

Commission Members:

Chair – Jan Allan Zarr

Vice Chair – Ana Paz

Secretary – Catherine Seamons

Sharon Fisher

Kody Newton

Teri Woods

Cory Tanner

DebAnn Rippy

Patrick Bochnak

Vacant

Vacant

City Staff:

Chris Engels

Jessica Reid



CITY OF KUNA

Kuna Arts Commission, 751 W 4th Street, Kuna, Idaho 83634

**Kuna Arts Commission Meeting
MINUTES**

Thursday January 10, 2019

6:00 pm-7:00 pm

Conference Room, Kuna City Hall, 751 W 4th Street

Open to the public

In Attendance:

Commissioners – Chair Seamons, Vice Chair Ana Paz, DebAnn Rippy, Sharon Fisher, Teri Woods

City Staff – Chris Engels, Jessica Reid

Visitors – None

1. Minutes approval tabled until a Special Meeting could be scheduled to address these items.
2. Voting on new Secretary tabled until a Special Meeting could be scheduled to address these items.
 - a. City Clerk Engels explained the compliance that must be followed regarding the posting of Agendas for a City sponsored Commission. She stated that due to the fact that the Agenda for the 01.10.2019 meeting was not posted 48 hours prior to the meeting; the Commission would not be able to address any items that needed approval or voting but that a Special Meeting could be held to address these items. The Commission understood and moved to Agenda items that were allowable.
3. Discussion of possible new position, Executive Board Coordinator
 - a. Position Name Ideas
 - i. Executive Board Coordinator
 - ii. Project Manager
 - b. Responsibilities/Duties
 - i. City liaison
 - ii. Community liaison
 - iii. Flyer distribution
 - iv. Runner
 - v. Would assign Commission members to certain duties/responsibilities pertaining to current projects by understanding an individual's skill set

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- c. Chair Seamons presented that by assigning this position voting power, it could assist in creating a deeper commitment from the person.
 - d. Chair Seamons asked where the Commission members would want this position to live. After discussion, it was decided that the position would not have voting power as it would create a requirement for more voting members to be required in attendance and could thus create a hold up in moving items forward.
 - e. Commissioner Woods suggested that the number of projects this position took on was limited as to not overburden them and that a second person could be added under the title as more projects were taken on. Commissioner Fisher agreed and stated that she was not sure if the position required a title and asked what would make them different from other Commissioners.
 - f. City Clerk Engels explained that based on history, many commit to offering assistance but then flake out in the end. The person chosen for this position would be someone who had proven their commitment via regular meeting attendance, taking self-initiative, a willingness to go above and beyond without having to be encouraged to do so. This person would be a more effective, dedicated member and would look at the position as an opportunity to be more involved.
 - g. Commissioner Rippy proposed that a template of how event/project tasks in general should be performed and use that as a jumping off point to narrow down duties. Commissioner Rippy suggested that this item be added to a future Agenda.
 - h. Chair Seamons stated that as of now, the person could take a project, we could define duties individual to that project, see how the person handles the responsibility and see how the position evolves.
4. Chair Seamons presented some additional items to consider for the 2019 Holiday Artist & Crafter Show
- a. Brainstorm ideas for a larger venue as to bring in additional vendors and make the venue less cramped.
 - b. City Clerk Engels notified Commission that the results of a survey presented to the Artist & Crafters for the last three years showed that Centralized Check Out was preferred. City Clerk Engels also stated that Centralized Check Out may not occur next year due to it being very City staff heavy. Chair Seamons and City Clerk Engels agreed that this should be discussed further at a later date, March/April would be best.
 - c. City Clerk Engels stated that profits from this event would continue to be split between the Kuna Arts Commission and Downtown Revitalization Project; this event originated as a Downtown event & should stay as a Downtown event. She also stated

that keeping it the same day as other holiday events happening makes it a destination event for the public.

5. Chair Seamons stated that work on the Kuna Works! Kuna Life! Kuna Lives! would be tabled until further notice. New entries would still be accepted but that any decisions would be withheld to a future time.
6. Chair Seamons notified the Commission that any items that they want added to an Agenda must be turned in the Friday before the meeting. She also stated to please send in their ideas because she wants members to be heard.
7. First Quarter To Do List was not discussed due to time constraints but will be addressed at a future meeting per Chair Seamons.
8. Chair Seamons stated that she was volunteering to be the Project Manager for the Poetry project.
 - a. City Representative Reid stated that the call for Poetry had been distributed via email and the Commission Facebook page.
 - b. Chair Seamons said that she will be bringing a sample of a display idea for the poetry pieces.
 - c. Chair Seamons asked Representative Reid if she could create a visual presentation that explained what an eBook is, how you go about creating it and the benefits of it.
9. Chair Seamons notified the Commission that she would like to publish Commission events, calls and notifications in the Kuna Melba News (KMN). The Commission would need to decide what they want to publish and how they would want it to look.
 - a. Chair Seamons stated that at a meeting she had with KMN, that they were interested on publishing pieces on local outreach organizations and other types of Committees/Commissions. Commissioners and City Representatives stated that it would be a great opportunity for the Commission.
10. Miscellaneously discussed items not on Agenda.
 - a. Chair Seamons stated that she would love for Kuna to be a Christmas Light viewing destination in the way that Caldwell is. Chair Seamons and Vice Chair Paz suggested that instead of selling sections of the Kuna Greenbelt to be decorated that sections could instead be sponsored on a sliding scale. Sponsors could state preferences such as color or theme but that the final product would be brought to fruition by the Commission. Vice Chair Paz stated that she would consult with her light company to see if she could get

some pricing ideas as she has already been considering decorating Sandstone Plaza and connecting it with the Greenbelt.

- b. Vice Chair Paz stated that she had left over canvases and materials from Create N' Sip events. City Clerk Engels suggested that the Commission use the canvases as a community art piece by putting them out at events and encouraging the public to add bits of their flare; at the end of Summer, the pieces could be displayed.

5. Adjourn: 7:00 PM

ATTEST:


Ana Paz, Vice Chair



Catherine Seamons, Chair

*Minutes prepared by Jessica Reid, Customer Service Specialist
Date Approved: January 17, 2019*