



Arts Commission
Regular Meeting Agenda
City Hall – Briefing Room
203 E. Wheatland Rd., Duncanville, TX 75116
Tuesday, February 25, 2025
6:30 PM

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 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/>

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, February 25, 2025
2. Email alex.hamby@duncanvilletx.gov
3. Email Title: Arts Commission Public Comment — February 25, 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. 2024-01-28 – Arts Commission – Regular Meeting Minutes
4. Commissioners Reports (limit to 2 minutes each)
 - i. Arts Calendar
5. Arts Commission Events
 - i. The Arts Commission to consider planning and hosting the inaugural *Arts Commission's Spring Arts Festival* May 2, 2025.
 - Planning meetings (to be held via Teams) schedule discussion.
 - ii. The Arts Commission to consider recommending City Council fund the *Arts Commission's Spring Arts Festival* in the amount of \$60,000.

- Expenses
 - Revenue from sponsorships and vendors
 - Marketing and promotion
 - Featured Armstrong Park Cultural District
 - Council presentation
- iii. The Arts Commission to consider recommending City Council fund two Arts Mixers in the amount \$5,000 per event.
 - Council presentation
 - iv. *Concerts in the Park* and *Movies in the Parks*: report, finalization of dates, films, and musical groups.
 - v. Juneteenth 2025
 - vi. Hispanic Heritage Month arts activation discussion.
6. Cultural Plan discussion.
 - i. Cultural asset inventory (people, places, and events)
 7. Fiscal Year 2026 budget planning discussion.
 8. March 18, 2025, Board Report to City Council March 18, 2024
 9. Availability for joint meeting with the Community Engagement Advisory Board.
 10. 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 and said Notice was posted by Friday, February 21, 2025, at 5:00 PM and remained posted for at least two hours after said meeting was convened.

Alex Hamby

Communications and Marketing Administrator

Non-Action Items

- MacMillan Institute Reception
- Olden Year Museum Tour Sponsorship
- Duncanville Fieldhouse Mural
- Call for Artists: Who Are Our Neighbors? Art Project
- Ellafair/Fall Arts Event
- Arts Support, Incubation, and Sustainability



A meeting of the Duncanville Arts Commission was held on Tuesday, January 28, 2025, at Duncanville City Hall and called to order at 6:30 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
Amy Jackson
Mary Ann Taylor

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

11. Call to Order

The meeting was called to order at 6:30 PM.

12. Receive public comments, limit 2 minutes per individual speaker

No public comments were received.

13. The Arts Commission to consider the following Minutes:

- a. 2024-11-21 – Arts Commission – Regular Meeting Minutes

Amy Jackson made a motion to adopt the Regular Meeting Minutes. Angela Thorpe-Harris seconded the motion. All present voted in favor. None voted in opposition. None were absent.

14. Commissioners Reports (limit to 2 minutes each)

- a. **Arts Calendar**
- b. **Duncanville Writes**

Dr. Anne Perry shared a calendar of arts-related events she is creating.

Mary Ann Taylor recapped highlights of the Duncanville Writes meetings and accomplishments, including an upcoming writing contest supported by the Duncanville Public Library. The group continues to read writings and offer critiques as well.

Angela Thorpe-Harris attended Movies at the MacMillan. She also showed holiday items Mac Browning

assisted visitors make at the booth the Arts Commission hosted during the 2024 Holiday Lights in the Park event.

She also planned to attend Artistry Abounds: Selections from the Collection of Arthur Primas presented by the Irving Black Arts Council on Saturday, February 1, 2025 and the February 16, 2025, presentation by Janet Forney, "A Poetic Journey through Time" at the Irving Arts Center

Tim Perry shared that he had attended the "Festival of Lights" at Fair Park. He and Dr. Perry also engaged in arts and cultural activities during a visit to Mexico." Lastly, he recommended that the City make location scouts aware of the old Tax Office as the film industry might be looking for a similar location.

Sarah Macias has changed positions. Her new employer has already expressed interest in attending future Arts Commission Pop-Ups. She also suggested crafts for adults at future mixers or events.

Mac Browning announced that he and his wife attended the first "Duncanville Drawing Club" meeting. He also shared an original poem he'd written.

Amy Jackson promoted the Duncanville Community Theatre's upcoming performance of John Patrick Shanley's "Outside Mullingar" directed by Heather Winkelman in February. She invited Arts Commissioners to attend. She also touted the Theatre being recognized with the "Pioneer Award" during the Duncanville Chamber of Commerce's annual "Celebrate Duncanville" event. She and Chair Thompson briefly discussed an Arts Commission night at the Theatre idea, too.

Tiffiney Wyatt had no report.

Ron Thompson announced his plan to attend "Texas Arts Advocacy Day" in Austin, Texas. He also previewed the February 4, 2025, City Council Regular Meeting.

15. The Arts Commission to review, consider, and adopt the *City of Duncanville Arts Commission Policy on Hotel Occupancy Tax (HOT) Administration and Grantmaking.*

The item was tabled pending guidance from City Manager Douglas E. Finch.

The discussion included details from item 14, Board Report to City Council on February 4, 2025.

No action was taken on this item.

16. The Arts Commission to consider sponsorship of the *2025 Spring Arts Festival.*

City Event Planner, Devon Handley presented a proposal for the 2025 Spring Arts Festival.

Mary Ann Taylor made a motion "that the Arts Commission supports the concept of this Spring Festival with an eye to considering at a later time an actual budget proposal." Tim Perry seconded the motion. All present voted in favor. None voted in opposition. None were absent.

17. 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.

Tiffiney Wyatt made a motion "to start a dialogue that allows [the Arts Commission] and to create an ongoing grant for art education, support, and art supplies for the [Duncanville Public] Library. Angela Thorpe-Harris seconded the motion. All present voted in favor. None voted in opposition. Mary Ann Taylor was not present for the vote.

- **Commissioners Angela Thorpe-Harris and Tiffiney Wyatt** will serve as key liaisons.
- We will explore opportunities to provide financial and volunteer support for:
 - Arts-based activities
 - Guest Artists
 - Arts Program materials

18. Arts Commission Events

i.

- **Juneteenth (June 17th to 21st – Duncanville Public Library Conference Room)**
- **Hispanic Heritage Festival**
- **Arts & Business Mixers 2025/2026**

The Commission discussed each of the events, with Tiffiney Wyatt presenting the Arts & Business Mixers.

For the Hispanic Heritage Festival, a consensus was reached to create an “arts activation” for the Best Southwest Hispanic Heritage Festival.

Discussion was had regarding the Arts Commission approaching the Duncanville Community and Economic Development Corporation to request funding for the Fiscal Year 2024-2025 Arts & Business Mixers.

Tim Perry made a motion to “approve the Arts Commission events under item 8 as presented.” Angela Thorpe-Harris seconded the motion. All present voted in favor. None voted in opposition. None were absent.

- **Juneteenth**, led by **Commissioners Angela Thorpe-Harris and Tiffiney Wyatt**
- **Hispanic Heritage Festival**, with **Commissioner Sarah Macias** working with the **city's event planner** as part of the **Best Southwest Hispanic Heritage Festival**
- **Arts and Business Mixers**, led by **Commissioner Tiffiney Wyatt**, fostering collaboration between local artists and businesses

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

Mary Ann Taylor presented on the “Call for Artists: Who Are Our Neighbors” art project. Her goal is to get southern Dallas area representation.

It was asked that they City assist in promoting this project.

No action was taken on this item.

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

No action was taken on this item.

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

No action was taken on this item.

22. Agenda Review Meeting discussion

(Requested by Ron Thompson - Agenda pages 3 and 4)

The purpose and actions of the Agenda Review Meeting were presented to the Commission by Chair Ron Thompson. A subsequent discussion on the agenda process was had with a new schedule for submitting items, review of those items, and publishing of the final agenda were discussed. It was also requested that ongoing items be included in the agenda as a bulleted list for future consideration.

All items should be submitted by the second Friday of each month. A review of those items will take place on the third Wednesday of each month. A draft agenda will be sent the Wednesday prior to the meeting for review by the whole Commission. The final agenda will be posted no later than 5:00 PM the week prior to the regular meeting.

No action was taken on this item, though a consensus was reached regarding the Commission taking steps to streamline their agenda process and conduct more focused and action-oriented meetings in the future.

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

No action was taken on this briefing item.

24. Board Report to City Council on February 4, 2025

The report date was tentatively moved to the February 18, 2025, City Council Regular Meeting. No action was taken on this item.

25. Availability for joint meeting with City Council

Due to the City Council setting a Workshop to take place on February 4, 2025, a Joint Meeting was no longer necessary. No action was taken on this item.

26. Adjournment

The meeting was adjourned at 9:18 PM.

APPROVED:

ATTESTED:

RON THOMPSON, CHAIRMAN

ALEX HAMBY, STAFF LIAISON

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.