

**TOWN OF JUPITER ART COMMITTEE MEETING AGENDA  
MONDAY, OCTOBER 24, 2016 5:00 PM  
JUPITER COMMUNITY CENTER, ROOM 123, ART GALLERY**

**\*MEMBERS' ATTENDANCE IS IMPORTANT\***

1. Call to order
2. Attendance and determination of a quorum
3. Approval of minutes from the April 4, 2016 meeting
4. Welcome long-time and new members
5. Reintroduce new members, welcome to 2<sup>nd</sup> meeting, contribute ideas and volunteer:
  - a. Patsy Hauge, Spanish newspaper Tusnoticia, art, author
  - b. Josh Simon, Abacoa Realtor & Art
  - c. Jackie Gaines, Art Teacher/Co-coordinator
  - d. Kara Briner, Jewelry, Photo, online store
  - e. NOTE: Kim Lykens has resigned
6. Financial report (backup items attached) and budget discussion
7. Upcoming events
  - a. Volunteer needs: everyone takes 10 postcards to distribute & a poster if you have a condo or business to hang it.
  - b. Nov. 14<sup>th</sup> Monday, 9 am – noon: receive art work, make sure they fill in the sign-out-sheet CLEARLY & confirm the back is wired and has name tag. Noon: hang art work.
  - c. Friday, Nov. 18<sup>th</sup> 6:00 – 7:30: Exhibit Opening Reception. 5:00 – 7:00: set up and host/mingle. 6:30 - 8:30: host/mingle, clean-up.
8. Celebrate the Arts discussion. Do we want to schedule: Meet the Authors (Pat) Paint (Brenda) Jewelry (Lynda, Kara) Art (Jackie) etc.
9. Advertising discussion: Fla Weekly, Commercial, ToJ Event Calendar
10. Volunteer need for experienced digital advertising, Facebook, etc.
11. Jupiter High School partnership for cash awards. Other art classes will be invited this year.
12. Report from Lois on: 1) Refreshments served at reception. 2) broadening scope of visuals, photographs or art, from other programs offered at Jupiter High School.
13. By; Faye, Jupiter Middle School now annual participation in May exhibit.
14. Advertising
15. Nina report on: Harborside & displays
16. Any new business
  - a. Remember send to me any item you want to see on the agenda
17. Next Meeting is First Monday, December 5<sup>th</sup> 5:00 PM

**TOWN OF JUPITER ART COMMITTEE  
EXPENDITURE SUMMARY**

|                                   | FY2010             | FY2011             | FY2012             | FY2013             | FY2014             | FY2015             | FY2016 (FYE)       | FY2017<br>(proposed) |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------|
| <b>BUDGET</b>                     | <u>\$13,130.00</u> | <u>\$16,130.00</u>   |
| <b>ENCUMBERANCES</b>              |                    |                    |                    |                    |                    |                    |                    |                      |
| Minuteman Press Print/Design Svcs |                    |                    |                    |                    |                    |                    |                    | \$3,000              |
| <b>EXPENDITURES</b>               |                    |                    |                    |                    |                    |                    |                    |                      |
| Reimbursed expenses (Faye, etc.)  | \$3,832.50         | \$3,975.00         | \$4,292.50         | \$9,426.00         | \$4,265.00         | \$2,860.00         | \$5,119.50         |                      |
| Post Office                       | \$1,320.00         | \$1,320.00         | \$885.00           | \$685.00           | \$1,425.59         | \$0.00             |                    |                      |
| Printing                          | \$1,832.64         | \$2,112.28         | \$2,140.84         | \$1,550.00         | \$2,063.04         | \$2,631.00         | \$695.97           |                      |
| Events & Marketing                | \$2,401.43         | \$2,032.57         | \$1,473.98         | \$1,767.21         | \$1,480.43         | \$0.00             | \$3,116.20         |                      |
| Awards                            |                    |                    |                    |                    | \$1,500.00         | \$1,000.00         | \$1,905.00         |                      |
| Supplies                          | \$180.85           | \$81.23            | \$67.05            | \$40.88            | \$718.55           | \$2,696.00         | \$230.53           |                      |
| <b>Total Expenditures</b>         | <u>\$9,567.42</u>  | <u>\$9,521.08</u>  | <u>\$8,859.37</u>  | <u>\$13,469.09</u> | <u>\$11,452.61</u> | <u>\$9,187.00</u>  | <u>\$11,067.20</u> |                      |
| <b>Budget Remaining</b>           |                    |                    |                    |                    |                    |                    | \$2,062.80         | \$13,130.00          |

**Notes:**

\$286 of compensation receipts in process for Fay Schrecengost are included in above FY2016 numbers.

The Town's fiscal year runs from October 1st through September 30th; years above are stated as FISCAL not CALENDAR years.

In FY2017, \$3,000 was added to the Art Committee's budget to satisfy a contract for local print/design services for marketing purposes.

The FY2017 budget is pending final approval and adoption by the Town Council, which is scheduled for September 20, 2016 at 7pm.

**CONTRACT  
BETWEEN THE TOWN OF JUPITER  
AND  
FAYE SCHRECENGOST**

This is a contract position that performs services for the Town of Jupiter Art Committee. Dates for this contract cover the fiscal year for the Town of Jupiter, from October 1, 2014 to September 31, 2015.

**SCOPE OF SERVICES:**

- Attends all Art Committee meetings and takes notes. Sends notes for approval to all members and the Art Committee liaison.
- Arranges and attends subcommittee meetings.
- Sets agenda for all meetings, and sends to all committee members.
- Communicates important information to all committee members (Ethics Training, etc.).
- Communicates with other arts organizations and artists in the area.
- Purchases food and drinks or coordinates caterer for gallery openings.
- Controls spending, manages budget, submits invoices to finance for reimbursement.
- Coordinates volunteers for gallery openings.
- ~~• Coordinates the printing and mailing of postcards for openings. Sends copy and photos to printer and to liaison. Delivers items to post office. Town Liaison is responsible for updating the webpages and email blasts.~~
- Contractor must have a working cell phone, and a working computer with internet connection. Contractor must be able to carry light loads and be able to handle large framed artworks and sculptures.

**COMPENSATION RATE AND TIME RECORDKEEPING:**

The Town will pay the contractor \$13.00 per hour for services performed. The contractor will submit their hours on a monthly and timely basis to the Art Committee Liaison to be submitted to Finance for review and payment. The hours spent will not exceed 10 hours/week average. There will be more hours spent in some months, especially before the gallery openings, and fewer hours spent in the summer off season.

**INSURANCE REQUIREMENTS:**

The contractor must have a working car with insurance. The contractor must maintain Professional Liability Insurance covering the contractor for all sums which the contractor may become legally obligated to pay as damages because of liability arising out of any performance, or failure of performance, of this contract and all damages caused in whole or in part, directly or indirectly, by the

acts or omission of the contractor. The Professional Liability coverage must meet the Town's minimum requirement of \$1,000,000.00

If at some point during this contract period, the person can no longer perform these duties as specified above (sickness, relocation, etc.), the Town must be notified as soon as possible, so that another person can be retained to fulfill the duties.

CONTRACT TERM:

The term of this contract is for one fiscal year. The contract may be renewed at the end of each fiscal year for the next fiscal year.

I agree to these terms and conditions.

Name of contractor: Evelyn Faye Schreengost  
Address: 9975 169 Ct, No. Jupiter, FL 33478  
Phone: 561-329-5007  
Email: Faye.schreengost@att.net  
Social Security #: 264-52-2956  
Signature: Evelyn Faye Schreengost Date: 9/13/15

Pat Benedetto P. Benedetto 9/14/15  
Art Committee President (please print) Signature Date

Jennifer Chaparro Jennifer Chaparro 9/15/15  
Art Committee Liaison (please print) Signature Date