



ARTS COUNCIL REGULAR VIDEO MEETING

Wednesday, December 8, 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: November 10, 2021, Regular Video Meetings
2. 2022 Arts Council Officer Elections
3. Annual Bylaws Review

OTHER BUSINESS

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

ADJOURNMENT



ARTS COUNCIL MINUTES

SPECIAL VIDEO MEETING

Wednesday, November 10, 2021

Item 1.

CALL TO ORDER & ROLL CALL

Chair Suzanne Skone called the meeting to order at 6:36pm.

Anumeha, Rachel Blum, and Rosemary Moore participated remotely using Zoom (video teleconferencing platform).

Staff members Sarah Bluvas and Ryan Daly and consultant and Emily Moon also participated remotely via Zoom.

PUBLIC APPEARANCES

No public appearances.

REGULAR BUSINESS

1. Approval of Minutes – October 13 Regular Video Meeting Minutes

It was moved by Anumeha, seconded by Moore to:

Approve the October 13, 2021, Regular Video Meeting Minutes as presented.

Passed 4-0-2

FOR: Anumeha, Blum, Moore, Skone

ABSENT: Barnes, Gordon

2. Arts Reset Plan: 2022 City Arts Work Plan

It was moved by Anumeha, seconded by Moore to:

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

Passed 4-0-2

FOR: Anumeha, Blum, Moore, Skone

ABSENT: Barnes, Gordon

3. Annual Bylaws Review

Staff presented several proposed amendments to the Arts Council Bylaws and accepted feedback from board members. Staff will return at the December meeting with edits based on board member input and seek a vote to approve the bylaws as amended.

OTHER BUSINESS

No other business.

ADJOURNMENT

The Regular Video Meeting adjourned at 7:46pm.



ARTS COUNCIL STAFF REPORT

Item 2
December 8, 2021
Regular Business

AGENDA ITEM INFORMATION

TITLE:	2022 Arts Council Officer Elections	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Elect the 2022 Arts Council Chair and Vice Chair.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Ryan Daly, Transition Team Manager	
COUNCIL LIAISON:	Sarah Bluvas, Economic Development Coordinator	
EXHIBITS:	Salim Nice	
	n/a	

SUMMARY

Per Article III, Section 2 of the Arts Council Bylaws, the board must elect a Chair and Vice Chair to serve for the 2022 term. Officer terms last for one year beginning in January 2022, and officers may serve a maximum of two consecutive terms.

The following election process is outlined in the bylaws:

- 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.

Tonight, staff will assist the current Chair and Vice Chair in facilitating the 2022 officer elections.

RECOMMENDATION

Elect the 2022 Arts Council Chair and Vice Chair.



ARTS COUNCIL STAFF REPORT

Item 3
December 8, 2021
Regular Business

AGENDA ITEM INFORMATION

TITLE:	2021 Arts Council Bylaws Review	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Adopt the amended bylaws as proposed.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Ryan Daly, Operations Transition Team Manager	
COUNCIL LIAISON:	Sarah Bluvas, Economic Development Coordinator	
EXHIBITS:	Salim Nice 1. Arts Council Bylaws – Current 2. Arts Council Bylaws – Redlined with proposed amendments	

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 significant review of the bylaws in 2019 and did not conduct a review in 2020 during the pause in board work due to the COVID-19 pandemic.

At the November 2021 Arts Council meeting, the board discussed several amendments to the current Arts Council Bylaws (Exhibit 1). Following the meeting staff developed a redlined version of the current bylaws (Exhibit 2) reflecting input received from the Arts Council at the November meeting. Tonight, the Arts Council will review proposed edits to the bylaws, and, if so inclined, adopt the updated bylaws.

RECOMMENDATION

Adopt the amended bylaws as proposed.

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.

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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 **each** member's term shall expire on the last day of May.

2. OFFICERS

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- 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 a committee of board members to assist with City arts and culture work as needed. Once a committee is created, the Chair will solicit interest from the board and assign members to that committee. ~~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

Regular & Special Meetings

Regular meetings of the Arts Council occur ~~quarterly~~ on the ~~second~~ **third** Wednesday of **January, April, July, and October**, ~~each month~~ and convene at 6:30pm. ~~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.

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- Call to Order & Roll Call
- Appearances
- Approval of Minutes
- ~~Budget Report~~
- ~~Agenda Items-Regular Business~~
- Other Business
- Adjournment

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ARTICLE VIII – RECOMMENDATIONS OF THE BOARD

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ARTICLE IX – REVIEW OF BYLAWS

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ARTICLE X: CODE OF CONDUCT

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