

Commission Members:

Chair - Catherine Seamons

Vice Chair – Cory Tanner

2nd Vice Chair – DebAnn Rippy

Sharon Fisher

Teri Woods

City Staff:

Chris Engels

Jessica Reid

Stephanie Morfin



CITY OF KUNA

Kuna City Hall - Conference Room, 751 W 4th Street, Kuna, Idaho 83634

Kuna Arts Commission Regular Meeting

AGENDA

Thursday January 9, 2020

5:45 PM – 6:45 PM

**City of Kuna Conference Room
751 W 4th Street, Kuna, ID 83634**

1. Call to Order and Roll Call

2. Minutes:

A. Kuna Arts Commission Meeting Minutes

- I. Kuna Arts Commission Regular Meeting Minutes December 12, 2019 ACTION ITEM**

3. Business:

A. Nominations and Election of Officers ACTION ITEM

B. Commissioners intent to continue on the Commission ACTION ITEM

C. Ratify 2020 meeting schedule ACTION ITEM

D. Establish a strategy to encourage more friends of the Arts Commission to participate ACTION ITEM

E. Establish process for Art Walk – Commissioner Fisher ACTION ITEM

F. Direction on mural project proposed by Kuna High School Alumni – Chair Seamons ACTION ITEM

G. Discuss potential return of the Quilt Show – Request to table until further information is available. Quilting organization has already discussed a possible return with the City and is meeting with their members. City Clerk Chris Engels. ACTION ITEM

4. Reports:

A. City Staff Report

5. Set Items for Next Agenda

6. Adjournment:

NOTICE: Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the City Clerk's Office at 922-5546. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 922-5546 at least forty-eight (48) hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting.

**Commission Members:****Chair** - Catherine Seamons**Vice Chair** – Cory Tanner**2nd Vice Chair** – DebAnn Rippy

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CITY OF KUNA**Kuna City Hall - Conference Room, 751 W 4th Street, Kuna, Idaho 83634****Kuna Arts Commission Regular Meeting****MINUTES****Thursday, December 12, 2019****5:45 PM – 6:45 PM****City of Kuna Conference Room****751 W 4th Street, Kuna, ID 83634*****1. Call to Order and Roll Call*****COMMISSION MEMBERS PRESENT:**

Chair Catherine Seamons

Vice Chair Cory Tanner - Absent

Second Vice Chair DebAnn Rippy

Commissioner Sharon Fisher

Commissioner Teri Woods - Absent

CITY STAFF PRESENT:

Stephanie Morfin, Clerk's Office

FRIENDS OF THE COMMISSION PRESENT:

None

2. Minutes:**A. Kuna Arts Commission Meeting Minutes**

- 1. Kuna Arts Commission Regular Meeting Minutes November 13, 2019 ACTION ITEM**

Chair Seamons moved to approve November 13, 2019 Regular Meeting Minutes. Seconded by Second Vice Chair Rippy. Motion carried 3-0-2. Commissioner Woods and Vice Chair Tanner were absent.

3. Business:**A. Discuss Art Walk – Commissioner Fisher ACTION ITEM**

Commissioner Fisher moved to table to next meeting. Seconded by Chair Seamons. Motion carried 3-0-2. Commissioner Woods and Vice Chair Tanner were absent.

B. Update on Kuna High School Alumni Mural Project – Chair Seamons

**Chair Seamons moved to table to next meeting. Seconded by Commissioner Fisher.
Motion carried 3-0-2. Commissioner Woods and Vice Chair Tanner were absent.**

4. Adjournment: 5:57 PM

Catherine Seamons, Chair

ATTEST:

DebAnn Rippy, Second Vice Chair

*Minutes prepared by Stephanie Morfin, Customer Service Specialist
Date Approved: January 9, 2020*



CITY OF KUNA

P.O. BOX 13
751 W. 4TH ST.
KUNA, ID 83634

Phone: (208) 922-5546 Fax: (208) 922-5989

PLEASE DO NOT
REMOVE UNTIL
JANUARY 2021.

2020 KUNA ARTS COMMISSION MEETING DATES

JANUARY	January 9
FEBRUARY	February 13
MARCH	March 12
APRIL	April 9
MAY	May 14
JUNE	June 11
JULY	July 9
AUGUST	No Meetings in August
SEPTEMBER	September 10
OCTOBER	October 8
NOVEMBER	November 12
DECEMBER	December 10

* The Kuna Arts Commission holds their regular meetings at 5:45 p.m. on the second Thursday of every month in the Kuna City Hall Conference Room located at 751 W. 4th Street, Kuna, Idaho 83634.

* The Kuna Arts Commission *does not* hold meetings in **August**.

January 7, 2020

KAC Staff report

Holiday Artist and Crafter Show

Changes:

Smaller location, new location. Sales were significantly less than previous years.

Summary:

We have many of the same vendors and due to the limited space, it tends to be more of a boutique show. There are also a growing number of other holiday shows/bazars that are occurring during the holiday season. These are occurring before the Holiday Show takes place.

For consideration:

- Step back from the Holiday Artist and Crafter Show for a year and allow the community bazars the opportunity to grow. If a decrease in local opportunities occurs, KAC can reimplement the Holiday Show.
- Schedule to a larger space (Old Gym) with a date change to earlier in the season such as November and include resellers.
- Inquire as to the feasibility of the Chamber moving their Kids Carnival to the Community Hall and use the Old Gym for the Holiday Show and include resellers.

Kids Cookie Decorating:

Changes:

Smaller location, new location, smaller cookies.

Summary:

The change to 3 smaller cookies instead of a large oversized cookie seems to have had an affect on the day of sales. Unless we can secure the larger cookies at a price point that keeps it affordable, attendance will be a challenge. There was also less foot traffic at the event causing the decrease.

For consideration:

- Step back from the Cookie Decorating until we can secure a larger cookie and determine a location and event that will generate participation.

Light Bus Tours:

Summary:

For a first-year event, it seems to have been greeted with enthusiasm. We had a good turn out of riders for most of the scheduled trips. We did have a bit of a challenge getting sign ups but we also took nominations. Big Thanks to Commissioner Woods for all her time and help!!

For consideration:

- Schedule the event for next year and add a second set of Friday and Saturday night trips.

Greenbelt Lighting:

Summary:

There was a reasonable amount of participation for a first-year event. There is every indication that the displays will grow in size. The materials to do the displays can be expensive so this will take time to develop. There were 9 paid participants.

For consideration:

Continue next year. Move to Bernie Fisher park as requested by the Parks Director.

	Rev	Exp
9 paid participants	\$270	
Parks Dept for Electricity		\$135
Total KAC Revenue	\$135	

Holiday Artist & Crafter Show	2018	2019	Holiday Artist & Crafter Show
Kuna Event Center Rental - Artists & Crafters Show (\$200 fee was split w/ Downtown Revitalization)	(\$100.00)	(\$175.00)	Community Hall Rental - Artists & Crafters Show (\$350 Rental fee was split w/Downtown Revitalization)
Holiday Schedule Banner	(\$19.12)		
Vendor Registration - Holiday Artist & Crafter Show (\$600 total fees split w/ Downtown Revitalization)	\$300.00	\$260.00	Vendor Registration - Holiday Artist & Crafter Show (\$520 total fees split w/ Downtown Revitalization)
KAC Cut of Vendor Sales (\$1,064.70 total revenue split w/ Downtown Revitalization, Plus \$24.26 KAC Donations)	\$556.61	\$289.75	KAC Cut of Vendor Sales (\$579.50 total revenue split w/ Downtown Revitalization)
Total	\$737.49	\$374.75	Total
Vendors	29	23	Vendors
No Shows	4	4	No Shows
		4	Canceled, Registrations not refunded
		3	Registered to fill cancelations
Kids Cookie Decorating	2018	2019	Kids Cookie Decorating
Cookies & Frosting	(\$800.00)	(\$400.00)	Cookie Kits for Kids Cookie Decorating
Gluten Free Cookies	(\$45.50)		
		(\$24.15)	Boxes for Cookie Kits - Kids Cookie Decorating
		(\$13.24)	Gluten Free Frosting
		(\$11.48)	Gluten Free Sprinkles
		(\$9.99)	Reg. Sprinkles
Candies	(\$9.99)	(\$12.99)	Gummy Bears
Pre-Sold Cookies	\$260.00	\$85.00	Pre-Sold Cookies
Cookies Sold at Show	\$627.01	\$125.00	Cookies Sold at Show
Total	\$31.52	(\$261.85)	Total
Total Cookie Kits Sold Out of 200	176	42	Total Cookie Kits Sold Out of 100

Light Bus Tours		2019
Bussing 2 Trips - 12.19.2019		(\$162.57)
Bussing 2 Trips - 12.20.2019		(\$162.57)
Bussing 2 Trips - 12.21.2019		(\$162.57)
6PM 12.19.2019 Tour Ticket Sales		\$38.00
7:30 PM 12.19.2019 Tour Ticket Sales		\$66.00
6PM 12.20.2019 Tour Ticket Sales		\$82.00
7:30 PM 12.20.2019 Tour Ticket Sales		\$108.00
6PM 12.21.2019 Tour Ticket Sales		\$94.00
7:30 PM 12.21.2019 Tour Ticket Sales		\$172.00
Donation from J&M Sanitation for Prizes		\$200.00
Flag Holders for Light Tour Prizes		(\$24.99)
Place Flags/Banners for Light Tour Prizes		(\$150.00)
Chamber Check Prizes (Encumbered)		(\$180.00)
Total		\$72.29
6PM 12.19.2019 # of Tour Tickets Sold		38
7:30 PM 12.19.2019 # of Tour Tickets Sold		28
6PM 12.20.2019 # of Tour Tickets Sold		46
7:30 PM 12.20.2019 # of Tour Tickets Sold		46
6PM 12.21.2019 # of Tour Tickets Sold		46
7:30 PM 12.21.2019 # of Tour Tickets Sold		35
*Ticket totals are not broken into comp, adult, & child		239



Art Pieces for Downtown:

Summary:

The Art Pieces are expected to be installed as part of the construction of Phase II of downtown. That is scheduled for the spring. Still getting final price.

Consideration:

- There is a single donor who contributed enough to cover the cost of a single piece. Determine dedication acknowledgment plaque and donor's choice of piece.

Theatrical Performances:

Summary:

This is a new mission for KAC. Staff met with Artistic Director Josh Rippy and Commissioner Rippy to vet the proposed shows and details. Mr. Rippy was very helpful in determining costs and making recommendations. KAC determined they wanted 2 shows for 2020 with 1 being Youth focused and during Kuna Days. The other would be in the Fall and potentially be a dinner theater option.

Youth:

- 2 performances on August 8 in the afternoon
- Alice in Wonderland
- Held in High School PAC (Mr. Rippy will coordinate)
- Need to build and assemble a stage set
- Budget for costumes
- KAC/City will take the lead for marketing the Casting call
- KAC/City will design the program and tickets
- KAC volunteers needed. No city staff available
- No food/drink sales allowed

Adult:

- 1 performance on October 10
- Much Ado
- Dinner Theater
- Held in a tent in Bernie Fisher park
- Coordinated start time after the Renaissance Faire closes for the day. Open doors at 6:30, Dinner at 7:00, performance at 7:30.
- Budget for costumes
- Budget for performers stipend
- Budget for hair/make up
- KAC/City will take the lead for marketing the Casting call
- KAC/City will design the program and tickets
- KAC volunteers needed
- City Staff available
- Mr. Rippy's performing theater will donate use of lights and sound

Consideration:

- Confirm recommended plays from Mr. Rippy

- Confirm dates and times of performances
- Select point persons from KAC for City Staff to coordinate with:
 - Front of House (Suggestion Commissioner Rippy)
 - Themed Décor for Dinner Theater
 - Ticket Sales
 - Stage set design and construction (with Mr. Rippy's guidance)
- Catering or self-prep for Dinner Theater (RFP is pending for a quote)
- Confirm Menu once RFP is received the end of February
- Confirm proposed ticket prices
- Confirm Beer/Wine sales
- Sponsorship levels for Stage and per Character and promotion levels
- Mr. Rippy will have final review of all costumes, selection of performers, stage design, printed and digital marketing, casting calls, tickets, and programs.

Budget for Theater Production 2020 (KAC)

Budget Summary:	Cost:	Amount:	Notes:
Director (Josh)	\$2,500.00	2 performances	1 Adult (Dinner Theater) 1 Youth (KPAC)
Script Aquisition	\$120.00	1	Alice in Wonderland (2 performances - Afternoon and Evening)
Costumes (Adult)	\$750.00	NA	Dinner Theater
Costumes (Youth)	\$500.00	NA	Kids will provide some of their costume
Musical Performance	\$300.00	1	Acoustic Artist
Staging Set	\$2,000.00	1	Will maintain ownership
Hair and Make-up	\$200.00	1 performance	Dinner Theater
Actors	\$1,800.00	12	12 Actors at \$150 each
Catering	\$785.00	56 people	\$14 a plate with potential of 56 people attending
Budget Total	\$8,955.00		
Operations Breakdown:	Cost:		
Director (Josh)	\$2,500.00	2 Performances	Dinner Theater and Youth Performance
Script Acquisition	\$120.00	1	Alice in Wonderland
Musical Performance	\$300.00	1	Dinner Theater
Hair and make-up	\$200.00	1	Dinner Theater
Actors	\$1,800.00	12	12 Actors at \$150 each
Catering	\$785.00	56 people	\$14.00 a plate with potential of 56 people attending
Operations total:	\$5,705.00		
Capital Investment Breakdown:	Cost:		
Costumes	\$1,250.00	NA	Both Dinner Theater and Youth Performances
Staging Set	\$2,000.00	1	Dinner Theater
Capital Total:	\$3,250.00		
Tickets:	Cost:		
Youth Performance Cost:	\$5.00	NA	Kids under 10 years old are Free (KPAC)
Dinner Theater Cost:	\$25.00	X56 = \$1,400	Revenue from tickets sales (Performance at Bernie Fisher Park)
Revenue:	Cost:		
Beer	\$4.00	NA	Dinner Theater

Wine	\$4.00	NA	Dinner Theater
Soft Drinks	\$1.00	NA	Dinner Theater
Youth Tickets	\$5.00	NA	Youth Performance
Adult Tickets	\$25.00	56	Dinner Theater
Sponsorships:	Cost:		
Staging	\$600.00	NA	Accounts for all the cast
Performers	\$50.00	NA	Per Character