

Prairie Village Arts Council  
Wednesday, November 20, 2013  
7:00 pm  
City Hall Council Chambers

AGENDA

- I. Approval of the Meeting Summary from October 16, 2013
- II. Financial Reports
- III. City Council Report
- IV. Exhibit/Receptions
  - December Exhibit/Reception – Greater Kansas City Art Association, December 13<sup>th</sup> from 6:30 to 7:30 p.m.
  - January Exhibit/Reception – TBD, January 11<sup>th</sup>
  - November 2014 requests reception from 6:30 to 8:30 p.m.
  - February 2014 requests to move their reception to a different date because it falls on February 14<sup>th</sup>
- V. Old Business
- VI. New Business
  - Discuss marketing to artists
  - Discuss children's show
  - Consider Ribbon Cutting for new art at Corinth Square
  - Review Artist Submissions for 2014 Exhibits
  - Discuss Inventory of Sculptures (other than islands)
- VII. Adjournment

Prairie Village Arts Council  
Wednesday, October 16, 2013  
7:00 p.m.  
City Hall Council Chambers

## Minutes

The Prairie Village Arts Council met at 7:00 p.m. in the City Council Chambers at City Hall. Members present: Shelly Trewolla, Chair, Truss Tyson, Art Weeks, Ted Odell, Julie Flanagan, Pam Marshall, Shervin Razavian, Kim Horgan, and Wayne Wilkes. Staff: Jeanne Koontz. Charles

### **Introduction of Members**

Shelly Trewolla welcomed three new members to the committee and everyone introduced themselves.

### **Minutes**

The minutes from the August 21, 2013 meeting were approved as submitted.

### **Financial Reports**

Jeanne Koontz noted the budget is on track and she will provide a full report on State of the Arts at the next meeting.

### **City Council Report**

Councilmember Odell provided an overview of the October 7<sup>th</sup> City Council Meeting which included the appointment of three new Arts Council members.

### **Exhibit/Receptions**

October Exhibit/Reception – State of the Arts, October 11<sup>th</sup> from 6:30 - 8:30 p.m.  
Shelly Trewolla asked the sub-committee to stay after the meeting to review the event and provided suggestions for next year.

November Exhibit/Reception – MidAmerica Pastel Society, November 8<sup>th</sup>, 2013 from 6:30 – 8:30 p.m.

### **Old Business**

Truss Tyson noted the story and picture in the pvpost regarding State of the Arts. Shelly Trewolla reminded the committee of the JFK reenactment event on November 16<sup>th</sup>. The committee gave monetary support for the event.

### **New Business**

#### Shooting Stars Sponsorship

Jeanne Koontz reported that the Arts Council of Johnson County is requesting a sponsorship for Shooting Stars in 2014. The scholarship has been budgeted. Shelly Trewolla stated the Shooting Stars is a high school juried art show for students in

Johnson County. In the past the committee has donated \$1,000. Arts Council members are invited to attend the reception.

Art Weeks moved to approve a donation of \$1,000 to Shooting Stars for 2014. Pam Marshall seconded the motion which passed unanimously.

#### Artist Submissions

The committee reviewed four artist submissions for 2014. Filbeck, Finkelston and Schnakenberg were selected for February 2014. Helen Benson was selected for June 2014. The Mannings were selected for September 2014 and Mukharji and Koch were selected for November 2014. The months of January, March, May, August and December still need to be filled.

The committee discussed how to attract artists to show in the gallery and how to attract higher quality artists including corporate sponsorships and a KC Art Institute show. Shelly Trewolla stated this item would be added to the next meeting for a more in-depth discussion.

Ted Odell stated that a number of people asked about allowing children to submit for State of the Arts. Julie Flanagan suggested having separate show for children called Young State of the Arts and offered to coordinate the show. Shelly Trewolla stated this item would be added to the next meeting for further discussion.

Meeting was adjourned at 8:04 p.m.

**FOOD            general**

Rimanns supplied 48 bottles of red and 48 bottles of white wine—the white was chilled  
Soft drinks        we used 2 bottles of reg coke, one of diet and one of sprite at each bar  
Coffee            use 3 pots each of regular and decaf, unless the weather is cold, then maybe  
one more pot of each            1 pint of cream sugar cubes and coffee stirrers  
Ice                4 large bags of ice and 4 coolers-one at each bar for the white wine and one for  
ice for soft drinks and sodas  
Water cooler at the upper bar, with citrus slices

**Menu**

3 smoked salmon  
3 meatballs with 2 bottles of bbq sauce and 2 jars of marmalade  
8 blocks of cheese (no cubed!)  
6 bunches of grapes—red, green and black  
2 containers of strawberries  
2 bags of dried apricots  
2 bags of craisins  
2 jars of artichoke hearts  
2 jars of black olives  
2 jars of green olives  
1 yard of beef, cubed  
Recipes of spinach dip  
3 lg containers of hummus  
3 recipes of layered cheese spread-pesto, red pepper, green onion  
4 boxes of crackers (2 toasted, 2 multigrain)  
10 bags of toasted bread rounds from Farm Fresh Market

**Recommended changes**

Only 1 bag of craisins  
3 boxes of strawberries  
12 bags of bread rounds  
1 bunch of black grapes

**DESSERT**

Recommend    1 tin of butter cookies  
                    2 tins of chocolate cookies  
                    9 lbs of Russell Stovers seconds from the store at the Legends  
                    2 large boxes of brownies from Sams=4 pans

**WINE**    open all bottles in advance!

**SUPPLIES**

Small plastic plates

Table cloths 10 x120 round

X 90x132 oblong

X90x 156 oblong

Small cocktail napkins and small plates for 500

5 feet of ribbon per table

**ART COUNCIL SUPPLIES**

3 wine bottle openers

2 small white cream pitchers

2 white ceramic bowls

1 crystal water dispenser

Need: small containers for coffee stirrers and smaller ones for tooth picks

## **CLEAN-UP**

- Outside
  - remove lighting
  - Collect table cloths and take home to wash
  - Bring in tables
  
- Inside
  - wash everything except glasses, which staff washes
  - Clean and put away coffee thermoses and water dispenser
  - Clean coffee pots and put them and coffee away
  - Clean up kitchen

## **BRING FROM HOME**

- Fish bowls for donations at bar
- Serving dishes
- Specialized utensils and knives
- Scissors
- Dish towels
- Colander

## **BARS**

- Minimum of 2 people per bar, 3 is better
- Get ice from public works ice machine
- Have cans of soda rather than bottles

## **SLIDE SHOW**

- 2 slide shows—one of all the accepted entries, with slides for donors included
  - One of the winners, beginning with the honorable mentions and their donors, then the arts council award, then the 2 awards of merit, then the best of show have a donor slide first, then the artwork slide

## CALENDAR OF THINGS TO DO

- May    Begin asking for donations for awards
- June 1    send out email and postcard call for artists' entries  
          Select juror
- Aug    begin menu planning  
          Gather ideas for center piece  
          Contact musicians
- 6 weeks ahead
- Order tent, tables, trays
  - Jury show and send notifications
  - Order screen and skirt
  - Decide who does what, brings what for the reception
  - Finalize menu
  - Contact Rimanns
- End of Sept, first of Oct            hang show, have pizza
- Make tags
  - Make slide show
- Week of the event
- Compile Sam's shopping list
  - Shop on Wed
  - Cook on Thursday, include dinner for those participating
  - Thursday, supervise setup of tents and
- Friday    gather around 12 or 1
- Outside set up tables and table cloths
    - Install lighting
    - Take glasses to bars
    - Fill coolers with ice and place at bars
    - Ice down white wine and sodas
    - Donation jars with signs
    - Trash barrels
  - Inside    3:00 cut and plate brownies, cookies, crackers, etc
  - Drain and plate antipasto, cheeses and fruit
  - 4:00    start coffee
  - 5:40-45 take food out to table

### **EVENING MAINTENANCE**

Keep platters stocked and straightened

Replace platters as needed

Dust scraps off table and collect food fallen from trays

(replate it inside, rather than at the table)

Collect dirty glasses in boxes, rewash and return to bars

Collect dirty plates and trash inside gallery and outside, and throw it away

### **FOLLOW-UP**

Thank you notes to

Rimans's

Juror

Donors, with photo of the art work they sponsored

City staff

Meet with committee to rehash the event and make suggestions for improvements or

changes



**PRAIRIE VILLAGE ARTS COUNCIL**  
**2013 Budget and Expenditures - As of 11-11-2013**

DESCRIPTION	2013 Budget	2013 Actuals	2013 Balance	Notes
<b>INCOME</b>				
City Council Allocation	\$13,500.00	\$13,500.00		
Art Sale Income	\$0.00	\$2,046.88		
PVMF Transfer (SOTA Sponsors)	\$3,000.00	\$0.00		SOTA Sponsors - LegaC, Missouri Bank, ARTrageous, PV Merchants, Story, Café Provence
<b>Total Income</b>	<b>\$16,500.00</b>	<b>\$15,546.88</b>		
<b>EXPENSES</b>				
Art Purchases	\$500.00	(\$500.00)	\$0	Arts Council Award for SOTA
Art Sales	\$0.00	(\$745.90)	(\$746)	January, March, August & September Sales
Arts Sponsorship	\$100.00	\$0.00	\$100	
Receptions	\$3,300.00	(\$1,827.47)	\$1,473	January, Feb, March, April, May, June, July, August, sept, Nov post cards
Participation in Prairie Village Art Fair	\$2,000.00	(\$2,017.61)	(\$18)	
Performances	\$1,500.00	(\$1,160.00)	\$340	Jazzfest, VillageFest, JFK Event
VillageFest shooting Stars, etc Donations	\$1,000.00	(\$1,000.00)	\$0	Shooting Stars
Printing/Website	\$350.00	(\$270.40)	\$80	Monthly Banner; nametags
Juried Show	\$4,500.00	(\$3,744.09)	\$756	Postcards; banner update; Accent Rental, Music; food, screen, Merit Award and Honorable Mention Award
Juried Show Awards from Sponsorships	\$3,000.00	(\$2,150.00)	\$850	
Contingency	\$250.00	(\$19.99)	\$230	
<b>Total Expenses</b>	<b>\$16,500.00</b>	<b>(\$13,435.46)</b>	<b>\$3,065</b>	

**PRAIRIE VILLAGE ARTS COUNCIL**  
**State of the Arts 2013 Budget**

<b>DESCRIPTION</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Notes</b>
<b>INCOME</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	
				1000 - PV Shops & Corinth Shops; 750 - Missouri Bank;\$100 - ARTrageous Creative Studio, PV Merchants Assoc., Café Provence, Story
Private Donations	2500.00	3000.00	2150.00	
Fish Bowl Donations	215.00	150.00	161.00	
Sales of Art (30% commission)	538.91	0.00	48.44	
Transfer from PVAC General Budget	500.00	500.00	500.00	Transferred from Art Purchases for Arts Council Award
Budgeted Funds	5000.00	4500.00	4500.00	
<b>Total Income</b>	<b>8753.91</b>	<b>8150.00</b>	<b>7359.44</b>	
 <b>EXPENSES</b>				
Call For Artists Brochure/Artist Forms	178.01	178.01	178.01	
Reception Invitations	291.24	300.00	300.33	
A-V & Lighting	92.50	100.00	92.50	Rear projection screen rental 92.50
Music Costs	300.00	300.00	350.00	
Prize ribbons	111.82	100.00	99.40	
Gallery Handouts	0.00	0.00	0.00	
Mailing Costs	465.75	400.00	0.00	
Advertising	19.00	19.00	0.00	Web ad
Juror Cost	0.00	0.00	0.00	
Rental (Accent Special Event) 816/221-4349	824.50	850.00	897.00	
Reception Costs - Food	509.52	600.00	806.05	
Reception Costs - Supplies	82.23	100.00	15.71	
Reception Centerpiece	175.78	175.00	124.75	
Wine	0.00	0.00	0.00	Rimann's donated 4 cases of white and 4 cases of red
Photography	178.75	180.00	0.00	Jim Maidhof
SOTA Banner date update	40.00	28.00	30.34	
Purchase film	0.00	0.00	0.00	
Prize Money	3500.00	3500.00	3500.00	
<b>Subtotal</b>	<b>6769.10</b>	<b>6830.01</b>	<b>6394.09</b>	
<b>Total Expenses</b>	<b>6769.10</b>	<b>6830.01</b>	<b>6394.09</b>	
 <b>Balance</b>	 <b>\$1,984.81</b>	 <b>\$1,320</b>	 <b>\$965</b>	

# Register Report - YTD

1/1/2013 through 11/14/2013

11/14/2013

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Date	Account	Num	Description	Memo	Category	Clr	Amount	
<b>BALANCE 12/31/2012</b>							<b>1,843.32</b>	
1/31/2013	Municipal Arts ...DEP		Bumper Sticke...		Donation		2.50	
1/31/2013	Municipal Arts ...DEP		Interest Income		Interest Inc		0.34	
2/28/2013	Municipal Arts ...DEP		Bumper Sticke...		Donation		2.50	
2/28/2013	Municipal Arts ...DEP		Interest Income		Interest Inc		0.27	
3/1/2013	Municipal Arts ...Pymt		Bumper Sticke...Overalllocatio...		Donation		-2.50	
3/31/2013	Municipal Arts ...DEP		Bumper Sticke...		Donation		5.00	
3/31/2013	Municipal Arts ...DEP		Interest Income		Interest Inc		0.24	
4/30/2013	Municipal Arts ...DEP		Bumper Sticke...		Donation		2.50	
4/30/2013	Municipal Arts ...DEP		Interest Income		Interest Inc		0.15	
5/31/2013	Municipal Arts ...DEP		Bumper Sticke...		Donation		10.00	
5/31/2013	Municipal Arts ...DEP		Interest Income		Interest Inc		0.13	
6/30/2013	Municipal Arts ...DEP		Bumper Sticke...		Donation		15.00	
6/30/2013	Municipal Arts ...DEP		Interest Income		Interest Inc		0.11	
7/31/2013	Municipal Arts ...DEP		Bumper Sticke...		Donation		2.50	
7/31/2013	Municipal Arts ...DEP		Interest Income		Interest Inc		0.11	
8/31/2013	Municipal Arts ...DEP		Bumper Sticke...		Donation		5.00	
8/31/2013	Municipal Arts ...DEP		Interest Income		Interest Inc		0.13	
9/30/2013	Municipal Arts ...DEP		Interest Income		Interest Inc		0.12	
10/31/2013	Municipal Arts ...DEP		Bumper Sticke...		Donation		2.50	
10/31/2013	Municipal Arts ...DEP		Interest Income		Interest Inc		0.14	
<b>1/1/2013 - 11/14/2013</b>							<b>46.74</b>	
<b>BALANCE 11/14/2013</b>							<b>1,890.06</b>	
							<b>TOTAL INFLOWS</b>	<b>49.24</b>
							<b>TOTAL OUTFLOWS</b>	<b>-2.50</b>
							<b>NET TOTAL</b>	<b>46.74</b>

## Register Report - YTD

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Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 12/31/2012</b>							<b>4,147.60</b>
1/4/2013	Pave the Patio	DEP	Darcy Stewart	1 Brick - Online	Donation		35.00
1/4/2013	Pave the Patio	Pymt	Paypal Fees	January, 2013	Fees		-1.07
1/28/2013	Pave the Patio	DEP	Eleanor V. Eg...	1 Brick	Donation		35.00
1/31/2013	Pave the Patio	DEP	Interest Income		Interest Inc		0.78
2/28/2013	Pave the Patio	DEP	Interest Income		Interest Inc		0.61
3/14/2013	Pave the Patio	DEP	Nancy I Pering	1 Brick	Donation		35.00
3/20/2013	Pave the Patio	DEP	Patty Richards...	2 Bricks	Donation		70.00
3/21/2013	Pave the Patio	DEP	Charlyne Roth...	1 Brick	Donation		35.00
3/31/2013	Pave the Patio	DEP	Interest Income		Interest Inc		0.56
4/30/2013	Pave the Patio	DEP	Interest Income		Interest Inc		0.36
5/31/2013	Pave the Patio	DEP	Interest Income		Interest Inc		0.29
6/30/2013	Pave the Patio	DEP	Interest Income		Interest Inc		0.25
7/5/2013	Pave the Patio	Pymt	Oldcastle Arch...	2013 Bricks	Brick Purchases		-387.00
7/31/2013	Pave the Patio	DEP	Interest Income		Interest Inc		0.23
8/16/2013	Pave the Patio	DEP	Pam McCroskey	2 bricks	Donation		70.00
8/31/2013	Pave the Patio	DEP	Interest Income		Interest Inc		0.28
9/12/2013	Pave the Patio	DEP	Pete Jarchow	1 Brick for D...	Div Income		35.00
9/30/2013	Pave the Patio	DEP	Interest Income		Interest Inc		0.25
10/31/2013	Pave the Patio	DEP	Interest Income		Interest Inc		0.29
<b>1/1/2013 - 11/14/2013</b>							<b>-69.17</b>
<b>BALANCE 11/14/2013</b>							<b>4,078.43</b>
<b>TOTAL INFLOWS</b>							<b>318.90</b>
<b>TOTAL OUTFLOWS</b>							<b>-388.07</b>
<b>NET TOTAL</b>							<b>-69.17</b>

# Register Report - YTD

1/1/2013 through 11/14/2013

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Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 12/31/2012</b>							<b>22,427.64</b>
1/1/2013	R.G. Endres G...Pymt		Rimann Liquors	Art Show Wine	Misc		-53.75
1/31/2013	R.G. Endres G...DEP		Interest Income		Interest Inc		4.12
2/4/2013	R.G. Endres G...DEP		Richard Findley	Art Show Wine	Donation		75.00
2/28/2013	R.G. Endres G...DEP		Interest Income		Interest Inc		3.23
3/11/2013	R.G. Endres G...DEP		Jere A. Hanney	Art Show Wine	Donation		75.00
3/31/2013	R.G. Endres G...DEP		Interest Income		Interest Inc		2.90
4/11/2013	R.G. Endres G...DEP		Rick Scaletty	Art Show Wine	Donation		75.00
4/30/2013	R.G. Endres G...DEP		Interest Income		Interest Inc		1.89
5/22/2013	R.G. Endres G...DEP		Senior Arts Co...	Art Show Wine	Donation		75.00
5/26/2013	R.G. Endres G...Pymt		Rimann Liquors	Art Show Wine	Misc		-26.87
5/31/2013	R.G. Endres G...DEP		Jacia Humiston	Art Show Wine	Donation		75.00
5/31/2013	R.G. Endres G...DEP		Interest Income		Interest Inc		1.52
6/17/2013	R.G. Endres G...DEP		Susan Tower	Art Show Wine	Donation		75.00
6/28/2013	R.G. Endres G...Pymt		Rimann Liquors	Art Show Wine	Misc		-11.64
6/30/2013	R.G. Endres G...DEP		Interest Income		Interest Inc		1.33
7/31/2013	R.G. Endres G...DEP		Interest Income		Interest Inc		1.32
8/13/2013	R.G. Endres G...Pymt		Dennis Enslin...	Art Show Wine	Misc		-29.14
8/26/2013	R.G. Endres G...DEP		ARTrageous ...	State of the A...	Donation		100.00
8/29/2013	R.G. Endres G...DEP		Lega C Proper...	Corinth Squa...	Donation		1,000.00
8/31/2013	R.G. Endres G...DEP		Interest Income		Interest Inc		1.66
9/6/2013	R.G. Endres G...DEP		Cafe Provence	SOTA Sponsor	Donation		100.00
9/10/2013	R.G. Endres G...DEP		Prairie Village ...	State of the A...	Donation		100.00
9/16/2013	R.G. Endres G...DEP		Jan Fellers	Art Show Wine	Donation		75.00
9/18/2013	R.G. Endres G...DEP		Story LLC	State of the A...	Donation		100.00
9/30/2013	R.G. Endres G...DEP		Interest Income		Interest Inc		1.50
10/14/2013	R.G. Endres G...DEP		Anonymous	SOTA Donati...	Donation		161.00
10/31/2013	R.G. Endres G...DEP		Interest Income		Interest Inc		1.75
11/8/2013	R.G. Endres G...DEP		MidAmerica P...	Art Show Wine	Donation		75.00
<b>1/1/2013 - 11/14/2013</b>							<b>2,060.82</b>
<b>BALANCE 11/14/2013</b>							<b>24,488.46</b>
<b>TOTAL INFLOWS</b>							<b>2,182.22</b>
<b>TOTAL OUTFLOWS</b>							<b>-121.40</b>

Register Report - YTD

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Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>NET TOTAL</b>							<b>2,060.82</b>

## 2014 Exhibiting Artists

Month	Artist	Medium	Phone	Hang Date	Reception	Removal Date
January				1/2/14	1/10/14	1/31/14
February	<b>Jason Filbeck, Jodi Schnakenberg, Adam Finkelston</b>	Mixed		2/3/14	2/7/14	2/28/14
March				3/3/14	3/14/14	3/28/14
April	<b>Lucinda Baker</b>		816-825-7413	4/1/14	4/11/14	4/30/14
May				5/1/14	5/9/14	5/30/14
June	<b>Helen Benson</b>	Mixed	913-558-0135	6/2/14	6/13/14	6/30/14
July	<b>Senior Arts Council</b>	Mixed Media	913-642-1447	7/1/14	7/11/14	7/31/14
August	<b><i>Olathe Visual Artists (pending approval)</i></b>		913-486-9108	8/1/14	8/8/14	8/29/14
September	<b>Shannon &amp; Judy Manning</b>	Mixed	913-492-4809	9/1/14	9/12/14	9/30/14
October	<b>State of the Arts</b>	Mixed		10/1/14	10/10/14	10/31/14
November	<b>Jhulan Mukharji and Ada Koch</b>	Mixed	913-648-2203/ 913-385-0727	11/3/14	11/14/14	11/28/14
December				12/1/14	12/12/14	12/31/14