



## Arts Commission Regular Meeting Agenda

City Hall – Briefing Room  
203 E. Wheatland Rd., Duncanville, TX 75116  
**Tuesday, January 28, 2025**  
6:30 PM

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City of Duncanville Arts Commission meetings are available to all persons regardless of disability. The Duncanville City Hall is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call (972) 780-5000 or email [city.secretary@duncanvilletx.gov](mailto:city.secretary@duncanvilletx.gov) at least three (3) business days prior to the scheduled meeting to request an accommodation.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

The City of Duncanville and Arts Commission reserves the right to reconvene, recess or align the Regular Session or called Executive Session or order of business at any time prior to adjournment. Persons may participate by live broadcast via Swagit. To view the live meeting or previous meetings click on the following link:

<https://duncanvilletx.new.swagit.com/views/454/>

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1. Call to Order
2. Receive public comments, limit 2 minutes per individual speaker

To submit a comment via email and for your comments to be read, the following information is required:

1. Submit a comment by 4:00 PM on Tuesday, January 28, 2025
2. Email [alex.hamby@duncanvilletx.gov](mailto:alex.hamby@duncanvilletx.gov)
3. Email Title: Arts Commission Public Comment — January 28, 2025
4. First and last name; and home address

The staff liaison will set a two-minute time limit on comments as they are read. All comments will be included in the meeting minutes.

3. The Arts Commission to consider the following Minutes:
  - a. 2024-11-21 – Arts Commission – Regular Meeting Minutes
4. Commissioners Reports (limit to 2 minutes each)
  - a. Arts Calendar
  - b. Duncanville Writes
5. The Arts Commission to review, consider, and adopt the *City of Duncanville Arts Commission Policy on Hotel Occupancy Tax (HOT) Administration and Grantmaking*.
6. The Arts Commission to consider sponsorship of the *2025 Spring Arts Festival*.

7. A request for the Arts Commission to team with the Duncanville Public Library during the 2025 Summer Reading Club. This year's theme: Color Our World.

8. Arts Commission Events

- Juneteenth (June 17<sup>th</sup> to 21<sup>st</sup> – Duncanville Public Library Conference Room)
- Hispanic Heritage Festival
- Arts & Business Mixers 2026/2026

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9. Call for Artists: Who Are Our Neighbors? Art Project  
(requested by Mary Ann Taylor – Agenda page 7)

10. MacMillan Reception (requested by Dr. Anne Perry)

11. Olden Year Museum Tour (requested by Dr. Anne Perry)

12. Agenda Review Meeting discussion  
(Requested by Ron Thompson - Agenda pages 3 and 4)

13. Arts Funding Policies and Procedures Update  
(Requested by Ron Thompson - Agenda pages 5 and 6)

14. Board Report to City Council on February 4, 2024

15. Availability for joint meeting with City Council

16. Adjournment

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in accordance with the regulations of the Texas Open Meetings Act to the digital kiosk located at the entrance to the City of Duncanville, Texas City Hall, a place convenient and readily accessible to the general public, as well as to the City's website [www.DuncanvilleTX.gov](http://www.DuncanvilleTX.gov) and said Notice was posted by Friday, January 24, 2025, at 5:00 PM and remained posted for at least two hours after said meeting was convened.

**Alex Hamby**

Communications and Marketing Administrator



**Arts Commission**  
Regular Meeting Minutes

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A meeting of the Duncanville Arts Commission was held on Tuesday, November 21, 2024, at Duncanville City Hall and called to order 6:35 PM, with a quorum present to wit:

Ron Thompson, Chair  
Donald "Mac" Browning, Vice-Chair  
Sarah Macias  
Timothy Perry  
Anne Perry  
Angela Thorpe-Harris  
Tiffiney Wyatt

**Absent**

Amy Jackson  
Mary Ann Taylor

DeMonica Gooden, Councilmember At-Large served as Council Liaison  
Alex Hamby, Communications and Marketing Administrator, served as Staff Liaison

**1. Receive public comments, limit 2 minutes per individual speaker**

No public comments were received ahead of the 4:00 PM cutoff on Tuesday, November 21, 2024.

**2. The Arts Commission to consider the following Minutes:**

**a. 2024-10-22 – Arts Commission – Regular Meeting Minutes**

The October 10, 2024, Regular Meeting Minutes were adopted with a vote of 7 for, 0 against, with 2 members absent.

**3. Commissioners Reports (limit to 2 minutes each)**

- Dr. Perry shared her attendance at MacMillan Institute programs.
- Commissioner Tiffiney Wyatt commended her fellow commissioners. She also attended an event held by the Dallas Historical Society.
- Vice Chair Browning shared an original poem.

**a. Arts Calendar**

**4. Merrifield Market briefing by Dr. Rickey Fain.**

Dr. Fain presented on a project he is overseeing in Duncanville.

**5. Toby Lackey from Community Engagement Advisory Board to brief on the Engagement Dashboard and how it might be used to document Arts Commission events.**

Community Engagement Advisory Board member Toby Lackey was set to present on a community event dashboard he has been developing but was unable to attend.

## 6. Ellafair debrief

Commission Chair Thompson debriefed the Commission on [Ellafair: A Celebration of Art](#), hosted by Duncanville residents and supporters of the arts, Gale Sliger and Sue Clark.

## 7. Duncanville's Holiday Lights in the Park

The Commission discussed their plans for the December 6, 2024, *Holiday Lights in the Park* event.

## 8. MacMillan Institute Reception

Dr. Perry discussed a reception being planned by the MacMillan Institute that would be open to the public. With regards to funding, Chair Thompson recommended presenting a plan at a future Arts Commission meeting.

## 9. Olden Year Museum Tour

Dr. Perry briefed the Commission on the Olden Year Museum. She recommended sponsoring tours of the museum.

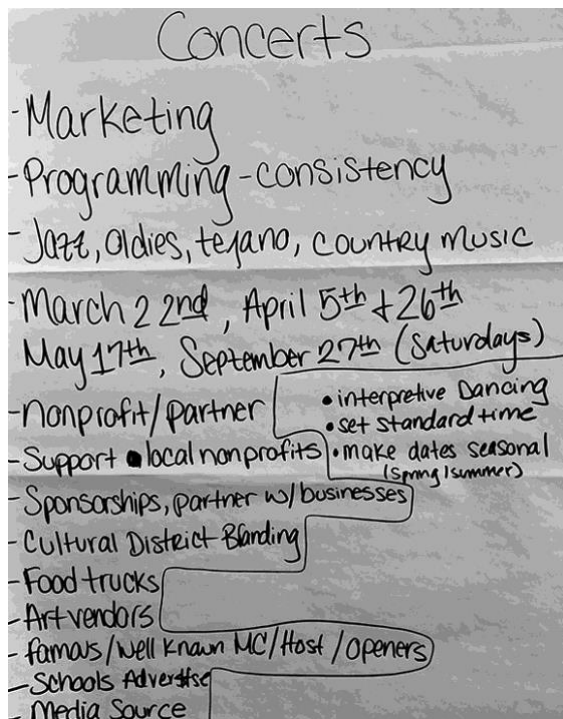
## 10. Juneteenth 2025 Planning Discussion

Commissioner Thorpe-Harris shared that the Library conference room has been reserved June 17<sup>th</sup> through the 21<sup>st</sup> for Juneteenth.

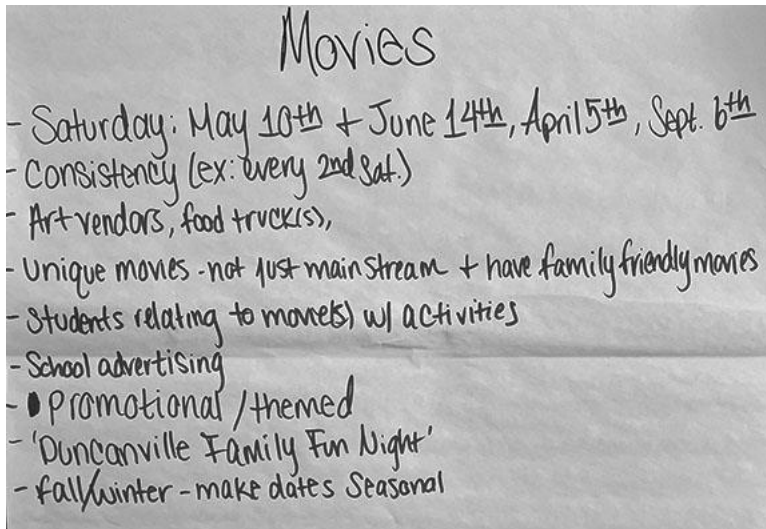
It was decided to keep this item on future agendas to facilitate continued planning discussions.

## 11. Concerts in the Park brainstorming session

Commission Vice Chair Mac Browning led the brainstorming sessions for both the Concerts and Movies events. The photos below are the ideas that came from these sessions.



## 12. Movies in the Park brainstorming session



## 13. Review the Arts Commission's Fiscal Year 2024 revenue (from grants) and expenses

The Commission reviewed the expenses for the Fiscal Year 2024 Arts Commission Mixers. \$4,000 per event funding was provided to the Arts Commission by the Duncanville Community and Economic Development Corporation.

H-E-B also provided gift cards as an in-kind sponsorship.

Monies were also raised by the Ellafair event.

Both the gift card and Ellafair donations have been provided to the Finance Department for tracking.

## 14. December meeting date discussion

Commissioner Wyatt made a motion to cancel the December meeting. Commissioner Macias seconded. 7 voted in favor. 0 against. 2 were absent.

## 15. The meeting was adjourned at 8:30 PM.

APPROVED:

ATTESTED:

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RON THOMPSON, CHAIRMAN

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ALEX HAMBY, STAFF LIAISO



## **Call for Artists: Who Are Our Neighbors? Art Project**

**Sharing Sacred Spaces** and its Dallas community consortium of partners invite local artists to participate in the *Who Are Our Neighbors?* Art Project—an innovative public art initiative that celebrates diverse community exemplars and bridge builders and fosters meaningful connections across North Texas communities.

Who are the “neighbors”? Within the context of this initiative, neighbors are persons who have worked to stitch North Texas together across lines of division, difference, or hostility and have acted with compassion and love. Neighbors are therefore not activists per se, who fight for a cause. Rather, neighbors are exemplars; they are people who encourage and facilitate understanding and compassion across differences and divisiveness. They provide a platform or a space where people with extreme viewpoints come together and build mutual understanding. Importantly, neighbors are bridge-builders who go beyond their ideologies and identities to build peace and harmony in the community.

We are seeking proposals from artists to create interactive and engaging artworks inspired by the stories of exemplary individuals who represent distinct North Texas communities. This is a unique opportunity to contribute to a public art exhibit designed to inspire dialogue, inclusivity, and healing through artistic expression.

### **Applying to the Initiative: Proposal Guidelines**

There are two phases for applying to this initiative.

#### **Phase 1: Determining your Neighbor story.**

If you, as the artist, have a particular neighbor you would like to highlight for your artwork, you may submit a detailed story and profile of that person to our online portal [here](#) for feedback and/or approval. Please note that all stories must be approved in advance before your proposal for your artwork is submitted. To ensure privacy, all stories you submit will be kept confidential during the proposal period, until winning artists are announced.

Alternatively, you may review our collection of [stories already collected](#), and you may choose one of those for your artwork.

#### **Phase 2: Submit an Art Proposal**

Your proposal should include:

A. The selected neighbor's story.

B. A detailed concept of your artwork, including:

- Medium and materials (see Art Forms section below).
- A basic description of the piece (max 250 words, with optional draft drawing/diagram).
- How the piece will translate to Dibond panels ([DibondMaterial](#)) (max 150 words).
- How does your piece contribute to the *Who Are Our Neighbors?* project (max 250 words).
- A vision for fostering community engagement through your piece (max 250 words).

C. Supporting documents:

- Curriculum Vitae.
- Examples of previous work (images, videos, or digital files).
- A draft budget.

D. key project requirements:

- Artwork must be approximately 4'x8'.
  - The final pieces will be replicated on Dibond panels.
  - Artworks must be portable and not create accessibility barriers •
- Artwork will not be attached to buildings or historic sites

The artworks will inspire the public to imagine themselves as heroes or exemplars in their communities.

### **Art Forms, Materials, and Budget**

To provide flexibility and encourage creativity, artists may work in a variety of mediums and styles, including but not limited to:

- Glass lamination.
- Laser-cut shapes.
- Stainless steel.
- Windows or cut art/non-fixed relief panels.
- Digital works.

The style is also flexible and may be literal and/or figurative or abstract, with preference given to works with at least a discernible human component and their story.

NOTE: Each piece will ultimately be replicated on a 4x8 foot two-dimensional dibond panel for display in North Texas neighborhoods, ensuring the art's reach and impact.

Each artist will be given **\$5000** to produce their piece. This should cover all needed materials plus commission for their work.

## Parameters for Artworks

- Must be interactive and community-oriented.
- Must be designed to be portable.
- Avoid attachment to buildings or the creation of accessibility barriers.
- Must be able to be replicated in a visually pleasing format on 6x9 foot dibond panels.

## Project Timeline

- **December 18, 2024:** Open call for artist proposals released to the public.
- **December 18, 2024 - February 2, 2025:** Artists submit initial proposals describing their concept and the neighbor/exemplar they will represent.
- **January 22nd:** Virtual Information Session at noon to 1 pm CST.
- **Office Hours through February:** times to be announced
- **February 16, 2025:** Selected artists are invited to submit full proposals for the final round.
- **February 17, 2025 - March 8, 2025:** Window to submit final proposals.
- **March 18, 2025:** Announcement of artists selected.
- **March 18, 2025 - May 25, 2025:** Artworks developed.
- **May 25, 2025 - June 13, 2025:** Artworks replicated on dibond.
- **June 21-22, 2024:** Launch event at Thanks-Giving Square.
- **June 23, 2024 - September 30, 2025:** Temporary installations around North Texas and Trolley Tours.
- **October - December 2025:** Permanent installations

## Selection Process

Artists will be selected by the *Who Are Our Neighbors?* Artist Advisory Council, which includes experienced artists, curators, and community leaders. The council will prioritize diversity and inclusivity in representation.

The selection process involves two rounds:

**Initial Round:** The initial round of selections will be based on the artist's portfolios and stated concepts for the *Who Are Our Neighbors?* initiative.

**Final Round:** Artists selected in this first round will be invited to submit a full proposal, which will include a detailed narrative of their exemplar and their story and the full scope of their intended artwork. The full proposal will also need to indicate the materials that will be used in the artwork creation and how it will translate to Dibond.



**Eight artists** will be selected to participate in the final project. Submissions should be sent to [almas@sharingsacredspaces.org](mailto:almas@sharingsacredspaces.org).

If you have any questions, please contact [almas@sharingsacredspaces.org](mailto:almas@sharingsacredspaces.org) or [vanessa@sharingsacredspaces.org](mailto:vanessa@sharingsacredspaces.org).

### **Why Participate?**

This is an opportunity to:

- Showcase your talent in a prominent, community-focused public art exhibit.
- Contribute to an initiative that bridges cultural divides and promotes inclusivity.
- Inspire North Texas communities by celebrating local exemplars through your art.

Join us in creating a transformative art experience that celebrates the diversity and resilience of North Texas communities. We look forward to seeing your creative vision!

### **Almas Muscatwalla**

*Project Manager and Curator for the NEA Project in Dallas*

*Sharing Sacred Spaces, Inc.*

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***"The great aim and end of all learning is service to society." Benjamin Franklin***

### **PARTNERS:**



# Jan 9 — Agenda Review

The meeting focused on refining the Arts Commission's agenda review process to enhance productivity and address sensitive issues. Key points included the need for a structured approach to funding arts, moving from reimbursement to grant and sponsorship models, and aligning with best practices from other cities like Dallas. The discussion emphasized the importance of a subcommittee to research and draft policies, followed by staff and city council review. Specific metrics and examples from other cities were suggested to support the proposed changes. The meeting concluded with plans to update the Arts Commission on the subcommittee's findings and the need for comprehensive policies and procedures.

## Action Items

- Research how other cities fund the arts, including grant cycles and partnership models.
- Meet with city staff (Victor, Elton, Diane) to get feedback on potential policy changes.
- Incorporate staff feedback and present a draft policy recommendation to the Arts Commission.
- Update the Arts Commission on the progress of the policy development process.

## Agenda Review and Initial Discussion

- Speaker 1 confirms the meeting is not public and is for agenda review.
- Speaker 2 introduces the recommendation from a staff liaison for the chair, vice chair, council liaison, and staff liaison to review agenda items.
- Speaker 2 asks Alex to discuss the tentative agenda and then mentions a new item to add to the agenda.
- Speaker 1 emphasizes the importance of having multiple eyes on the agenda to avoid missing opportunities.

## Focus on Forward-Looking Agenda Items

- Speaker 2 suggests making a request to the commission for agenda items to avoid a hodgepodge approach.
- Speaker 1 agrees, highlighting the need to focus on bigger, forward-looking items rather than immediate projects.
- Speaker 2 mentions the importance of funding the arts and the need to develop policies and procedures.
- Speaker 2 discusses the current reimbursement policy for hot funds and the need for a grant-making and sponsorship-making process.

## Challenges with Current Policies and Procedures

- Speaker 2 explains the challenges with the current reimbursement policy and the need for a grant cycle.
- Speaker 2 suggests working with arts providers through contracts rather than the RFP process.
- Speaker 1 raises concerns about procurement policies and the ability to hire artists directly.
- Speaker 3 suggests discussing the issue with the city manager to see if procurement policies can be rewritten.

## Developing New Policies and Procedures

- Speaker 2 seeks guidance on how to introduce new policies that are not currently being used.
- Speaker 3 suggests finding a model from other cities to use as a template.
- Speaker 1 recommends starting with the subcommittee to gather research and examples.
- Speaker 2 agrees and plans to discuss the process with the subcommittee.

## Next Steps and Action Items

- Speaker 2 outlines the next steps, including gathering research and examples, and meeting with city staff.
- Speaker 2 plans to update the Arts Commission on the subcommittee's findings and recommendations.
- Speaker 2 emphasizes the importance of having a well-drafted policy for the Arts Commission to recommend to city council.
- Speaker 3 suggests reviewing the policy before it goes to city staff for feedback.

## Finalizing the Agenda and Addressing Conflicts

- Speaker 2 proposes adding an update on the policies and procedures subcommittee to the next agenda.
- Speaker 4 suggests including an update on subcommittee activities.
- Speaker 2 acknowledges the need to address potential conflicts within the commission.
- Speaker 3 suggests developing Rules of Procedure and policies for funding.

## Conclusion and Next Meeting Preparations

- Speaker 2 summarizes the discussion and plans to update the Arts Commission on the subcommittee's work.
- Speaker 2 mentions a conversation with a city council member about the importance of the subcommittee's work.
- Speaker 2 plans to update the Arts Commission on the subcommittee's findings and recommendations.
- Speaker 2 emphasizes the need for a diplomatic way to address potential conflicts within the commission.

# Jan 10 — Policies & Procedures Subcommittee Meeting

The Policies & Procedures Subcommittee discussed drafting a policy for granting funds to arts organizations through the Duncanville Arts Fund, aiming to replace the current reimbursement system. The proposed policy would involve the subcommittee researching and compiling examples from other municipalities, then drafting a policy outlining eligibility criteria, funding categories, application processes, and evaluation criteria. The Arts Commission would then review and approve the policy, which would be presented to City Hall for implementation. The subcommittee considered creating a grant cycle and planning seasonal arts events, with input from city staff to ensure feasibility and alignment with city resources and requirements.

## Action Items

- Develop a proposed schedule or cycle for reviewing and approving grant applications.
- Compile a list of the key elements that should be included in the desired grant/sponsorship policy.
- Coordinate with city staff (Alex) to ensure the policy aligns with city and state requirements.
- Research and provide examples of grant policies from other municipalities that could serve as a model.

## Meeting Kickoff and Attendance

- Speaker 2 mentions expecting Angela and Alex, and notes Tiffiney's absence due to the meeting time.
- Speaker 4 inquires about screen sharing capabilities on the team platform.
- Speaker 1 greets everyone and wishes them a happy New Year.
- Speaker 2 outlines the meeting agenda, including a preface and discussion on policy proposals.

## Overview of Policy Proposal Process

- Speaker 2 explains the recommendation from the Councilmember Gooden meeting: the subcommittee will gather information and create a policy scenario.
- The policy will then be drafted by City Hall staff and reviewed by the subcommittee and Arts Commission.
- The goal is to ensure the policy is feasible for staff to implement, focusing on funding aspects.
- Speaker 2 highlights the importance of having a policy in the pipeline for the regular meeting.

## Discussion on Hot Revenue Reimbursement Policy

- Speaker 2 discusses the current hot revenue reimbursement policy, which requires organizations to complete projects before receiving funds.
- This policy is not considered best practice for the arts, as it is not user-friendly.
- The subcommittee aims to draft a policy where the Arts Commission can grant funds directly to organizations.
- Examples from other municipalities, such as Dallas, will be used to support the proposed policy.

## Subcommittee's Role and Responsibilities

- Speaker 2 emphasizes the subcommittee's responsibility to outline the policy's goals and attach examples from other cities.
- The policy will then be reviewed by various City Hall departments, including finance, budget, legal, and the city manager.
- Speaker 3 suggests focusing on the desired outcomes and compiling examples to guide the policy drafting process.
- Speaker 2 seeks agreement on the policy direction and asks for any questions or concerns.

## Review of Municipal Examples

- Speaker 4 shares a screen with examples of grant processes from various cities, including Austin, Dallas, and San Antonio.
- Each example includes details on eligibility criteria, funding categories, application processes, and reporting requirements.
- Speaker 2 pastes a draft policy outline in the chat, including eligibility criteria, funding categories, and evaluation criteria.
- Speaker 1 agrees with the ongoing, easy-to-apply process and the importance of making it simple for organizations to receive funding.

## Challenges and Considerations

- Speaker 2 discusses the need for clear criteria and deadlines to ensure the process is manageable for both the Arts Commission and City Hall staff.
- Speaker 1 suggests seed money with accountability measures to prevent mismanagement.
- Speaker 4 mentions a city that requires an accountability declaration, and Speaker 2 agrees on the importance of clear criteria.
- Speaker 3 highlights the need to consider state rules, such as ADA compliance, in the policy.

## Angela's Experience with Grant Applications

- Speaker 1 shares her experience with grant applications in Irving, where the arts group planned the season and sought artists.
- The Irving Arts Center provided seed money quarterly, and the group had to justify the funding based on past performance and future plans.
- Speaker 2 asks questions about the process, including the frequency of funding distribution and the inclusion of other revenue sources.
- Speaker 1 explains the quarterly distribution of funds and the importance of having other revenue sources for revenue-generating events.

## Comparison of Models

- Speaker 3 clarifies the difference between the current discussion and Angela's experience, emphasizing the need for a grant cycle.
- Speaker 2 considers the possibility of the Arts Commission planning the season and seeking artists for specific events.
- Speaker 4 supports the idea of an overarching plan with specific themes and a call for artists within that plan.
- Speaker 2 suggests creating a plan with city staff to ensure feasibility and alignment with staff capacity.

## Final Thoughts and Next Steps

- Speaker 3 suggests considering both grant writing and Arts Commission programming simultaneously to create a comprehensive arts plan.
- Speaker 2 agrees on the need for collaboration with city staff and emphasizes the importance of staff capacity in implementing the plan.
- Speaker 3 highlights the various staff roles involved in different aspects of the plan, from budgeting to event coordination.
- The meeting concludes with a consensus to move forward with the proposed policy and to involve city staff in the planning process.