



Mercer Island Arts Council Annual Retreat

Agenda | March 2, 2019

Mercer Island Community & Event Center
8236 SE 24th St., Mercer Island, WA 98040

12:30 PM CALL TO ORDER

12:30 PM WELCOME & OVERVIEW

PART I: SETTING THE FOUNDATION FOR 2019 & BEYOND

12:40 PM What's your role as a member of the Arts Council?

1:10 PM How will we best work together?

1:50 PM PART II: REVIEWING THE ARTS COUNCIL WORK PLAN

What are the major arts-related work items in 2019?

What should we be preparing for in 2020?

2:20 PM BREAK

2:30 PM PART III: DETERMINING WHAT SUCCESS LOOKS LIKE

What goals should we establish for the 2019 work plan?

How will we measure performance?

What role will the Arts Council play in delivery and performance of the work plan?

3:30 PM CLOSING THOUGHTS

Arts Council Members

- 1 Jessica Prince
- 2 Candace Chuck
- 3 Gaylene Vaden
- 4 Rene Stratton
- 5 Amy Barnes, Vice Chair
- 6 Matt Lome
- 7 Erin Vivion, Chair
- 8 Vacant
- 9 Erik Gordon
- 10 Damian Schwiethale
- 11 Xixi Shakes

City Council Liaison

Salim Nice

Staff

Sarah Bluvas
Diane Mortenson

Next Meeting: April 10, 2019

Mercer Island Arts Council - 2019 Operating Budget *(Budget to Actual - As of 02.15.19)*

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	\$ -	\$ -	\$ -
PR5400: Gallery				
Operating supplies (reception food, etc.)	\$ 1,200.00	\$ 109.31	\$ -	\$ -
Professional services (outdoor gallery installation stipend)	\$ 1,400.00	\$ -	\$ -	\$ -
Musicians at receptions	\$ 1,500.00	\$ 150.00	\$ -	\$ -
Marketing and promotion (advertising, printing, etc.)	\$ 1,400.00	\$ -	\$ -	\$ -
PR5500: Literary Program				
Classics on Film honoraria (Lance Rhodes)	\$ 3,000.00	\$ -	\$ -	\$ -
Meet the Author event	\$ 400.00	\$ -	\$ -	\$ -
Marketing and promotion (advertising, printing, etc.)	\$ 450.00	\$ -	\$ -	\$ -
PR5600: Cultural & Performing Arts				
Event supplies	\$ 100.00	\$ -	\$ -	\$ -
Mostly Music in the Park sound engineering	\$ 5,200.00	\$ -	\$ -	\$ -
Mostly Music in the Park bands	\$ 7,000.00	\$ -	\$ -	\$ -
Shakespeare in the Park performances	\$ 7,000.00	\$ -	\$ -	\$ -
Marketing and promotion (poster design/distribution, banners, etc.)	\$ 2,920.00	\$ -	\$ -	\$ -
PR5700: Special Programs				
Operating supplies (office supplies, retreat supplies, etc.)	\$ 500.00	\$ 127.69	\$ -	\$ -
Dues and subscriptions (STQRY, professional networks, etc.)	\$ 3,000.00	\$ 155.00		
Marketing and promotion (Arts Council branding)	\$ 750.00	\$ -	\$ -	\$ -
Miscellaneous grants and sponsorships	\$ 1,000.00	\$ -	\$ -	\$ -
TOTAL	\$ 39,970.00	\$ 542.00	\$ -	\$ -
Remaining	\$			39,428.00

2019 Work Plan – Mercer Island Arts Council As of February 2019

Policies & Procedures – Review and adopt operational policies updated/created in collaboration with staff, including:

- Arts Council Bylaws
- Grant Program/Community Arts Financial Support Guidelines

Programs & Events – Assist staff with planning, promoting, and evaluating arts & culture programs and events, including:

- Mostly Music in the Park
- Shakespeare in the Park
- Classics on Film and other Literary Programs
- Mercer Island Gallery exhibits/programming
- Greta Hackett Outdoor Sculpture Gallery
- Partner programs
 - Mercer Island Sister City Association – French Art Talks
 - Mercer Island Library – ideaX and Art Talks
 - Stroum Jewish Community Center

Public Art Stewardship – Assist staff with stewarding and promoting the public art collection, including:

- Assisting staff with developing and updating policies:
 - Guidelines for the Acquisition Program of Art in Public Places
 - Recommended long-range spending plan for 1% for Art in Public Places Fund
- Promoting digital platforms (Public Art Story Map, STQRY, Arts Council website)

Citywide Projects – Participate in arts & culture needs related to citywide projects, including:

- Town Center/Sound Transit/Aubrey Davis Park projects
- Creative District exploration

Community Outreach & Advocacy – Build awareness of and partnership for the Arts Council and Arts Council programs, including:

- Attending Arts Council programs and events
- Attending community events on behalf of the Arts Council
- Participating in local, regional, and national professional networks to learn best practices and to promote Arts Council programs
- Collaborating with staff to update and promote the Arts Council website
- Collaborating with staff to develop and implement other outreach strategies

Funding – Assist staff with pursuing funding streams such as sponsorships, grants, and partnerships.

Evaluation – Collaborate with staff to develop and track performance goals related to work plan items.

Administration – Complete ongoing administrative/operational needs, including:

- Attending regular meetings and participating in discussion
- Serving on/chairing committees
- Reporting volunteer hours

2019 Committee Appointments

Committee	Chair(s)	Associate(s)
Community Relations	Damian Schwiethale	Candace Chuck
		Gaylene Vaden
Gallery	Amy Barnes	Xixi Shakes
		Rene Stratton
Literary	Erik Gordon	Jessica Prince
Mostly Music in the Park	Matt Lome	Candace Chuck
	Jessica Prince	
Public Art	Erin Vivion	Rene Stratton
		Erik Gordon
Special Projects	Gaylene Vaden	Xixi Shakes
		Damian Schwiethale