



Town of Prescott Valley
Community Services Department
7501 E. Skoog Blvd.
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Arts & Culture Commission
WORK STUDY MEETING
7501 E. Skoog Blvd., 3rd Floor, Conf. Rm. 330
5:30 p.m., Wednesday, March 10, 2021

AGENDA

1. Call to Order & Welcome – *N. Smith, Vice-Chairperson*
2. Roll Call
3. Approval of Agenda
4. Process Review – *C. Van Haren, Community Services Director*
5. Officer Positions – *I. Chewing, Art & Culture Coordinator*
6. Other
7. Next Meeting
 - a. Regular Meeting: Wednesday, March 17, 2021 5:30pm, Auditorium
 - b. Work Study Meeting: Wednesday, April 14, 2021, 5:30pm, Conf. Rm 330
8. Adjournment



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MINUTES

1. Call to Order & Welcome – *N. Smith, Vice-Chairperson*

Vice-Chairperson Smith called the meeting of the Arts and Culture Commission to order at 5:31 p.m.

2. Roll Call:

Members present: Vice-Chairperson Nancy Smith, Secretary Andy Sinclair, Commissioner Barbara Balis

Members absent: Commissioner Edward Lira

Staff Present: Isabella Chewning, Arts and Culture Coordinator and Mary Lou Arnold, Community Services Administrator

3. Approval of Agenda

Vice-Chairperson Smith asked if there were any changes to the agenda. Ms. Chewning stated that Director Van Haren was delayed and asked to amend the agenda by moving Item #4 to Item #5 and Item #5 to Item #4. Vice-Chairperson Smith asked for a motion to approve the agenda as amended.

Secretary Sinclair made a motion to approve the agenda as amended.

Commissioner Balis seconded the motion. Motion carried unanimously by those members present.

4. Officer Positions – *I. Chewning, Arts and Culture Coordinator*

Chairperson Quisenberry resigned on February 24, 2021 because current circumstances prevent her from regular meeting attendance. Because new officer elections are scheduled for May of this year, Vice-Chairperson Smith has agreed to take on the role of Chairperson through the month of May. There will be no Vice-Chair until officer selections in May. This change will be added as an action item on the March 17, 2021 regular meeting agenda.

Secretary Sinclair will remain in the current position and is willing to act as Chairperson if Vice-Chairperson Smith is absent. Additionally, there will be a new commissioner appointment in April, and Commissioner Balis will be assigned the vacant voting position.

5. Process Review – *C. Van Haren, Community Services Director*

In Director Van Haren's absence, Ms. Chewning began the discussion of process review. In creating the new Community Services Department, management has been reviewing all functions and positions within the department. In their review, they are of the opinion that what is holding us back from obtaining a full commission of seven members is that there are too many meetings. The Arts & Culture Commission is the only commission to have regularly scheduled work study meetings each month.

Work Study meetings are intended to be called as needed for large projects and allow for more focus on committee functions. By eliminating regularly scheduled Work Study meetings we reduce the time commitment of the commissioners by half.

Work Study Meetings will continue as scheduled through May 2021 and beginning with the new fiscal year calendar only regular meetings will be calendar starting in August. Work Study meetings will be called as needed on the second Tuesday of a month. With this change, Committee meeting reports will be added to regular meeting agendas as new business, old business or action items as required.

Discussion ensued among the Commissioners regarding what would constitute a Committee Meeting or a Work Study Meeting.

Director Van Haren joined the meeting at 5:55 p.m.

Discussion continued on meeting and committee meeting schedules. In addition, copies of the three Committees and assigned members, along with the portion of Town code pertaining to the Arts & Culture Commission was distributed to the Commissioners.

[Town Code 18-01](#) refers to the Prescott Valley Arts and Culture Commission definitions, purpose and policy, and powers and duties.

Commissioners agreed that it is time to develop and maintain a new Arts and Culture Assessment; the last one being done over ten years ago. Fortunately, the most recent Parks Master Plan that was completed in 2020 addressed the Arts and Culture Commission future goals. Further discussion included creating new Arts classes and programs, separate from the Recreation division that would include Applied, Visual, and Performing Arts. Commissioners agreed that it is time to establish an annual review for the Commission's accomplishments, concepts and ideas; most likely to begin in August 2021 and annually thereafter.

As part of the process review, Ms. Chewning stated that Commissioner Lira has had a change in his work schedule and made a request to change the regular meeting time and day to Fridays at 5:30 p.m. Commissioners present at this meeting expressed their desire to keep the meetings to the current schedule of third Wednesday of the month, at 5:30 p.m.

Director Van Haren agreed with the Commissioners and stated that consistency is key for all boards and commissions. The 5:30 p.m. start time during the week works best for Town Staff and for attracting new members.

6. Other

No other items for discussion.


7. Next Meeting

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|------------------------|---------------------------|----------------------|
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Forms to request accommodations pursuant to Section 504/ADA guidelines are available from the Code Enforcement Office at 928-759-3067. Requests must be submitted 72 hours prior to the event for which accommodation is requested.

8. Adjournment

With no further questions or comments, Vice-Chairperson Smith said that the meeting stands adjourned. Meeting adjourned at 6:24 p.m.



Secretary Sinclair



Vice-Chairperson Smith

Respectively submitted by Mary Lou Arnold, Community Services Administrator
March 11, 2021