

**ARTS & CULTURAL EVENTS COUNCIL MEETING
THURSDAY, APRIL 4, 2019; 2:00 P.M.
KIAWAH ISLAND MUNICIPAL CENTER
COUNCIL CHAMBERS CONFERENCE ROOM**

MINUTES

- I. Call to Order:** Mr. Rice called the meeting to order at 2:00 p.m.
- 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: Gary Rice, Chairman
David Wohl, Vice Chairman
Judy Chitwood
Robert Hill
Jodi Rush
Joan Collar

Absent: Becky Hilstad, Bill Blizard, Van McCollum

Also Present: Keely Laughlin, Communications Specialist

IV. Approval of Minutes:

A. Arts & Cultural Events Meeting Minutes of February 14, 2019

Mr. Wohl motioned to approve the minutes of February 14, 2019. Mrs. Chitwood seconded the motion. The motion carried unanimously.

V. Old Business:

A. 2018/2019 Arts and Cultural Events Season Planner and Financial Review

The Council discussed the following events:

2018/2019 Arts and Cultural Events (Rev.3/27/19)

Member	Event	Date Time Location	Artist	Band / Tuning	Misc	Misc. Notes	Accom.	Tenif/ Supplies	AC Budget	CEF Budget	Ticket Info	Ticket Actuals
Blizard	Moranz Entertainment Presents Let the Good Times Roll	Monday, July 23, 2018 7:30 pm East Beach	\$25,000			Moranz pays Venue & Bar \$820 Sound & Lighting				\$15,000	400 \$10 ticket Town profit	Online: 312 In Person: 104 Total: 425 (\$4,166)
Chitwood	Charleston Jazz Orchestra presents MOTO:WH: The Groove that Changed America	Sunday, August 12, 2018 7:30 pm East Beach	\$16,680		\$820	CD opens Venue & Bar \$820	\$359			\$17,850	400 \$25 ticket C/O profits	470
Collar	Piano Bar: Gary Peccorella	Wednesday, September 19, 2018 5:00-7:00 pm The Sandcastle	\$250						\$250			60
Rush	Lomazov/Rackers Piano Duo	Sunday, September 23, 2018 4:00 pm Church of Our Saviour	\$4,000	\$180		Town lighting	\$180		\$4,360		345 (145)	Online: 129 In Person: 84 Total: 213
Collar	Piano Bar: Robbie Madison Duo	Wednesday, October 3, 2018 5:00-7:00 pm The Sandcastle	\$400						\$400			\$5-40
Hilstad	Micah McLaurin	Sunday, October 7, 2018 4:00 pm Church of Our Saviour	\$3,000	\$180					\$3,180		345 (145)	Online: 163 In Person: 104 Total: 267
Blizard	Festival of Mountain Music	Sunday, October 21, 2018 4:00-6:30 pm East Beach	\$21,700		\$242	David Holt pays Venue & Bar \$420 Sound & Lighting Town pays 2nd cashier \$245				\$21,942	460 (200)	Online: 384 In Person: 76 Total: 460
Hilstad	Charleston Symphony Orchestra (following Tour of Homes)	Saturday, November 3, 2018 5:00 pm East Beach	\$33,500		\$273	Town pays Venue free Glasses \$280 Town lighting				\$33,773		500
Collar	Piano Bar: Blue Heron Pond Boys	Wednesday, November 7, 2018 5:00-7:00 pm The Sandcastle	\$400						\$400			84
Rush	Andy Offutt Irwin	Wednesday, November 14, 2018 7:30 pm Seabrook Island House	\$3,000	\$500		Town pays Sound & Lighting \$500	\$360	\$25	\$3,885		402 (201)	Online: 245 In Person: 158 Total: 403
Chitwood	Quiana Parler & Friends	Friday, November 30, 2018 7:30 pm East Beach	\$6,000		\$1,593	Town pays Bar Fee 4 sets Bar tender & Cashier \$48 Dance floor (20-40) \$1194.47		\$200	\$7,793		400 \$10 ticket Town profit (\$3800 estimated)	Online: 143 In Person: 119 Total: 262 (\$2,438)
McCellum	The Western Wind: The Holiday Light!	Tuesday, December 4, 2018 7:30 pm Holy Spirit Catholic Church	\$16,000					\$31		\$16,031	748 (118)	Online: 225 In Person: 204 Total: 429
McCellum	Frank Vignola's Hot Jazz Guitar Trio	Friday, January 11, 2019 7:30 pm Turtle Point Clubhouse	\$6,000	\$1,000		Town pays Venue \$280 Sound & Lighting \$500	\$715	\$64	\$7,859		288 (200)	Online: 200 In Person: 88 Total: 288
Chitwood	Quentin Baxter presents... Joe Grandson Quartet	Sunday, January 13, 2019 5:30 pm Turtle Point Clubhouse	\$25,000			Venue free				\$25,000	320 \$25 ticket Baxter profit	220
Collar	Art Film: The Music Instinct: Science and Song	Friday, January 18, 2019 3:00-5:00 pm The Sandcastle	\$50					\$25	\$75			
Blizard	Dominick Farinacci with Shenel Johns	Thursday, January 31, 2019 7:30 pm Seabrook Island House	\$8,000	\$1,057	\$1,100	Town pays Sound & Lighting \$600 Bastline \$500	\$956	\$125	\$11,238		340 (211)	Online: 222 In Person: 108 Total: 330
Collar	Julian Gargiulo	Thursday, February 7, 2019 7:30 pm Seabrook Island House	\$5,000	\$1,100	\$1,161	Sound & Lighting \$1100	\$360	\$100	\$7,721		420 (251)	Online: 251 In Person: 169 Total: 420

Member	Event	Date Time Location	Artist	Band / Tuning	Misc	Misc. Notes	Accom.	Tenif/ Supplies	AC Budget	CEF Budget	Ticket Info	Ticket Actuals
Hilstad	Norbert Lewandowski, cellist	Saturday, February 16, 2019 7:30 pm Turtle Point Clubhouse	\$700		\$1,128	Town pays Venue \$280 Sound Engineer \$500 Lighting \$348			\$1,828		231 (270)	Online: 120 In Person: 111 Total: 231
Chitwood	Quentin Baxter presents... Cecile McLorin Salvant & Sullivan Fortner	Sunday, February 17, 2019 5:30 pm Turtle Point Clubhouse				Venue free				\$0	240 \$25 ticket Baxter profit	240
Collar	Art Film: The General (Glenn Brown on Piano)	Friday, February 22, 2019 3:00-5:00 pm The Sandcastle	\$250					\$25	\$275			65-70
McCellum	Herring Chamber Ensemble	Sunday, February 24, 2019 4:00 pm Church of Our Saviour	\$9,800	\$180					\$9,980		345 (199)	Online: 169 In Person: 176 Total: 345
Collar	Art Film: Loving Vincent	Friday, March 1, 2019 3:00-5:00 pm The Sandcastle	\$281					\$25	\$306			60
Rush	College of Charleston Students from Jazz Studies	Sunday, March 3, 2019 4:00 pm Church of Our Saviour	\$1,500	\$180					\$1,680		345 (199)	Online: 192 In Person: 153 Total: 345
Chitwood	Quentin Baxter presents... Monty Alexander	Sunday, March 10, 2019 5:30 pm Turtle Point Clubhouse				Venue free				\$0	240 \$25 ticket Baxter profit	260
Hilstad	Charleston Symphony Orchestra	Sunday, March 17, 2019 4:00 pm Holy Spirit Catholic Church	\$12,500			Town lighting			\$12,500		748 (177)	Online: 477 In Person: 271 Total: 748
Hilstad	Steep Canyon Rangers	Thursday, March 21, 2019 7:30 pm East Beach	\$15,000		\$1,600	Town pays Venue free Bar \$280 Sound & Lighting \$1250 In Bar \$20	\$729	\$350	\$17,679		450 (280) \$19 ticket Town profit (\$1650 estimated)	Online: 340 In Person: 110 Total: 450
Collar	Piano Bar: The Joy Project	Wednesday, March 27, 2019 5:00-7:00 pm The Sandcastle	\$400						\$400			
Collar	Art Film: That's Entertainment	Friday, March 29, 2019 3:00-5:00 pm The Sandcastle	\$281					\$25	\$306			
Rush	Fernando and Luis Coste, Piano and Cello	Sunday, March 31, 2019 4:00 pm Church of Our Saviour	\$4,500	\$180		Town lighting	\$720	\$50	\$5,450		345 (199)	
Blizard	Hard Day's Night	Thursday, April 4, 2019 7:30 pm Seabrook Island House	\$7,500		\$1,250	Town pays Sound & Lighting \$600 H/OH providing Backline	\$1,173	\$750	\$10,173		400 (237) \$10 ticket Town profit (\$3800 estimated)	Online: 114 In Person: 286 Total: 400
Hilstad	PURE Theatre: A Doll's House, Part 2	Sunday, April 7, 2019 4:00 pm Turtle Point Clubhouse	\$7,300		\$2,200				\$9,500		250 (156)	
Collar	Piano Bar: Glenn Brown	Wednesday, April 10, 2019 5:00-7:00 pm The Sandcastle	\$250						\$250			
Blizard	Blues by the Sea	Sunday, April 14, 2019 3:00-7:00 pm Freshfields	\$15,000							\$15,000		
Collar	Piano Bar: Chris Dodson	Wednesday, April 24, 2019 5:00-7:00 pm The Sandcastle	\$250						\$250			
Rice/Rush	Piccolo Preview	Sunday, May 5, 2019 4:00 pm Holy Spirit Catholic Church	\$5,000			Town lighting				\$5,000	748 (660)	
Blizard	Moranz: Behind the Unes	Sunday, May 19, 2019 7:30 pm Seabrook Island House	\$14,000		\$1,300	Sound \$800 Lighting \$500			\$15,300		400 (240)	
									\$115,358	\$177,284		

Member	Event	Date Time Location	Artist	Price / Ticket	Misc.	Misc. Rates	Accom.	Food / Supplies	AC Budget	CEF Budget	Ticket Info	Ticket Actuals	
Arts Council Budget Breakdown		Trackable		Cultural Events Budget Breakdown								Trackable	
spendable	\$110,000		spendable	\$110,000		spendable	\$179,000				spendable	\$179,000	
contingency	\$5,000		contingency	\$5,000		contingency	\$3,000				contingency	\$3,000	
admin	\$3,000		estimated ticket profit	\$6,238		total	\$182,000				estimated ticket profit	\$7,566	
total	\$118,000		Total	\$121,238							Total	\$189,566	
			Events Total	\$115,258							Events Total	\$177,284	
			Balance	\$5,880							Balance	\$12,682	

The Council discussed logistics for the Hard Day's Night show at the Seabrook Island House later that evening. Mr. Wohl explained Mrs. Chitwood would be in front of the entrance directing guests where to go. Ms. Laughlin would be taking e-tickets and replacing them with regular tickets. Ticket takers at the main doors would rip tickets and give guests one half to come in and out. Mr. Wohl stated the doors to the concert would remain closed until 30 minutes before. Ms. Laughlin explained the instructional e-blast went to three different email lists: Arts & Cultural Events Council, Island Happenings, and Seabrook & Freshfields promotions.

The Council discussed the ticketing process at Steep Canyon Rangers on March 21 and addressed some of the issues they encountered. Ms. Rush added there were also ticketing issues recently at Holy Spirit Catholic Church.

Mr. Rice explained that Ms. Hilstad sent an email regarding the logistics for A Doll's House on April 7. Ms. Laughlin noted that the risers for PURE Theatre were more expensive than budgeted.

Ms. Collar stated the last piano bar had 117 guests. Ms. Rush stated she also had a great turnout for Fernando & Luis Costa.

VI. New Business

A. 2019/2020 Schedule & Venue Confirmations

Mrs. Chitwood stated the Council never came to a conclusion on the CJO ticket price. The CJO requested a \$30 ticket charge, but the Council has never charged more than \$25. The Council concluded the tickets should be \$25. Mrs. Chitwood also stated, as in year's past, the CJO will announce the concert later this month and start selling tickets.

Ms. Collar asked Ms. Laughlin to remove the venue charge for Bob Milne.

The Council agreed the Liquid Pleasure show should be at the Sanctuary. Mrs. Chitwood stated they will need to have a mix of tables and regular seats.

Mr. Wohl stated the Taylor Festival Choir performance will be at Church of Our Saviour, because Holy Spirit is unavailable.

Ms. Laughlin asked the Arts Council if they wanted to keep weeknight shows at 7:30 pm and Sunday shows at the churches at 4:00 pm. The Council confirmed those times. The Arts Council decided to inquire if Quentin Baxter could move his show time from 5:30 to 5:00 pm.

B. Free Venue Allocation

The Council decided to allocate the three free venue uses at Turtle Point Clubhouse to Quentin Baxter's events and the three free venue uses at East Beach Conference Center to the first three events that take place there.

Mr. Wohl inquired about assigning paid and not paid events. The Council discussed which events they thought made sense to charge for. Mr. Rice stated that during the Arts Council Board meeting he got a sense the board was in favor of actions that would increase the professionalism of events, for example purchasing and using electronic scanners. Mr. Rice stated they could gradually incorporate more paid events. Mrs. Chitwood stated when the Arts Council charges for an event more people attend. Mr. Rice stated a nominal charge of \$10 is a good way to keep people from taking tickets who don't really plan on using them. Mr. Hill stated they should charge for every event excluding those at the churches, piano bars and movies.

Mrs. Chitwood motioned to charge for each event excluding those at churches, piano bars and movies. Ms. Rush seconded the motion. The motion carried unanimously.

C. Event Coordinator and Event Coordinator Back-Up Assignments

Mr. Rice stated he thinks it's a good idea for each event coordinator to have a back-up who stays informed throughout the planning process. Mr. Hill stated the event coordinator should be required to select their own back-up. Mr. Rice stated it is also a good way to educate new members. Mr. Hill stated there should be a space on the spreadsheet for back-ups to remind people they need to choose one if they haven't. Ms. Laughlin stated she would add the space for the back-ups. The Council decided the deadline for backups would be June 1.

D. Front-of-House Policy

Mr. Rice and Mr. Wohl explained the purpose behind the Front-of-House policy and invited the Council to look it over and submit their suggestions.

E. Ticket Distribution Amounts

Ms. Laughlin stated she updated the ticket distribution amounts based on feedback from the previous meeting and added additional seating arrangements. Mr. Hill stated the events at Church of Our Saviour have become so popular that 345 is a little high. Mr. Hill suggested 320. Mr. Wohl stated they need to add the capacity for the Sanctuary ballroom.

Mr. Hill asked if you can charge for perimeter seating. Mrs. Chitwood said yes. Mr. Hill stated the Council must be one hundred percent sure of the capacity when hosting paid events. Ms. Rush stated members of the Council need to sit down with Barbara Steele and settle on an accurate capacity for paid events.

Mr. Rice stated that a line would be added to the Front-of-House policy stating the numbers of seats will be set in advance and will not be changed night-of.

F. Unsolicited Proposal Response Protocol

Mr. Rice stated he wants to find a better process for responding to and cataloguing unsolicited proposals. The Council decided Ms. Laughlin would create a centrally located database of proposals available for the Council to access online. If an Arts Council member receives a proposal directly, they will forward on to Ms. Laughlin so she can respond and add to the database. Ms. Laughlin will let the Arts Council know via email when the database is updated.

VII. Correspondence:

None

VIII. Committee Member Comments

IX. Chairman's Comments

IX. Citizens' Comments

None

X. Adjournment

Mr. Wohl motioned to adjourn the meeting. Mrs. Chitwood seconded the motion. The motion carried unanimously.

Submitted by: 
Keely Laughlin, Communications Specialist

Approved by: 
Gary Rice, Arts Council Chairman

Date: 6/5/19