



# LAWRENCEVILLE

## GEORGIA

LAWRENCEVILLE ARTS COMMISSION

### MINUTES

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Tuesday, May 13, 2025  
6:00 PM

Third Floor GwMA Conference Room  
70 S. Clayton St, GA 30046

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#### **Call to Order**

The meeting was called to order at 6:04 PM, without a quorum.

#### **Approval of Agenda**

Aura-Leigh Sanders arrived at 6:07 PM, resulting in a quorum. After the Budget Update was completed, the meeting moved back to the Approval of the Agenda.

Motion to approve the agenda was made by Commission Member Walden, Seconded by Commission Member Brooks.

Voting Yea: Commission Member Hammond, Commission Member Brooks, Commission Member Walden, Commission Member Sanders

#### **Approval of Prior Meeting Minutes**

##### 1. Approval of Prior Meeting Minutes

Motion to approve the prior meeting minutes was made by Commission Member Sanders, Seconded by Commission Member Walden.

Voting Yea: Commission Member Hammond, Commission Member Brooks, Commission Member Walden, Commission Member Sanders

#### **General Discussion**

##### 2. Budget Update

With no quorum, the meeting began with a Budget Update from Jasmine Jackson. Half of the mural has been paid for, and once it is completed, the remaining balance will be paid to the artist. The weather has caused some delays, but completion should be by end of May. Jasmine will check with Finance regarding the grant received and how that will be reflected in the budget numbers. Additional art supplies/items will be coming out of the budget and once all those expenses have been submitted, Jasmine will work to transfer funds from the Project budget to bring the Supply budget back to \$5,000.

Jasmine is also looking into the logo pins so an order can be placed.

3. Subcommittee Updates

Community Outreach has not met as a subcommittee, but shared that they had coloring sheets, 2 word search puzzles and some Lawrenceville Blooms book marks available during the Boogie. These will be created for other events as well. The stand up sign is still in design with Marketing, and members will be able to view the proof prior to finalizing the order. Since the budget does not allow for personalized items, and name badges are reserved for City employees, they hope the logo pins will help to identify Arts Commission members at events.

The survey will be put on hold since the Master Plan should incorporate this while building out the plan and provide community feedback.

4. Lawrenceville Arts Commission Master Plan

A discussion has been ongoing for a few years, on and off, regarding building a Master Plan. The goals will align with Lawrenceville's Comprehensive Plan. Members discussed hiring a consultant as well as the RFP process. A shared folder has been set up for members to keep information, like sample Master Plans, goals for the Master Plan, as well as reviewing and commenting on the draft RFP. Aura-Leigh has a copy of the Honest Alley RFP which should help but will need a lot of work from the Arts Commission members to revise for this project.

Procurement will handle the bidding companies, collect any questions they may have, and once they receive answers will provide those to all the companies submitting a bid. This will keep the Members out of the loop during the bidding process and avoid any potential conflict of interest. Members should think about categories that the RFP will be scored on. Scorers will not see the price of the submission, and will be provided with a set of guidelines they will need to adhere to.

It was suggested the members determine a launch date, and then they can work backwards from there. There should be sufficient funding for a consultant, and the funds that Explore Gwinnett is holding can be used towards this project as well. Project cost will need to be determined prior to RFP submission.

Members should focus their review of the Honest Alley RFP to the highlighted sections and Jasmine will ensure that dates and other pertinent information is correct. Aura-Leigh asked each member to work on doing some research of other master plans, and come up with goals on what they want the consultant to provide. A draft RFP could be ready by the next meeting if members provided their research and goals by May 30th, but more work may be needed in order to send it out for pricing.

## **Other Projects**

The Magnolia mural is set to be completed by the end of May, due to some weather delays. If the weather cooperates, completion may be sooner. Aura-Leigh thanked everyone that participated, and provided a brief overview of how the project went.

A living wall will be installed in Lawrenceville by Living Walls. They will be installing living walls in Lawrenceville, Duluth and Lilburn. The project will most likely come through the Arts Commission but it will only be for recommendation so they can move on to Planning & Development.

Create Gwinnett has a new Executive Director, Chris Cannon. Aura-Leigh shared that the Arts Commission may work closely with them as they continue to grow their efforts.. Wesley is currently on the Board. Gwinnett County released a Request for Proposal seeking artists on contract to do art on call. They are seeking artists with a lot of different art mediums so they will have a lot of artists to potentially tap into. Aura-Leigh urged members to sign up for their newsletter at [creategwinnett.org](http://creategwinnett.org).

Jasmine sent an e-mail out on Real Tacos regarding a mural to replace the one currently on the building. The mural is not ready for submission since they are not updating it, and this could possibly come to the Arts Commission for review and recommendation. They will need approval from South Lawn since it is their building, however South Lawn may want to put something different, so this has been put on hold.

Aura-Leigh advised that the Coca Cola mural with Foggy Bottom is on hold.

Starbucks will no longer be adding a mural to their building so this project will not be coming to the Arts Commission.

### **Other Business**

There was no other business.

### **Citizen Comments**

Citizen Comments will be limited to two (2) minutes per person. The Arts Commission Board members will not respond to comments.

The Arts Commission Board Members heard comments from 2 citizens present, both with interest in the arts.

### **Final Adjournment**

Motion to adjourn was made by Commission Member Hammond, Seconded by Commission Member Brooks.

Voting Yea: Commission Member Hammond, Commission Member Brooks, Commission Member Walden, Commission Member Sanders

The meeting adjourned at 7:00 PM

### **Minutes Signature**

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**Aura-Leigh Sanders, Chairman**

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**Jasmine Billings, Secretary**