

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A regular meeting of the Buckhannon Colonial Arts Center Board was held on January 4, 2022 at 5:00 p.m. at City Hall in Council Chambers with the following in attendance:

Board Member, Chair	John Waltz	Present
Board Member, Vice Chair	Erika Kolenich	Present
Board Member	Randy Sanders	Present
Board Member	Alisa Lively	Present
Board Member	Keith Buchanan	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Architect	Bryson VanNostrand	Absent
Mayor	Robbie Skinner	Present

To Participate in the Board meeting virtually,
Please join my meeting from your computer, tablet, or smartphone.
<https://global.gotomeeting.com/join/765749133>

You can also dial in using your phone. United States: [+1 \(571\) 317-3122](tel:+15713173122) Access Code: 765-749-133

*City of Buckhannon Colonial Arts Center Board
5:00PM at City Hall in Council Chambers
Meeting Agenda for Tuesday, January 4, 2022*

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
 - B.1 Mayor Skinner
- C. Consent Agenda
 - C.1 Approval of Minutes: 12/07/2021
- D. Correspondence & Information
 - D.1 Notice Accepting Applications for the Position of Managing Director
 - D.2 ART26201 Presents "Time Exposed" Exhibit by Stephen Lawson at M.I.B. Gallery
- E. Strategic Issues for Discussion and/or Vote
 - E.1 Update on Managing Director Search
 - E.2 Next Steps in Search and Advertisement of Managing Director
 - E.3 Managing Director Interview Process
 - E.4 UCBOE Search Updates- Position of Fine Arts and Culture Facilitator/Educator
 - E.5 Grants & Fundraising
 - E.6 Website, T-Shirt & Merchandise Sale Concept
 - E.7 Food and Beverage Presentation/Discussion
 - E.8 BCT Update
- F. Board Members Comments and Announcements
 - F.1 Next Regular Scheduled Meeting Date: Tuesday, February 1, 2022 at 5:00PM
- G. Adjournment

POSTED 12/30/2021

A. Call to Order: Chairperson Waltz called the meeting to order followed by a moment of silence and pledge to the flag.

B. Recognized Guest:

Chairperson Waltz recognized guest-Mayor Skinner.

Mayor Skinner was attending to learn any updates and had nothing to report.

C. Consent Agenda:

C.1 Approval of Minutes 12/07/21

Motion Sanders/Buchanan to approve the minutes of the meeting held 12/07/21. Motion carried.

D. Correspondence and Information:

D.1 Notice Accepting Applications for the Position of Managing Director

City of Buckhannon
Position of Managing Director for the Colonial Arts Center

The Colonial Arts Center Board and City of Buckhannon seek candidates for the position of Managing Director for the Colonial Arts Center located in Buckhannon WV.

Applications and resumes will be accepted by mail or in person at City Hall, 70 E Main Street, Buckhannon, WV 26201, until January 15, 2022.

Application forms may be obtained by contacting City Hall in person or by phone 304-472-1651. A more detailed description on the position can also be obtained by contacting City Hall.

This position, the first of its kind in Buckhannon, will be pivotal to the ongoing growth the thriving arts community in Upshur County.

The Colonial Arts Center will serve as a community arts hub, facilitating and providing venues for creative and educational opportunities for students, artists, and audience members through diverse programming.

This is a full-time supervisory position within the City of Buckhannon coordinating with various City and County departments and offices. Benefits include paid sick and vacation time, health insurance and retirement. Salary is dependent on qualifications.

The Colonial Arts Center is an affirmative action-equal opportunity employer. The Colonial Arts Center complies with all applicable federal, state, and local laws regarding recruitment and hiring. All qualified applicants are considered for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category protected by applicable federal, state, or local laws.

Record Delta Publish Dates 12/21/21 & 12/28/21

Managing Director

The Colonial Theatre Board and City of Buckhannon seek candidates for the position of Managing Director. This position, the first of its kind in Buckhannon, will be pivotal to the ongoing growth of a thriving arts community in Upshur County.

The Colonial Arts Center will serve as a community arts hub, facilitating and providing venues for creative and educational opportunities for students, artists, and audience members through diverse programming.

This is a supervisory position within the City of Buckhannon coordinating with various City and County departments and offices.

Position Summary
Job Type: Full-time
Salary: *(TBD. Recommended 45,000-50,000 salary, benefitted position)*
Job Start Date: TBD

Roles and Responsibilities

Leadership and Management

- Oversee facility scheduling, maintenance and supervision.
- Maintain a schedule of events
- Be responsible for coordinating front-of-house, technical, talent, and volunteers
- Demonstrate a commitment to diversity, equity, inclusion.
- Enforce the City’s policies and procedures as related to rentals,
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Financial responsibility

- Work with City, civic, and non-profit organizations relative to development and fundraising.
- Research and support for marketing, fundraising, and development initiatives
- Be responsible for budgeting, financial record keeping, and reporting including oversight and reconciliation of box office, food and beverage, and merchandise sales.

External Relations and Partnerships

- Represent the Arts Center to the Buckhannon community and develop the relationship with appropriate organizations and community partners.
- Identify, establish and nurture, in collaboration with the City of Buckhannon and other partners, opportunities for marketing and public relations initiatives.
- Provide regular reports to Colonial Theatre Board on the financial and operational activities of the Arts Center.
- Maintain a Community Arts Calendar and Digital Assets of the Arts Center including website and social media feeds.

Qualifications

- Must have a passion and love for the arts.
- Excellent written, verbal, and public speaking skills.
- Experienced in development, fundraising, and financial management.
- Prior leadership experiences with organizations of similar size and scope
- Demonstrated experience in advancing equity, diversity, inclusion, and access initiatives.
- Prior leadership experience with organizations of significant or comparable size or scope is a plus but not required.
- Four years prior experience in arts management or closely related field.

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D.2 ART26201 Presents “Time Exposed” Exhibit by Stephen Lawson at M.I.B. Gallery

[BUCKHANNON, WEST VIRGINIA, January 3, 2021—] ART26201 will present “TIME EXPOSED,” a solo exhibition by photographer Stephen Lawson, Friday, January 7, 2022, at the M.I.B. GALLERY in the Colonial Arts Center. There will be a special opening artist’s reception from 4 to 8 p.m., and Lawson will give a special introduction at 5 p.m. Reservations are recommended the artist’s introduction, and they can be emailed to info@ART26201.com.

In addition to the opening event on January 7, the M.I.B. GALLERY will be open from 4-8 p.m. on January 8, 14, 15, 21, 22, 28 and 29.

All events at the M.I.B. GALLERY are free and open to the public. Significant financial assistance for the Colonial Arts Center Rehabilitation project has been provided by the West Virginia Department of Arts, Culture and History; ART26201; and Buckhannon Community Theatre.

About Stephen Lawson:

Stephen Lawson, born in Glasgow, Scotland, studied figurative sculpture at Edinburgh College of Art with a pupil of Charles Despiau. He received an undergraduate degree in 1967, and an MFA from the University of Colorado, in 1970. Lawson taught sculpture at Ohio State University for six years, prior to his relocation to West Virginia.

Artist’s Statement:

Over a period of years my work grew from first roots in sculpture, briefly through Land Art, to a relationship with photo-based art in the landscape, using self-generated camera equipment. Not having had previous photographic experience, this took time and interim failures to gain, in parallel with basic hacksaw and file metalworking.

The images are obviously visual representations, but they are also temporal ones. These are four dimensional in concept and execution, but most frequently only two in the presentation. The concept of space and time is hopefully reconstructed in the mind of the viewer.

My various self-realised cameras give me a fleeting insight across that dimensional divide. Be it a year passing across the image or but moments, this compression suggests we stand back and contemplate, which is always a good thing. I may have been too preoccupied with time passing to notice the passage of it, myself.

The year and day-long works might be thought of as bringing to bear a concentrated gaze; the brief, dynamic shots read as a glance, in the turn of the head, as the eye itself sees, before the mind edits this to

a visual memory, often as a ‘still.’ Indeed, all of the images could be thought of as movies presented as stills.

Works are generally titled in handwritten legends; firstly as a homage to the pioneer photographers who likewise went out with their cumbersome apparati to hazard perhaps but one exposure, and secondly, to tell viewers sufficient that they know what underlies what they see.

The work is presented in a poetic mode that asks one to stand briefly outside the usual flow of time, hopefully causing us to reflect on our own ‘time-in-the-world’, individually, culturally, and perhaps now, even as a species.

About ART26201:

ART26201 is a non-profit organization whose mission is to “celebrate and promote the creative and inspirational opportunities in the Buckhannon community.” For more information about ART26201 projects, and for ways to provide financial or volunteer support, email info@ART26201.com or visit their website at www.ART26201.com.



E. Strategic Issues for Discussion and/or Vote

E.1 Update on Managing Director Search:

Motion Sanders/ Kolenich to adjourn into Executive Session Per WV Code § 6-9A-4 at 5:02 pm to discuss personnel matters. Motion carried.

Motion Sanders/Lively to reconvene to regular session at 5:17 pm. Motion carried.

E.2 Next Steps for Managing Director Search:

Chairperson Waltz asked those in attendance to share the advertisement requesting resumes for the position of Managing Director.

E.3 Managing Director Interview Process:

Board Members will decide dates and times for interviews after the application deadline of January 15th.

E.4- UCBOE Search Updates – Position of Fine Arts and Culture Facilitator/Educator:

Board Member Lively reported that the Board of Education plans to interview for their position this week.

E.5 Grants and Fundraising:

Chairperson Waltz stated that he has nothing to report on the grant for website design. He does know that *colonialartcenter.com* and *.org* both are available.

E.6 Website, T-Shirt & Merchandise Sale Concept:

Chairperson Waltz reported that once the website is in operation, one of the first things to do is perhaps sell logo t-shirts. KB Saine has work on this type of project before and will be of help.

E.7 Food and Beverage Presentation/Discussion:

There is nothing new to report on this matter.

E.8 BCT Update:

BCT will meet soon and work on a schedule of seasonal shows. The Anniversary Show will be first then a musical and maybe fall and winter show.

F. Board Members Comments and Announcements:

Members briefly discussed the status of work in the theatre and seating discussions.

There being no further business to be transacted. Motion Lively/Sanders to adjourn at 5:30 pm. Motion carried.

Chairperson John Waltz

Vice Chairperson Erika Kolenich