

MINUTES

Lake Odessa Area Arts Commission

Regular Meeting

Monday, July 8, 2024

Page Memorial Building

Lake Odessa, Michigan

1. **Call to Order:** Chair Hermes called the meeting to order at 7:24 p.m.
Present: Melanie Baker, Karen Banks, Meg Hermes, Carrie Johnson
Absent: Nancy Mattson, Aurora Rice, Ty Nurenberg
Visitors: None
Staff: None

2. **Agenda:** Motion by Johnson, supported by Baker, to approve agenda as presented. All ayes; motion carried.

3. **Public Comment:** None.

4. **Minutes:** Motion by Johnson, support by Hermes, to approve minutes of the 6/11/2024 regular meeting. All ayes; motion carried.

5. **Finance Report:**
 - a. **Revenue/Expense Report:** The revenue/expense report for the period June 2024 was reviewed.

 - b. **Accounts Payable:** Motion by Hermes, support by Johnson, to approve the following accounts payable:

Ionia Party Tent Rentals	Rental of 20x30 tent, 80 chairs, 17 tables	350.00
Karen Banks	Reimbursement - Renewal of 1-yr. subscription to Sign-Up Genius	107.89
Sunshine Artist	Renewal of 1-yr. subscription to Sunshine Artist magazine (6 issue)	29.95
Karen Banks	Reimbursement - renewal of 1-yr. subscription to Flipsnak	168.00
J-Ad Graphics	Printing of 1,350 Art in the Park handbills	108.00
Hall's Septic Service	Rental of 2 regular portable toilets, 1 accessible toilet, 2 hand washing stations	615.00
Amazon Capital Services	Art in the Park supplies (cardstock, glue guns & glue, clothespins, parking permit hang tags, manila envelopes)	143.83

All ayes; motion carried.

6. Action/Discussion Items:

- a. Meeting Schedule: Motion by Banks, supported by Johnson, to schedule special meeting on Thursday, July 25, 2024 at 6 p.m. All ayes; motion carried.
- b. Pavilion Shade Cloths: Hermes gave an update on assembly of shade clothes for pavilion. Hermes was thanked for her and her husband's many hours to sew and finish the shade clothes.
- c. Mural Project: Discussion tabled.
- d. Art in the Park:
 - 1) Artists: As of 7/4/2024, a total of 90 applications have been received, less cancellation of three applications and five booths, for a total of 87 applications and 106 booth spaces.
 - 2) Visitor Guides: Due to approx. \$500 price increase from J-Ad Graphics for printing of 2024 Visitor Guides, Banks solicited quotes from other printers, including a quote from River City Reproductions for \$2,175 for 1,200 books. Motion by Hermes, support by Johnson, to approve quote from River City Reproductions. Banks will notify J-Ad Graphics that we are giving the work to a different printer. Baker volunteered to distribute the books throughout the community once they come in.
 - 3) Misc. Printing:
 - Banks volunteered to print and assemble artist booth cards.
 - Draft visitor comment card was reviewed. Consensus was to approve draft and forward to printer to print 25 glued pads, 50 cards per pad.
 - Draft artist comment card and bonus program flier was reviewed. "50th Anniversary" will be added to the bonus program flier.
 - Motion by Johnson, support by Banks, to approve printing and assembly of retractable sign by River City Reproductions at a cost of \$125. All ayes; motion carried.
 - 4) Kids' Zone: Motion by Hermes, support by Banks to approve appearance by Josh Dunigan to present his "Drums for All!" program at the Kids' Zone from noon to 2 PM, at a cost of \$300. All ayes; motion carried. Nancy will invite Marilyn Danielson to return as Buttons the Clown during the 9 AM to Noon time slot.
 - 5) Volunteers: Motion by Banks, support by Johnson, to approve up to \$50 for a Facebook boost for volunteer recruiting. All ayes; motion carried.

- 6) Logistics: Hermes and Banks will schedule a meeting with the DPW and Police Department to discuss parking, road closures, barricades, and other event set-up issues.
- 7) Overnight Security: Nothing has been set up yet.
- 8) Instruction Letters to Artists: Banks will print letters and Baker will fold and stuff envelopes for mailing.
- 9) Opening Flag Ceremony: Baker has contacted Steve Aldrich from the VFW and they are planning to do the opening flag ceremony at 9 AM.
- 10) Parking: Banks reviewed with board members the various parking areas that will be used for artist parking and handicap parking.
- 11) Volunteer T-Shirts: Existing red volunteer shirts were inventoried. Motion by Banks, support by Johnson, to order 8 medium and 20 XL red shirts from Keith Stanton. All ayes; motion carried.

7. Adjournment: Without objection, meeting adjourned at 8:53 p.m.

Respectfully submitted,

Karen Banks, Recording Secretary