



ARTS COUNCIL REGULAR VIDEO MEETING

Wednesday, November 10, 2021 | 6:30pm

BOARD MEMBERS:

Chair Suzanne Skone
Vice Chair Amy Barnes
Anumeha, Rachel Blum, Erik Gordon,
Elizabeth Mitchell, Rosemary Moore
City Council Liaison: Salim Nice

LOCATION & CONTACT

Mercer Island City Hall – Zoom Meeting
9611 SE 36th Street | Mercer Island, WA 98040
Phone: 206.275.7706 | www.mercerisland.gov

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the Staff Liaison at least 24 hours prior to the meeting at 206.275.7706.

Virtual Meeting Notice

The virtual meeting will be broadcast live on Zoom and recorded and saved on the City's [YouTube Channel](#)

Join by Telephone at 6:30 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **815 8159 6132** and Password **370163** when prompted.

Join by Internet at 6:30 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click [this link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **815 8159 6132**; Enter Password **370163**

For the safety and wellbeing of the public and staff, the City strongly recommends that community members attend the meeting by viewing the live feed on Zoom or watching the recording of the video conference on the City's [YouTube Channel](#), which will be available approximately 24 hours after the meeting.

CALL TO ORDER & ROLL CALL - 6:30 PM

APPEARANCES

REGULAR BUSINESS

1. Approval of Minutes: October 13, 2021, Regular Video Meetings
2. Arts Reset Plan: 2022 City Arts and Culture Work Plan
3. Annual Bylaws Review

OTHER BUSINESS

4. Department Update (No Staff Report – Discussion Only)

ADJOURNMENT



ARTS COUNCIL MINUTES

SPECIAL VIDEO MEETING

Wednesday, October 13, 2021

CALL TO ORDER & ROLL CALL

Chair Suzanne Skone called the meeting to order at 6:35pm.

Erik Gordon, Elizabeth Mitchell, and Rosemary Moore participated remotely using Zoom (video teleconferencing platform).

City Council liaison Salim Nice; staff members Sarah Bluvas, Ryan Daly, and Merrill Thomas-Schadt; and consultants Eileen Keiffer and Emily Moon also participated remotely via Zoom.

PUBLIC APPEARANCES

No public appearances.

REGULAR BUSINESS

1. Approval of Minutes – September 14 Special Video Meeting Minutes

It was moved by Moore, seconded by Mitchell to:

Approve the September 14, 2021, Special Video Meeting Minutes as presented.

Passed 4-0-2

FOR: Gordon, Mitchell, Moore, Skone

ABSENT: Anumeha, Barnes

2. Code of Ethics Training

Eileen Keiffer, outside legal counsel from Madrona Law, conducted Code of Ethics training and answered questions from the board. Keiffer will send staff the presentation deck to distribute to the Arts Council.

3. 2021 PROS Plan Update

Staff reviewed the matrix of comments included in the agenda packet and confirmed the edits made to PROS Plan Chapter 4 – Goals and Objectives in response to those comments. Board member Mitchell volunteered to serve as a liaison to the Parks & Recreation Commission during the remainder of the PROS Plan draft review process.

4. Arts Reset Plan: 2022 City Arts Work Plan

No additional discussion beyond staff report included in agenda packet.

5. 2021 Arts Council Officer Positions

It was moved by Moore, seconded by Gordon to:

Table the Vice Chair Elections until the December 2021 Arts Council Regular Video Meeting.

Passed 4-0-2

FOR: Gordon, Mitchell, Moore, Skone

ABSENT: Anumeha, Barnes

OTHER BUSINESS

No other business.

ADJOURNMENT

The Regular Video Meeting adjourned at 8:12pm.



ARTS COUNCIL STAFF REPORT

Item 2
November 10, 2021
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Arts Reset Plan: 2022 City Arts and Culture Work Plan	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Endorse the 2022 City Arts and Culture Work Plan as presented.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Ryan Daly, Recreation & Operations Manager Sarah Bluvas, Economic Development Coordinator	
COUNCIL LIAISON:	Salim Nice	
EXHIBITS:	<ol style="list-style-type: none"> 1. 2021 Arts Immediate Action Plan 2. 2022 City Arts and Culture Work Plan – Matrix of Board Comments / Questions 3. 2022 City Arts and Culture Work Plan – Final Draft 	

SUMMARY

Tonight, staff will present the final draft of the 2022 City Arts and Culture Work Plan and seek Arts Council endorsement on the work plan.

BACKGROUND

On [April 14, 2021](#), the Arts Council created working groups to assist in accomplishing the 2021 Arts Immediate Action Plan (Exhibit 1). The Arts Reset Planning & Policy working group met with staff and consultant Emily Moon four times from June-September 2021 to further refine the priorities and work plan for 2022 City Arts and Culture Work. The board received the draft work plan on [September 14](#) and was asked to provide feedback by October 20 (Exhibit 2). The Planning & Policy committee reconvened on October 28 to review Arts Council comments and prepare the final 2022 work plan draft (Exhibit 3).

NEXT STEPS

Staff will present the final draft of the 2022 City Arts and Culture Work Plan and seek Arts Council endorsement of the plan. Upon endorsement of the plan, staff will incorporate the arts priorities and work plan items into the Recreation team's department work plan for 2022 and return at a later Arts Council meeting to discuss the staff resources and timeline for implementing those items.

RECOMMENDATION

Endorse the 2022 City Arts and Culture Work Plan as presented.

Background

The City of Mercer Island (“City”) needs tailored plans to help it emerge from a global pandemic that occurred while the municipality was already reducing programs and services. The reset plan gives the City an opportunity to apply a “zero-based” approach¹ to its programming and budget for recreation, the Mercer Island Community & Event Center (“MICEC”), and arts. The reset will allow the City to align the organizational and programmatic design to its strategic priorities and available resources.

As the emergency continues to evolve, the reset plans need to include ample flexibility. The plans also need to be reviewed periodically and adjusted as conditions and guidance change. The response to this emergency is not sequential. From time to time, the City, like all entities, may need to repeat or take backward steps. Iterative attempts may be required to find the right solution. The City will continue to move on this initial, interim path toward its future state of sustainable services, all while trying to mitigate the impacts of the pandemic.

City staff and the reset planning consultant are working with the Mercer Island Arts Council (“Arts Council”) to develop the arts element of the reset plan. Over four working sessions, the Arts Council identified areas where it would like to focus efforts through the end of 2021, both to provide arts-based programs to the community in the near-term and to plan for the long-term reset of the City Arts Work Plan and resource needs. This document outlines the program offerings and long-term planning needs the City plans to mount in the second half of 2021 as well as estimated and/or approved operating budget needs to accomplish this work.

Notably, this document outlines the potential staffing resources required to assist in executing the outlined programs and projects but does not specify from where those resources will come. Prior to the pandemic, the Arts Council was supported by a full-time Arts & Culture Coordinator, but that position was eliminated due to budget constraints caused by the pandemic. Currently, the City’s Economic Development Coordinator temporarily supports the Arts Council and will continue to do so through 2021. However, a more sustainable staff resource must be identified to support the Arts Council and execute the City Arts Work Plan in the long-term. The reset planning team continues to work to quantify the staff resource need(s), with the goal of securing sustainable staff support by the end of 2022.

Finally, the 2021 Arts Reset Plan is intended to be a flexible, working document. As projects are completed and/or conditions of the pandemic change, staff will update this document to ensure it accurately reflects the current course of action.

¹ In a “zero-based” budgeting approach, income equals expenses, meaning program costs are recovered by program revenue.

2021 Program / Project Offerings

As the reset team and the Arts Council continue to plan for the long-term reset of City arts programs and services, the board desired to provide limited offerings of two well-known and well-supported City arts programs: Mostly Music in the Park and the Mercer Island Gallery. Additionally, the board desired to engage residents in a community arts project suitable for all ages.

MOSTLY MUSIC IN THE PARK (LATE SUMMER 2021) – COMPLETED

Mostly Music in the Park (“MMIP”) was the City’s longest-running arts program prior to the pandemic, attracting 300-400 participants each week to enjoy music in Town Center’s Mercedale Park. As an outdoor event, MMIP provides the opportunity to reconnect community members with the arts while adhering to State restrictions on activities during the pandemic.

In 2021, the Recreation team received resources to produce a limited series of no more than three (3) concerts in August and September. The Arts Council formed a committee to develop the series, and Recreation staff executed the logistics, including contracting with bands, deploying marketing, running day-of concert operations, and more. The series was scheduled to take place on Thursdays, August 19-September 2. More than 300 residents attended the August 19 concert before the City canceled the remaining concerts due to heightened COVID-19 concerns.

Approved Budget Proposal

Performer Fees	\$3,600.00
Sound Engineering	\$3,000.00
Marketing & Promotion	\$4,000.00
COVID-19 Protocols	\$2,000.00
Contract Event Coordinator	\$2,400.00
Total Operating Budget	\$15,000.00

Staff Assistance Required

- Event planning and contracting
- Marketing and promotion
- Concert operations

Arts Reset Committee Members

- Erik Gordon
- Erin Vivion

MERCER ISLAND GALLERY

Prior to the pandemic, the City mounted seven exhibits at the Mercer Island Gallery (indoor gallery) and generated \$10k-\$12k in art sales annually. In early 2021, the City prioritized reopening the gallery as it aligned with the phased reopening of the Mercer Island Community and Event Center (MICEC). The City partnered with the Mercer Island Visual Arts League (MIVAL) to host the annual MIVAL Holiday Show from October to December 2021. Plans to present that exhibit are still moving forward. However, as the timeline for resuming MICEC programs and services continues to shift due to the ongoing pandemic, staff recommend refocusing on resuming indoor gallery programs in 2022. Reopening the gallery will not only provide a bright and creative atmosphere to welcome visitors back to MICEC but also will restore a valuable space for local artists to exhibit their artwork.

Managing the indoor gallery previously took considerable staff and volunteer time. The City will continue to explore options for partnering to curate and install exhibits, streamlining the promotion and sales process, and supporting gallery needs and operations with limited staff capacity.

Approved Budget Proposal

Contract Curator	\$3,000.00
Marketing & Promotion	\$1,500.00
Operating Supplies	\$500.00
Total Operating Budget	\$5,000.00

Staff Assistance Required

- Install and deinstall operations
- Marketing and promotion
- Gallery sales

Arts Reset Committee Members

- Amy Barnes
- Erik Gordon
- Carol Whitaker

COMMUNITY ARTS PROJECT: *THE PRAIRIE OF POSSIBILITIES* INTERACTIVE ARTS EXPERIENCE

The Prairie of Possibilities is a temporary, interactive arts experience designed by The Moonlight Collective, a Washington-based maker studio. The project will illuminate Mercedale Park in fall/winter 2021, bringing the community together after more than a year of being separated by the COVID-19 pandemic.

After more than a year of social distancing and separating due to the COVID-19 pandemic, *The Prairie of Possibilities* offers a dreamscape for Mercer Island residents to safely explore and experience together. Visitors will be invited to walk through a “field” of 1,512 glowing fiber-optic grass stalks that create a whimsical, ever-changing landscape of light and sound. Inspired by the natural cycle of four seasons, the installation features four 15-minute, distinct lighting patterns and accompanying music. The grasses attach to bases that will be arranged in a circle approximately 130’ in diameter, with a 40’ central clearing and 10’ aisle providing through access (Figure 1). Each base will be clustered in groups of 24, with two cables for power and ethernet connecting back to a central control station, which will require 20 amps at 120V per light base or 1,400 watts total to power lights, speakers, and laptop.

Operating Budget

The Moonlight Collective Fee	\$7,500.00
Marketing & Promotion /	\$3,080.00
Operating Expenses	
Total Operating Budget	\$10,580.00

Staff Assistance Required

- Project coordination and execution
- Parks Maintenance support
- Marketing and promotion

Arts Reset Committee Members

- Suzanne Skone
- Erin Vivion
- Carol Whitaker

Long-Term Reset: Programs, Policies, Public Art

Staff and the Arts Council will continue to develop a reset strategy for the long-term horizon (2022-2024) with the goal of approving a 2022-2024 Arts Reset Plan in Q4 of 2021. This flexible plan should include:

- 2022 City Arts Work Plan, which clearly outlines priorities and objectives for the year
- Planning roadmap for developing 2023-2024 City Arts Work Plan includes the priorities and objectives Outline of programs/projects the Arts Council proposes to offer in 2022 and respective operating budget request
- Prioritized list of policies to update and/or develop to guide future City arts work
- Prioritized list of public art needs (e.g. maintenance and collection safety updates, 1% for Art Fund 6-year spending plan, signage/interpretation plan, etc.)
- Staff resources required to execute the 2022-2024 Arts Reset Plan

A working group of staff and Arts Council members continues to meet to draft the plan, which will be presented to the full Arts Council for discussion at the October Arts Council meeting.

Staff Assistance Required

- Arts Council meeting preparation and facilitation
- Policy development
- Program evaluation and budget preparation
- Staff transition planning

Arts Council Reset Committee Members

- Anumeha
- Erik Gordon
- Suzanne Skone

**2022 City Arts and Culture Work Plan
Comments Matrix**

General Comments/Questions

- Should this work plan include action item bullet points, or should we focus only on the priority and supporting objectives?
- Should policy development be its own priority?

Priority	Objective	Comment / Question	Staff Response/Comments
1. Stabilize Arts Council membership, volunteership, and operations to support City arts and culture work.	N/A	Simplify the priority to: Support and promote arts and culture on Mercer Island.	I don't think the simplified priority accurately reflects what this priority is supposed to address, i.e. board recruitment, retentions, and operation. This is meant to be an inward-facing priority to get the Arts Council as a board back to optimal operations.
	1.2 Review, update, and/or develop Arts Council board operating procedures to facilitate efficient meetings, communications, recruitment, and participation.	Include a succinct and efficient process to approve items or initiatives supported by data.	I think this request falls more into either Priority 2 (develop 2023-2024 work plan) or Priority 3 (community input). Priority 1 deals specifically with the administrative aspects of the Arts Council, not necessarily with programming and services.
	1.3 Review, update, and/or develop policies and procedures related to City arts work as defined and prioritized in the "Policy & Procedure Needs for City Arts Work" list (Appendix XX).	Should policy work be its own priority?	In initial reset plan discussions with the Arts Council, some board members were not interested in prioritizing policy work in 2022. However, many policies and procedures need to be updated or developed to create a stronger foundation for City arts and culture programs and services going forward.
	1.4 Continue planning work to articulate City arts priorities, workplan items, and resourcing needs for 2023-2024 Arts Roadmap and biennium budget.	Remove from Priority #1 and make its own priority.	Shifted this to a new Priority #2
2. Continue planning work to develop 2023-2024 City Arts Workplan.	N/A	Simplify the priority to: Develop 2023-2024 City Arts Workplan.	Completed.
	2.1 Articulate City arts priorities, workplan items, metrics of success, and resourcing needs for 2023-2024 biennium budget.	Replace "arts" with "arts & culture."	Completed.
	N/A	Move 3.3. up to form a new Objective 2.2: Evaluate, update, and/or retire pre-Pandemic City arts programs and services	Completed.

Priority	Objective	Comment / Question	Staff Response/Comments
		to align with 2023-2024 City arts priorities (as defined by work completed for Objective 2.1). Where relevant, leverage survey and other data collected by the Recreation team and other City sources to inform program and service decisions.	
3. Garner community input on and support of City arts work.	N/A	Replace “arts” with “arts and culture” and remove “work.”	Added arts and culture. Need more discussion i.e. naming device for City arts work.
	3.1 Deliver City arts programming to the community, including: <ul style="list-style-type: none"> • Mostly Music in the Park • Mercer Island Gallery exhibits • Public Art Collection stewardship • Other programs as resources and capacity allow 	Should Seattle Shakespeare/Shakespeare in the Park be included in this list?	If we keep bulleted lists/action items in the objectives, we will add Shakespeare in the Park.
	3.3 Evaluate, update, and/or retire pre-Pandemic City arts programs and services to align with 2023-2024 City arts priorities (as defined by work completed for Objective 2.1). Where relevant, leverage survey and other data collected by the Recreation team and other City sources to inform program and service decisions.	Move to new Objective 2.2.	Completed.
	3.3 Evaluate, update, and/or retire pre-Pandemic City arts programs and services to align with 2023-2024 City arts priorities (as defined by work completed for Objective 2.1). Where relevant, leverage survey and other data collected by the Recreation team and other City sources to inform program and service decisions.	We should also increase our knowledge from other impactful arts and culture work such as Bellevue/Seattle (proximity) and Boston (most famous one)!	Possibly fold this into Priority #1 for board education and enrichment?
	3.5 Recommend metrics (qualitative and quantitative) to define the success of City arts work and demonstrate the value of arts and culture to the community, economic, and social vitality of Mercer Island.	Are we qualified to recommend metrics?	Condensed and added to 2.1
4. Strengthen connections with City	N/A		Should this priority be condensed and folded into Priority #1 since it primarily focuses on Arts Council relations with other City entities?

Priority	Objective	Comment / Question	Staff Response/Comments
<p>Council, other City boards & commissions, and City staff to support City arts work.</p>	<p>4.1 Collaborate with the City Council liaison to the Arts Council to identify ways to engage the entire City Council in City arts work as well as demonstrate the benefits of arts and culture to the community, economic, and social vitality of Mercer Island. If desired, resume developing and delivering an annual report.</p>	<p>Has consideration been given to asking local businesses to help sponsor art events? And provide additional services during such events? Is there a place for collaboration with the school district, MI Youth and Family Services, Youth Theatre NW and other entities such as the private schools to promote arts events?</p>	<p>I think collaborations, sponsorships, etc., connect with Objective 2.2 or 3.1, which both deal with program delivery. Those types of partnerships are cited as a goal in the PROS Plan, so it is inherent that relevant partnerships would be explored with each program/service.</p>
	<p>4.1 Collaborate with the City Council liaison to the Arts Council to identify ways to engage the entire City Council in City arts work as well as demonstrate the benefits of arts and culture to the community, economic, and social vitality of Mercer Island. If desired, resume developing and delivering an annual report.</p>	<p>I would say [that delivering an annual report] or an effective deliverable is a must so the work and impact are not buried or out-of-sight.</p>	<p>We can discuss this at the 2022 planning retreat</p>

2022 City Arts and Culture Work Plan

PRIORITY 1. STABILIZE ARTS COUNCIL MEMBERSHIP, VOLUNTEERSHIP, AND OPERATIONS.

1.1 Maintain a full and engaged Arts Council membership.

1.2 Review, update, and/or develop Arts Council board operating procedures to facilitate efficient meetings, communications, recruitment, and participation.

1.3 Strengthen the Arts Council's connections with City Council, other City boards and commissions, and City staff.

PRIORITY 2. DEVELOP 2023-2024 CITY ARTS AND CULTURE WORK PLAN.

2.1 Articulate City arts and culture priorities, workplan items, metrics of success, and resourcing needs for 2023-2024 biennium budget.

2.2 Evaluate, update, and/or retire pre-Pandemic City arts programs to align with 2023-2024 City arts priorities (as defined by work completed for 2.1). Where relevant, leverage existing survey and other data collected by the Recreation team and other City sources to make programming decisions.

2.3 Clearly define the roles & responsibilities of staff in delivering City arts work and articulate the necessary resources in the work plan.

PRIORITY 3. GARNER COMMUNITY INPUT ON AND SUPPORT OF CITY ARTS AND CULTURE.

3.1 Deliver performing arts, visual arts, and other City arts and culture programs to the community.

3.2 Convene Mercer Island arts and culture groups, artists, creative businesses, and other community organizations to discuss needs, identify gaps in program delivery, and recommend ways to increase collaboration in the local arts and culture ecosystem. Use outcomes to define the role the City will play in that ecosystem as part of the 2023-2024 City Arts Workplan.

PRIORITY 4. ADDRESS CITY ARTS POLICY AND PROCEDURE NEEDS.

4.1 Review, update, and/or develop policies and procedures as prioritized in the timeline provided in Appendix A.

Appendix A: City Arts Policy & Procedure Needs - Prioritized by Year

Item 2.

City Arts Policy & Planning Development						
Policy / Planning Needs		Timeline		2022	2023	2024
Arts Council Operations						
Item	Annual Bylaws Review	2022	2024			
Public Art						
Item	1% for Art in Public Places Ordinance	2023	2023			
Item	6-Year Spending Plan for 1% for Art in Public Places fund	2022	2023			
Item	Guidelines for Acquisition (Permanent & Temporary Installations)	2022	2022			
Item	Vision / Approach for Public Art Interpretation & Engagement	2023	2023			
Item	Deaccession Policy	2023	2023			
Item	Donation Policy	2022	2022			
Galleries						
Item	Greta Hackett Outdoor Sculpture Gallery (GHOSG) Vision / Strategic Plan	2023	2024			
Item	Mercer Island Gallery (MI Gallery) Goals	2022	2022			
Programs / Events						
Item	Goals for City Arts Programs / Events	2022	2022			
Arts & Culture Plan						
Item	Comp Plan Integration	2023	2024			
Other						
Item	Community Arts Support Policy - Financial (grant program / sponsorships) and Non-financial (marketing)	2023	2024			
City Arts Procedure & Process Development						
Procedure / Process Needs		Timeline		2022	2023	2024
Arts Council Operations						
Item	Committee Structure / Pipeline	2022	2022			
Item	Board Recruitment	2022	2022			
Public Art						
Item	Temporary Art Installations - Process for Soliciting & Implementing Projects	2023	2023			
Item	Art in Private Development - Process Coordination with Design and Planning Commissions	2024	2024			
Galleries						
Item	GHOSG Exhibit Process	2023	2023			
Item	GHOSG Agreements	2022	2022			
Item	MI Gallery Exhibit Process	2022	2022			
Item	MI Gallery Partnerships	2022	2022			
Programs / Events						
Item	New Program / Project Proposal Process	2022	2022			
Other						
Item	Community Arts Support Application	2024	2024			
Public Art Operations Needs						
Public Art Needs		Timeline		2022	2023	2024
Maintenance + Conservation						
Item	One-off repair / conservation of severely damaged public art	2022	2022			
Item	Routine / ongoing public art maintenance	2022	2024			
Item	Improve public safety and security (lighting, etc.)	2022	2023			

Item	Deaccess artworks	2023	2023			
1% for Art in Public Places Fund						
Item	CIP project coordination (to inform 6-year spending plan)	2022	2024			
Item	Track 1% revenue and expenditures	2022	2024			
Interpretation						
Item	Update signage	2024	2024			
Item	Update digital platforms - STQRY, Public Art Story Map, Let's Talk / City website	2022	2024			
Community Input						
Item	Process for soliciting community ideas and engaging community partners in projects (to enhance Acquisition Guidelines and pipeline for 6-year spending plan)	2023	2023			
Other Funding Resources						
Item	Explore opportunities for external contributions (grants, donations, etc.) and regional partnerships (to inform 6-year spending plan)	2024	2024			



ARTS COUNCIL STAFF REPORT

Item 3
November 10, 2021
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Annual Arts Council Bylaws Review	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive the presentation and provide feedback as requested.	
STAFF:	Ryan Daly, Recreation & Operations Manager Sarah Bluvas, Economic Development Coordinator	
COUNCIL LIAISON:	Salim Nice	
EXHIBITS:	<ol style="list-style-type: none"> 1. Arts Council Bylaws – Redlined with proposed amendments 2. Arts Council Bylaws – Current version 	

SUMMARY

Article IX of the Arts Council Bylaws states, “The Arts Council shall review bylaws annually at the Arts Council meeting in July. Proposed bylaw amendments must be approved by a majority of the Arts Council.” The board last conducted a major review of and amended the bylaws in October 2019, and no bylaws review occurred in 2020 due to the pause in board work during the COVID-19 pandemic.

Tonight, staff will lead the board in discussion of proposed amendments to the following articles (Exhibit 1):

- Article II (page 1): The proposed amendments simplify the details outlined for Arts Council duties and responsibilities to limit redundancy, as these responsibilities are already detailed in the establishing ordinance. Additionally, staff propose removing reference to budget allocation in this article. As an advisory board, the Arts Council recommends arts and culture priorities for the City but does not have operating budget authority. Staff and financial resources are allocated by the Recreation department to execute on the arts and culture work plan.
- Article III, Section 1 (page 2): The two proposed amendments align Article III, Section 1 with the recent changes made to [MICC 03.05.030](#) per the adoption of [Ordinance No. 21C-13](#) on June 15, 2021.
- Article III, Section 2 (page 3): The proposed amendment adds language that identifies a third line of succession if both the Chair and Vice Chair are unable to fulfill their duties.
- Article III, Section 3 (pages 3-4): The proposed amendments simplify the details outlined for Arts Council committees to provide more flexibility for committee creation and structure going forward.
- Article IV, Section 1 (page 4): The proposed amendment adjusts the Arts Council Regular Meeting schedule from monthly to quarterly and provides flexibility for meeting location should Arts Council meetings remain virtual or shift to City Hall to use technology that enables hybrid meetings. Staff recommend shifting to a quarterly Regular Meeting schedule to use staff and board member resources more efficiently. The reduced Regular Meeting schedule would also provide ample time for subcommittee support and joint-meeting opportunities with other boards and commissions.

- Article IV, Section 4 (page 5): The proposed amendment aligns with the typical board/commission agenda format developed by the City Clerk to streamline the process for developing agenda packets.
- Article IX (page 5): The proposed amendment clarifies the type of majority required to approve bylaw amendments.

Additionally, Arts Council members should propose any amendments they wish the board to consider tonight. All amendments will be deliberated and voted on at the December 2021 Regular Video Meeting.

RECOMMENDATION

Receive the presentation and provide feedback as requested.

CITY OF MERCER ISLAND MERCER ISLAND ARTS COUNCIL

BYLAWS

The Mercer Island Arts Council (“Arts Council”) is an advisory board to the Mercer Island City Council (“City Council”) as established by Ordinances No. A-40 and A-41, passed by the City Council August 12, 1985, and codified as MICC 3.55. These bylaws constitute a supplement to said documents, providing further statements of the organization, procedures, activities, and objectives of the Arts Council. In any instance in which these bylaws might be interpreted to be contrary to said documents, the latter shall govern.

ARTICLE I – MISSION STATEMENT

The Arts Council's mission is to nurture, promote, and support quality arts and culture activities for the community of Mercer Island.

ARTICLE II – DUTIES & RESPONSIBILITIES

The Arts Council’s purpose is to advise and make recommendations to the City Council and other boards and commissions on matters related to arts and culture on Mercer Island.

The Arts Council goals are to:

- Advocate the arts, artists, and arts organizations of Mercer Island.
- Stimulate and promote community awareness, education, and enjoyment of the fine arts.
- Support performing, visual, and literary arts programs, projects, and events.

As an advisory board, the Arts Council recommends policies related to arts and culture, allocates funding from the Arts Council operating budget, and proposes arts and culture projects and initiatives. All recommendations are subject to City Council approval and staff capacity.

The Arts Council’s duties and responsibilities are to:

- Develop the arts and culture plan as a component of the city of Mercer Island’s comprehensive plan and provide recommendations on periodic updates to the plan as directed by City Council.
- Provide a forum for the community to express their views on arts and culture and serve as a central body to promote, develop, stimulate, and encourage arts organizations, artists, and arts participation in Mercer Island.
- Establish guidelines for and advise other boards and commissions on the commissioning, selection, and placement of permanent or temporary works of art in Mercer Island. Develop recommendations to City Council for use of the 1% for Art in Public Places fund (MICC 4.40.200).

- Review the suitability and advise on the acceptance of art works intended as gifts to the city of Mercer Island.
- Participate in the selection of artists and performers for programs and events sponsored by the Arts Council.
- Support and foster an inclusive arts community that embraces the cultural diversity of its citizens and recognizes their contributions to the cultural landscape, including honoring and featuring local artists.
- Explore opportunities to obtain private, local, state, and/or federal funds to promote arts and cultural opportunities in Mercer Island.
- Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, art organizations, foundations, and other community groups to bring artists and audiences together.
- Advise on other matters as directed by City Council.

ARTICLE III – ORGANIZATION

1. MEMBERSHIP

The Arts Council consists of nine persons recommended by the Mayor and Deputy Mayor and subject to appointment by the City Council. Members serve a term of four years and may serve no more than two consecutive terms. Each member's term shall expire on the last day of May.

2. OFFICERS

The elected officers of the Arts Council shall consist of a Chair and Vice Chair. The term of office for Chair and Vice Chair is one year. Each officer may serve a maximum of two consecutive terms.

Officer terms take effect beginning with the regular January meeting and the election cycle is repeated annually.

If the Chair or Vice Chair vacates the position, the Arts Council will nominate and vote for a current member to fill the position at the Arts Council's next regular meeting.

Election Process

At the Arts Council's December meeting, the following process is conducted to elect new officer positions:

- Place motion to elect Chair and Vice Chair on the agenda.
- Take nominations for the position of Chair from the floor.
- Nominations do not require a second vote.
- If no further nominations, the Chair declares nominations closed.
- Voting takes place in the order nominations are made.
- If there is only one nomination, board members will vote on that nomination by a voice vote.

- If there is more than one nomination, each will be voted on separately by a roll-call vote of the members present.
- Once a nominee receives a simple majority vote, the nominee is declared elected to the position.
- If none of the nominees receive a majority vote, nominations are requested again, and the process is repeated until a candidate receives a majority vote.
- The process is repeated for Vice Chair.

Officer Duties

- Facilitate Arts Council meetings in a fair, efficient, productive, and informative manner.
- Act as the primary Arts Council representatives to City Council.
- Serve as the primary line of communication to City staff.
- Work with City staff to schedule meetings and develop meeting agendas.
- Appoint committee chairs.
- The Vice Chair attends meetings with staff and the Chair and fulfills duties of the Chair in the Chair's absence.

3. COMMITTEES

The Arts Council includes six standing committees, and special or ad-hoc committees may be created as-needed. Committees are chaired by board members appointed by the officers, and committee members may be Arts Council members or other appropriate volunteers. Due to the requirements of the Open Public Meetings Act (Chapter 42.30 RCW), a committee shall contain fewer members than a quorum of the whole Arts Council.

Standing Committees

The following are the standing committees of the Arts Council.

- Community Relations: Assists with coordinating efforts related to public relations and community outreach on behalf of the Arts Council and its programs.
- Gallery: Assists with programming the Mercer Island Gallery at the Mercer Island Community & Event Center and the Greta Hackett Outdoor Sculpture Gallery.
- Literary: Assists with fostering appreciation of literature in the community by coordinating literary programs and collaborating with literary groups.
- Performing Arts: Assists with coordinating music, theater, and other performing arts programs.
- Public Art: Assists with stewarding Mercer Island's public art collection.
- Special Projects: Assists with coordinating special programs and projects as they arise.

Detailed descriptions for standing committees are provided in the Arts Council Organization Manual.

Selection of Committee Chairs and Members

At the December meeting, staff will distribute Committee Interest Forms to board members. Members will return the forms to the Chair-elect. The Chair-elect, Vice Chair-elect, and staff liaisons will determine committee chair and member appointments and announce them at the January meeting. Committee chairs and members assume duties for one year beginning with the regular January meeting.

ARTICLE IV - OPERATIONS

1. MEETINGS

Regular & Special Meetings

Regular meetings of the Arts Council convene at 6:30 pm on the second Wednesday of each month at the Mercer Island Community & Event Center. Special meetings may be called by the Arts Council Chair, the Vice Chair, staff, or the mayor by giving at least 24 hours advance notice to members and the City's paper of record in accordance with the Open Public Meetings Act. The notice must specify the time and place of the special meeting and the business to be transacted at the special meeting.

Officer Meetings

The Chair, Vice Chair, and staff liaisons may meet at least one week in advance of the regular Arts Council meeting to determine the meeting agenda.

2. ATTENDANCE

Each board member should strive to attend all Arts Council meetings, to read materials beforehand, and to participate fully. Except in instances of sudden illness or other unforeseen hardship, members should advise the staff and the Chair/Vice Chair of their intended absence before 4:30 p.m. on the day prior to the regular meeting.

A board member shall forfeit his/her position by failing to attend three (3) consecutive regular meetings of the Arts Council without notifying the Chair and Vice Chair and otherwise participating in board work.

3. QUORUM

A quorum consists of a simple majority of the appointed members of the Arts Council. No formal action of the Arts Council may be taken at any meeting where a quorum is not present. If a quorum is not reached at the start of a meeting, the Chair may choose to excuse the meeting.

4. ORDER OF BUSINESS

The Chair may adjust or amend the order of business as needed. The Arts Council's regular meetings normally use the following format:

- Call to Order

- Appearances
- Approval of Minutes
- Budget Report
- Agenda Items
- Other Business
- Adjourn

The Chair shall conduct meetings in an open, fair, and transparent manner. In the event of a procedural question, the Chair will refer to Robert's Rules of Order for guidance.

5. STAFF SUPPORT

The Mercer Island city manager shall appoint a staff liaison to provide support services for the Arts Council. Staff support shall include assistance with development of work plans and schedules, guidelines and procedures, correspondence, and agenda preparation and distribution.

Staff is also responsible for distributing all meeting notices and cancellations to the public as well as generating and updating the website calendar for upcoming Arts Council meetings.

ARTICLE V – CONFLICT OF INTEREST

If an actual or perceived conflict of interest exists that affects the work of the Arts Council, it is each board member's responsibility to openly describe the issue and refrain from any subsequent board participation, deliberation, or voting on the subject.

ARTICLE VI – PUBLIC REPRESENTATION AND STATEMENTS FROM THE BOARD

Any member of the board has the right to express personal views and opinions. However, statements representing the views or recommendations of the Arts Council must be authorized by a majority or consensus of the board. Consultation with staff on messaging is required.

ARTICLE VII – RESIGNATIONS

In an event that an Arts Council member wishes to vacate his/her term early, resignation should be tendered in writing to the Mayor and Deputy Mayor. Existing Arts Council members, staff liaisons, and the City Clerk will then recruit for a new member to fill the vacancy through Mercer Island's established board/commission vacancy process.

ARTICLE VIII – RECOMMENDATIONS OF THE BOARD

The goal of the Arts Council is to provide recommendations to the City Council. When a consensus cannot be reached, a majority vote is taken. Minority positions may be conveyed as well. To document the actions taken by the Arts Council, staff will prepare a written statement or memorandum, including the facts, findings, and rationale for the final recommendations.

The Chair in cooperation with the staff liaisons will present the recommendations to the City Council on behalf of the Arts Council.

ARTICLE IX – REVIEW OF BYLAWS

The Arts Council shall review bylaws annually at the Arts Council meeting in July. Proposed bylaw amendments must be approved by a majority of the Arts Council.

ARTICLE X: CODE OF CONDUCT

The Arts Council developed the following “group norms” to define the expectations for conduct by board members and the interaction among members. These are intended to be simple, self-explanatory, and self-enforced. The Chair is empowered to remind members as the need arises to employ these norms.

- Everyone contributes.
- Foster a collaborative environment.
- Hold each other accountable.
- Get to know each other and the community.
- Be transparent and accessible.

CITY OF MERCER ISLAND

ARTS COUNCIL

BYLAWS

The Mercer Island Arts Council (“Arts Council”) is an advisory board to the Mercer Island City Council (“City Council”) as established by Ordinances No. A-40 and A-41, passed by the City Council August 12, 1985, and codified as MICC 3.55. These bylaws constitute a supplement to said documents, providing further statements of the organization, procedures, activities, and objectives of the Arts Council. In any instance in which these bylaws might be interpreted to be contrary to said documents, the latter shall govern.

ARTICLE I – MISSION STATEMENT

The Arts Council's mission is to nurture, promote, and support quality arts and culture activities for the community of Mercer Island.

ARTICLE II – DUTIES & RESPONSIBILITIES

The Arts Council’s purpose is to advise and make recommendations to the City Council and other boards and commissions on matters related to arts and culture on Mercer Island.

The Arts Council goals are to:

- Advocate the arts, artists, and arts organizations of Mercer Island.
- Stimulate and promote community awareness, education, and enjoyment of the fine arts.
- Support performing, visual, and literary arts programs, projects, and events.

As an advisory board, the Arts Council recommends policies related to arts and culture, ~~allocates funding from the Arts Council operating budget,~~ and proposes arts and culture projects and initiatives. All recommendations are subject to City Council approval and staff capacity.

Other Arts Council duties and responsibilities are outlined in MICC 03.55.020(B).

~~The Arts Council’s duties and responsibilities are to:~~

- ~~• Develop the arts and culture plan as a component of the city of Mercer Island’s comprehensive plan and provide recommendations on periodic updates to the plan as directed by City Council.~~
- ~~• Provide a forum for the community to express their views on arts and culture and serve as a central body to promote, develop, stimulate, and encourage arts organizations, artists, and arts participation in Mercer Island.~~
- ~~• Establish guidelines for and advise other boards and commissions on the commissioning, selection, and placement of permanent or temporary works of art in~~

~~Mercer Island. Develop recommendations to City Council for use of the 1% for Art in Public Places fund (MICC 4.40.200).~~

- ~~• Review the suitability and advise on the acceptance of art works intended as gifts to the city of Mercer Island.~~
- ~~• Participate in the selection of artists and performers for programs and events sponsored by the Arts Council.~~
- ~~• Support and foster an inclusive arts community that embraces the cultural diversity of its citizens and recognizes their contributions to the cultural landscape, including honoring and featuring local artists.~~
- ~~• Explore opportunities to obtain private, local, state, and/or federal funds to promote arts and cultural opportunities in Mercer Island.~~
- ~~• Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, art organizations, foundations, and other community groups to bring artists and audiences together.~~
- ~~• Advise on other matters as directed by City Council.~~

ARTICLE III – ORGANIZATION

1. MEMBERSHIP

The Arts Council consists of ~~nine~~ **seven** persons recommended by the Mayor and Deputy Mayor and subject to appointment by the City Council. Members serve a term of four years, and ~~may serve no more than two consecutive terms.~~ **Each** member's term shall expire on the last day of May.

2. OFFICERS

The elected officers of the Arts Council shall consist of a Chair and Vice Chair. The term of office for Chair and Vice Chair is one year. Each officer may serve a maximum of two consecutive terms.

Officer terms take effect beginning with the regular January meeting and the election cycle is repeated annually.

If the Chair or Vice Chair vacates the position, the Arts Council will nominate and vote for a current member to fill the position at the Arts Council's next regular meeting.

Election Process

At the Arts Council's December meeting, the following process is conducted to elect new officer positions:

- Place motion to elect Chair and Vice Chair on the agenda.
- Take nominations for the position of Chair from the floor.
- Nominations do not require a second vote.
- If no further nominations, the Chair declares nominations closed.
- Voting takes place in the order nominations are made.

- If there is only one nomination, board members will vote on that nomination by a voice vote.
- If there is more than one nomination, each will be voted on separately by a roll-call vote of the members present.
- Once a nominee receives a simple majority vote, the nominee is declared elected to the position.
- If none of the nominees receive a majority vote, nominations are requested again, and the process is repeated until a candidate receives a majority vote.
- The process is repeated for Vice Chair.

Officer Duties

- Facilitate Arts Council meetings in a fair, efficient, productive, and informative manner.
- Act as the primary Arts Council representatives to City Council.
- Serve as the primary line of communication to City staff.
- Work with City staff to schedule meetings and develop meeting agendas.
- Appoint committee chairs.
- The Vice Chair attends meetings with staff and the Chair and fulfills duties of the Chair in the Chair's absence.
- ~~If both the Chair and Vice Chair will be absent from a regular meeting, the Chair will appoint another Arts Council member to serve as acting Chair.~~

3. COMMITTEES

The Arts Council ~~may form committees to assist with City arts and culture work as needed. includes six standing committees, and special or ad hoc committees may be created as needed. Committees are chaired by board members appointed by the officers, and committee members may be Arts Council members or other appropriate volunteers.~~ Due to the requirements of the Open Public Meetings Act (Chapter 42.30 RCW), a committee shall contain fewer members than a quorum of the whole Arts Council.

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ARTICLE IV - OPERATIONS

1. MEETINGS

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- ~~Budget Report~~
- ~~Agenda Items-Regular Business~~
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