



**CITY OF OAK PARK**  
**COMMUNITY ENGAGEMENT**  
**DEPARTMENT OF PUBLIC INFORMATION**

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Kiesha Speech  
Solomon Radner  
Ken Rich  
**City Manager**  
Erik Tungate

**Arts and Cultural Commission**  
**Meeting of the Arts and Cultural Commission of Oak Park**  
**Wednesday, January 27, 2016 7:00 pm**  
**Community Center Room 4**  
**MINUTES**

1. Call to Order at 7:12 pm
2. Roll Call:
  - A. PRESENT: Chairperson: Michele Stevenson, Secretary: Dawn Sketch, Sudha Chandra Sekhar, Terri McQueen, Deni Rome, Heidi Bisson, Lynn Copeland, Elizabeth Fritz-Cottle, and Department Representative Denise DeSantis
  - B. ABSENT: DeLashea Strawder, Ron Clegg, Council Member Ken Rich
  - C. Guests: Lana Sherman and Ed Bas
3. Approval of Agenda: Motion: Commissioner Fritz-Cottle; Second: Commissioner Copeland
4. Approval of Minutes November, 2015: Motion: Commissioner Rome; Second: Commissioner Fritz-Cottle
5. Special request from Community and Economic Development Manager Kim Marrone to continue the Summer Concert Series that was very successful in 2015. She asked the Arts and Cultural Commission to approve use of funds for the 2016 Concert Series. Funding will be matched by the City of Oak Park and a grant may be provided by the Michigan Council for Arts and Cultural Affairs. Secretary Sketch motioned to provide \$800 towards a matching grant the Arts and Cultural Commission for the Summer Concert Series in July 2016. Chairperson Stevenson seconded the motion. Approved unanimously via roll call vote.
6. Old Business
  - A. Artist Reception for Robert Mirek on Monday, February 1, 2016 in the City Hall Lobby
    - i. Special Event License and Request for License Fee Waiver was presented before Council and approved. A reminder that for future receptions or events where the public is being invited, we will need to plan ahead as it takes at least three weeks to be placed on City Council Agenda. Commission should seek City Council's approval of the item at least 1-2 months prior to the event for proper promotion. Secretary Sketch informed the group that Council Member Speech wished to remind the group that we can't promote a public event until City Council approves the Special Event License.
    - ii. Director DeSantis asked for Commissioner's to assist in reception. Secretary Sketch, Commissioner Bisson, Commissioner Rome, and community member Lana Sherman volunteered to arrive early, help with set-up and tear-down. All Commissioners were urged to participate in event as it was our first Artist Reception.
  - B. Logo and Banner – view and discuss submissions

- i. Commission Fritz-Cottle presented two graphic artist's submissions and a contract for a possible logo change and requested approval of quote for contract. Director DeSantis informed group of the need to have all expenditures approved via City Council. Discussion tabled upon suggestion of Director DeSantis due to the need for the Commission to propose 2016-2017 Commission plans and expenditures before Council. Commission agreed to participate in developing an OPACC Business Plan to present during City Budget Presentations which could include re-branding and logo. Commissioner Bisson suggested the Commission create a Business Plan complete with goals and purpose. She will create a template that Commissioners can share and add to prior to next meeting. This will allow Commission to be prepared to discuss, vote and assign budgets to for next meeting.
  - C. 2016 Event Suggestions
    - i. Landscape Design
    - ii. Murals in Community Center
    - iii. Summer Arts and Parks Program
    - iv. Quarterly Artist Receptions in City Hall Art Gallery
    - v. Art Speaker/Demonstrations as part of Friends of Library or Recreation Program
    - vi. Dancing in the Park (spin-off of the successful concerts in the park)
    - vii. Rebranding and Logo Change (and possible name change to Oak Park Arts and Cultural Commission, or OPAC)
    - viii. Other ideas: Discussion included need to strategize around goals of the OPACC. Chairperson Stevenson reminded group to choose projects/events that are true to Commission's Purpose under Ordinance. Director DeSantis informed Commission that we have an opportunity to submit a 2016 Plan with Budget Proposals that would be approved by Council during the upcoming Budget Planning season. If so, the Council approves the year's funds upfront and we utilize them throughout the year as intended. However, any expenses that are not approved during Budget Planning season, the Commission will need to gain approval of the project and budget via City Council Agenda item prior to the project's promotion or budget's expenditure.
  - D. Resignations
    - i. DeLashea Strawder resigned
    - ii. Dawn Sketch will not be renewing due to a move out of the City of Oak Park.
- 7. New Business
  - A. Vote for Chairperson. Commissioner Copeland nominated Chairperson Stevenson to continue as the Chairperson; she accepted. Roll call vote unanimous.
  - B. Vote for Vice Chairperson. Chairperson Stevenson nominated Commissioner Rome; she accepted. Roll call vote unanimous.
  - C. Vote for Secretary. Secretary Sketch nominated Commissioner Fritz-Cottle as secretary; she accepted. Roll call vote unanimous.
- 8. Finance Report: \$3,118.01, less \$800 approved above for 2016 Summer Concert Series. New Total of available discretionary funds is \$2,318.01.
- 9. Members' and local upcoming art and cultural events
  - A. Sudha invited everyone to the India Festival at the Bharatiya Temple January 30<sup>th</sup>
  - B. Terri McQueen invited us to see her DJ at Temple Bar on February 11<sup>th</sup>
  - C. Daddy Daughter Dance on February 5<sup>th</sup> at the Community Center in Oak Park
- 10. Adjournment: 8:40 p.m.

~ Next meeting Wednesday, February 24, 2016 at 7:00 pm in the Community Center ~  
 ~ 4<sup>th</sup> Wednesday of the month in 2016 ~