

RECAP OF CAAC MEETING RE CITY HALL ART ACQUISITION & KIOSK

Thursday, March 30, 2017 * City of Sequim Transit Center * 3-5pm

Those in attendance: Natalie Andrzejewski, Elizabeth Harper, Eileen Cummings, Susan Shaw, Sharon DelaBarre

City Liaison: Pam Leonard-Ray; Staff Liaison: Barbara Hanna

CITY HALL ART ACQUISITION

Using the document created for the 2/21/17 CAAC meeting and updated that date, the following items were decided:

Conflict of Interest Determination: It was agreed that no seated CAAC Member should have artwork considered and/or included in this art acquisition for City Hall.

Artwork Quantity: Based on the identified walls and/or spaces, and dependent upon the size of submitted / selected artwork, the CAAC estimates between 10 and 20 individual pieces may be required to complete the task.

Budget Amount: Based on a current approximate balance of \$45,000 in the CAAC fund account, the initial amount to be allocated for acquisition and/or preparation of art is \$25,000. It is understood that dependent upon the art submitted for consideration and the pricing, this amount may need to be adjusted.

In addition, the CAAC decided to pursue the potential development and production of a special publication showcasing all City Hall/Plaza artwork. This publication would be available for reference at City Hall and/or for purchase. Production labor & costs need to be identified and paid for from CAAC funds. Publication sale price to be determined.

Proposed Timeline:

- January 5, 2018: Official Tours of Art in City Hall in conjunction with the First Friday Art Walk Tours to be given throughout the evening by CAAC Members
- December 1, 2017: Installation completed
- Nov. 1-30, 2017: Final Art Acquisition (All contracts in; payments in process; all pieces received by City, any re-framing or pre-installation work completed; Installation of all pieces.
- Oct. 15-31, 2017: Contracts with Artists out and received back; processing for payments initiated
- Aug.1–Oct.14, 2017: Final Jurying of all submitted artwork (Actual artwork in for review as needed) and/or selection of additional pieces as needed.
Full presentation of recommendations to City Council for review/approval
- July, 2017: Art Submission Applications rec'd by July 14; Initial Jurying by CAAC on July 17 (Requested information per application and photo of artwork)
- June 1, 2017: Call for Artwork out; Due date Friday, July 14, 2017
- May, 2017: Review by Legal of all documents (Call, Contracts, etc.); Submission to Council as needed
- April 17, 2017: Draft Call to CAAC for review and final input prior to legal review; Review by CAAC of all other documents (ie artist contracts) and/or processes available.
- April 1-16, 2017: Development of draft Call and basic process/procedures documents

Criteria for Artwork Submissions:

Geographical Area: Procurement of artwork will be restricted to artists residing on the Olympic Peninsula (from the Hood Canal Bridge west) with emphasis on Sequim Community artists.

Call and/or Selection Process: Artwork will be solicited through a formal, detailed call for artwork and if insufficient acceptable pieces are realized, the CAAC will actively solicit participation of other local area artists. The Call will be developed and include the City of Sequim criteria plus minimum/maximum size guidelines and other pertinent information requests.

Types of Artwork: Original artwork (one of a kind); Photographic or other reproduced images will be considered on a case by case basis. The goal is to utilize original art only, however use of the image by the artist for promotion only will be dealt with in the final contract.

- Any format (2D, 3D), any medium, any presentation type can be considered.
- An artist can submit up to 3 separate images for consideration.

General Process for Solicitation to augment call response: Should it be necessary to augment the number of art pieces received, the CAAC members will actively seek participation from local artists by:

- 1) Identifying artists who have/may have art worthy of consideration;
- 2) Contacting the Artist to ascertain interest;
- 3) Providing a Submission Application to the artist;
- 4) Accepting the application post initial call date; and,
- 5) Reviewing any subsequent submissions for consideration during the second jurying timeframe (during Aug 1- Oct. 14).

Acquired Artwork: All artwork should be submitted ready for installation/hanging, however the CAAC reserves the right to re-frame any piece should it be deemed a better presentation is possible. The cost of this re-framing will be borne by the CAAC fund as part of the total budget, \$25,000.

Donated Artwork (non original pieces meeting the criteria): Such items may be received for consideration for other locations; or, they may be rejected if no apparent location is identified.

Compensation: It is the intent of the CAAC to compensate artists for their selected submissions at a mutually agreed upon price. Should a piece be selected and should the artist decide to donate the piece, it will be gratefully accepted.

Call for Artwork (RFP): This document will be drafted and will include as a minimum:

- Artist Contact information
- Artist Bio
- Name of the piece and Detailed information regarding the medium used
- An Artist's statement about the piece
- A photo of the submitted piece (up to 3 pieces per artist)
- Release for use of all information provided and agreement to be included in the publication which would include a photo of the artist
- Agreement by the artist to not reproduce the piece submitted (image may be used for promotion only)
- Other items to be determined

KIOSK Discussion:

Based on general concerns as to whether the installation of a Kiosk at City Hall was still a feasible option, the CAAC had a detailed discussion, listing all identified Pro's and Con's.

The Pro's included:

Goal to make the City Hall/Plaza the cultural/artistic heart of the City
City Hall is located downtown Sequim; the Chamber is outside of town
Saturday Farmer's Market now locating in the Plaza
This was an item identified by many organizations as useful
Our community is not as "digital" as other communities
Kiosk guidelines and FAQ's could be developed to deal with display criteria
Consider having one of the concierge volunteers update the Kiosk twice a month
Many groups/events utilize posters/flyers for promotion
Good location for CAAC event publication in addition to other artistic/cultural groups/events

The Con's included:

Question if this is good use of funds
Many items are found on the internet now
Is this more of a Chamber function?
Would a display rack inside City Hall suffice?
Is it within our charge?

After discussion, 4 of the 5 members voted to continue to pursue the feasibility and potential use of a Kiosk to be located outside City Hall (south patio). It was agreed to contact potential users (groups, organizations) and see if there is interest and research options/costs.

It was further noted that if this is done, it should be a second priority, scheduled for 2018. If, after basic research as to community value and cost factors, it is decided to move ahead, then the CAAC would develop specific criteria for display materials (event type, size (min/max), other display criteria TBD) and then present the whole concept, suggested staffing/maintenance and projected cost to the City Council for review/approval.

To allow the entire CAAC to review the information provided by Patsy Mattingley at the last meeting, the following contact addresses are provided:

Kiosk Floor Displays: www.marinocustomdisplay.com/kiosk-floor-displays.html

4-Sided Kiosk with Cork Bulletin Boards:

www.displays4sale.com/StoreModules/ProductDetails.aspx?

Triple-Sided Message Boards: www.informationcenters.com/triple-sided-message-boards

San Jose Public Library Information Boards:

www.sjpl.org/policies-procedures/information-bulletin-boards-p

Mansfield Richland County Public Library:

www.mrcpl.org/about-us/policies/public-bulletin-board-policy