



Lawton Arts & Humanities Council

Arts & Humanities Division ♦ www.lawtonok.gov/lahc
P.O. Box 1054 ♦ Lawton, OK 73502 ♦ 580-581-3470/3471



Minutes
Regular Monthly Meeting
Lawton Arts & Humanities Council
December 11, 2019 – 4:00 pm
McMahon Auditorium Lobby

Dory Thomas
Chair

Allison Offield
Vice Chair

Barbara Pickthorn
Secretary

Reginald Ramey
Treasurer

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Thomas, Offield, Pickthorn, Ramey, *Abram, Berg (Fort Sill Rep), Bowen, Denham, Griffith, Onishi, *Santos and Veenhuizen.

MEMBERS NOT PRESENT: Melby

STAFF PRESENT: Whipp, Leal and Neeley

Chair Thomas called the meeting to order at 4:00 p.m. and declared a quorum

CONSENT AGENDA:

1. Consider approving minutes of October meeting.
2. Consider accepting the October financial reports.
3. Consider accepting the November financial reports.
4. Ratify action of IFC to approve the 2020 vendor booth fees (Attachment A).
5. Ratify action of IFC to approve the 2020 brochure ad rates (Attachment A).
6. Ratify action of IFC to approve the 2020 sponsorship levels and benefits (Attachment B).
7. Ratify action of IFC to approve 2020 Chair Bobbi Whitson and VC Mark Sprague.

Motion by Denham, second by Veenhuizen to accept the consent agenda as presented. Roll call results: Offield, Pickthorn, Ramey, Bowen, Denham, Griffith, Onishi and Veenhuizen voted yes. Motion Carried.

CHAIR'S REPORT

8. Arvest Sponsorship Request – Thomas reported talking with Mr. Madigan of Arvest Bank and that she submitted a sponsorship request to him for the 2020 Student Performance and is hopeful they will support the program.

COMMITTEE REPORTS

9. IFC November Meeting – Bowen gave a brief overview of the meeting including the possibility of purchasing drinks directly from Sam's for the drink booth to increase profit. Other items discussed and approved at the November IFC meeting are listed above on the consent agenda.
10. Fundraising Committee Report – Thomas passed around the committee sign-up sheet and encouraged members to sign up for at least one subcommittee if they had not already done so.

Bowen reported on several fundraising ideas to include a garage sale and a gala type event. She stated the gala could be a partnership with Cameron University and what type of program the board may want to consider as well as soliciting items for an auction. She also suggested hosting an art show for local and amateur artist to showcase their work which could be part of the gala.

ADMINISTRATOR'S REPORT

11. Budget overview for upcoming expenses and projects – Whipp reported that estimated expenses through end of February 2020 are approximately \$16,000 which include the current year audit fee, CPA monthly fees, lunch for cultural award winners and guests, One-to-Six award and expenses for the student performance. She recommended that the board rescind the Equipment Replacement Fund Policy, close out the account and transfer funds into the LAHC regular account. She further reported that the auditor and CPA confirmed the only requirement needed is for the Board to vote to rescind the policy and direct staff on what to do with those funds. Discussion ensued on the ERF policy and why it was established. Whipp further reported on the student performance expenses reminding the board that the OAC grant is a reimbursement grant and will not be received until after the final report has been submitted and approved by OAC. She also stated the deadline for the day time show

Teresa Abram
Mark Berg
Paula Bowen
Diane Denham
Anthony Griffith
Stan Melby
Deidre Onishi
Rafael Santos
Scott Veenhuizen

Billie A. Whipp
Administrator

Michael Leal
Arts Coordinator

Tereasa Neeley
Administrative Assistant

registrations have been extended to January 10th and that ticket money for those shows will not be deposited until after that time. She invited members to the 77th Army Band Holiday Concert at the Auditorium this evening at 7:00 p.m.

BUSINESS ITEMS

12. Consider accepting the FY18-19 Audit. – Thomas reported that even though there was not a quorum last month the auditor presented the audit and that everyone was emailed a copy of it prior to that meeting and those at the November meeting received a hard copy. Whipp reported that the auditor gave an “unmodified opinion” which means it was a good audit with no issues. Motion by Veenhuizen, second by Griffith to accept the FY18-19 Audit. Roll call results: Offield, Pickthorn, Ramey, Bowen, Denham, Griffith, Onishi and Veenhuizen voted yes. Motion Carried.
13. Consider Nominating Committee’s recommendations for 2019 Cultural Awards. – (*Abram entered) – Leal referred to the handout (see attached) included in member packets listing the committee’s recommendations. Offield provided an overview of nominations and the selection process stating they received great nominations this year. Motion by Denham, second by Veenhuizen to accept Nominating Committee’s recommendations as presented. Roll call results: Offield, Pickthorn, Ramey, Abram, Bowen, Denham, Griffith, Onishi and Veenhuizen voted yes. Motion Carried.
14. Consider Nominating Committee’s recommendation for One-to-Six Winner. – Offield reported the committee recommends Chris Martin, a photographer as the winner. Leal passed around copies of his submitted work. Discussion ensued on which photograph(s) would be presented to the winners. Second by Abram to accept nominating committee’s recommendation for One-to-Six winner of Chris Martin. Roll call results: Offield, Pickthorn, Ramey, Abram, Bowen, Denham, Griffith, Onishi and Veenhuizen voted yes. Motion Carried.
15. Consider rescinding the Equipment Replacement Fund Policy and transfer money to regular LAHC account to cover upcoming expenses (Attachment C). See item # 11. Motion by Bowen, second by Griffith to rescind the Equipment Replacement Fund Policy and transfer money to the regular LAHC account as stated. Roll call results: Offield, Pickthorn, Ramey, Abram, Bowen, Denham, Griffith, Onishi and Veenhuizen voted yes. Motion Carried.
16. Consider approving “Enliven” as artist to present the spring 2020 OK Humanities Program. – Thomas reported this item was tabled at the October meeting since Enliven would best be suited for a small group of 50 students or less and there was not a consensus on limiting the number of students who could attend as some board members wanted the opportunity provided to all students. Offield referred to the email that was forwarded to board members on October 23rd stating that Enliven is no longer a consideration for this program due to the reasons stated above. Discussion ensued and the consensus was to continue researching other artists who would be appropriate for this type of program and further consider the final details of the program at that time. Motion by Denham, second by Onishi to proceed with the artist search then consider applying for the grant and details of the program to be determined after an artist is found. Roll call results: Offield, Pickthorn, Ramey, Abram, Bowen, Denham, Griffith, Onishi and Veenhuizen voted yes. Motion Carried.

OLD BUSINESS

None (*Santos entered)

NEW BUSINESS

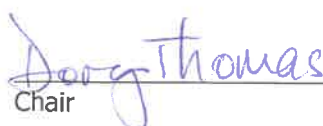
None

ANNOUNCEMENTS

Members and staff announced upcoming events.

ADJOURN

Chair Thomas adjourned the meeting at 4:30 p.m.


Chair


Date Approved