



CULTURAL ARTS COMMISSION
SPECIAL CALLED WORKSHOP
OFFICIAL MINUTES

FEBRUARY 28, 2023

COUNCIL CHAMBERS CONFERENCE ROOM 121
2 PARK PLAZA
6:00 PM

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I. CALL TO ORDER

- ❖ Chairwoman Cookson called the meeting to order at 6:00 p.m.

II. ROLL CALL

- Cultural Arts Commission Members - Present
 - Melody Cookson (Chair)
 - Michael Barsky (Vice Chair)
 - Sabine Genet
 - Diana Smeal
 - Shital Foster
 - Alicia Burr (Alternate)
 - Francesca Connolly (Alternate)
- Cultural Arts Commission Members - Absent
 - Gene Andrews
 - Sumita Patel
- Staff
 - Kim Manning – Cultural Services Manager, Recreation, Parks & Cultural Services
 - Amber O'Dwyer – Administrative Office Coordinator, Recreation, Parks & Cultural Services

III. WORKSHOP ITEMS

- a. Chairwoman Cookson Review Roberts Rules Sheet
 - Chairwoman Cookson presented the item.

- Everyone should have received the simplified Robert's Rules sheet in the agenda packet.
- Chairwoman Cookson would like to run a "tighter ship" because the commission is being recorded and streamed live.
- Chairwoman Cookson stressed the important of the following Robert's Rules:
 - The need to be precise with motions.
 - Recognition by the chair prior to speaking.
 - Use of the microphone when speaking.
 - Remembering that items are considered one item at a time (focus on the motion at hand).
 - Official meetings are reserved for approval of actions and not in-depth discussion.
- Chairwoman Cookson recapped the proper procedures for motions.
 - A motion must be seconded before it can be considered.
 - Discussion should begin with the commissioner who made the motion.
 - Debate is closed when discussion has ended.
 - The chair will restate the motion again and call for a vote (via hands raised).
 - The chair then announces the result.
- Chairwoman Cookson recapped the proper procedures for making amendments to motions which includes three options:
 - A motion to "strike" an item from the proposed motion.
 - A motion to "insert" an item into the proposed motion.
 - A motion that includes both the "striking" of an item from and "insertion" of an into the proposed motion.
- Commissioners reiterated and agreed that deferring an item was an appropriate action should additional information be needed from the presenter, or the vote of approval would be too loosely defined.
- Kim Manning requested commissioners please work with staff in advance of meetings should questions require additional research or information as opposed to posing questions during the meeting.

b. Commissioner's Goals & Focus for 2023

- Chairwoman Cookson presented the item.
- Several commissioners voiced a desire to dive deeper and discuss what they envisioned for their roles as a Cultural Arts Commissioner.
- Several of the following questions were posed:

- What could we be?
- What could we do?
- What could we take to the businesses or local art organizations?
- Chairwoman Cookson asked commissioners to begin brainstorming ideas which could be discussed at the next Cultural Arts Commission workshop.
 - Kim Manning mentioned the Performance Permits Initiative is a good example of what commissioners wanted to see implemented.
 - Commissioner Genet requested an update email regarding the Performance Permits Initiative that could be used to notify the public.

Q. Alternate Burr asked what the four locations were decided upon for Performance Permits.

A. Manning stated they are locations near Nest Café, La Casa, the oak tree (where the food truck event is hosted), and Hamilton Hotel.

- Vice Chair Barsky stated he'd like to see two things:
 - A night market.
 - Alternate Burr and Commissioner Genet suggested the inclusion of artists or perhaps themed nights featuring different genres of artists be considered (one night could feature jewelry, another a different craft).
 - Commissioner Smeal suggested a different organization should facilitate the night market and posed the question of how that could be initiated.
- Q. Chairwoman Cookson asked if a night market event could be seen as a threat to local vendors.
- A. Several stated that vendors might appreciate the increased flow of traffic or may be closed for the day before the market were to begin.

- Murals.
 - Blank exterior walls of store owners could be used as canvases for local artists to craft murals.
 - Business owners would pay for and maintain the murals.
 - Once enough murals were established, mural tours could be promoted.
 - Kim Manning suggested it might be wise to have a pre-approved list of artists or a "package kit" for developers as most do not naturally think "artistically" nor have the bandwidth to actively seek out murals as part of their plans.

- Staff mentioned that when considering ideas to remember the effect such ideas may have on other departments such that a night market might include Public Safety for road closures and murals might require review and consideration by Community Development.
- Kim Manning recommended that first, the commission should consider how the idea would logistically be accomplished. To make sure that it *can* be done and supported across all involved departments. Only then could engaging the community via a public input survey to see which ideas are most supported take place.
- Additionally, Kim Manning mentioned that as the city could not produce the events, the commission would need to navigate how event ideas could be executed via other organizations or businesses.
- Commissioner Smeal stated perhaps a similar approach as to the advocacy to City Council for performance permits initiative or the seeking grants for the outdoor sculpture exhibit could be applied for future initiatives.

Q. Alternate Burr wondered if concerts in the parks had been considered.

Q. Commissioner Genet asked how the commission could engage the community to seek their feedback on possible new initiatives?

A. Staff recommended a public input survey but only after logistics for such initiatives were thoroughly explored and discussed with impacted city departments.

Q. Commission Foster asked if the Cultural Arts Commission had a vision statement to explain what the purpose behind the commission.

A. Kim Manning stated the details were outlined in the ordinance that established the commission and she would be happy to send a copy to the commission.

c. Preparing for Cultural Arts Master Plan

- Kim Manning, Cultural Services Manager for the Recreation, Parks, and Cultural Services Department presented the item.
- Kim Manning stated a consultant sent a proposal for the development of a master plan for the Cultural Services Division (and the entire department).
- The master plan would:
 - Streamline and definitively define the terminology surrounding “arts” and “culture” that is currently loosely defined.
 - Engage stakeholders and seek community feedback.

- Would include an analysis, report, and assessment of the current programs offered and evaluate the need behind initiatives such as introducing night-time activities or adding programs to increase engagement of varying age groups.
- Kim Manning stated the master plan relied on every commissioner being involved and asked the commission to consider assigning each commissioner a specific genre of arts and culture (music, art, etc.) upon which to focus.
 - Chairwoman Cookson stated the idea of dividing and conquering would be a great approach.
- Commissioners stated defining what is a “sign” and what is “art” would be helpful!
- Kim Manning referenced a master plan drafted for Surprise City affirming it was a comparable city to Alpharetta.

Q. Commissioner Smeal asked where staff was in the process of approval and establishment of the master plan.

- A. Kim Manning stated staff has asked for approval to proceed with the consultant in the FY24 budget as a capital initiative.
- Commissioner Smeal suggested that commissioners meet with City Council members to advocate for the master plan in advance of the upcoming budget meetings.

Q. Vice Chair Barsky asked for clarification as to the purpose of a master plan.

- A. Staff responded that a master plan is a customized outline developed through comprehensive studies and research of the City of Alpharetta’s demographic and culture that identifies the most successful path forward for the Cultural Services Division’s programs, events, and activities.

Q. Commissioner Foster asked why the plan was pulled from mid-year approval.

- A. Kim Manning stated that when staff was asked if it was an emergency and desperately needed the funding, the department could not make the argument, so the item was pulled.

❖ *Commissioner Alternate Burr stated that due to a prior engagement, she needed to be excused and left the meeting at 7:07pm.*

Q. Vice Chair Barsky and Commissioners Genet and Foster inquired as to the budgetary process and how funding is promoted.

- A. Staff gave a brief overview as the difference between operating and capital initiatives and that capital initiatives are usually more readily seen as they stand separately from the details of operating initiatives which ranges from personnel to supplies.

Additionally, Kim Manning stated that grants usually require formal approval by City Council meetings but is an alternative way to seek funding. This was how she sought funding for the Music Match Program.

- Commissioners continued to suggest ways to engage with council members to advocate for approval of the master plan consultant in the FY24 budget.
- Commissioners continued to suggest ways to engage art leader organizations and/or residents to advocate for approval of the master plan consultant in the FY24 budget.
- Chairwoman Cookson established two calls to action:
 1. The Chairwoman would provide work to provide an initial draft for some numbers to get to commissioners prior to meeting with their respective council members.
 2. The Commissioners would then need to meet with council and advocate!!!

IV. CULTURAL ARTS COMMISSIONER REPORTS

- There were no commissioner reports.

V. ADJOURNMENT

- ❖ Chairwoman Cookson called for a motion to adjourn the meeting.
 - Commissioner Smeal made a motion to adjourn the meeting.
 - Commissioner Barsky seconded the motion.
- ❖ With there being no further business to consider or discuss, Chairwoman Cookson adjourned the meeting at 7:31 p.m.

Respectfully submitted,



Amber O'Dwyer
Administrative Office Coordinator
Recreation, Parks & Cultural Services