. The Holiday Dinner expenses were \$75.30 under budget. The first Classic Ballet event finished at \$827.75 over budget due to stage presence equipment. Mr. De Zanger stated that he is currently trying to have a room charge removed from the Modern Dance budget. The Belcanto to Broadway expenses have been finalized at \$92.50 over budget. The Big Band

event will have an included charge for the conference center which should not be more than \$834.10. Mr. Lipuma stated that the Arts Council will not pay a fee for bars unless they allow a share of the revenue. Mrs. Rucker suggested adding an “estimated cost” column.

Mrs. Rucker noted that she had received additional invoices from the Resort for \$167.72 and \$377.01. She would like to verify what the actual charges are and what event they are for. Mrs. Rucker stated that staff will call the Resort to clarify the charges. Mrs. Johnson stated that the only charge authorized was \$150.00 for a room charge; not \$167.72. Mrs. Johnson stated that if there were any issues with the charges to let her know.

Mr. Lipuma stated that all charges are final for the Wanda Johnson event. Mr. Lipuma asked for clarification on a possible room charge for the Bill Jameson event. Mr. De Zanger stated that there will be an additional charge of \$100.00 for the raising of the piano 1 foot from the ground for the Dyon Forest event. Mr. De Zanger explained that Arts Council members are no longer allowed to lift the piano due to insurance regulations.

Mr. Lipuma agreed to a \$7,000.00 budget for the new Patsy Cline event. Mr. Williams requested that he be able to reserve his balance for use on the Detroit Women event. Mr. Lipuma stated that if the cost is reasonably over budget, the Arts Council will be able to provide for that accommodation. Mr. Lipuma went on to explain that he is working with an overall budget and funds held over from events that are under budget are placed into the total fund balance and can be used for events that expend funds over budget.

F. Event Planning Guide

Discussed above in “Old Business”, Item C

VI. NEW BUSINESS:

A. Survey Questionnaire

Mr. Lipuma presented that draft survey for Arts Council member’s feedback and discussion. Mrs. Fenning stated that she and Mr. Lipuma had worked together in order to form appropriate questions to be included in the survey. Mrs. Fenning stated that the Arts Council is seeking honest feedback from citizens as to what events they love and also, what they do not really care about. Mrs. Johnson, Mrs. Fenning and Mr. De Zanger stated that the ordering of events under question number one was very confusing. After much discussion and planning the Arts Council agreed upon a final draft survey. This survey will be included with the March edition of Town Notes along with a self-addressed and stamped envelope in order for citizens to return to Town Hall.

B. Single Point Contact

Mr. Lipuma presented the single point contact list as listed below:

- Contract processing: Tumiko Rucker
- Payment processing: Ken Gunnells
- Posters, Programs, Ticket Design and Printing: Tumiko Rucker (with Event Coordinator)
- Marketing/Publicity:
 - Post & Courier, Island Connection, Other: Gloria Fenning
 - Town Notes: Gloria Fenning, Event Coordinator
 - Arts Council Webpage: Tumiko Rucker, Gloria Fenning
 - Distribution of Marketing Materials: Gloria Fenning/Event Coordinator
- Charles Fox Music: Mary Johnson
- College of Charleston: Mary Johnson
- Piccolo Spoleto: Mary Johnson
- Charleston Symphony Orchestra: Julie Fenimore
- Charleston Ballet Theatre: Arie De Zanger
- Sandcastle: Bill Blizard
- Accommodations Tax Committee: Bill Blizard
- Resort (Roger Warren): Charlie Lipuma
- Resort Venues: Event Coordinator
- Holy Spirit Church (Cathy Coder): Event Coordinator
- Church of Our Savior Church Venues (Denise Underwood): Event Coordinator
- Arts Council Planner: Charlie Lipuma

- Arts Council Budget: Charlie Lipuma

VII. CITIZEN COMMENTS:

NONE

VIII. MEMBER COMMENTS:

Members stated that the Arts Council Planning meeting was extremely beneficial.

IX. ADJOURNMENT

Mr. De Zanger motioned to adjourn the meeting at 5:16PM; Motion seconded by Mr. Blizard; and carried unanimously.

SUBMITTED BY: _____
Catherine Wilson

APPROVED: _____
Charles R. Lipuma

DATE: _____

CC. William G. Wert
Town Council
Tumiko Rucker, Town Administrator