



Mercer Island Arts Council Regular Meeting
Agenda | October 9, 2019
Mercer Island Community & Event Center
8236 SE 24th St., Mercer Island, WA 98040

- 6:30 PM CALL TO ORDER**
- 6:30 PM APPEARANCES**
- 6:35 PM APPROVAL OF MINUTES**
Regular Meeting Minutes, August 14 and September 11, 2019
- 6:40 PM PROS PLAN 2020 UPDATE, Ryan Daly, Interim Parks & Recreation Director**
- 6:50 PM 2019 BUDGET REPORT, Sarah Bluvas**
- 6:55 PM FUNDING REQUEST: YOUTH THEATRE NORTHWEST, Sarah Bluvas**
Action Requested : Review and decide on request to support YTN 2019-2020 Season
- 7:10 PM 2019 BYLAWS REVIEW, All**
Action Requested : Adopt proposed amendments
- 7:30 PM ADP ARTS & CULTURE/PLACEMAKING VISION, Master Plan ad-hoc committee**
Action Requested : Approve vision and tenets for draft plan review at City Council on 10/15
- 7:50 PM PLANNING FOR NOVEMBER MEETING, All**
- 8:10 PM PROGRAM & LIAISON REPORTS**
Chair Report/Public Art, Erin Vivion

Literary, Erik Gordon

Community Relations, Damian Schwiethale

Mostly Music in the Park, Matt Lome

Special Projects, Gaylene Vaden

Gallery, Amy Barnes
Update: MIVAL Holiday Show at Mercer Island Gallery, October 28-December 13
Update: 2020 Mercer Island Gallery Exhibit Schedule

MIVAL, Claudia Zimmerman

FAAC, Alice Finch
- 8:25 PM STAFF UPDATES, Sarah Bluvas and Diane Mortenson**
Update: Let's Talk site draft
- 8:30 PM ADJOURN**

- Arts Council Members**
 - 1 Anumeha
 - 2 Suzanne Skone
 - 3 Gaylene Vaden
 - 4 Amy Barnes, Vice Chair
 - 5 Matt Lome
 - 6 Erin Vivion, Chair
 - 7 Erik Gordon
 - 8 Damian Schwiethale
 - 9 Xixi Shakes

- City Council Liaison**
Salim Nice

- Staff**
Sarah Bluvas
Diane Mortenson

- MIVAL Liaison**
Claudia Zimmerman

- FAAC Liaison**
Alice Finch

Next Meeting: November 13, 2019

2019 Arts Council Group Norms/Guiding Principles
Adopted at the Arts Council Retreat – 03.02.19

Everyone contributes.

- Listen actively.
- Create a space in which all members feel comfortable speaking up.
- Encourage respectful debate.

Foster a collaborative environment.

- Work better together.
- Stay open to new ideas and ways of thinking.
- Seasoned members mentor new members.
- Once a decision is made, everyone commits to that decision.

Hold each other accountable.

- Evaluate projects and ideas equally.
- Focus on the group's goals.
- Identify and leverage the skills everyone brings to the table.

Get to know each other and the community.

- Socialize with each other.
- Expand the network by bringing friends, neighbors, etc., along – create a pipeline/succession plan.

Be transparent and accessible.

- Check for understanding by paraphrasing.
- Foster open communication.



ARTS COUNCIL MINUTES

AUGUST 14, 2019

Call to Order

The meeting was called to order by Chair Erin Vivion at 6:36 pm at Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, WA 98040.

Roll Call

- Members Present: Anumeha, Amy Barnes, Erik Gordon, Matt Lome, Damian Schwiethale, Suzanne Skone, and Erin Vivion
- Members Absent: Xixi Shakes and Gaylene Vaden
- City Council: Deputy Mayor Salim
- Staff: Sarah Bluvas and Diane Mortenson
- MIVAL Liaison: Claudia Zimmerman
- FAAC Liaison: Alice Finch
- Guests: Pamela Lavitt, Stroum Jewish Community Center

Appearances

No appearances.

Minutes

It was moved by Gordon; seconded by Skone to:

Approve the July 10, 2019, as presented.

Passed 7-0

FOR: 7 (Anumeha, Barnes, Gordon, Lome, Schwiethale, Skone, Vivion)

AGAINST: 0

ABSENT: 2 (Shakes, Vaden)

2019 Budget Report – Sarah Bluvas

Bluvas reported that \$12,630.58, remains in the Arts Council's 2019 operational budget.

Funding Request: SeaJAM Festival 2019 – Pamela Lavitt, Director of Arts+Ideas and the Seattle Jewish Festival, Stroum Jewish Community Center

Lavitt requested funding to support the second annual SeaJAM Festival taking place September 13-15, 2019. The Arts Council asked Lavitt questions and then discussed the request after Lavitt left the meeting.

It was moved by Lome; seconded by Skone to:

Provide \$1,000 to sponsor the Joel Gamoran Brunch on Sunday, September 15, and support the Challah Baking Contest on Friday, September 13.

Passed 5-0-2

FOR: 5 (Gordon, Lome, Schwiethale, Skone, Vivion)

AGAINST: 0

ABSTAIN: 2 (Anumeha, Barnes)

ABSENT: 2 (Shakes, Vaden)

Staff will follow up with Lavitt to finalize the sponsorship details.

Community Engagement Opportunities – All

Community Survey: The Arts Council discussed and made changes to the community survey community survey drafted by Schwiethale and staff.

It was moved by Schwiethale; seconded by Gordon to:

Approve the community survey as amended.

Passed 7-0

FOR: 7 (Anumeha, Barnes, Gordon, Lome, Schwiethale, Skone, Vivion)

AGAINST: 0

ABSENT: 2 (Shakes, Vaden)

Staff will make final edits to the online and hard-copy versions of the survey and begin distributing by Friday, August 23.

Community Engagement Ideas – Farmer’s Market, Sunday, August 23, 10 am-3 pm: Bluvas will take the lead on set-up and manning the booth. Activities will include distributing the community survey, raffling tickets to SeaJAM 2019: Brunch with Chef Joel Gamoran, and bubbles & sidewalk chalk for children’s activities. Bluvas will send a link to sign up to volunteer.

Community Engagement Ideas – Art UnCorked, Friday, September 6, 6-9 pm: A small group met to discuss ideas for the event, including coordinating a pop-up performance in the gallery. Due to lack of time for additional preparation, the Arts Council will man a booth with activities including the community survey and the SeaJAM raffle. Chair Vivion and Schwiethale will take the lead on set-up and volunteering; Bluvas will send a link for other volunteers to sign up and prep activity materials and marketing collateral by August 29. Chair Vivion requested that the Arts Council form a sub-committee to better prepare for next year’s event.

Project Proposals Rubric and Bylaws Review – All

Project Proposals Rubric: Bluvas shared updates made to the rubric as a stipulation of its adoption at the last meeting. The Arts Council accepted these updates, and the rubric is now ready to use to evaluate project/funding proposals.

Bylaws – Second Review: *For the sake of time, Chair Vivion tabled this discussion until a future meeting.*

Chair Report – Erin Vivion

The public comment period for Vision 2050, the Puget Sound Regional Council’s long-range strategic planning process, is open. It ends September 16, 2019, and can be accessed at:

<https://www.psrc.org/draft-vision-2050>

She also asked Deputy Mayor Nice for an update on the MOU for the proposed mixed-use development at the former Tully’s site in Town Center. Deputy Mayor Nice is serving on a working group with MICA and the developers; they met last week, and negotiations are progressing. The Arts Council should review the next City Council agenda packet for more information.

Gallery – Amy Barnes, Chair

The installation of *Blomster*, a new sculpture approved for temporary display in the Greta Hackett Outdoor Sculpture Gallery, is moving forward, with a target installation date of the week of September 2. Barnes also requested volunteers to assist with the gallery install coming up on Saturday, September 7, 11 am-2 pm.

Literary – Erik Gordon, Chair

The Friday Night Films series kicks off again with a screening of *Topsy-Turvy* on Friday, September 6, at 7:30 pm at Aljoya. Gordon is also working on a special film event including local sponsors to take place in the 2020 half of the season.

Master Plan (ad-hoc committee) – Erik Gordon

The ad-hoc committee met on August 7 and 14 to discuss needs and next steps for moving the arts and culture/placemaking vision for the Aubrey Davis Park master plan forward. The group meets again on August 23 and plans to share a draft at the September Arts Council meeting.

Mostly Music in the Park – Matt Lome, Co-Chair

The final concert is tomorrow, Thursday, August 15. Activities begin at 6 pm, with a “Mercer Island Musician Showcase” performance by Lome at 6:30 pm. The headliner Filé Gumbo takes the stage at 7 pm.

FAAC – Alice Finch

Finch will be in Denmark in September and unable to attend the September meeting.

Staff Updates – Diane Mortenson

- The Parks & Recreation Department is hosting Doo Wop and Daisies, an event to celebrate aging in our community, on Thursday, September 12, 11 am-2 pm at the Mercer Island Community and Event Center.
- Rotary Club will host the first annual Walk for Peace on Friday, September 21, 10 am-12 pm.

Adjournment

Chair Vivion adjourned the meeting at 8:18 pm.



ARTS COUNCIL MINUTES

SEPTEMBER 11, 2019

Call to Order

The meeting was called to order by Chair Erin Vivion at 6:31 pm at Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, WA 98040.

Roll Call

- Members Present: Amy Barnes, Erik Gordon, Xixi Shakes, Suzanne Skone, Gaylene Vaden, and Erin Vivion
- Members Absent: Anumeha, Matt Lome, and Damian Schwiethale
- City Council: Deputy Mayor Salim
- Staff: Sarah Bluvas and Diane Mortenson
- MIVAL Liaison: Claudia Zimmerman
- Guests: Kelly Pajek, 4Culture

Appearances

No appearances.

Minutes

The Arts Council will approve August 2019 Minutes at the October meeting.

Reporting Volunteer Hours – Diane Mortenson

Board members should fill out the Parks and Recreation department's Volunteer Hours Reporting form each month and return to Mortenson to ensure that volunteer hours are captured.

2019 Budget Report – Sarah Bluvas

Bluvas reported that \$11,251.54 remains in the Arts Council's 2019 operational budget.

Aubrey Davis Park Arts & Culture/Placemaking Vision Draft – Master Plan ad-hoc committee

Bluvas and the ad-hoc committee presented the vision draft developed by the committee over the last two months. The committee will present the vision as revised to the community at the last Aubrey Davis Park Master Plan Open House on Monday, September 23, 6-8 pm, at the Mercer Island Community and Event Center. They will report on additional feedback and progress at the October meeting.

SEAJam Festival Sponsorship Update – Staff

The Arts Council will be represented at the Challah Bake-Off on Friday, September 13, and the Celebration Brunch with Joel Gamoran on Sunday, September 15. The following Arts Council members will participate in these events on behalf of the Arts Council

- Erin Vivion: Challah Bake-Off
- Gaylene Vaden: Celebration Brunch with Chef Joel Gamoran

Chair Report – Erin Vivion

Arts-Based Diversion Program Idea: Chair Vivion presented a program idea called Div-Art related to restorative justice and art as a possible collaboration with Mercer Island Youth and Family Services. The board supported Chair Vivion continuing to explore this idea.

Art UnCorked Recap: More than 1,000 people attended Art UnCorked this year. Chair Vivion requested that the Arts Council form an ad-hoc committee to more actively coordinate Arts Council collaboration for next year's event. The following Arts Council members volunteered for the ad-hoc committee:

- Amy Barnes
- Erik Gordon
- Suzanne Skone

Bluvas will follow up with the Chamber of Commerce and the ad-hoc committee on next steps.

Special Projects – Gaylene Vaden, Chair

Vaden, Shakes, and Bluvas will meet soon to restart the exploration of the Certified Creative Districts program.

Gallery – Amy Barnes, Chair

The next Artists Reception for the Mercer Island Gallery is tomorrow, Thursday, September 12, 6:30-8 pm, at the Mercer Island Community and Event Center. Barnes encouraged members to attend to support the three artists currently on view.

MIVAL – Claudia Zimmerman, Liaison

Art UnCorked: MIVAL had great success at Art UnCorked this year; Zimmerman supported more Arts Council collaboration in the event going forward.

MIVAL Gallery 10th Anniversary: Zimmerman will follow up with more details about plans to celebrate the gallery's 10th anniversary at the next meeting.

Staff Updates – Sarah Bluvas

- Several arts networking opportunities are coming up in September and October, including:
 - ArtsFund presentation at Washington Women's Foundation, Thursday, September 26, 8:30-10 am, Seattle
 - King County Local Arts Agency (LAA) meeting, Thursday, September 26, 9:30 am-12:30 pm, Newcastle
 - Cultural Congress presented by Inspire Washington, October 20-23, Toppenish, WA
 - 2019 Northwest Public Art Consortium (NoWPAC) Conference, October 23-25, SeattleBoard members should let Bluvas and Chair Vivion know if they are interested in attending.
- The Mercer Island Library seeks Arts Council volunteers to assist with the ideaX program on Saturday, October 19. Contact Bluvas if interested in volunteering.
- For the next Arts Council meeting, members should come prepared to:
 - Vote to adopt the amendments to the Arts Council Bylaws
 - Discuss ideas for a "mini retreat" at the November meeting

Adjournment

Chair Vivion adjourned the meeting at 8:08 pm.

Mercer Island Arts Council - 2019 Operating Budget *(Budget to Actual - As of 10.08.19)*

Expense Area	2019 Budgeted	2019 Actual	2019 Pending	Additions
PR5200: Public Art				
Operating supplies (placards, signage, etc.)	\$ 800.00	\$ -	\$ -	\$ -
PR5300: Community Arts Support				
Arts Council Swing Dance (VFW Hall rental, supplies, etc.)	\$ 1,600.00	\$ -	\$ -	\$ -
Dance for PD	\$ 750.00	\$ 750.00	\$ -	\$ -
PR5400: Gallery				
Operating supplies (reception food, etc.)	\$ 1,200.00	\$ 759.14	\$ -	\$ -
Professional services (outdoor gallery installation stipend)	\$ 1,400.00	\$ -	\$ 400.00	\$ -
Musicians at receptions	\$ 1,500.00	\$ 1,050.00	\$ 150.00	\$ -
Marketing and promotion (advertising, printing, etc.)	\$ 1,400.00	\$ -	\$ -	\$ -
PR5500: Literary Program				
Classics on Film honoraria (Lance Rhodes)	\$ 3,000.00	\$ 1,200.00	\$ 800.00	\$ -
Meet the Author event	\$ 400.00	\$ -	\$ -	\$ -
Marketing and promotion (advertising, printing, etc.)	\$ 450.00	\$ -	\$ 288.00	\$ -
PR5600: Cultural & Performing Arts				
Event supplies	\$ 100.00	\$ 16.53	\$ -	\$ -
Mostly Music in the Park sound engineering	\$ 5,200.00	\$ 6,784.80	\$ -	\$ -
Mostly Music in the Park bands	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
Shakespeare in the Park performances	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
Marketing and promotion (poster design/distribution, banners, etc.)	\$ 2,920.00	\$ 2,032.82	\$ 894.00	\$ -
PR5700: Special Programs				
Operating supplies (office supplies, retreat supplies, etc.)	\$ 500.00	\$ 337.05	\$ -	\$ -
Dues and subscriptions (STQRY, professional networks, etc.)	\$ 3,000.00	\$ 1,310.53	\$ -	\$ -
Marketing and promotion (Arts Council branding)	\$ 750.00	\$ -	\$ -	\$ -
Miscellaneous grants and sponsorships	\$ 2,000.00	\$ 1,000.00	\$ -	\$ -
TOTAL	\$ 40,970.00	\$ 29,240.87	\$ 2,532.00	\$ -
Remaining	\$			9,197.13

1% for Art in Public Places Fund Balance

Cash Balance as of 01.01.19	\$ 143,011.81
2018 - Contributions	
Contributions	\$ 30,222.00
2018 Town Center Banners	\$ (300.00)
Net 2018 contributions	\$ 29,922.00
2019 Budget - Commitments or Future Use of Cash	
Anticipated Contributions	\$ 10,000.00
Annual art maintenance	\$ (15,000.00)
Net 2019 contributions (est.)	\$ (5,000.00)
Est. Cash Available at year's end (12.31.19)	\$ 167,933.81



Mercer Island Arts Council 2020 Application for Community Arts Support Funding

The Arts Council is now accepting applications for financial support for programs and projects taking place on Mercer Island in 2020. Apply by one of three deadlines:

- Round 1: November 1, 2019 – Apply for programs or projects taking place January 1-April 30, 2020.
- Round 2: January 31, 2020 – Apply for programs or projects taking place May 1-August 31, 2020.
- Round 3: May 1, 2020 – Apply for programs or projects taking place September 1-December 31, 2020.

Submit applications by 5 pm on the deadline date to Sarah Bluvas, the Arts & Culture Coordinator, at sarah.bluvas@mercergov.org. The Arts Council reviews requests at the regular Arts Council meeting directly following each application deadline.

Date _____ Which application round are you applying for? 1 2 3

Applicant Information

Organization/Individual _____

Project Contact _____ Website _____

E-mail Address _____ Phone _____

Mailing Address _____

City, State, & Zip _____

501(c)3 Nonprofit? Yes No

Overview of the Proposed Project

Project Title _____

2020 Project Date(s) _____

Project Location _____

Is this a new or emerging project? Yes No

Estimated number of people to be served by this project _____

Project Budget _____ Funding Amount Requested _____

Project Description

Briefly describe the proposed project. (Include extra pages or collateral if needed.)

Who will participate in or benefit from this project? (residents, youth, artists, etc.)

How will this project foster innovative and inclusive ways to experience arts, culture, and heritage?

How does the project differ from other comparable activities or offerings on Mercer Island?

How will you build awareness of and community participation in this project? Briefly describe your plan for marketing and community outreach.

Please share any other information about the project that may be relevant to the Arts Council's evaluation.

**Youth Theatre Northwest
2019-2020 Sponsor Benefits**

Show Sponsor (\$1,500)

- 10 VIP Tickets to opening night
- Acknowledgement in every pre-show speech
- ½-page program ad (to be seen by over 1,000 people per show)
- Logo on poster, flyer, and A-board to be distributed to almost 100 Mercer Island, Seattle, and Eastside businesses
- Logo on all online marketing including Facebook posts, e-blasts, and our website
- Opportunity to hand out flyers at performances
- Signed poster from the cast

Season Sponsor (\$2,500)

- All the benefits of a show sponsor
- Full-page program ad for every show

**Mercer Island Arts Council
Rubric to Evaluate Project Proposals**

Project Proposal:

Summary of Proposed Investment:

Directions: Enter numerical value in each scoring cell and add figures for total score

Criteria for Granting Project Support		Strength in Meeting Criteria (0-5)	Notes	Subtotal
Community Participation & Benefit	Considerations			
	<i>Will the proposed project enhance quality of life on Mercer Island?</i>			
	<i>Does the proposed project support local artists and/or arts, culture, and heritage organizations?</i>			
	<i>Will the proposed project appeal to a broad community audience?</i>			
Creative Quality & Diversity	Considerations			
	<i>Does the proposed project provide accessible, high-quality performing, visual, literary, and/or other arts and creative opportunities?</i>			
	<i>Does the proposed project highlight a new or unique concept or medium?</i>			
	<i>Does the proposed project include diverse voices and perspectives?</i>			
Demand for Services	Considerations			
	<i>Does the proposal demonstrate community need or demand for this project?</i>			
	<i>Does the applicant request start-up funding for a new or emerging project?</i>			
Planning & Execution	Considerations			
	<i>Does the applicant demonstrate past capability or success in producing this or similar projects?</i>			
	<i>Does the applicant have a well-developed project plan and a strategy for marketing & promotion?</i>			
	<i>Does the applicant demonstrate other matching funds?</i>			
	<i>Is the proposed budget realistic?</i>			
	<i>Does the applicant plan to collaborate with other individuals and/or organizations to execute the proposed project?</i>			
	<i>Does the applicant have a plan if the Arts Council cannot provide financial assistance?</i>			

Total Score

Assumptions:

> **Criteria are weighted equally**

> **Considerations leveraged to better define value proposition of the proposal**

> **Score of (0-4) should not be pursued/supported**

> **Score of (5-10) should be prioritized for development/supported**

> **Score of (10+) should be developed/supported**

The Mercer Island Arts Council (“Arts Council”) is an advisory board to the Mercer Island City Council (“City Council”) as established by Ordinances No. A-40 and A-41, passed by the City Council August 12, 1985, and codified as MICC 3.55 [and 4.40.200](#). These bylaws constitute a supplement to said documents, providing further statements of the organization, procedures, activities, and objectives of the Arts Council. In any instance in which these bylaws might be interpreted to be contrary to said documents, the latter shall govern.

Commented [SB1]: I don't think it's appropriate to include 4.40.200 (1% for art in public places fund) here, as it is not an establishing code for the Arts Council. I recommend including it a different way?

ARTICLE I – MISSION STATEMENT

The Arts Council’s mission is to nurture, promote, and support quality cultural arts activities for the community of Mercer Island.

ARTICLE II – DUTIES & RESPONSIBILITIES

The Arts Council’s purpose is to advise and make recommendations to the City Council and other boards and commissions on matters related to arts and culture on Mercer Island.

The Arts Council goals are to:

- [Advocate the arts, artists, and arts organizations of Mercer Island.](#)
- [Stimulate and promote community awareness, education, and enjoyment of the fine arts.](#)
- [Support performing, visual, and literary arts programs, projects, and events.](#)

Commented [SB2]: Condensed second and third goals to eliminated redundancy.

~~As an advisory board, the Arts Council shall not direct significant staff work nor is the board authorized to commit any funds of the City without approval from the City Council.~~

[As an advisory board, the Arts Council recommends policies related to arts and culture, allocates funding from the Arts Council operating budget, and proposes arts and culture projects and initiatives. All recommendations are subject to City Council approval and staff capacity.](#)

Commented [SB3]: ACTION REQUESTED: Does this language satisfy the need to rework the sentence about significant staff work removed above?

The Arts Council’s duties and responsibilities are to:

- Develop the arts and culture plan as a component of the city of Mercer Island’s comprehensive plan and provide recommendations on periodic updates to the plan as directed by City Council.
- Provide a forum for the community to express their views on arts and culture and serve as a central body to promote, develop, stimulate, and encourage arts organizations, artists, and arts participation in Mercer Island.
- Establish guidelines for [and advise Mercer Island’s Design Commission on](#) the commissioning, selection, and placement of permanent or temporary works of art in Mercer Island.

Commented [SB4]: UPDATE: Planning and Design Commission bylaws do not reference public art in any capacity (FYI both commissions’ bylaws are much less detailed than this document). We are still following up with staff regarding the best way to make sure this process is solidified.

Regardless, perhaps it’s better to broaden this out. Maybe:

Establish guidelines for and advise other boards and commissions...

Then work later to identify a specific policy or process that lives in addition to the Bylaws.

- Review the suitability and advise on the acceptance of art works intended as gifts to the city of Mercer Island.
- Participate in the selection of artists and performers for programs and events sponsored by the Arts Council.
- Support and foster an inclusive arts community that embraces the cultural diversity of its citizens and recognizes their contributions to the cultural landscape, including honoring and featuring local artists.
- Explore opportunities to obtain private, local, state, and/or federal funds to promote arts and cultural opportunities in Mercer Island.
- Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, art organizations, foundations, and other community groups to bring artists and audiences together.
- Advise on other matters as directed by City Council.

ARTICLE III – ORGANIZATION

1. MEMBERSHIP

The Arts Council consists of nine persons recommended by the Mayor and Deputy Mayor and subject to appointment by the City Council. Members serve a term of four years and may serve no more than two consecutive terms. Each member's term shall expire on the last day of May.

2. OFFICERS

The elected officers of the Arts Council shall consist of a Chair and Vice Chair. The term of office for Chair and Vice Chair is one year. Each officer may serve a maximum of two consecutive terms.

Officer terms take effect ~~beginning with the regular January meeting at the first meeting in June,~~ and the election cycle is repeated annually.

If the Chair or Vice Chair vacates the position, the Arts Council will nominate and vote for a current member to fill the position at the Arts Council's next regular meeting.

Election Process

At the Arts Council's ~~December~~ ~~May~~ meeting, the following process is conducted to elect new officer positions:

- Place motion to elect Chair and Vice Chair on the agenda.
- Take nominations for the position of Chair from the floor.
- Nominations do not require a second vote.
- If no further nominations, the Chair declares nominations closed.
- Voting takes place in the order nominations are made.
- If there is only one nomination, board members will vote on that nomination by a voice vote.

- If there is more than one nomination, each will be voted on separately by a roll-call vote of the members present.
- Once a nominee receives a simple majority vote, the nominee is declared elected to the position.
- If none of the nominees receive a majority vote, nominations are requested again, and the process is repeated until a candidate receives a majority vote.
- The process is repeated for Vice Chair.

Officer Duties

- Facilitate Arts Council meetings in a fair, efficient, productive, and informative manner.
- Act as the primary Arts Council representatives to City Council.
- Serve as the primary line of communication to City staff.
- Work with City staff to schedule meetings and develop meeting agendas.
- Appoint committee chairs.
- The Vice Chair attends meetings with staff and the Chair and fulfills duties of the Chair in the Chair's absence.

3. COMMITTEES

The Arts Council includes six standing committees, and special or ad-hoc committees may be created as-needed. Committees are chaired by board members appointed by the officers, and committee members may be Arts Council members or other appropriate volunteers. Due to the requirements of the Open Public Meetings Act (Chapter 42.30 RCW), a committee shall contain fewer members than a quorum of the whole Arts Council.

Standing Committees

The following are the standing committees of the Arts Council.

- Community Relations: Assists with coordinating efforts related to public relations and community outreach on behalf of the Arts Council and its programs.
- Gallery: Assists with programming the Mercer Island Gallery at the Mercer Island Community & Event Center and the Greta Hackett Outdoor Sculpture Gallery.
- Literary: Assists with fostering appreciation of literature in the community by coordinating literary programs and collaborating with literary groups.
- Performing Arts: Assists with coordinating music, theater, and other performing arts programs.
- Public Art: Assists with stewarding Mercer Island's public art collection.
- Special Projects: Assists with coordinating special programs and projects as they arise.

Detailed descriptions for standing committees are provided in the Arts Council Organization Manual.

Selection of Committee Chairs and Members

At the ~~December~~^{May} meeting, staff will distribute Committee Interest Forms to board members. Members will return the forms to the Chair-elect. The Chair-elect, Vice Chair-elect, and staff liaisons will determine committee chair and member appointments and announce them at the ~~January~~^{une} meeting. Committee chairs and members assume duties for one year beginning with the regular ~~January~~^{une} meeting.

ARTICLE IV - OPERATIONS

1. MEETINGS

Regular & Special Meetings

Regular meetings of the Arts Council convene at 6:30 pm on the second Wednesday of each month at the Mercer Island Community & Event Center. Special meetings may be called by the Arts Council Chair by giving at least 24 hours advance notice to members and the City's paper of record in accordance with the Open Public Meetings Act. The notice must specify the time and place of the special meeting and the business to be transacted at the special meeting.

~~Staff is responsible for distributing all meeting notices and cancellations to the public as well as generating and updating the website calendar for upcoming Arts Council meetings.~~

Commented [SB5]: ACTION REQUESTED: Design Commission and Planning Commission allow for Vice Chair, staff, or mayor to call special meeting's in Chair's absence. Thoughts?

Commented [SB6]: Moved to its own section (see below)

Officer Meetings

The Chair, Vice Chair, and staff liaisons may meet at least one week in advance of the regular Arts Council meeting to determine the meeting agenda.

2. ATTENDANCE

Each board member should strive to attend all Arts Council meetings, to read materials beforehand, and to participate fully. Except in instances of sudden illness or other unforeseen hardship, members should advise the staff and the Chair/Vice Chair of their intended absence before 4:30 p.m. on the day prior to the regular meeting. ~~Excused absences will be noted for the record at the beginning of the meeting.~~

~~A board member shall forfeit his/her position by failing to attend three (3) consecutive regular meetings of the Arts Council without being excused by the Chair. A board member shall forfeit his/her position by failing to attend three (3) consecutive regular meetings of the Arts Council without notifying the Chair and Vice Chair and otherwise participating in board work.~~

Commented [SB7]: ACTION REQUESTED: Does this language satisfy the need for clarification around excused absences?

3. QUORUM

A quorum consists of a simple majority of the appointed members of the Arts Council. No formal action of the Arts Council may be taken at any meeting where a quorum is

not present. If a quorum is not reached at the start of a meeting, the Chair may choose to excuse the meeting.

4. ORDER OF BUSINESS

The Chair may adjust or amend the order of business as needed. The Arts Council's regular meetings normally use the following format:

- Call to Order
- Appearances
- Approval of Minutes
- Budget Report
- Agenda Items
- Other Business
- Adjourn

The Chair shall conduct meetings in an open, fair, and transparent manner. In the event of a procedural question, the Chair will refer to Robert's Rules of Order for guidance.

5. STAFF SUPPORT

The Mercer Island city manager shall appoint a staff liaison to provide support services for the Arts Council. Staff support shall include assistance with development of work plans and schedules, guidelines and procedures, correspondence, and agenda preparation and distribution.

Staff is also responsible for distributing all meeting notices and cancellations to the public as well as generating and updating the website calendar for upcoming Arts Council meetings.

ARTICLE V – CONFLICT OF INTEREST

If an actual or perceived conflict of interest exists that affects the work of the Arts Council, it is each board member's responsibility to openly describe the issue and refrain from any subsequent board participation, deliberation, or voting on the subject.

ARTICLE VI – PUBLIC REPRESENTATION AND STATEMENTS FROM THE BOARD

Any member of the board has the right to express personal views and opinions. However, statements representing the views or recommendations of the Arts Council must be authorized by a majority or consensus of the board. Consultant with staff on messaging is required.

Commented [SB8]: ACTION REQUIRED: Added this language based on previous comment from Candace Chuck regarding expressing views on behalf of the AC. Thoughts?

ARTICLE VII – RESIGNATIONS

In an event that an Arts Council member wishes to vacate his/her term early, resignation should be tendered in writing to the Mayor and Deputy Mayor. Existing Arts Council members, staff liaisons, and the City Clerk will then recruit for a new member to fill the vacancy through Mercer Island's established board/commission vacancy process.

ARTICLE VIII – RECOMMENDATIONS OF THE BOARD

The goal of the Arts Council is to provide recommendations to the City Council. When a consensus cannot be reached, a majority vote is taken. Minority positions may be conveyed as well. To document the actions taken by the Arts Council, staff will prepare a written statement or memorandum, including the facts, findings, and rationale for the final recommendations. The Chair in cooperation with the staff liaisons will present the recommendations to the City Council on behalf of the Arts Council.

ARTICLE IX – REVIEW OF BYLAWS

The Arts Council shall review bylaws annually at the Arts Council meeting in July. Proposed bylaw amendments must be approved by a ~~majority plus one~~ majority of the Arts Council.

Commented [EV9]: Should we include a notice requirement?

Commented [SB10R9]: I don't think that's necessary.

ARTICLE X: CODE OF CONDUCT

The Arts Council developed the following “group norms” to define the expectations for conduct by board members and the interaction among members. These are intended to be simple, self-explanatory, and self-enforced. The Chair is empowered to remind members as the need arises to employ these norms.

- Everyone contributes.
- Foster a collaborative environment.
- Hold each other accountable.
- Get to know each other and the community.
- Be transparent and accessible.

A New Vision for Arts and Culture in Aubrey Davis Park

Since its creation, the “Park on the Lid”, or Aubrey Davis Park, has been a primary location for Islanders to engage with arts and culture. As the I-90 construction neared completion in 1991, the city formed an I-90 ARTway Task Force to identify and implement public art opportunities throughout the corridor. Today, the park features nearly 25% of the City’s public art collection, stretching from *Playful Pup* by Gary Lee Price at the west end to *Gift of Reflection*, a steel sculpture by David Govedare at the east boat launch.

The first phase of public art opportunities in the park opened in 1995 as the I-90 Outdoor Sculpture Gallery. The new gallery was intended to enhance the Town Center portion of the park with public art and to enrich the Island’s sense of community.

In 1998 the I-90 ARTway Task Force and Mercer Island Arts Council published a vision statement for the I-90 Sculpture Gallery. The vision emphasized enhancing open spaces, celebrating the unique landscape opportunity, and providing positive public art experiences for the broadest possible audience. The first keystone sculpture, *Primavera II* by Roslyn Mazzilli, was acquired through donations and grants, demonstrating the community’s commitment to public art.

The gallery was renamed the Greta Hackett Outdoor Sculpture Gallery in 2017 in honor of the long-time Island resident who was integral in founding the arts space. The gallery showcases more than a dozen works of art and remains a focal point of the arts experience in Aubrey Davis Park.

Building on this rich history of providing positive public art opportunities in Aubrey Davis Park and recognizing that the park itself has become a treasured cultural resource in the community, the Mercer Island Arts Council has set forth this updated vision for art in the park:

Create and strengthen community connections through arts and culture.

Be it landscape art or interpretive signage, sound installation, or seasonal foliage, this vision reflects a broader plan to use arts and culture to deepen community connections to the park. This document elaborates on this vision by outlining four tenets to guide how arts and culture can create and maintain a sense of place in Aubrey Davis Park.

Tenets

1. Provide welcoming and inclusive spaces to express and experience creativity.
2. Experience nature and art through all seasons.
3. Cultivate an art-inspired environment.
4. Celebrate our Island - past, present, and future.

Provide welcoming and inclusive spaces to express and experience creativity.

Stretching from bridge-to-bridge on the north end of the Island, Aubrey Davis Park offers a prime place for community gathering and connection. Arts and cultural activities can be used to inspire park users to get to know each other, to engage in meaningful dialogue, and to forge bonds with the park itself. Moreover, arts-based solutions for signage and park facilities can also be employed to inspire creativity and interest beyond traditional sculptures and new events.

Objectives

- Community Gathering
- Artmaking & Creative Expression
- Design for Inclusion

Possible Opportunities

- Art and arts spaces as landmarks and focal points for community gathering
- Art and arts experiences that encourage exploration and discovery
- Community engagement in the public art selection and creation process
- Interactive art installations for everyone
- Accessibility year-round through lighting features and installations, artful shelter structures, and art-inspired safety elements (ex. Designed paths to signal traffic crossings)
- Art-inspired and creative elements incorporated into wayfinding and facilities

Experience nature and art through all seasons.

The park serves as an oasis - a place where Islanders, commuters, regional neighbors, and others can escape from urban life. Current and future arts and culture features should complement the park's natural landscape and offer ways to interact with nature and experience tranquility. Those experiences should be available in all seasons. Using arts and culture as a tool, park accessibility can be improved so visitors can discover something new year-round.

Objectives

- Seasonal Experiences and Discoveries
- Sustainable Art Practices
- Exploration & Discovery

Potential Opportunities

- Art integrated with natural landscapes
- Noise mitigation through art installations and features (ex. Sound installations and rainwater collection features)
- Art that reacts to and embraces the weather - solar, rainwater, wind
- Landscape and foliage that create a visual art experience
- Interactive art features that engage all senses (ex. Edible plants and climbable or touchable artwork)

Cultivate an art-inspired environment.

Whether exploring one of the park's many works of public art or attending events in the outdoor sculpture gallery, community members already have many opportunities to engage with arts and culture in Aubrey Davis Park. Expanding on this artistic atmosphere through intentional curation and community-driven activities helps make the park a place community members want to visit and explore.

Objectives

- Performances & Events
- Public Art
- Artmaking

Potential Opportunities

- Showcase and build off existing artwork to create new experiences
- Provide spaces for arts events and performances
- Explore temporary art projects to inspire public engagement and expression
- Engage community members in the public art selection and creation process
- Provide opportunities for local artists

Celebrate our Island - past, present, and future.

From legends shared by the Duwamish who foraged and hunted on the Island to Aubrey Davis's legacy of establishing the "Park on the Lid," the park has many stories to tell. Uncovering and highlighting these stories fosters community understanding of the Island's rich history and offers more opportunities to honor our place. With arts and cultural activities, we can build a bridge between past, present, and future, allowing future Islanders and regional neighbors to embrace the park.

Objectives

- Connect and Support the Island's Diverse Cultures
- Art that Reflects Natural and Cultural Heritage
- Pride - Honor Our Place

Potential Opportunities

- Introduce cultural events in collaboration with the community
- Design wayfinding and interpretive signage that tells the story of the Island and its people
- Strengthen partnerships with Mountains to Sound Greenway and local community groups
- Create areas for remembrance and reflection