



**CITY ARTS ADVISORY COMMISSION  
RETREAT MINUTES  
SEQUIM CIVIC CENTER  
Council Chambers / Community Room  
152 West Cedar Street  
Sequim WA 98382  
February 21, 2019  
12:00 p.m. to 4:00 p.m.**

**Present:**

Members: Ross Brown, Sharon DelaBarre, Suzanne Horne, Carole Neidhardt, Jake Reichner  
Associate Members Present: Susan Molin, Susan Shaw  
Student Liaison: Katie Potter  
Staff Liaisons: Cyndi Hueth, Karen Kuznek-Reese  
Facilitators: Sue Hagener, Barb Hanna

**Absent:**

Member: Craig Robinson  
Council Liaison: William Armacost

Meeting opened at 12:05pm with introductions, a video of the City of Edmonds Certified Creative District, and an icebreaker.

Facilitators reviewed meeting ground rules, CAAC's Ordinance, Mission, and Vision statements. No changes were requested.

Sue Hagener provided a summary of the CAAC's 2018 Budget vs. Actuals, and reviewed the 2019 Budget. In the 2018 actuals, the line item of Park Benches was challenged as to why it was taken from the CAAC budget and not the Park's budget. Unsure if it was for a memorial park bench or for the game table bench in Centennial Plaza. Sue Hagener will research the expense and advise.

The 2019 Budget is the largest budget to-date, to which \$40K was provided by the Council from General Funds.

The priorities established during the 2018 Annual Retreat were reviewed, completed goals acknowledged, incomplete goals carried forward, and one new priority established for the 2019 year. Participants, by vote, determined the top 3 priority goals for 2019, created specific tasks with timelines and champions to complete the tasks, as follows:

**Priority 1: Enhance the budget for operating the City arts programs and revenue streams**  
(Priority carried over from 2018; Received 25 points in votes from CAAC as a top priority)

**Revenue**

- 1% for the Arts (from City Capital Projects) – define criteria for overview and input into public art; requires Council Policy Decision
- Grants
- Fundraising (events, art auction)
- Sponsorships

## Expenses

- Staff, CAAC committed
- One-time equipment needs (display materials, installation tools)
- Maintenance (repairs to artworks, display materials)
- Acquisition of new artwork, as needed

## TASKS:

1. By March 18<sup>th</sup> CAAC meeting, Cyndi & Ross to meet with Charlie & Karen K-R re:
  - a. Present to Council 1% for the Arts designation
    - i. Capital budget – Cyndi & Sue Hagener to meet to identify what projects are in this year's budget where CAAC could receive 1% for the Arts
  - b. Clarify the process for getting approval and fund/costing for projects through the system (why is it taking so long to get new lights installed in Civic Center when it's been approved in the CAAC budget?)
  - c. Engage Council liaison to champion arts/CAAC.
2. By April CAAC meeting, Ross will meet with Ty to create timeline for completion of:
  - a. Sculpture bases construction
  - b. Installation of new lighting in lobby

## **Priority 2: Volunteer Engagement**

(New priority for 2019; received 12 points in votes from CAAC as a top priority)

- Expand base/outreach
- Staff/CAAC members to attend Chamber meetings/other networking meetings
- Consider establishing a subcommittee for Volunteer Engagement
  - Utilize subcommittees for specific projects (Block Party, MIP, etc.)

## TASKS

1. By March 18<sup>th</sup> CAAC meeting, Cyndi will create a calendar/sign-up schedule and talking points for Members to participate in Chamber meetings.
2. Check with Sequim Chamber for an open date for the CAAC to be featured speaker. (Action: Cyndi)
3. May 4<sup>th</sup> shared City booth at Irrigation Festival – CAAC can promote programs/needs.
4. Develop Volunteer Registry. (Cyndi will check with Charisse/Jason on status of City's Volunteer Registry)
5. Develop list of volunteers needed for each event with specific tasks.

## **Priority 3: Maintain and enhance programs at the Civic Center and within the Sequim Community.**

(Priority carried over from 2018; received 7 points in votes from CAAC as a top priority)

- Continue quality Civic Center exhibitions
- Continue Art Talk on the Art Walk at First Friday exhibitions
- Improve lighting of artworks and displays

- Partner with other agencies/organizations to bring collaborative shows and events to Sequim. Possible expansion of exhibition program to include other locations.
- Continue Music in the Park and the annual Block Party.
- Add music or artist demos during the First Friday exhibitions (not during opening of exhibits as we hold Art Talk on the Art Walk)
- Explore adding creative writing and culinary arts

## **TASKS**

1. By March 18<sup>th</sup> CAAC meeting, all CAAC members to develop a “Who do you know?” list for partnerships.
2. Find volunteers from the Culinary sector for a possible subcommittee

### **Priority 4: Program development for physical projects – review and update through the Parks Master Plan** (Priority carried over from 2018; received 6 points in votes from CAAC)

- Develop the Seal Street corridor from Blue Whole Gallery to Civic Center (artwork and lighting)
- Possible water feature or kinetic artwork on Civic Center Plaza
- Develop outdoor public art exhibitions starting with an annual rotating display of juried sculpture around the old Admin Building. Possible three to four display locations around the building (locations and type of display bases TBD)

### **Priority 5: Develop community-based outreach, classes and workshop programming throughout Sequim** (Priority carried over from 2018; received 5 points in votes from CAAC)

- Establish art workshop programs at old Admin Building
  - Put out call for instructors and contract for arts program; classes for a fee would be split with the instructor and the City for maintenance, staff time and supplies.
- Establish culinary workshops at Guy Cole Center.
  - Put out call for instructors and contract for arts program; classes for a fee would be split with the instructor and the City for maintenance, staff time and supplies.
- Develop an Artists Registry to improve communications with regional artists about shows and events
- Conduct Art Conversations with community input (scheduled: March 21, 2019)
- Outdoor sculpture program and mural at Admin building

### **Priority 6: Investigate requirements to apply for and become a Certified Creative District** (Priority carried over from 2018; received 5 points in votes from CAAC)

- Review the defined steps needed to become a CCD
- Educate the public on a CCD
- Enhance visibility of CAAC in community

### **Priority 7: Assist with the update of the Parks Master Plan to outline the Cultural Arts priorities for the community.**

(Priority carried over from 2018; received 0 points in votes from CAAC)

- Plan update is scheduled for 2019
- Includes public outreach to help identify priorities for public art and programs.
- Consider functional art

**Priority 8: Develop enhanced communication methodologies to promote the arts.**

(Priority carried over from 2018; received 0 points in votes from CAAC)

- Create a reader board kiosk
- Use an Artist Registry to communicate art events and call to artists for projects and shows
- Cross-promote shows, events and programs through the Artist Registry.
- Work with the Communications and Marketing Director to identify further methods of promotion.
- Info Card Rack (just for the Arts) in lobby.

The group then established a wish list for the **CAAC 2020 budget**, as follows:

- Fund CAAC Staff position
- MIP/Block Party
- Seal Street enhancements
- Civic Center art brochures (reprint)
- First Friday supplies
- New artwork acquisitions
- Study on Admin Building becoming ADA compliant
- On-line applications to jury programs (like Zapplications for art shows) & artist registries
- Outdoor sculpture show

Meeting adjourned at 3:30pm.

Minutes submitted by: Cyndi Hueth, Arts Coordinator