

**NASHVILLE ARTS AND ENTERTAINMENT COMMISSION MEETING & RETREAT
SATURDAY, JANUARY 22, 2022**

Commission members present at the Brown County Community Foundation: President Melanie Voland, Vice-President Anabel Hopkins, Secretary Andra Walters, Member Patrick Bennett, Member Cathy Martin, and Member Mark Schmidt. Commission Members not present: Member Lisa Hall, Member Ann McCann and Member Andi Wilson. Also in attendance at the Brown County Community Foundation: Records Clerk Sandie Jones.

COMMISSION BUSINESS

1) CALL TO ORDER

Member Voland called the meeting to order at 10:11 am.

2) ROLL CALL

Roll call by Member Voland.

3) ELECTION OF OFFICERS

Member Martin nominated Member Voland for President. Member Hopkins seconded the motion. All were unanimously in favor.

Member Martin nominated Member Hopkins for Vice-President. Member Bennett seconded the motion. All were unanimously in favor.

President Voland nominated Member Walters for Secretary. Member Schmidt seconded the motion. All were unanimously in favor.

4) ADOPT 2022 NAEC MEETING CALENDAR

The Commission members agreed to continue to hold their regular monthly meetings on the second Thursday of each month at 10 am at Town Hall.

5) NAEC BUDGET OVERVIEW

Records Clerk Jones explained the purchasing process the Commission must use to spend funds. If the Commission votes to spend their budget tax funds, they must also have approval of the Town Council to spend those funds. Once approval has been granted a purchase order can be requested from the Clerk-Treasurer's office. After the purchase order is issued the product can be ordered. Once the product is received by the Town, a request to pay the invoice will be submitted to the Clerk-Treasurer's office. The Town Council will then approve the payment of the claim at their monthly meeting.

Records Clerk Jones noted that if the Commission wants to use their grant funds or 2500 Fund money, they will not need the additional approval of the Town Council. However, all other purchasing steps apply.

Discussion of the Commission's Hoffman funds held at the Brown County Community Foundation. Secretary Walters moved to make a request to the Brown County Community

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Foundation to move the 714 Hoffman funds into the 715 Hoffman fund account. Vice-President Hopkins seconded the motion. All were unanimously in favor.

6) ARTS MIDWEST GRANT FUNDS

President Voland reported that she received a quote from Midwest Living magazine in the amount of \$450 for a full page advertisement to be ran in the April/May edition. Vice-President Hopkins suggested we contact the Jane Ellis with the CVB and have their designer, the 360 Group, create our ad. Discussion.

Secretary Walters moved to approve spending up to \$1,000 to have an ad put in the April/May 2022 edition of Midwest Living magazine. This includes the design, development, and placement of the ad. Member Schmidt seconded the motion. All were unanimously in favor.

7) ADJOURNMENT OF MEETING

Member Bennett moved to adjourn the meeting. Member Schmidt seconded the motion. President Voland adjourned the meeting at 10:51 am.

8) RETREAT NOTES

The retreat began at 11:00 am.

A. Review of Commission Mission Statement

The Commission members redesigned the NAEC Mission Statement as follows: Nashville's Arts and Entertainment Commission builds on Brown County's spirit and history by connecting, supporting, and promoting our artistic community.

B. Committee Assignments

The Commission discussed, created the following Committees and appointed the following members:

- Public and Performing Arts: Member Schmidt Chair, Member Bennett and Member McCann. Plans, implements and updates the NAEC on public art and performing arts strategies and projects. Examples: Permitting, long-term plan for public art projects and making cool things.
- Marking and Placemaking: President Voland Chair, Secretary Walters and Member Wilson. Plans, implements and updates the NAEC on marketing strategies and projects to promote Nashville's Cultural District. Examples: Social media marketing and various types of advertising media.
- Outreach and Education: Vice-President Hopkins, Member Martin and Member Hall. Engage, sponsor, partner with and attend local & regional events to promote and increase awareness of the Cultural District. Examples: Art Walk, local events/festival sponsorship and appoint NAEC Cultural District Liaison with the state.

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C. 2022 Art Walk Dates and Art Related Events

President Voland advised that the 2022 Art Walks will be held the fourth Friday of each month beginning in April and running through October. The Commission agreed to charge \$100 to each gallery or vendor in the Art Walk. These fees will pay for advertising and promotion of the Art Walks. President Voland will contact someone to design this year's brochure as the previous design company is no longer in business.

President Voland will talk with members of Peaceful Valley Heritage to see if they would be willing to coordinate their Art Week events with the May 27th Art Walk.

The Commission created a list of Arts and Entertainment events in 2022 which include: Art Walks – April thru October, Heritage Art Week – May, Finger Style Guitar Festival – July, Brown County ChamberFest – August, Art Colony Weekend – September, ChristKindl Market – November or December.

The Commission will keep this calendar updated throughout the year.

D. Create NAEC Funding Application

The Commission discussed the potential funding requests they may receive this year. They worked together to create a NAEC Grant Application Form for local groups wanting financial support from the NAEC.

The Commission noted the following events or groups have previously expressed interest in receiving NAEC funding: Heritage Art Week, Brown County ChamberFest, Art Colony Weekend, and the Brown County Playhouse.


E. IAC Cultural District Grant Funds

President Voland reported that the IAC is giving each Cultural District \$4,000 in funding support this year. They must complete a request for funding by February 2, 2021. The Commission worked together to complete the funding application and submitted the request.

Records Clerk Jones advised that the 2021 IAC Cultural District Year End report is due by February 18, 2022. Once the report is submitted and approved the IAC will release the remaining \$1,000 in grant funds from last year's award.

The retreat ended at 3 pm.


NAEC President Melanie Voland


Date