

TOWN OF JUPITER ART COMMITTEE MEETING AGENDA

MONDAY, DECEMBER 05, 2016, 5:00 PM

JUPITER COMMUNITY CENTER, ROOM 123, ART GALLERY

1. Call to order
2. Attendance and determination of a quorum
3. Approval of minutes from the October 24, 2016 meeting (backup attached)
4. Financial Report and Discussion of the Budget (backup attached)
5. Celebration of the Arts – Committee vote on whether to offer classes after the Jupiter Jubilee, Sat, Feb. 4th 2017
6. Discussion regarding art in public places opportunities (MB Hague)
7. Approval of revised contract with Faye Schreengost (backup attached)
8. Advertising discussion: Fla Weekly January through May season pull-out section., Commercial, ToJ Event Calendar
9. Jupiter High School Partnership for cash awards: broadened scope of visuals, photographs or art, other programs offered at Jupiter High School, Jupiter Middle school Independence Middle School
10. Discussion on thoughts on the success of the November exhibit (members who attended worked at the Nov exhibit)
11. Upcoming Events: Volunteer needs:
 - a) Sign out the Nov. 18th Exhibit ON December 30th
 - b) At December meeting; Everyone takes 10 postcards to distribute & a poster if you have a condo or business to hang it. **January 3rd Tuesday, 9 am – noon** receives 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. **January 6th Friday, 6:00 –7:30 is the Exhibit Opening Reception 5:00 – 7:00 Set up and host/mingle 6:30 - 8:30 host/mingle clean-up. Please confirm if you can maintain the last exhibit work schedule or need a change.**
12. Report on Harborside displays (Nina)
13. New business
14. Next Meeting is Monday, January 9, 2017, 5:00 PM

MINUTES
TOWN OF JUPITER
ART COMMITTEE MEETING
MONDAY, OCTOBER 24, 2016

I. CALL TO ORDER:

The meeting was called to order by the Director, Pat Benedetto at 5:00 p.m.

II. ATTENDANCE AND DETERMINATION OF A QUORUM:

Ms. Pat Benedetto, Director

Ms. Tara Briner

Ms. Lou Ann Berkley

Ms. Jennie Clasby - Absent

Ms. Nina Fusco - Absent

Ms. Jackie Gaines

Ms. Patricia Hauge

Ms. Dorothy Katz - Absent

Ms. Margaret McNeill - Absent

Ms. Brenda Nickolaus

Mr. Josh Simon

Ms. Lois Taylor, Vice Chairman

Ms. Kate Moretto, Liaison

Ms. Faye Schrecengost, Art Exhibitions/
Events Coordinator - Absent

III. APPROVAL OF MINUTES:

April 4, 2016. Lois Taylor moved the minutes be accepted. Approved.

IV. WELCOME NEW AND OLD MEMBERS:

The Director welcomed the old and new members and thanked them for their attendance.

V. REINTRODUCE NEW MEMBERS:

Kara Briner, Jackie Gaines, Patricia Hauge, Josh Simon. Newly elected Kim Lykens has resigned because her husband has been transferred.

VI. FINANCIAL REPORT:

Ms. Moretto reported that there are not a lot of details since the fiscal year began October 1, 2016. The Director questioned if a list was available of commitments for the year. Ms. Moretto responded that the budget of \$16300 is encumbered for \$3000 for design and printing services.

VII. DISCUSS BUDGET:

Lois Taylor presented information regarding the contract of Faye Schrecengost with the Town of Jupiter. Ms. Taylor noted that it would be difficult for Faye to attend meetings which has been handled by the use of a tape recorder. She has been an asset in the amount of telephone work that she does in addition to the scheduling. The Director added that her job couldn't have been done these past two years without Faye Schrecengost. Ms. Taylor suggested that if Faye is willing that she should be retained to maintain the records, continue concentration of efforts on the data base of artists and other duties. Ms. Taylor also recommended that a log of information affecting the future operations of the art committee be kept. Ms Moretto informed the committee that from an accounting perspective they cannot include a bonus for Ms. Schrecengost. The Director responded that the committee was informed the bonus was for only one time. There was discussion about increasing Ms. Schrecengost's hourly wage. A motion was made to increase it to \$15.00 an hour. Lois Taylor seconded. Approved

VIII. UPCOMING EVENTS: VOLUNTEER NEEDS:

The Director reviewed the needs for the November 18, 2016

Art Exhibition Opening. Volunteers are needed for the delivery of art Monday, November 14, and the reception Friday, November 18. Ms. Taylor suggested introducing the artists during the reception. Ms. Moretto was asked if a microwave or toaster oven would be allowed to warm food for the reception. Ms. Moretto will check with staff at the Community Center.

IX. CELEBRATE THE ARTS:

Programs and activities are presented January through March. Members were requested to consider their interest in presenting this in 2017. It will be an agenda item for the next meeting.

X. ADVERTISING:

There was discussion about advertising and having another two week commercial. It might not be cost effective for an entire year to advertise the art exhibitions. The Director noted that the Florida Weekly which is through the North Palm Beach Cultural Alliance has a special rate for the Town of Jupiter Art Committee. Ads are for November 2016 and February 2017. A 3 ½" X 10", one insertion is \$150 for a total of \$300. Lois Taylor moved to approve the expenditure of \$300. Seconded. Approved.

XI. VOLUNTEER NEEDED FOR EXPERIENCED DIGITAL ADVERTISING:

Jackie Gaines offered to work with Jennie Clasby.

XII. JUPITER HIGH SCHOOL PARTNERSHIP PROGRAM:

Ms. Bruno informed Ms. Schrecengost that she does not have the advanced placement students this year and will not have as many entries in the Partnership Program. Faye has contacted the Jupiter Middle School art teacher about her interest in the art students being included in the May 2017 exhibit. It was suggested to include Independence Middle School. Lois Taylor commented that there are other programs at Jupiter High School that should be considered

to broaden the scope of visuals.

XIII. LOIS TAYLOR / REPORT ON REFRESHMENTS SERVED AT RECEPTIONS:

Ms. Taylor reminded members that refreshments being served at receptions is to increase attendance and that quality and quantity should be a consideration.

XIV. NINA FUSCO / REPORT ON HARBOURSIDE:

There are three artists whose work is displayed in the cases and there is a display ready for the November exhibit.

XV. NEW BUSINESS:

Discussion regarding having an art auction.

Lois Taylor recommended that the cash award for May 2017 exhibit be increased to \$2000. Ms. Moretto suggested the committee present a budget on the agenda at the next meeting.

XVI. ADJOURN:

Meeting adjourned. Next meeting, Monday, December 5, 2016, 5 p.m., Room 113 Jupiter Community Center.

Respectfully submitted,
Faye Schrecengost

**TOWN OF JUPITER ART COMMITTEE
EXPENDITURE SUMMARY**

	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017 (year to date)
BUDGET	<u>\$13,130.00</u>	<u>\$16,130.00</u>						
ENCUMBERANCES								
Minuteman Press Print/Design Svcs								\$2,395.14
EXPENDITURES								
Reimbursed expenses (Faye)	\$3,832.50	\$3,975.00	\$4,292.50	\$9,426.00	\$4,265.00	\$2,860.00	\$5,119.50	\$377.00
Post Office	\$1,320.00	\$1,320.00	\$885.00	\$685.00	\$1,425.59	\$0.00		
Printing (Minuteman Press)	\$1,832.64	\$2,112.28	\$2,140.84	\$1,550.00	\$2,063.04	\$2,631.00	\$695.97	\$604.86
Events & Marketing	\$2,401.43	\$2,032.57	\$1,473.98	\$1,767.21	\$1,480.43	\$0.00	\$3,116.20	\$75.00
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	\$286.30
Total Expenditures	<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>	<u>\$1,343.16</u>
Budget Remaining							\$2,062.80	\$12,391.70

Notes:

The Town's fiscal year runs from October 1st through September 30th; years above are stated is 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.
 \$286.30 in supplies from Walker Display; \$75 in Events & Marketing from FL Weekly ad.

**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 September 1, 2016 to August 31, 2017.

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 dates and schedules for art gallery openings and exhibits, and proofreads and approves all printed collateral for galleries and exhibits.
- Contractor must have a working cell phone, and a working computer with internet connection.

COMPENSATION RATE AND TIME RECORDKEEPING:

The Town will pay the contractor \$15.00 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: _____

Address: _____

Phone: _____

Email: _____

Social Security #: _____

Signature: _____ Date: _____

Art Committee President (please print)

Signature

Date

Art Committee Liaison (please print)

Signature

Date
