

**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 July 5, 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
CAC Manager	Anne Wilson	Present
Board Member	Randy Sanders	Present
Board Member	Alisa Lively	Absent
Board Member	Keith Buchanan	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
ART26201	Bryson VanNostrand	Present

Guests: Ethan Butler of Orion Strategies for any questions about the website. News media- Monica Zalaznik of My Buckhannon.

**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 - 5:00 P.M. at City Hall in Council Chambers  
Meeting Agenda for Tuesday, July 5, 2022***

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**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

**C. Consent Agenda**

- C.1 Approval of Minutes: 06/07/2022

**D. Correspondence & Information**

- D.1 ART26201 Presents Exhibit by Fierce Sonia at M.I.B. Gallery
- D.2 ART26201 To Host Gray Barker Liars Contest Featuring Bil Lepp Rescheduled July 30<sup>th</sup>

**E. Manager's Report**

- E.1 Construction Updates
- E.2 Fundraising Updates
- E.3 Other

**F. Strategic Issues for Discussion and/or Vote**

- F.1 CAC Programming Policy Revisions
- F.2 CAC Facility Use Agreement
- F.3 Partner Organization and Agreements
- F.4 Pending Bookings/Requests
  - Appalachian Impact-Fundraising Gala
  - Other Pending Rentals
- F.5 Consultancy/Goals

**G. Board Members Comments and Announcements**

- G.1 Next Regular Scheduled Meeting Date: Tuesday, August 2, 2022 at 5:00PM

**H. Adjournment**

POSTED 06/30/22

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

**B. Recognized Guests:** None.

**C. Consent Agenda:**

**C.1 Approval of Minutes 06-07-22**

**Motion Sanders/Klie to approve the Consent Agenda. Motion carried.**

## D. Correspondence and Information:

### D.1 ART26201 Presents Exhibit by Fierce Sonia at M.I.B Gallery:

MIB GALLERY / COLONIAL ARTS CENTER

## FIERCE SONIA



## ONCE UPON A DREAM

ARTIST'S RECEPTION - JUNE 24, 2022 - 4 PM

SPECIAL INTRODUCTION BY THE ARTIST AT 5 PM (RESERVATIONS ARE RECOMMENDED AND CAN BE SENT TO [info@ART26201.COM](mailto:info@ART26201.COM))

JUNE 24 - JULY 16, 2022 • GALLERY HOURS - FRI. & SAT., 4-8 PM



**BUCKHANNON, WEST VIRGINIA, June 13, 2022 - ART26201** will present “ONCE UPON A DREAM,” a solo exhibition by mixed media artist Fierce Sonia, Friday, June 24, 2022, at the M.I.B. GALLERY in the Colonial Arts Center. There will be an opening artist’s reception from 4 to 8 p.m., and Fierce Sonia will give a special introduction at 5 p.m. Reservations are recommended for the artist’s introduction, and they can be emailed to [info@ART26201.com](mailto:info@ART26201.com).

In addition to the opening event on June 24, the M.I.B. GALLERY will be open from 4-8 p.m. on June 25 and also July 1, 2, 8, 9, 15 and 16.

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; Buckhannon Community Theatre; West Virginia Split Rail; and the FirstEnergy Foundation.

#### About Fierce Sonia:

Fierce Sonia is a mixed media artist from White Sulphur Springs, WV. Sonia often works with juxtaposed themes of hard and soft, morbid and hopeful, and life and death; and her artworks remain decidedly feminine. She is interested in the narratives of the most common and unifying stories: religion, fairy tales, super heroes, mythology, pop culture, and advertisement. Her works imagine worlds where comic book and fairy tale heroines are deconstructed and reframed to explore the rhythm of modern life. Her female characters are strong and hopeful.

#### 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](mailto:info@ART26201.com) or visit their website at [www.ART26201.com](http://www.ART26201.com).

### D.2 ART26201 to Host Gray Barker Liars Contest Featuring Bill Lepp Rescheduled July 30<sup>th</sup>:

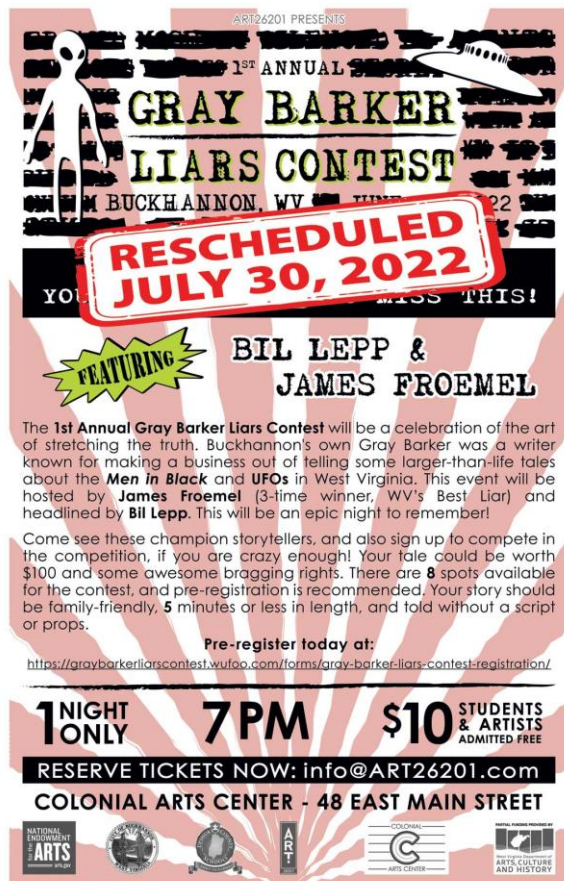
*Hey Everyone,*

*Unfortunately, due to circumstances relating to Covid-19, the **GRAY BARKER LIARS CONTEST** has been **RESCHEDULED FOR SATURDAY, JULY 30**. We are disappointed about the delay, but are still very excited for the event to go on later in the summer.*

*All previous reservations will be honored. If, however, you will not be able to attend the July 30<sup>th</sup> event, please contact us at [info@ART26201.com](mailto:info@ART26201.com) so we may make those seats available. We are anticipating a large attendance, possibly selling out all seats, so please keep us posted on your plans.*

*Thanks so much for your patience and understanding, and we look forward to seeing you on July 30<sup>th</sup>!*

*- the ART26201 team*



## E. Manager's Report

### E.1 Construction Updates

Manager Wilson updated information as follows:

- The ADA Chair lifts have arrived
- Fire Alarm and Fire Suppression systems will be in place next week
- Keith Saine will be helping with the Audio Equipment installation. He will also help develop user manuals for the system
- Counter tops have been ordered for the basement.
- The topic of seating came up. BCT Members are waiting to be contacted to help with selection of the type of seating needed for the space

### E2 Fundraising Updates:

Manager Wilson gave a brief report on fundraising:

A collaboration between Manager-Wilson, Greg Popovich, Kristy Henson and David McCauley to plan Zombie Crawl in October.

The World UFO Day turned out well. 30 to 40 people attended.

There was also a mention about possible Mothman and Braxton County Monster events.

There has been some soliciting of sponsorships for the basement dressing rooms.

### E.3 Other:

Manager Wilson and Ethan Butler need photos of the CAC for the website. Board members discussed using pre and post construction photos and perhaps photos of events that were held in the facility during construction.

## F. Strategic Issues for Discussion and /or Vote:

### F.1 CAC Programming Policy Revisions:

There are some programming policy revisions to consider. City Attorney-O'Neill did some work on the policy which mostly entailed use of space by other entities.

Other items discussed:

- The proposed drafted programming policy had some rates in it that were originally discussed. There may be need to adjust these rates
- The programming policy talks about a rental review committee
- Under “C” of programming policy is felt to be subjective language
- Section 2-a submission of applications
- Section D mentions operating guidelines and those need to be established
- The rental agreement also should include assuming of liability if city equipment is damaged
- If outside entities are providing their own technical people then there should be qualifications established

It would be helpful if City Attorney O’Neill could attend the next meeting to help with refining the policies.

Amby will ask Attorney O’Neill to contact Erika to go over some of the questions that came up.

**F.2 CAC Facility Use Agreement:**

Needs to be worked on.

It would also allow equipment to be stored at CAC as long as it is being used at CAC.

**F.3 Partner Organizations and Agreements: See F.2**

**F.4 Pending Bookings/Requests:**

- Appalachian Impact-Fundraising Gala – Community non-profit organization. Requesting a couple of dates Oct 22 or Nov 5, 2022. More information needs to be gathered about the event.

The City currently has an event request form that could be used as a template for this request.

The Board asked for a detail request form to be completed to discuss at the next meeting.

There may need to be different rates for different types of organizations.

- Other Pending Rentals- A request had been made to rehearse “Frozen Junior” in the space, but the Board Members did not feel the space was quite ready for general use of the public.

**F.5 Consultancy/Goals:**

Board Chair-Waltz would like to try to have goals by the next meeting to establish goals.

- Determine what would be expected of a consultant
- Define the roles of the Board vs the roles of the Manager and clarify associated supervision
- Help clarify the vision and the use of the CAC for the community use vs professional venue
- Provide training in the area of arts administration, house management and booking, (Direct training to the Manager)
- Create a calendar of simple goals and milestones for the first 30 to 120 days and provide this information to City Council
- Creation of an operations manual

Board Member Buchanan feels there should be a formalized fund-raising goals. This would be a good topic for the next meeting.

**G. Board Member Comments and Announcements:**

None

**G.1 Next Regular Scheduled Meeting Date: Tuesday, August 2, 2022 at 5:00PM**

**H. Adjournment**

There being no further business to be transacted, meeting adjourned at 5:47 pm.

**Chairperson John Waltz**

**Vice Chairperson Erika Kolenich**