



MINUTES

Attendance: Narielle Living, Mary Egan, Nancy Sullivan, Marci Swanson, Minnie Sippio (York County Liaison)

The meeting was called to order at 9:02 by Narielle Living, Chairperson

Minutes from September 8, 2022, meeting were approved. A motion was made by Nancy Sullivan and seconded by Mary Egan. None were opposed.

Old Business

1. The revised grant process "Do's and Don'ts" document was approved. Motion was made by Nancy and seconded by Mary. The vote passed with no opposition. All members agreed that the necessity to give credit to the York County Arts Commission should be emphasized in all materials.
2. The Commission will host a grant-application workshop/seminar for all grant applicants on Thursday, February 2, at 10:00 a.m. at York Hall. The workshop will emphasize what the Commission is looking for when the grant applications are evaluated, and the grant recommendations are made. Narielle will create a PowerPoint to address the application process, dos, and don'ts, organizational requirements, etc., with both good and bad examples. There will also be time following the presentation for attendees to ask questions about the application process. It was also discussed if it would be possible to broadcast or video the session so applicants who cannot attend would have access to the information.

New Business

1. The Commission reviewed the Arts Commission By-Laws. The following changes were recommended and approved by all members present at the meeting:
 - a. Article II. Section 2, Bullet-point 2: Change "The Commission shall encourage eligible individuals or organizations to apply for grants," to "The Commission shall encourage eligible organizations to apply for grants." Justification: A requirement to receive a grant from the County is for the recipient to have tax-exempt status from the IRS. Since only groups or organizations qualify for tax-exempt status, it is misleading to encourage individuals to apply.
 - b. Article II, Section 2, Bullet-point 4: Change "The Commission will review grant requests from individuals and organizations and make recommendations . . ." to "The Commission will review grant requests and make recommendations . . ." Justification: Same as previous change.
 - c. Article IV. Section 1 and Article V. Sections 1 and 2: Replace the terms "Chairman" and "Vice-Chairman" to "Chairperson" and "Vice-Chairperson." Justification: Update to reflect current language norms.
 - d. Article IV. Section 3: Change "The Secretary shall inform the membership of all forthcoming election dates by mail at least two weeks prior to the date of the election," to "The Secretary shall inform the membership of all forthcoming meetings at least two



weeks prior to the date of the meeting." Justification: Members prefer to use email and text messaging to regular mail. Also, requires that members are notified of all meetings.

2. 2023 dates for the Commission were discussed with the following dates being set:
 - a. Thursday, February 2 – Grant Application Seminar – York Hall Yorktown – 10:00 a.m.
 - b. Wednesday, March 1 – FY2024 Grant Applications due
 - c. Thursday, March 16 – Arts Commission Review of FY2024 Applications
 - d. Wednesday, March 29 – Arts Commission Grant Applicant Interviews (if necessary)
 - e. Wednesday, March 29 – Arts Commission Allocation Meeting (following interviews)
 - f. Date and location still pending joint meeting with Williamsburg/JCC Arts Commission (YC hosting)
3. The Commission discussed the possibility of the County creating an online fillable application for the Arts Grants. It would be very easy for the Commission to use Google Docs to review the applications and alleviate the necessity of printing 6 copies of all the documents received with the application. The Commission could begin the move to paperless processing. Minnie will discuss the possibility of doing this with the County IT department.

The next meeting of the Arts Commission will be Thursday, February 2, following the Grant Application Seminar

The meeting was adjourned at 10:16 a.m.

Respectfully submitted,
Marcia Swanson, Secretary

Approved: _____

A handwritten signature in blue ink that reads "Marcia Swanson". The signature is written in a cursive style and is positioned over a horizontal line.

Marcia Swanson, Secretary