

NORTHVILLE ARTS COMMISSION
A Regular Commission Meeting
November 8, 2006
ART HOUSE

MEETING MINUTES

Commissioners Present: Arlene Catrett, Kim Dawson, Darcel Deneau, Galina Koriduzki, Eric Novack, Sharon Rossow, Mary Step, Kathleen Tabaczynski, Sue Taylor, Katherine Wickersham

Commissioners Absent: Carol Kendra, Gerardo Macias-Garcia, Alexis O'Connor, Evonne Simoff, Andrzej Sikora

Others Present: Nicole Passmore, Tom Bialobizeski, Jeff Cancelosi

The meeting was called to order by Sharon Rossow at 7:30 p.m.

Approval of Minutes and Special Meeting Minutes:

It was moved by Kathleen Tabaczynski, seconded by Galina Koriduzki and agreed that the October 11 regular meeting minutes be approved.

It was moved by Kathleen Tabaczynski, seconded by Galina Koriduzki and agreed that the October 26 special meeting minutes be approved.

Financial Report: Cash handling procedures have now been instituted for NAC. Credit card transactions should be reconciled with the credit card batch summary report and then forwarded to the City's Finance Department, using a Revenue Summary form. Cash and checks need to be deposited at Comerica Bank on a weekly basis; Revenue Summary forms need to be prepared and reconciled with deposit prior to bank deposit; checks have to be stamped with a stamp currently at the Art House. Forms then need to be forwarded to the City's Finance Department within 2 days. All vendor payment requests or reimbursement requests need to be approved first by Sue Taylor or Kathleen Tabaczynski who will then forward the request to the Assistant Finance Director. Back up receipts should accompany all payment requests. *(Note: Remember we are exempt from Michigan sales and use tax for purchases made so reimbursements should not include sales tax reimbursement.)* Questions?? – Ask Kathleen Tabaczynski.

Parks & Recreation Report: Nicole Passmore reported that weekly cleanings of the Art House have been scheduled by Parks and Recreation. *(It is still important, however, that we clean up after ourselves for every meeting or event held by NAC at the Art House.)* If someone notices maintenance or cleaning issues, please advise Sue Taylor via

phone or email and she will contact Nicole. If there is an emergency situation (i.e., no power/heat/water) immediately contact Nicole directly (248-349-0203, ext. 1408)

New Business:

Consultant Task Review and Approval -- After reviewing the task list voted by Commissioners at the Consultant Performance Review Special Meeting of October 26, 2006, Aaron Timlin has decided he will finish out his current contract which ends December 31, 2006.

Articles of Organization Review and Approval – It was moved by Kathleen Tabaczynski, seconded by Sue Taylor and approved that the Articles of Organization be amended to include under Article IV, Section 7, “Three or more unexcused absences in a calendar year shall be considered to be an automatic resignation from the Commission.”

Commissioner Roles and Responsibilities Review and Approval
It was moved by Eric Novack, seconded by Kim Dawson and approved that the changes made in this working document be approved.

Review of Art House Business Plan – Copies of the original Art House Business Plan presented to City Council in 2003 were passed out to help new Commissioners understand why the Art House was formed and its mission at that time.

Establishment and Staffing of Committees – Committees were identified and staffed. Committees formed will meet independently before the December meeting and report on 2 or 3 goals to be accomplished in the next fiscal year. Committees and their members include:

BUILDING & GROUNDS

Sharon Rossow, Sue Taylor + non-Commissioners

EDUCATION/PROGRAMS

Kim Dawson, Eric Novack, Sharon Rossow, Andre Sikora

EXHIBITION

Darcy Deneau, Gerardo Macias-Garcia, Andre Sikora, Mary Step + non-Commissioners

FINANCE

Executive Committee

FUNDRAISING

Galina Koriduzki, Alexis O'Connor, Katherine Wickersham
(Suggested that Terri O'Brien from Street Marketing be contacted)

GIFT SHOP

Carol Kendra, Katherine Wickersham
(resource: City Finance Department)

MEMBERSHIP

Carol Kendra, Kathleen Tabaczynski, Sue Taylor + non-Commissioners

NOMINATING

Arlene Catrett, Eric Novack, Sharon Rossow, Kathleen Tabaczynski

PERSONNEL

Executive Committee

PUBLICITY/MEDIA RELATIONS

Eric Novack, Mary Step, Sue Taylor
Possible: Carol Kendra, Gerardo Macias-Garcia

Mother's Club Artwork Proposal – Darcy Deneau, Galina Koriduzki, Mary Step and Katherine Wickersham all agreed to jury this program.

Committee Reports:

Art Out of the Box – Profit of about \$6,377 though some bills still need to be paid. Venue fun but possibly too much distraction. Most people felt name of event should continue with some change to the type of art offered. Many Commissioners felt this event should be held at a less busy time of year such as February or March 2008. Event chairperson, Darcy Deneau, will meet with current fundraising committee and offer her suggestions.

Gallery Store Report – It was moved by Sharon Rossow, seconded by Galina Koriduzki and approved that the Store would offer on-going volunteers 10% discount at any time and substitute volunteers 10% discount on the day they work.

Holiday Show Committee Report – Committee needs volunteers for the duration of the show. Please contact Kathleen Tabaczynski if you or someone you know can volunteer to help this event.

Michael Farrell Lecture Series – To date, Sharon Rossow has been unable to contact Michael Farrell.

Announcements:

Newsletter – All Newsletter information needs to be submitted to Cheri Pelic before November 20. Cheri Pelic will no longer be able to format our newsletters. Mary Step has agreed to help with this task.

Adjournment: 9:20 p.m.

Respectfully Submitted,
Sue Taylor, Secretary

Approved: