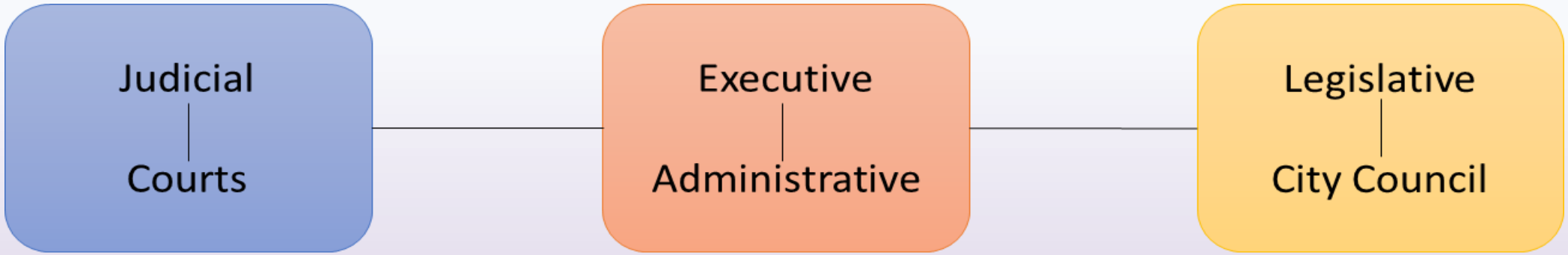
CITY OF SEQUIM

Sequim Arts Commission (SAC)

CITY OF SEQUIM

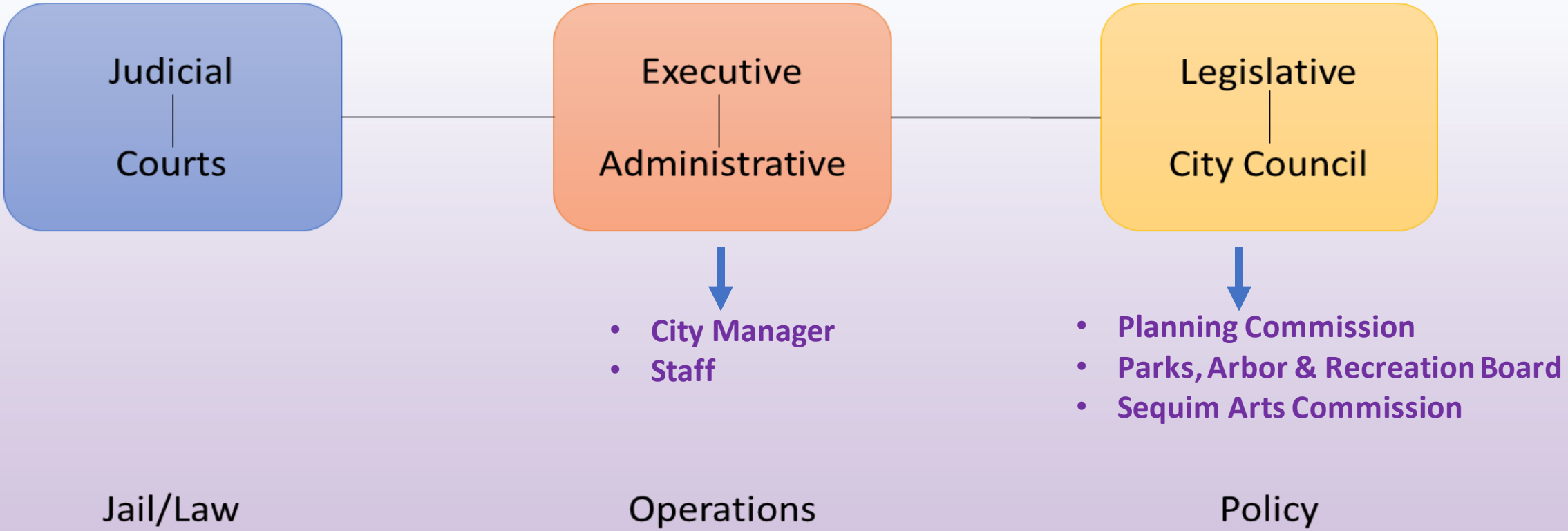


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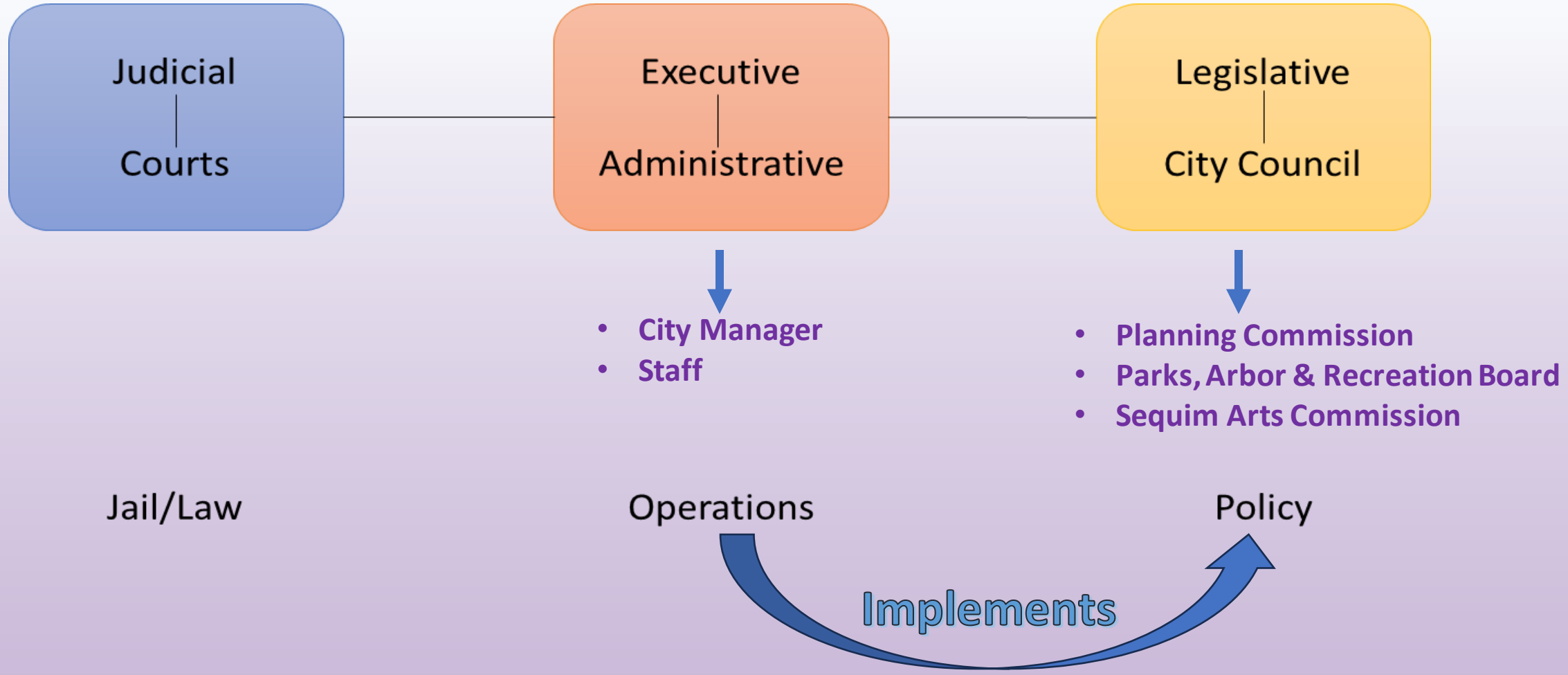
Operations

Policy

CITY OF SEQUIM



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Arts Commissioner Member Role

Advise Council on the following:

1. Cultural/Artistic endeavors and projects
2. Art donations to expand Arts/Cultural services and programs
3. Opportunities to assist organizations in the field of art
4. Encouraging development and public awareness of art
5. Opportunities to conduct/sponsor programs to promote arts

From SMC 2.64.040

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Arts Commissioner Member Role

Advise Council on the following:

6. Review and recommend acquisition of art to Council
7. Assist staff preparing policies and procedures for presentation to Council
8. Operate under policies and procedures approved by Council
9. Take actions as directed by Council

From SMC 2.64.040

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Arts Commissioner Member Role

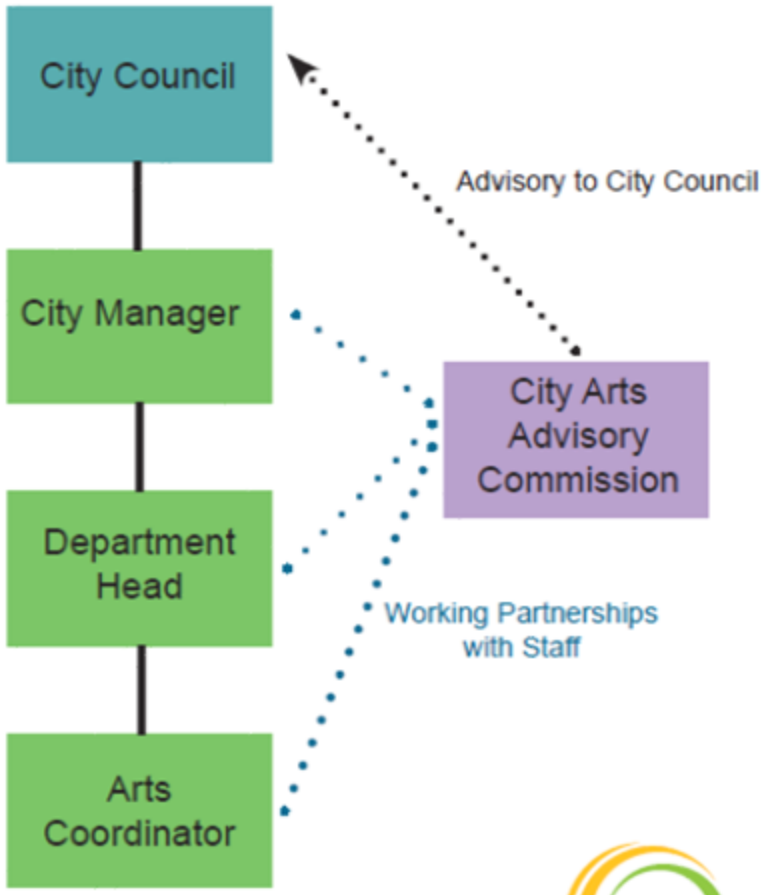
Make ART impactful

- Communicate arts and creative needs of community
- Support development of Strategic Plan
- Support art related events
- Jury public art
- Represent SAC to community

SAC plants the seeds of cultural and arts ideas in Sequim!

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City Arts Advisory Commission Organizational Chart

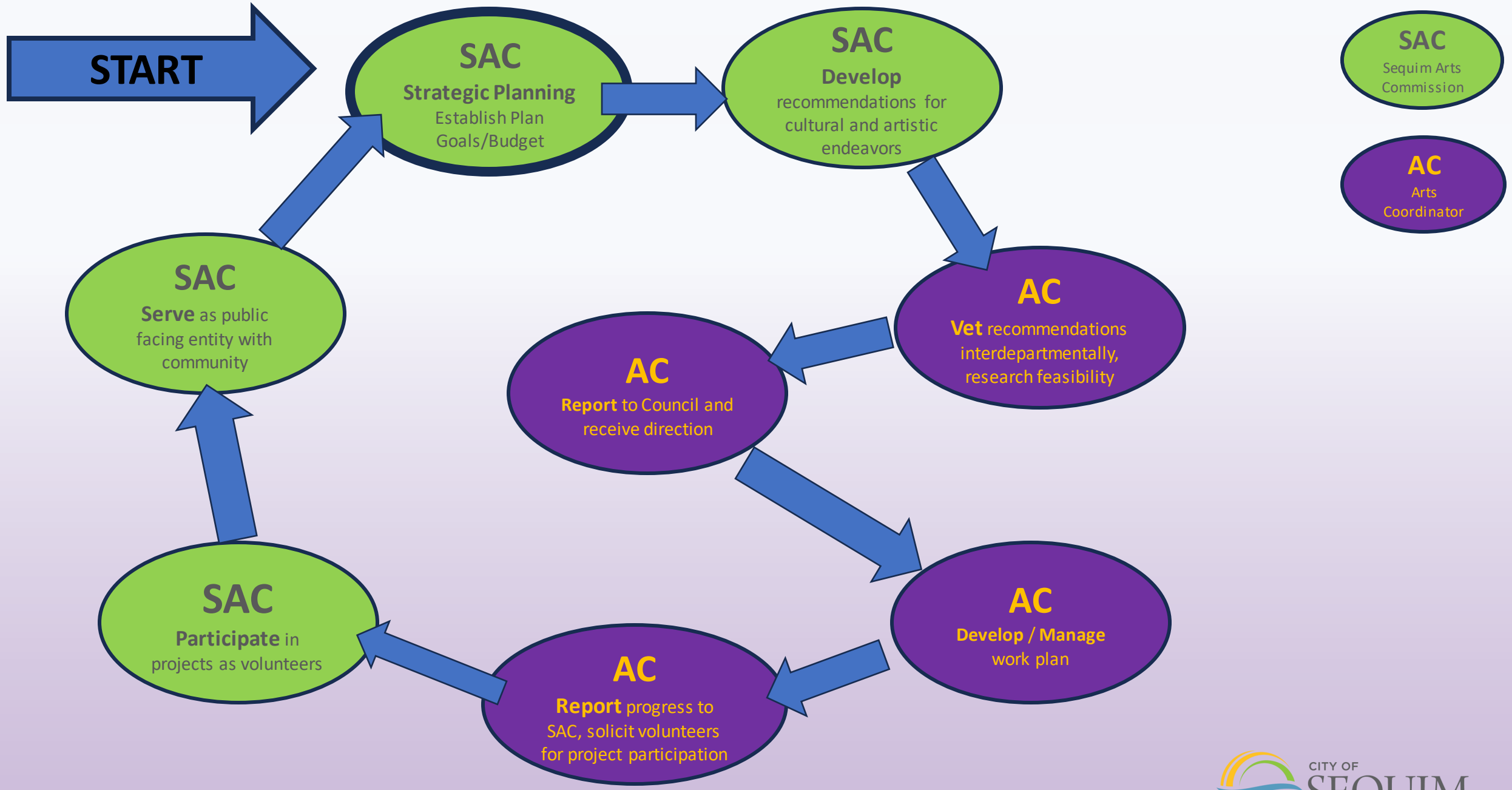


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City Council	SAC	Staff	Relationship of SAC and Staff	Code of Conduct	Associate Members
Pass Arts budget	Make the arts in Sequim impactful	Arts Coordinator (AC) primary contact	Establish and maintain cooperation and clear communications	Comply with Open Public Meeting Act (OPMA) rules	Not appointed
Approve changes to code that would affect art	Establish and implement approved strategic plan	AC tracking, meet deadlines, managing the workplan	Work together to develop work plans for new projects. -Contacts (depts) -Deadlines/dates	Attend SAC meetings	Non-voting
Approve permanent art and installation location	Jury art exhibits for KKR Gallery & assist with display	Staff work with SAC to vet plans and research feasibility before Council approval	Early notifications of changes to planned activities	Volunteer for committee assignments and to chair committees	Attendance not required at regular monthly meetings but encouraged
Approve annual strategic plan, masterplan, and/or work plan	Advise City Council on policies that would affect art	Support SAC strategic plan initiatives	SAC members will check their emails at a minimum each Monday by 3:00 p.m. to ensure timely communication with staff	SAC access to City resources to support workplan with staff approval	Volunteer for certain projects and attend those meetings
Establish Government Speech policy	Provide subject matter expertise to City Council	Records compliance	SAC members, Associate Members, and staff will behave in a professional manner toward each other	Notify Chair and AC if absent for approval	Pair with SAC member for mentorship
Approve ordinances or resolutions that address long-term projects (i.e., Creative District)	Serve as public facing entity with the community and art partners through art initiatives	Commissioner (and Associate Member) orientation and training		3 unexcused consecutive absences consider resignation	Provide the City and SAC contact information (phone and email)
Council Liaison to update City Council at meetings		Facilitate strategic planning meeting(s)		Compliance with City policies	Include in email lists
		Advise on interdepartmental actions			

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City Arts Advisory Commission Annual Strategic Planning Process

January

Strategic Planning Discussion on Regular Meeting Agenda

February

Strategic Planning Discussion on Regular Meeting Agenda

March

Strategic Planning Discussion on Regular Meeting Agenda

April

Week 1—Strategic Planning Retreat—Goals & Resource Allocation
Senior Management Team Review—Attend CAAC Meeting Week 4

May

Capitol Improvement Program (CIP) Discussion Begins (Projects $50K or more)

June

City Council Review and Approval of Proposed Goals and Plan

July

Week 1—Budget Due to Finance
CIP to Council for Approval

August

Committee Assignments
Project Planning Sheet for Each Project
Post Project Evaluation Established, including Cost

September

Committee Assignments
Project Planning Sheet for Each Project
Post Project Evaluation Established, including Cost

October

Elect Officers
Finalize Committee Assignments
Finalize Project Planning Sheet for Each Project

November

City Council Approves Budget

December

Regular CAAC Meeting Cancelled

Open Public Meetings Act

What is a "Meeting"?

A "meeting" under the OPMA occurs when a quorum (majority) of a city council, board of county commissioners, or other governing body (including certain kinds of committees) gathers with the collective intent of transacting the governing body's business. In order to be valid, ordinances, resolutions, rules, regulations, orders, and directives must be adopted at meetings conducted in compliance with the OPMA.

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Open Public Meetings Act

Meetings do not have to be in person to be subject to the OPMA.

Meetings can occur by telephone, email, or other electronic media.

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Open Public Meetings Act

Notice Requirements for Regular and Special Meetings

To ensure that agency deliberations and other actions are conducted and taken openly, agencies are required under the OPMQ to provide sufficient public notice of meetings of their governing bodies.

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Public Records Act

The Public Records Act (PRA) requires that all public records maintained by the state and local agencies be made available to all members of the public, with very narrow statutory exemptions.

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Looking forward to a Creative 2024!

Thank you

Contact: Hannah Merrill, Parks and Events Manager

☎: 360-681-3434 or 🖱: hmerrill@sequimwa.gov

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