

**Minutes of the Jasper Community Arts Commission
City of Jasper, Indiana
May 1, 2018**

The regular meeting of the Jasper Community Arts Commission was held at 4:30 p.m. on Tuesday, May 1, 2018, in the Council Chambers at Jasper City Hall. Roll call was held with the following **Commission Members Present:** Darla Blazey, Jay Hamlin, Mike Jones, Linda Kahle, Gary Moeller, Sherry Monesmith, Kent Reyling, Beth Seidl, Pat Thyen, & Selena Vonderheide. **Commission Member Absent:** Becky Hickman. **Staff Members Present:** Kyle Rupert, Doreen Lechner, Corina Mack, Emily Peak, & Liz Book. **City Attorney:** Renée Kabrick. **Guests in attendance:** Dean Vonderheide and Forest Park HS students, Kendra Stickler & Austin Knies. The Pledge of Allegiance was recited.

Approval of Minutes

Sherry Monesmith moved to approve the minutes of the April meeting. **Beth Seidl** seconded. Motion passed 10-0.

City Financial Statement

Pat Thyen moved to approve the claims as presented. **Linda Kahle** seconded. Motion passed 10-0.

Public Business

Director's Report/Performing Art

Kyle reported:

- The last performance of the season *Six Appeal* was attended by a little more than 280 people. He received great feedback from the performance.
- ACT held auditions for the summer musicals with roughly 50 people present for the auditions held at the Arts Center; this is an increase from previous years.
- Later in May the 2018-2019 performance season will be announced. The final tweaks are being made to the season guide, and it will go to print in the next couple of weeks.
- Kyle asked for permission to attend Arts Midwest in Indianapolis from September 5th – 8th. He also asked the Doreen be allowed to attend. She has never attended the conference and many agents like to discuss the technical specifics for the productions. The cost would be around \$1,800 which is within what it budgeted. As a new attendee, Doreen would possibly be eligible to receive a scholarship which would cover the registration fee. **Gary Moeller** made a motion to allow Kyle and Doreen to attend Arts Midwest. **Sherry Monesmith** seconded. Motion passed 10-0.
- After the last meeting Kyle sought quotes for a new ticket printer. The current ticket printer operates on Windows 7 which is no longer supported and has kept the Box Office computer from being updated to Windows 10, which would be more secure. The current ticket printer is a Boca Printer and has lasted for many years without issue. Arts People recommended a Boca Printer above all others and is considered the industry standard. The first three in the table would be options that would be supported by Arts People. Kyle found the last option online.

Name	Company	Printer	Warranty	Maintenance Plan	Accessories	Printer Total	Notes
Boca Lemur	Boca Systems	\$943.00	1 year parts/labor 90 day print head	\$125.00	\$12.00 USB cable	\$1,097.79 (includes Shipping)	Industry Standard
Dymo Labelwriter	Amazon	\$87.99	2 year	Not Included	Included	\$87.99	A label maker Will not meet our needs
Datamax-O'Neal Model 1110	Westmark Industries		1 year			No Submission	Did not respond to a request for a quote

Name	Company	Printer	Warranty	Maintenance Plan	Accessories	Printer Total	Notes
Stima SML 200	Stimare	\$680.00	1 year	Not Included		\$680.00 (shipping not included)	Not on recommendation list from Ticket Vendor designed for small check-in desks

Kyle reported that the Dymo Labelwriter was recommended for smaller venues that print a couple hundred tickets per year, and would not meet the Arts Center’s needs. Although the Stima would be the next cheapest ticket printer there were some concerns if it would be able to handle to demand of printing several thousand tickets each year. It was also not on the list of recommended vendors from Arts People. Mike asked if it is required to purchase the maintenance plan with the Boca printer. Kyle told him that the plan is not required, but would have to be purchased when the printer was purchased and could not be added at a later date. Kyle recommended the Boca printer and stated the warranty would cover any issue that would occur when the bulk of the tickets would be printed. Sherry thought it would be a good idea to purchase the maintenance plan for the first year and re-evaluate if it is needed the following year. **Mike Jones** made a motion to purchase the Boca printer and maintenance plan for a year. **Sherry Monesmith** seconded. Motion passed 10-0.

- Kyle asked for permission to hire a new part-time custodian. The current custodian started a full-time job which has kept him from working the hours that had been set up and someone is needed to fill the hours. Darla asked if Kyle has looked into contracting a cleaning service since the position is part-time and is open quite a bit. Kyle said that he would look into contracting a cleaning service. Currently, the position is budgeted a 15 hours per week and a schedule is set with Kyle and Doreen to determine the work to be done. **Gary Moeller** made a motion to allow Kyle to hire a new part-time custodian or investigate a contract source to fill the position. **Jay Hamlin** seconded. Motion passed 10-0.

Building and Structure Report

Doreen reported:

- The access panel for the Community Room door no longer operates as it should and needs to be replaced. The last update was released a couple of years ago and she can no longer program time zones which restrict access to the building to specific times. Currently, all keys allow 24-hour access. The hardware and software of the current system cannot be updated as the system was installed in 1998 and was one of the first of its kind. She received quotes from two vendors as she was unable to find a quote for a third vendor in the area.

Vendor	Door System	Price	Notes
Astro Security, Inc. 1230 3 rd Ave. Jasper, IN 47546 Contact: Doug Fischer	Secura-key door access controller Will utilize existing wiring, maglocks, reader, cards, and power supply. Will run a network cable to switch in upper office.	Not to exceed \$1,850	Module handles 1 or 2 doors, 2 nd door would only require door hardware and power.
Felts Lock & Alarm PO Box 5707 Evansville, IN 47716 812-473-4000 Contact: Kelly	Honeywell door access controller Will utilize existing wiring, maglocks, reader, cards and power supply.	\$1,446.00	Module handles 1door; additional doors would require more modules, door hardware and wiring.

She recommended going with Astro. She believes after the move to the Cultural Center it will be more critical to restrict access to certain parts of the Arts Center and the Secura-key system would allow control to a second door without needing to add another module and separate door hardware. Mike agreed that it would be a good option for future expansion, and he liked the idea of using a local vendor. **Darla Blaze**y made a motion to accept the quote from Astro to install the new system not to exceed \$1,850. **Beth Seidl** seconded. Motion passed 10-0.

- At the February meeting Doreen presented quotes for new stage draperies. After discussion at that meeting the board asked her to look into draperies that are inherently flame retardant, instead of just treated to be fire proofed, which has to be done every couple of years.

Company	Material	FR/IFR¹	Borders²	Price³	Notes
IWeiss Theatrical Ashely Greiner	16 oz. Princess Velour	FR	N	\$8,000	
“	22 oz. Encore Velour	IFR	Y	\$11,698	
“	20 oz. Crescent Velour	IFR	N	\$10,856	+ \$4,494 to do borders
Rose Brand Matt Biringer	16 oz. Princess Velour	FR	N	\$6,630	
“	16 oz. Athena	IFR	Y	\$8,665	
“	20 oz. Crescent Velour	IFR	N	\$8,565	+ \$3,840 to do borders
“	13 oz. Apollo Black	IFR	Y	\$10,605	
Syracuse Scenery Sheila A. Quinlan	16 oz. Princess Velour	FR	N	\$7,263	
“	13-13.5 oz. Plateau	IFR	N	\$8,004	+ \$2,828 to do borders
“	14 oz. Prism 14	IFR	Y	\$8,113	
“	20 oz. Crescent Velour	IFR	N	\$10,317	+ \$3,558 to do borders

¹ – FR – flame retardance is sprayed on, IFR – inherent flame retardance is a nature of the fabric.

² – Border curtains (horizontal masking drapes) are included when the color does not match current drapery.

³ – Price does not include shipping, which will run upwards of \$500-\$600.

Doreen explained that there are several different tiers when it comes to the quality of curtains. The 16 ounce Princess Velour would be the least expense option and is treated to be flame retardant, and the quote does not include the cost of the borders; Athena, Plateau, Prism, and Apollo are inherently fire retardant and would be comparable to the Princess Velour; Encore and Crescent would be in the next level. Some of the quotes include the cost of replacing the borders due to the colors not matching the existing borders. She explained the weight of the curtain helps it drape and keeps it from swaying. The budget to replace the drapes was set at \$15,000 and the last set lasted 20 years. She prefers the 22 ounce Encore Velour which would be an upgrade from the current drapes and would also include the borders. Another option would be the Apollo Black which would be a lighter weight. Sherry stated the Encore Velour would be the best value and would include the borders so there would be no worry with the colors matching if they are replaced at a later date. Doreen stated that the last time the stage drapes were replaced the borders were also replaced. Darla felt that the borders and drapes should be treated as a package and both should be replaced at the same time. After looking at the cost to include the borders, the board felt the best value to replace both was the Encore Velour. The higher quality should last longer and

still come under what is budgeted. Samples of the two fabrics were passed around. Doreen reported that the old drapes will be kept in storage for the time being. **Gary Moeller** made a motion to purchase the Encore Velour drapes and borders for \$11,698. **Selena Vonderheide** seconded. Motion passed 10-0.

Visual Art Report

Emily reported:

- David Cox will be featured in the Krempp Gallery for the month of May. He will be at the First Thursday Reception and will give a Gallery Talk.
- ARTventures registration is open and there are workshops available for preschool through adult.
- Information for the Juried Art Show has been sent out. Two pieces can be submitted for \$25. The juror for this year's show is John Begle from Louisville.
- She presented the proposed artists for the gallery in 2019:
 - January – Portrait Invitational Exhibit
 - February – Chet Strange & Parker Michel-Boyce: Photography Collaboration Series
 - March – Youth Art Month: High School & Elementary
 - April – Al Gorman & Wendi Smith: Found Objects
 - May – Matthew Boonstra & Alan Pocaro: Sculpture & Screenprints
 - June – Kerri Mehringer & Brian Bruner: Sculpture & Photography
 - July – 51st Dubois County Art Guild
 - August – Patoka Valley Quilters Guild
 - September – 26th Juried Show
 - October – Randy Simmons: Charcoal Drawings
 - November – Ellen Starr Lyon: Oil Paintings
 - December – Visual Arts Committee

Darla Blazey made a motion to accept the artists as presented for the Krempp Gallery in 2019. **Beth Seidl** seconded. Motion passed 10-0.

Project Coordinator Report

Corina reported:

- Junior Achievement Job Shadow with students from JMS was a great success. The entire staff was involved in making the day memorable for the students.
- She reported that there were twice as many people registered for Chalk Walk at this point than at this time last year. She reminded everyone that they can now register and pay online.
- Corina and Emily will go to area high schools to recruit resident artists and volunteers for Chalk Walk. This year there has been a lot more community involvement with local business volunteering.
- The Northwood painting event was a great experience and later this month there will be a Mommy & Me paint your own pottery event.

Education Report

Kyle reported:

- Kennedy Center artist, Judy Klevins will present workshops over the next couple of days for educators and students. This is a follow up to the workshops she presented last fall. There will also be a workshop for parents and students in the evening, Swapping Stories.
- The Kennedy Center Partnership agreement between JCA, GJCS, and VUJC has been submitted. The partnership is strong and Donna met with the Dean of VUJC to grow and strengthen the relationship.
- The last of the Brown Bag series with Jennifer Wohlberg will take place in May. The series has been well received. There are a few spots remaining, those who are interested should contact the Arts Center.
- Donna will present at the May school board meeting for the Kennedy Center Partnership.

- Kyle presented *Doktor Kaboom* as the proposed regional performance for November 27th. The cost would be \$4,500 plus hotel and hospitality. **Sherry Monesmith** moved to accept *Doktor Kaboom* as the regional performance. **Pat Thyen** seconded. Motion passed 10-0.
- Jonathan Soard was the artist in the gallery for the month of April. He presented a workshop for 10 students from Jasper High School.

Darla Blazey left the meeting at 5:10 PM.

Old Business

- The Next Act – The grand re-opening went well, and the group was congratulated on all of the hard work that went into restoring the theatre.
- Cultural Center – Meeting was delayed to next week. There will be meeting at 4:15 PM on Thursday to award the bid to the demolition contractor.
- LEADs – Received another large donation and which will sponsor the outdoor sculpture garden. The hope is to wrap up LEADs in the next couple of months. *Give Where You Live* will be held on October 26th.

New Business

- The Strategic Plan was discussed. There were two suggestions that were made. They would like to see increase participation at major events to go under branding/marketing 18/19. They would also like to see the new logo coincide with the Cultural Center opening. Gary suggested picking a date of when items are to be completed instead of the current layout which assigns items to a 1, 3, or 5 year plan. Corrections will be made to the plan and sent the Board before it is finalized.

Adjournment

Gary Moeller moved to adjourn the meeting at 5:20. **Jay Hamlin** seconded. Motion passed 9-0.

Michael Jones

Attested