

**MEETING NOTICE
ARTS & CULTURE COMMISSION
TUESDAY, AUGUST 6, 2013 – 3:15 PM**

NOTICE IS HEREBY GIVEN, that a regular meeting of the Arts & Culture Commission will be held in the Riverview Room at the Grand Rapids Public Library, 140 NE 2nd Street, Grand Rapids, Minnesota 55744 on Tuesday, August 6, 2013 at 3:15 p.m.

Agenda

1. Call to order
2. Approve minutes of the previous meeting held on June 25, 2013
3. Community Marketing Task Force profile (Alie McInerney)
4. Old Business:
 - Approve of bylaws
 - Develop mission & purpose statements from Survey Monkey
5. New business
6. Set agenda for next meeting
7. Adjourn

CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
RIVERVIEW ROOM – GRAND RAPIDS AREA LIBRARY
TUESDAY, JUNE 25, 2013 – 3:15 P.M.

CALL TO ORDER: Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Arts and Culture Commission was held in the Riverview Room at the Grand Rapids Area Library at 140 NE 2nd Street, Grand Rapids, Minnesota, on Tuesday, June 25, 2013 at 3:15 p.m.

CALL OF ROLL: On a Call of Roll, the following members were present: Brian Carlson, David Marty, Leah Freisen, Karen Walker, Ashley Kolka, Lois Bendix, Kathy Dodge, and Todd Driscoll.

Commissioner Absent: Carissa Grosland

Staff Present: Amy Dettmer, Michele Palkki, Ed Zabinski and City Attorney Chad Sterle

Visitors: Nathan Bergstedt, John Schroeder, and Steph Schroeder

CALL TO ORDER: Pursuant to due notice and call thereof, the regular meeting of the Grand Rapids Arts and Culture Commission was called to order by chair Dodge at 3:15 pm.

SETTING OF REGULAR AGENDA:

APPROVAL OF MINUTES: June 4, 2013 regular meeting

MOTION BY COMMISSIONER DRISCOLL, SECOND BY COMMISSIONER WALKER TO APPROVE THE MINUTES OF THE JUNE 4, 2013 AS PRESENTED. Motion passed by unanimous vote.

Introductions were made

Open Meeting Law – City Attorney Chad Sterle was present to go over the Open Meeting Law.

Old Business

- Bylaws Report – a copy of the revised by-laws were presented to the commission. During the discussion, the question was raised to Mr. Sterle on how to proceed with setting the bylaws. Mr. Sterle noted that the revised bylaws be sent to his office by City staff and he will review and have a working document for the commission to accept.

MOTION BY COMMISSIONER DRISCOLL, SECOND BY COMMISSIONER BENDIX TO DIRECT COMMISSIONER DODGE FORWARD THE REVISED DRAFT OF THE BYLAWS TO CITY STAFF TO FORWARD ON TO MR. STERLE’S OFFICE. Motion passed by unanimous vote.

- Mission and Purpose Statements – Mr. Zabinski reported on the purpose of the Grand Rapids Arts and Culture Commission. A handout was presented that listed four distinct statements the Commission talked about with approximately 16 statements. Mr. Zabinski stated he would like the commission to consider placing this as an action item and discussed at more length at the next regular meeting that will be held on August 6. Mr. Zabinski reported he would come back and help facilitate this meeting.

New Business

- Shakespeare in the park. Nathan Bergstedt, John Schroeder and Steph Schroeder were present to address the commission regarding a request to do a production of "The Taming of the Shrew" on the grounds of Central School Labor Day Weekend. Specific questions raised were; who to contact to use the grounds at Central School, Central School, is alcohol allowed in the park, would the commission be willing to be a fiscal agent.

MOTION BY COMMISSIONER WALKER, SECOND BY COMMISSIONER MARTY TO RECOMMEND THAT THE CITY OF GRAND RAPIDS ACT AS FISCAL AGEND IF NEEDED FOR ANY FUNDS RECEIVED. Motion passed by unanimous vote.

Arts Organizational Profile

- Grand Rapids Arts. It was noted that at each meeting there would be an arts report with different topics. This month the Grand Rapids Arts were asked to give a short presentation on what they are about and what they do. Commissioner Bendix gave a handout and spoke briefly, about how the Grand Rapids Arts Organization got started. It was noted that the weekend of July 13 there would be an Arts Fair in Grand Rapids, in which they will be represented.

Agenda for August 6

The following items will be on the agenda for the next regular meeting August 6.

- Adopt By-Laws
- Work Plan – invite Mr. Zabinski to help facilitate
- Big Chair – space where the big chair was located on the corner of Highway 169 and Highway 2.

MOTION BY DRISCOLL, SECOND BY KOLKA TO ADJOURN. The motion passed by unanimous vote at 4:55 pm.

Respectfully submitted, Michele Palkki, Administrative Assistant

**BYLAWS
Of
GRAND RAPIDS ARTS AND CULTURE COMMISSION**

**ARTICLE I
PURPOSE**

The purpose of the commission shall be to assist Grand Rapids to become a community in which arts and cultural activities:

- A. are recognized as vital components of community life that are worthy of investment and support from the public, private and non-profit sectors;
- B. are valued and promoted for their economic benefits and development potential, especially in the downtown;
- C. represent an integral part of Grand Rapids' educational mission for young people;
- D. cooperate with other community organizations to enhance Grand Rapids' cultural identity and quality of life in the community, the surrounding region, and beyond.

**ARTICLE II
OFFICE AND BOUNDARIES**

The principal office shall be at the City Hall of the City of Grand Rapids, County of Itasca, State of Minnesota. The area where operations are to be conducted consists of the corporate municipal boundaries of the City of Grand Rapids.

**ARTICLE III
BOARD OF COMMISSIONERS**

- A. The commission shall consist of nine volunteer commissioners, who shall serve without financial compensation.
- B. Commissioners shall be appointed by the mayor, with the approval of the city council. Commissioners may be removed at the direction of the mayor and council.
- C. Commissioners shall represent the following sectors of the community, if possible:
 - Arts and cultural organizations
 - Itasca Community College
 - Local schools
 - Business community
 - Independent artists
 - Community at large
- D. Commissioners shall initially serve staggered terms to ensure institutional memory. There shall be three initial one year terms, three initial two year terms and three initial three year terms. After the initial appointment of original members, all appointments shall thereafter be for three-year terms. Terms shall begin on April 1 and end on March 31, provided that a commissioner shall continue to serve until a successor is appointed. An appointment to fill a mid-term vacancy shall be made by the mayor for the duration of the term.

- E. Commissioners who serve two successive terms, not including a partial term due to appointment to fill a vacancy, shall be ineligible for reappointment for one year following.
- F. Each commissioner present shall be entitled to one vote in the actions and decisions of the commission. A quorum is necessary in all voting by the commission. A majority of commissioners shall constitute a quorum at meetings of the commission. Any action taken or decision made must be by a majority vote of the commission present.

ARTICLE IV OFFICERS AND DUTIES

- A. At the first meeting after April 1, commissioners of the commission shall select, by majority vote, a chair, vice chair, and secretary to serve until March 31 or until their successors are chosen.
- B. The chair shall:
 - set the agenda and preside at meetings of the commission;
 - approve agenda additions;
 - call additional meetings as needed;
 - assign duties to commissioners;
 - arrange meetings with other commissions, boards and organizations from the public, private and non-profit sectors as needed;
 - communicate with the city council and staff;
 - provide overall leadership to the commission in carrying out its responsibilities.
- C. In the absence of, or at the request of the chair, the duties of the chair shall be performed by the vice chair, and in the absence of both the chair and vice chair, by the secretary.
- D. Copies of the minutes of all meetings shall be filed with the city clerk.

ARTICLE V RESPONSIBILITIES

The Commission is advisory to the City Council and its responsibilities include the following:

- A. develop, periodically update and recommend to the City Council a mission, public agenda and strategic plan for arts and culture in Grand Rapids
- B. complete the comprehensive plan sections regarding civic arts and cultural goals, including recommendations for plan revisions
- C. seek individual, corporate, foundation and city funding for arts and cultural activities
- D. facilitate collaboration and joint planning among public and private agencies involved with economic development, tourism and arts education
- E. provide support in the planning, acquisition and /or development of and facilities by the city in support of arts and cultural activities and organizations, including affordable studio space and housing for artists
- F. upon request, help develop design standards for city facilities, public areas and private development
- G. foster inclusive and cross-cultural activities to help build community.

ARTICLE VI
MEETINGS AND ATTENDANCE

The commission shall meet the first Tuesday of each month and as otherwise determined by the chair. A regular meeting may be cancelled by the chair or a majority of the commission. Every commissioner shall be required to attend at least 75% of all meetings each calendar year. Commissioners who are unable to meet the attendance requirements may be removed by a majority vote of the Board. Prior to a vote considering the potential removal of a member, the member shall be afforded an opportunity to explain his, or her, reasons for non-attendance.

ARTICLE VII
AMENDMENT OF BYLAWS

Alterations, amendments or repeal of the bylaws may be made by a two-thirds vote of the Commissioners entitled to vote at any meeting, if the notice of such meeting contains a statement of the proposed alteration, amendment or repeal. Notice of any alteration, amendment or repeal of the bylaws shall be given in writing to each commissioner at least (10) days prior to the meeting at which said proposed alteration, amendment or repeal shall be considered.

ARTICLE VIII
NOTICES

At least ten working days before each meeting, the secretary shall ensure that each Commissioner is notified of the time, place and purpose of the meeting by written notice. Special meetings may be set without prior written notices when all Commissioners are present at the meeting or consent in writing or by phone to the secretary. Written notice of all meetings of the Board of Commissioners shall be provided to the City's official newspaper (and other media as requested) per Minnesota Open Meeting Law requirements.

ARTICLE IX
STAFF SUPPORT

A city staff member shall act as liaison to the commission, provide staff support, and help get recommendations for or from the commission on the agenda for consideration by the city council.

ARTICLE X
AUTHORIZATION

The foregoing Bylaws comprising four (4) pages constitute the Bylaws of the Grand Rapids Arts and Culture Commission, as duly amended at the regular meeting of the Board, duly held on August 6, 2013.

IN TESTIMONY WHEREOF, we the undersigned directors have recommended acceptance of the above by-laws to be the By-Laws of the Grand Rapids Arts and Culture Commission. They will become effective once ratified by majority vote of the Grand Rapids City Council.

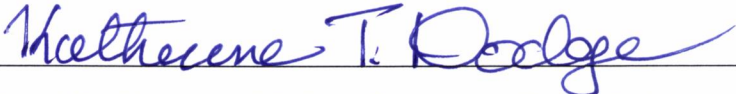
Recommended for adoption by the Grand Rapids Arts and Culture Commission on the 6th day of August, 2013 on the following roll call vote:


Motioned by: Commissioner Walker

Seconded by: Commissioner Driscoll

Ayes: Walker, Driscoll, Dodge, Kolka, Grosland, Marty

Nays: None

ATTEST: 
Grand Rapids Arts and Culture Commission Board Chair

ATTEST: 
Grand Rapids Arts and Culture Commission Board Chair Secretary

CITY OF GRAND RAPIDS:

RATIFIED BY: _____

Hon. Dale Adams, Mayor

Attest: _____

Thomas Pagel

City Administrator

Date: _____



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE
ITASCA COUNTY

Itasca Area Community Marketing Taskforce

Update to the Grand Rapids Arts and Culture Commission

August 6, 2013

Who We Are

The Itasca Area Community Marketing Taskforce is a collaborative partnership between over 30 business, nonprofit, and government representatives in the Itasca area.

- Our five core funders are Itasca County, the City of Grand Rapids, Visit Grand Rapids, Grand Rapids Downtown Business Association, and Blandin Foundation.

What We Do

We are working together to collaborate on effective and efficient communication and marketing opportunities to Itasca area residents, new residents, and visitors for the purpose of becoming a more welcoming community by having a unified voice and vision.

- The CMT is committed to creating lasting channels for information sharing and engagement in the Itasca area.
- The CMT is intentional in their effort to break down communication barriers between Itasca area communities in order to encourage collaboration.
- The CMT utilizes the It's in Minnesota's Nature brand to guide collaborative efforts.

Why It Matters

By sharing a common voice and vision, we can

- Attract visitors to our community, spurring economic vitality;
- Recruit talented individuals to live in the Itasca area
- And connect with residents on a deeper level to enhance their pride and loyalty to their community, while providing them with opportunities to fully participate in community life.

CMT Project Update

- Itasca Community Portal
 - Blandin Foundation grant awarded for \$10,000
 - Relationship-building with Itasca communities
 - Creating online spaces for community engagement
 - In process of selecting a website vendor
- Community Kiosks
- Window clings –Proud to live in Minnesota's Nature
- Itasca Community College orientation – welcome bags
- New to town/welcome wagon
- Shared Itasca e-newsletter
- It's in Minnesota's Nature rack card
- Collaborative projects will continue to evolve as the Taskforce grows

Item #	Arts & Culture Commission Action Plan Topics	Not important at this time	Interesting	Important	Critical	Rating Average
3	Distinguish Grand Rapids within northern Minnesota as a culture/arts center.	0	0	2	3	3.60
10	Develop a community cultural plan.	0	0	2	3	3.60
1	Plow the path (figure out how to make things happen).	0	0	2	2	3.50
1	Review work of other city entities from an aesthetics perspective (GREDA, Park/Recreation, Planning, etc.)	0	3	1	1	2.60
6	Promote public art (awareness and accessibility).	0	0	4	1	3.20
1	Make Grand Rapids an arts destination.	0	1	2	2	3.20
2	Promote collaboration among artisan groups.	0	0	4	0	3.00
9	Explore government grants for arts projects.	0	1	3	1	3.00
1	Research what other communities do.	0	1	3	1	3.00
13	Identify missing pieces to enhance art/culture in the community.	0	2	3	0	2.60
1	Serve as liaison among Grand Rapids area arts community.	0	2	2	0	2.50
14	Promote out-of-the-ordinary art/culture venues.	1	1	3	0	2.40
5	Leverage buying opportunities when art and culture events are being booked for this region.	1	3	0	1	2.20
4	Create art exhibitions.	2	1	1	1	2.20
12	Involve ICC.	1	3	1	0	2.00