

**AGENDA
PUBLIC ARTS COMMISSION OF OXFORD
VIRTUAL MEETING**

**Tuesday, July 14, 2020
4:30 P.M.**

**THIS MEETING IS BEING CONDUCTED IN ACCORDANCE WITH SUB. HB 197 AND THE
GUIDELINES SET FORTH BY THE OHIO DEPARTMENT OF HEALTH**

MEMBERS

Edna Southard, Council Rep., Vice Chair
Robert Benson, Recording Secretary
Stefanie Hilles
Carole Katz

Norm Krumpe
Joseph Prescher
Steve Sullivan, Chair

1. Call To Order.
2. Approval of Agenda.
3. Approval of the minutes of the June 9, 2020 PACO virtual meeting.
4. Old Business.
 - A. Reminders
 1. Review conflict of interest documents
 2. Submit brief bios for website
5. New Business.
 1. Mural Relocation update
 2. Bike rack proposals
 - a. Creation of a contact list for promotions
 3. Art Start grant
 - a. Sub-Committee re: Art Start proposal
 4. Documentation:
 - a. Tracking art through excel
 - b. Accession document
 5. League of Women Voters mural update
 6. Community Park sculpture update
 7. Label/plaque standard
6. Adjourn.

Public Arts Commission of Oxford
Virtual Meeting
Tuesday, June 9, 2020, 4:30PM

Minutes of the meeting

Present: Steve Sullivan, Chair; Edna Southard, Vice-Chair; Robert Benson, Recording Secretary, Stefanie Hilles, Carole Katz, Norm Krumpe, Joe Prescher

1. The virtual meeting of the Public Arts Commission of Oxford (PACO) was **called to order by Chair Steve Sullivan at 4:48PM.**
2. The **Agenda** was approved.
3. The **Minutes** of the May 12, 2020 PACO meeting were approved.

4. Old Business

A. Review

1. Process Flowchart:

Norm revised and finalized this document and it is actually on Google Drive to see now. Steve Sullivan tweaked the text based on our experience with the Ella Cope mural project. Bob Benson suggested that we would always expect to revise and update the flowchart based on our work since this kind of document should reflect what our successful work methods are.

The name of the flowchart was proposed to be "Proposal, Submission, and Review Process".

Bob Benson **moved to accept the flowchart as it now exists and with the new name.** Edna Southard seconded.

The motion passed unanimously.

2. Mural Document (Letter to Council)

The draft of the letter, originally penned by Carole Katz and edited by Bob Benson, was discussed in detail.

Several changes were proposed:

- that Ella Cope be referred to as "Ms. Cope" (Carole Katz);
- that all who were involved in the production and mounting of the mural be named (Joe Prescher);
- that PACO is *recommending* to the Council that the City of Oxford acquire the piece and install it (Carole Katz);
- that the city staff be expected to determine the logistics of mounting the mural (Edna Southard);
- a statement/bullet point be added that the action to be taken by the Council should be a starting point for a public discussion of local history,

understanding that we do not know our history if we do not know everybody's history who is and has been part of the community with the inclusion of the phrase "serve as the starting point for a continuing discussion of the selective and collective memory of our community" (Carole Katz);

It was also decided that Steve Sullivan should sign the letter on behalf of the commission but that all PACO members should attend the meeting to show their support for the proposal. (Bob Benson)

It was also suggested that an accession form be drafted to formalize Ella Cope's gift of the mural to the City of Oxford (Steve Sullivan).

Stefanie Hilles moved to finalize the letter as amended and to have Steve Sullivan sign it and present it to the Council. Carole Katz seconded.

The motion was approved unanimously.

3. On-boarding documents

Carole Katz agreed to enumerate and assemble them. Steve Sullivan, Edna Southard, and Bob Benson agreed to contribute to the construction of a historical timeline so that new members would understand how PACO developed its policies and operational framework.

Steve said he would place the mission statement and by-laws on Google Drive for access.

A. Follow up

1. Survey of bicyclists (Where should bike racks be installed in Oxford?)

Assistant City Manager Jessica Greene got results from the question she posted online asking where bicycle riders would like to see bike racks installed.

The two most popular sites were the T.J. Maxx store parking lot and the DeWitt Cabin parking lot. There are problems with both sites.

Would PACO be able to get funding from the T.J. Maxx company? Although the owner of the T.J. Maxx property is "invisible", Steve Sullivan noted that this should be public record and should be available to PACO.

Miami University owns the DeWitt site and would not be likely to provide any funding.

Joe Prescher suggested that the farmer's market that sets up near the T. J. Maxx store might be a logical site.

2. Grant funding

Bob Benson reported on research he had done online about grants that PACO could consider applying for. Two organizations that offer grants that we may well be interested in are the Ohio Arts Council (OAC) and the National Endowment for the Arts (NEA).

The OAC offers grants in several amounts for a variety of purposes. However, their protocol is that you first apply for an ArtSTART grant for between \$1000 and \$5000 with a 1:1 cash match for the amount you are requesting. You can apply for more than one ArtSTART grant. After successful completion of the ArtSTART grant project, you can apply for an ArtsNEXT grant in an amount between \$5000 and \$20,000 with a 1:1 cash match.

OAC grants can support a wide variety of projects and expenses. Going online to OAC is the best way to learn in greater detail about these grants.

ArtSTART:

<https://oac.ohio.gov/Portals/0/grants/Guidelines/ArtSTART.pdf>

ArtNEXT:

<https://oac.ohio.gov/Portals/0/grants/Guidelines/ArtsNEXT.pdf>

The NEA grant programs that could be an interesting one for us are the Rural Design and Citizens Institute for Rural Design. These programs offer significant funding for doing projects that have a community-wide impact. We might think about this for two ideas that we have already been interested in pursuing: (1) the creation of an AmTrak station and its urbanistic ramifications in south Oxford and (2) the expanding need for art and various amenities along the Oxford Area Trail that is now in its second major phase of development.

Rural Design (NEA):

<https://www.rural-design.org/>

Citizens Institute for Rural Design (NEA)

<https://www.arts.gov/national-initiatives/citizens-institute-rural-design>

Steve Sullivan suggested that we establish a sub-committee to study the possibilities that these grants offer.

3. Jim McWilliams's sculpture

The questions surrounding the maintenance of the Jim McWilliams sculpture in the Oxford Community park and the bronze plaque that

may have accompanied the gift were taken up by City Manager Doug Elliott and Steve Sullivan in letters to Mr. McWilliams.

4. Art insurance for art displayed in the Municipal Building

This will be taken up again once the OCAC office is back in full operation.

B. Police Bike Rack

Stefanie Hilles and Steve Sullivan did on-site research to determine the amount of space available for a bike rack (with or without a bench) in front of the Police Station on High Street. Stefanie reported that research shows that there are protocols for safety and security for bike rack design and placement. There have to do with such things as the number of points where bikes can be locked to the required 5' distance from fire hydrants.

After some discussion, Stefanie agreed to make a recommendation about a design and location that would follow expected protocols and also be satisfactory to the Police Department. PACO will vote on these parameters so that they can be included in the call for designs to be posted on the PACO web site.

5. New Business

A motion to **renew the appointments of Stefanie Hilles and Norman Krumpe to the Public Arts commission of Oxford** was made by Edna Southard and seconded by Bob Benson.

The motion was approved unanimously.

A motion **concerning the importance of attendance and participation at regular PACO meetings** was made by Stefanie Hilles and seconded by Edna Southard.

The motion was approved unanimously.

Adjournment: The meeting was **adjourned at 6:02pm**

Respectfully submitted,

Robert Benson, Recording Secretary