



**LEBANON ARTS & CULTURE COMMISSION
REGULAR MEETING AGENDA
West Meeting Room, City Hall
Tuesday, May 21, 2019
6:30pm**

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

A. APRIL 16, 2019

Documents:

[Arts_Item 2_4.16.19 Mins.pdf](#)

3. OTHER BUSINESS:

A. MASTER PLAN IMPLEMENTATION:

Discussion of prioritization of selected Strategies and Actions by Ms. Zook and Mr. Welsch.

B. DISCUSSION

of expectations for the Arts and Culture Commission regarding the City's Tunnel Project.

4. OPEN DISCUSSION:

A. DISCUSSION RE:

How to govern the ACC

5. ADJOURNMENT

**AGENDA
ARTS & CULTURE COMMISSION
MAY 21, 2019**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

APRIL 16, 2019

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**CITY OF LEBANON
ARTS & CULTURE COMMISSION
MINUTES, APRIL 16, 2019
City Hall – West Meeting Room
7:00 p.m.**

MEMBERS PRESENT: Jessica Giordani (Chair), Joe Clifford (Vice Chair), Amy Dingley (Arts Org. Rep.), Rebecca Foster (Citizen Rep., Ward 1), Ben Van Vliet (Arts Org. Rep., Ward 1), Robert Welsch (Heritage Commission), Devin Wilkie (Citizen Rep., Ward 2), Karen Zook (City Council Rep.), Sherry Fiore (Alt.)

MEMBERS ABSENT: None

STAFF PRESENT: David Brooks, Planning & Zoning Director

1. CALL TO ORDER: Mr. David Brooks called the meeting to order at 7:00 p.m.

- This is the first meeting of the newly established Arts & Culture Commission.
- Ms. Fiore was appointed to sit in for the vacant EVEC member.

2. ELECTION OF OFFICERS:

After round table introductions were made, Mr. Brooks opened the Election of Officers who will serve through the remainder of the 2019 Calendar year after which time another election will take place.

Mr. Brooks opened the nominations for **Chair**.

Mr. Welsch nominated Ms. Jessica Giordani as Chair of the Arts & Culture Commission.

Hearing no further nominations, the nominations were closed.

Mr. Welsch's nomination was seconded by Mr. Devin Wilkie.

**The vote on the nomination passed, (8-0-1). Ms. Giordani abstained.*

Mr. Brooks opened the nominations for **Vice Chair**.

Mr. Welsch nominated Joe Clifford as Vice Chair of the Arts & Culture Commission.

Hearing no further nominations, the nominations were closed.

Mr. Welsch's nomination was seconded by Ms. Amy Dingley.

**The vote on the nomination passed, (8-0-1). Mr. Clifford abstained.*

The reminder of the meeting was turned over to the newly elected Chair, Ms. Giordani.

3. OTHER BUSINESS:

A. Discussion: Meeting Schedule

The Commission discussed the best time to meet and the following action took place:

Mr. Welsch MOVED that the Arts & Culture Commission meetings will be held on the 3rd (Third) Tuesday of each from 6:30-8:30 p.m. through the remainder of 2019, with the expectation of meeting for 2 hours. (Location of meetings will be posted on the agenda.)

1 **Seconded by Mr. Wilkie.**

2 ***The vote on the MOTION passed unanimously, (9-0).**

3
4 **4. OPEN DISCUSSION:**

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6 Mr. Brooks summarized the City Council's Arts & Culture recommendations which are posted on the
7 City's web site, under the November 7, 2018 City Council Minutes, Item 9B. Vice Chair Clifford read
8 the following background Memo from then Mayor Susan Prentiss to Commission members, which was
9 also presented to City Council on November 7, 2018:

10
11 The Arts and Culture Task Force has been meeting since May 15, 2018. The group consensus is that the
12 efforts of the Arts and Culture Task Force have been worthwhile but are not completed. Initially we
13 would like to recommend that the Lebanon City Council under its authority in Chapter C419:23 of the
14 Lebanon City Charter establish an Arts and Culture Commission for the purposes of:

- 15
16 – Promoting arts and cultural activities throughout all three wards of the City of Lebanon
17 – Cultivating relationships, activities, and opportunities to grow Lebanon's cultural economy
18 – Supporting the development of public-private partnerships that enhance the quality of life and
19 economic vitality in Lebanon
20 – Drafting policies for consideration and adoption by the Lebanon City Council for the
21 integration of arts into all municipal buildings, structures, and spaces
22 – Drafting policies for consideration and adoption by the Lebanon City Council defining
23 prospective spaces for, forms of, and processes for the adoption of public art in Lebanon.

24
25 The responsibilities of the Arts and Culture Commission will be to:

- 26 – Meet (at minimum) once per month;
27 – Establish working subcommittees that serve to advance the Commission's work within the
28 more focused areas identified by the Task Force (e.g., city policy, finance, partnerships,
29 organizational structure, data collection, designation of cultural districts);
30 – Designate signature events and work the with Council and City administration to implement
31 and promote those events to residents and visitors; and
32 – Update and take a leading role in the implementation of Chapter 12 of the Lebanon Master Plan
33 (Community Design and Civic Art) to incorporate the work of the Commission and develop an
34 independent guiding document for arts within the City.

35
36 Informational/organizational discussions took place regarding: The Right-to-Know Law and
37 communications within the group; the opportunities of creating Working Groups to tackle various tasks;
38 Chapter 12 of the City's Master Plan; suggestions on how to get businesses and public buy-in for the Arts
39 & Culture in Lebanon; use of the City Web Site and VNews to promote future events; Marketing and
40 Branding the Arts & Culture Commission within the City (i.e., Lebanon as an Arts/Culture destination);
41 exploring Civic Art; the need to develop and use quantitative data from various sources throughout the
42 City (e.g., use of survey's for the Opera House, Upper Valley Music Center, AVA Gallery); and the use
43 of Art in the City's Tunnel Project.

44
45 Mr. Brooks said that as the Commission is thinking about what they would like to do, if it involves
46 money, they should let him know as soon as possible so that he can add funds to the City's budget for the
47 ACC's use. He also informed the Commission that he would notify them when the Tunnel Project is
48 expected to come before the City Council. He also informed the Commission that they would be
49 reporting their activities to the City Council on a quarterly basis – next Council Quarterly Reports will be
50 in July.

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Next Meeting: Chair Giordani asked Commission members to review and familiarize themselves with Chapter 12 of the City’s Master Plan. Mr. Brooks will send a copy of this chapter to the Commission.

- May 21, 2019, 6:30 p.m.
 - Ms. Zook and Mr. Welsch will pick 15 items from the City’s Chapter 12 Master Plan (Actions/Strategies) and present their suggestions to the Commission.
 - City Manager, Shawn Mulholland, will be invited to speak about his expectations for the ACC regarding the City’s Tunnel Project.
 - Mr. Brooks will include Mr. Wilkie’s work on the Art Inventory in the May agenda packet for the Commission to review.
 - The ACC will discuss how they should govern themselves (i.e., through Working Groups and procedural items).

Mr. Brooks informed the Commission that the City Administration is trying to go paperless, so the expectation from the Planning Office is to send out the agenda packet and minutes from the prior meeting electronically. If someone needs to have a paper copy, please let him know and they will send out a paper copy.

5. ADJOURNMENT:

Councilor Zook MOVED for adjournment.
Seconded by Vice Chair Clifford.
**The MOTION passed (9-0).*

The meeting was adjourned at 8:00 pm.

Respectfully submitted,
Dona E. Gibson
Recording Secretary