

Commission Members:

Chair – Jan Allan Zarr

Vice Chair – Ana Paz

Secretary – Catherine Seamons

Sharon Fisher

Kody Newton

Teri Woods

Cory Tanner

DebAnn Rippey

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 December 13, 2018**

**6:00 pm-7:00 pm**

**Council Chambers, Kuna City Hall, 751 W 4<sup>th</sup> Street**

**Open to the public**

**In Attendance:**

*Commissioners – Jan Zarr, Ana Paz, Catherine Seamons, Patrick Bochnak, Kody Newton*

*City Staff – Chris Engels, Jessica Reid*

*Visitors – Bryan & Joe from Creative Wraps*

**1. Consideration to Approve Minutes**

- a. Executive Board Arts Commission Meeting Minutes November 22, 2018

**Commission Chair Zarr moved to approve November 22, 2018 minutes. Seconded by Secretary Seamons. Motion carried 5-0.**

**2. Consideration of Official Name Badges for Committee Members**

- a. Badges will need to have member information
- b. Headshot from each Commission Member required to print badges
- c. Can move to business cards and even individual name badges as money permits

**Commissioner Bochnak motioned to approve moving forward with name badges. Seconded by Commission Chair Zarr. Motion carried 5-0.**

**3. Thank You letters for Donations with Tax Write Off Document**

- a. Commission will give credit/recognition to businesses who have donated possibly by a panel at City Hall
- b. Commission may look at other ways to say Thank You for Sponsorship as well as how to promote proper representation for the donating businesses
- c. What other ways could the Commission generate Sponsorships

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- d. What is the best way to present the money trail accurately
    - i. City Clerk Engels notified the Commission of specific requirements that must be followed when it comes to Donations/Sponsorships
    - ii. The City will send an invoice once a Commissioner has submitted the form which Jessica will create
    - iii. Donation items must be picked up by a City Official
  - e. City Clerk Engels notified Commission that Commissioners cannot under any circumstance, promise money to anyone and cannot receive donations/monies on behalf of the City, these items must be processed through the City
  - f. Chair Zarr made suggestions for ways the Commission could generate Donations/Sponsorships
    - i. Day of Giving or Giving Tuesday type event
  - g. Secretary Seamons stated that the Commission needs to get information to the newspaper for projects. This could also be a way to get KAC introduced to the public on a broader spectrum
4. City Clerk Engels presented options for re-opening nominations on new Commission Chair position and explained the City's stance on the topic. After discussion, re-opening of the nominations for Commission Chair was abandoned
- a. An official vote for new Commission Chair was held, Commissioner Seamons was only nomination
- Chair Zarr motioned to make Commissioner Seamons the new Commission Chair effective January 1, 2019. Seconded by Commissioner Bochnak. Motion carried 5-0.**
- b. As Commission Secretary position will be vacated by Commissioner Seamons January 1, 2019, nominations for new Commission Secretary were opened.
    - i. Nominations will remain open until January 10, 2019. A vote will be made at the January 10, 2019 Kuna Arts Commission Meeting.
5. City Clerk Engels performed a review of the Holiday Artist and Crafter Show with Commission
- a. Event generated a revenue of \$556.61 based on the 80/20 split with Artist/Crafter.
  - b. Cookie Decorating Sales generated a revenue of \$31.00 which went directly to the Kuna Arts Commission

- c. The remaining 25 cookies were donated to Mayor Stear/Kuna Parks and Rec. These cookies were taken to a Special Ed Extended Resource Class where Mayor Stear and Kuna Parks and Rec staff assisted the children with decorating them.
- d. It was suggested that a donation jar be available at the event where people could donate towards Cookie Decorating thus making it possible for less fortunate children to participate in spite of financial abilities
- c. The question of Cash Receipting was raised; centralized check out could be continued or Artist/Crafter could be responsible for handling their own Cash Receipting.
  - i. Commissioners questioned how the Kuna Arts Commission would obtain the 80/20 split at the conclusion of the event if Artist/Crafter were responsible for their own Cash Receipting
  - ii. City Clerk Engels notified Commission that Artist/Crafter would still be required to perform a final check out with City staff
- d. City Clerk Engels stated that a Call for the upcoming Music on the Greenbelt event in June 2019 would be sent to the Artist/Crafters who were part of the Holiday Artist and Crafter Show in January 2019

6. Adjourn: 6:55 PM

ATTEST:  
  
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Catherine Seamons, Secretary

  
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Jan A Zarr, Chair

*Minutes prepared by Jessica Reid, Customer Service Specialist  
Date Approved: January 10, 2019*