**Minutes FY 2021**

**Northwest Minnesota Arts Council**

**Meetings:**

**August 17, 2020**

**October 15, 2020**

**December 16, 2020**

**March 25, 2021**

**May 27, 2021**

**June 24, 2021**

**Minutes**

**Northwest Minnesota Arts Council**

**August 17, 2020 Board Meeting**

Members Present: Briana Ingraham, Emily Kuzel, Janet Johnson, Chris Lane, Kate Mulvey, Elwyn Ruud, Therese Jacobson, Charles Erickson, and Paul Burnett.

Members Absent: Katya Zepeda, Jaimie Snowdon, and Scott Valdes.

Staff Present:  Mara Hanel.

Call to Order:  Chair Ingraham called the meeting to order at 5:05.

Hanel reviewed the open meeting procedure, the mission and vision of the Arts Council and the conflict-of-interest procedure.

Agenda and Minutes:

Motion by Erickson/Johnson to approve the June 18, 2020 minutes.  Motion carried unanimously.

Financial and Administrative:

Ingraham summarized the reasons for choosing to terminate the agreement including talking about the Arts Partnership Board meeting in July and Ingraham sending the termination letter that is required with the agreement.  Both agencies are trying to terminate the relationship quickly and working together with the transition.  Everything is going smoothly for an August 31 total separation.  Bills were paid in August with upper register checks by Hanel with approval by Ingraham and Lane.  Payroll is on track to be paid by an accounting firm for the mid-September payroll.

At this point, Hanel left the meeting while the Board discussed the offer that they will be making to Hanel for employment.  Hanel returned upon request from a text by Ingraham at 5:30 PM.

Motion by Kuzel/Johnson to approve the termination of the Arts Partnership with the Northwest Regional Development Commission.  Motion carried unanimously.

Motion by Jacobson/Mulvey to approve the payment of the bills.  Motion carried unanimously.

Motion by Johnson/Mulvey to approve the contracts for Trey Everett of Crookston for $25.00 an hour for showcase specialist for $9,000 and training specialist for $11,000.  Motion carried unanimously.

Motion by Jacobson/Lane to approve hiring Phil Thompson CPA for payroll at $1,300 annually and bills payment for $3,000 annually.  Motion carried unanimously.

Motion by Kuzel/Ruud to allow Hanel and Ingraham to sign the fiscal agent amendment with Minnesota State Arts Board once it arrives and submit the budget revision after an email vote of approval by the Board.  Motion carried unanimously.

Appointment of Board Members:

Motion by Johnson/Erickson to approve Deb Alexander of Ada to the Board; and to approve Antonio Franklin of Thief River Falls, by email vote, once his nomination arrives.  Motion carried unanimously.

Other Business:

Ingraham requested an additional meeting in early September related to finalizing the Arts Council’s employment offer to Hanel for the Executive Director position.  Hanel will survey the board for dates.  The next scheduled meeting (September 24, 2020) may be moved up to this earlier date if grantees for general operating support apply by the deadline of September 1, 2020 and the board meeting occurs after that date.  These grants are reviewed by the Executive Committee only.

Adjournment

There being no other business, the meeting adjourned with a motion by Mulvey/Ingraham at 6:05 p.m.

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Mara Hanel

Arts Council Director

**Minutes**

**Northwest Minnesota Arts Council**

**October 15, 2020 Board Meeting**

Members Present: Briana Ingraham, Katya Zepeda, Jaimie Snowdon, Kate Mulvey, Janet Johnson, Chris Lane, and Paul Burnett.

Members Absent: Emily Kuzel, Charles Erickson, Elwyn Ruud, Therese Jacobson, Charles Erickson, and Scott Valdes.

Staff Present:  Mara Hanel.

Call to Order:  Chair Ingraham called the meeting to order at 6:05.

Hanel reviewed the open meeting procedure, the mission and vision of the Arts Council and the conflict of interest procedure.

Minutes:

Motion by Johnson/Lane to approve the August 17, 2020 minutes.  Motion carried unanimously.

Financial and Administrative:

Motion by Burnett/Mulvey to approve the payment of the bills.  Motion carried unanimously.

Motion by Johnson/Snowdon to approve Hanel and Ingraham to sign the fiscal agent agreement with MSAB and submit the FY2021 Budget revision. Motion carried unanimously.

Motion by Mulvey/Johnson to increase the amount of funds within General Operating grants for this fiscal year only (while the pandemic is happening) from $6,000 to $10,000; $3,500 to $8,000; $2,500 to $5,000. Motion carried unanimously.

Grant Applications:

General Operating Grants: Burnett declares a conflict of interest for Thief River Falls Area Community Theater. Motion by Mulvey/Johnson to fund the two general operating grants recommended for funding. Motion carried unanimously with Burnett abstaining.

* ACHFOP 2201 Thief River Falls Area Community Theater $10,000
* ACHFOP 2202 Middle River Community Theater $5,000

Motion by Lane/Alexander to approve two Quick Turn Around grants. Motion carried unanimously.

* QTA 2101 Alyssa Aune $500.00
* QTA 2102 Kate Hammer $500.00

Motion by Mulvey/Johnson to table the grants for Jeanne Cooney and Misti Koop. Motion carried unanimously.

Grants, Showcase, Promotion and Training: updates were provided

Arts Council Director Report:

Motion by Johnson/Erickson to approve Deb Alexander of Ada to the Board; and to approve Antonio Franklin of Thief River Falls, by email vote, once his nomination arrives.  Motion carried unanimously. Note: Franklin moved from the region and therefore did not apply.

Board Member List and Members needed:

Hanel updated the Council on members needed and recruitment efforts for equity and inclusion on the board.

Other Business:

Ingraham suggested Nov 4, 2020 at 5:00 for a grant panel meeting. (Note: a second grant panel meeting occurred on Dec 7, 2020 at 5:00.) Board meeting will follow panel meetings mid-December (Note: scheduled for Dec 16, 2020).

Adjournment

There being no other business, the meeting adjourned with a motion by Snowdon/Mulvey at 8:00 p.m.

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Mara Hanel

Arts Council Director

**Minutes**

**Northwest Minnesota Arts Council**

**December 16, 2020 Board Meeting**

Members Present: Briana Ingraham, Elwyn Ruud, Jaimie Snowdon, Kate Mulvey, Janet Johnson, Chris Lane, Charles Erickson, Paul Burnett, and Deb Alexander Therese Jacobson, Katya Zepeda.

Members Absent: Emily Kuzel, Charles Erickson

Staff Present:  Mara Hanel, Trey Everett, and Kristin Eggerling.

Call to Order:  Chair Ingraham called the meeting to order at 5:05.

Hanel reviewed the open meeting procedure, the mission and vision of the Arts Council and the conflict of interest procedure.

Minutes:

Motion by Zepeda/Ruud to approve the October 15, 2020 minutes.  Motion carried unanimously.

Financial and Administrative:

Motion by Lane/Mulvey to approve the payment of the bills.  Motion carried unanimously.

Audit completed by Brady Martz and Assoc with no findings. Motion by Jacobson/Alexander to accept the audit. Motion carried unanimously.

Motion by Alexander/Burnett to accept the 990 for calendar year 2019 prepared by Brady Martz and Assoc. Motion carried unanimously.

Motion by Ruud/Jacobson to submit the Annual report to Minnesota Charitable with a $25.00 check. Motion carried unanimously.

Motion by Mulvey/Alexander to approve the retirement account for Northwest Minnesota Arts Council as presented. Motion carried unanimously.

Motion by Ruud/Zepeda to appoint Lane, Jacobson, and Mulvey to the committee to select the graphic designer for the booklet and contract with the choice for $1,150.00. Motion carried unanimously. Note: Amy Will of Warren was chosen and contracted with in December 2020.

Routine meeting dates were discussed and agreed upon to the be the last Thursday of the month, on months that we need meetings including August, November, March, June.

Grant Applications:

Motion by Mulvey/Ruud to approve the grant recommendations as attached. Burnett declares a conflict of interest for TRFACT and does not vote. Motion carried unanimously with one abstaining.

McKnight Funding

* IND 2101 Jeanne Cooney of Hallock $5,000
* IND 2102 Misti Koop of East Grand Forks $5,000
* IND 2103 Betsy Saurdiff of Grygla $5,000
* IND 2104 Brandon LaPlante of Crookston $5,000
* IND 2105 Aliza Novacek-Olson of Roseau $1,500
* IND 2106 Charles Eickhof of Crookston $1,500
* IND 2107 Karen Engevik of Roseau $1,500
* IND 2108 Beau Bakken of Hallock $0
* QTA 2103 Rebecca Rosenkrans of Roseau $500
* QTA 2104 Beau Bakken of Hallock $500

Arts Equipment for Schools SAA:

* AEQ 2101 Stephen/Argyle School District $3,000
* AEQ 2102 Red Lake Falls School District $3,000
* AEQ 2103 Fisher School District $3,000
* AEQ 2104 Tri-County School District in Karlstad $3,000
* AEQ 2105 Sacred Heart School in East Grand Forks $3,000

Arts Project Grants SAA:

* LRAD 2101 Fosston Arts Association LRAD 2101 $3,000
* LRAD 2102 TRF Area Community Theater $3,000
* LRAD 2103 City of Roseau $2,625
* LRAD 2104 Pine to Prairie Folk School. $0 Withdrawn.

Arts Legacy Funding

* ACHFOP 2103 Fosston Library Arts Assoc $10,000
* ACHF 2100 Success without Limitations $0 ineligible
* ACHF 2101 Univ of MN for Cinco de Mayo festival $7000
* ACHF 2102 Roseau Comm Schools for Write On $2,000
* ACHF 2103 Thief River Falls Theater $10,000
* ACHF 2104 Goodridge for Freedom Festival $6,900
* ACHF 2105 Fosston Arts Assoc $4,320
* ACHF 2106 Thief River Falls Skating. $0 Tabled.
* ACHF 2107 Sandy Seregin of Crookston $0. Tabled.

Motion by Mulvey/Alexander to approve all final reports as presented. Motion carried unanimously.

Motion by Johnson/Alexander to cap arts organizations at $3,000 with a 25% match for live stream equipment. Motion carried unanimously.

Motion by Zepeda/Johnson to hold a deadline Feb 10, 2021 for Artists interested in working on Public Art projects. Motion carried unanimously.

Grants, Showcase, Promotion and Training: updates were provided by staff

Biennial Planning: Policy/statements review, timeline review, committee is Erickson, Burnett, Johnson, Mulvey and public meetings are scheduled and advertised for February. Plan needs to be submitted to MSAB by April 1, 2021.

Arts Council Director Report:

Discussion happened on the Rules changes proposed by MSAB. Motion by Mulvey/Jacobson to write a letter opposing the changes that remove the references to the Forum of Regional Arts Councils and changing the makeup of the liaison committee to be only RAC board members and not RAC Executive staff. Motion carried unanimously.

Hanel reviewed the upcoming vacancies on the Board and talked about recruitment. Johnson reminded the Board that she will be going off. Ruud’s term also ends and she will be going off in June. Many members are up for reelection including Emily, Charles, Therese, Jaimie, and Kate.

Full board meeting on March 25, 2021.

Annual meeting on June 24, 2021.

Full board meeting on August 26, 2021.

Adjournment

There being no other business, the meeting adjourned with a motion by Ruud/Mulvey at 7:10 p.m.

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Mara Hanel

Arts Council Director

**Minutes**

**Northwest Minnesota Arts Council**

**March 25, 2021 Board Meeting**

Members Present: Briana Ingraham, Kate Mulvey, Chris Lane, Jaimie Snowdon, Paul Burnett, Emily Kuzel, Charles Erickson, Katya Zepeda.

Members Absent: Elwyn Ruud, Deb Alexander, Therese Jacobson, Janet Johnson.

Staff Present:  Mara Hanel.

Call to Order:  Chair Ingraham called the meeting to order at 5:05.

Hanel reviewed the open meeting procedure, the mission and vision of the Arts Council and the conflict of interest procedure.

Minutes:

Motion by Lane/Burnett to approve the December 16, 2020 minutes.  Motion carried unanimously.

Financial and Administrative:

Motion by Burnett/Kuzel to approve the payment of the bills.  Motion carried unanimously.

Motion by Kuzel/Burnett to approve the submission of the Biennial Plan including the 2022-2023 budget. Motion carried unanimously.

Motion by Zepeda/Kuzel to move toward hiring an office intern based on the presented work activities and budget $4,440.00. Motion carried unanimously.

Grant Applications:

Motion by Mulvey/Kuzel to approve the grant recommendations as listed.

Hanel declared a conflict of interest for City of Warren. Snowdon declared a conflict of interest for Warroad School District.

Motion carried unanimously with one abstaining.

* Arts Legacy ACHFAAA funds
  + ACHF 2108 City of Warren $5,580
  + ACHF 2110 Kim Hruba/Chamber, Warroad $9,980
  + ACHF 2109 First Lutheran Church, Stephen (tabled)
  + ACHF 2107 Sandy Seregin, Crookston (withdrawn) $0
  + ACHF 2111 Fosston Community Library & Arts Assoc, children’s theater $3,000
  + ACHF 2112 Trey Everett/True Value, Crookston (tabled)
* Arts Project SAA funds
  + LRAD 2105 Polk County Fair, glassblowing demo $1,800
  + LRAD 2106 Fosston Arts Assoc (ineligible) $0
  + LRAD 2107 Warroad Community Partners, music series $2,000
* Arts Equipment Schools SAA funds
  + AEQ 2106 Warroad School District $3,000
  + AEQ 2107 Norman County East School District $2,640
  + AEQ 2108 Greenbush Middle River School District $3,000
* Artist Project $1,500 level: McKnight funding
  + IND 2109 Chanel Myers, Crookston in painting $1,500
  + IND 2110 Cindy Kolling, Gully in printmaking $1,500
  + IND 2111 Robert Houle, McIntosh in music $1,500
  + Quick Turn Around $500: McKnight funding
    - QTA 2107 Ross Hier, Crookston in visual $500
    - QTA 2108 Zach Rowatt, Roseau in visual $500
    - QTA 2109 Catherine Erickson, Middle River in music $500
    - QTA 2110 Debbie Aune, Gatzke in painting $500

Motion by Mulvey/Burnett to approve all final reports as presented. Motion carried unanimously.

Grants, Showcase, Promotion and Training: updates were provided by staff

Arts Council Director Report:

Discussion happened on the Rules changes proposed by MSAB.

Updates on office space timeline.

Update on Arts in Digital Spaces projects.

Hanel reviewed the upcoming vacancies on the Board and talked about recruitment and elections in June at the annual meeting.

Burnett thanked Hanel for presenting at the Rotary meeting in Thief River Falls.

Full board meeting on May 27, 2021.

Annual meeting on June 24, 2021.

Full board meeting on August 26, 2021.

Adjournment

There being no other business, the meeting adjourned with a motion by Ruud/Mulvey at 7:23 p.m.

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Mara Hanel

Arts Council Director

**Minutes**

**Northwest Minnesota Arts Council**

**May 27, 2021 Board Meeting**

Members Present: Briana Ingraham, Kate Mulvey, Chris Lane, Jaimie Snowdon, Paul Burnett, Elwyn Ruud, Therese Jacobson, Katya Zepeda, Janet Johnson.

Members Absent: Emily Kuzel, Charles Erickson, Deb Alexander.

Staff Present:  Mara Hanel.

Call to Order:  Vice-Chair Zepeda called the meeting to order at 5:07.

Hanel reviewed the open meeting procedure, the mission and vision of the Arts Council and the conflict of interest procedure.

Minutes:

Motion by Ingraham/Ruud to approve the March 25, 2021 minutes.  Motion carried unanimously.

Financial and Administrative:

Motion by Jacobson/Lane to approve the payment of the bills.  Motion carried unanimously.

Motion by Mulvey/Jacobson to approve Ingraham and Hanel signing the amended fiscal agent agreement for the set aside amount. Motion carried unanimously.

Motion by Ingraham/Burnett to approve the carry forward of $30,000 in ACHFAAA and $20,000 in ACHFAE and all the set-aside funding. Motion carried unanimously.

Motion by Ruud/Johnson to approve the submittal of the McKnight plan for FY 2022-2023 requesting $140,000. Motion carried unanimously.

Grant Applications:

Motion by Ruud/Lane to approve the grant recommendations as listed.

Motion carried unanimously.

* Arts Legacy ACHFAAA funds:
  + ACHF 2109 First Lutheran Church, Stephen $10,000
  + ACHF 2112 Trey Everett/True Value, Crookston $9,700
  + ACHF 2113 Fosston Arts Commission $4,950
  + ACHFOP 2104 Summer Arts Stages/Safari $10,000
* Arts Legacy ACHFAE funds:
  + ACHFSD 2101 Thief River Falls SD $1,350
  + ACHFSD 2102 Warren/Alvarado/Oslo SD $2,100

Motion by Jacobson/Ingraham to approve the grant allocation recommendations as listed and including up to three more equity related proposals for up to $10,000 each. Motion carried unanimously.

* Arts Legacy ACHFAAA funds:
  + ACHF 2114 Kittson County Fair $10,000
  + ACHF 2115 Marshall County Fair $10,000
  + ACHF 2116 Norman County Fair $10,000
  + ACHF 2117 Pennington County Fair $10,000
  + ACHF 2118 Polk County Fair $10,000
  + ACHF 2119 Red Lake County Fair $10,000
  + ACHF 2120 Roseau County Fair $10,000
  + ACHF 2121 TRF Chamber (Riverfest) $10,000
  + ACHF 2122 Crookston Chamber (Ox Cart Days) $10,000
  + ACHF 2123 Ada Chamber (Fun in the Flatlands) $10,000
* Arts Legacy ACHFAE funds:
  + ACHF 2124 Kittson County Extension 4-H $3,000
  + ACHF 2125 Marshall County Extension 4-H $3,000
  + ACHF 2126 Norman County Extension 4-H $3,000
  + ACHF 2127 Pennington County Extension 4-H $3,000
  + ACHF 2128 Polk County Extension 4-H $3,000
  + ACHF 2129 Red Lake County Extension 4-H $3,000
  + ACHF 2130 Roseau County Extension 4-H $3,000
* Arts Legacy ACHFCH funds:
  + ACHF 2131 Pennington County Historical $3,000
  + ACHF 2132 East Polk County Historical $3,000
  + ACHF 2133 Roseau County Historical $3,000
* Arts Project SAA funds:
  + LRAD 2108 Norman County Historical $3,000
  + LRAD 2109 Kittson County Historical $3,000
  + LRAD 2110 Polk County Historical $3,000
  + LRAD 2111 Marshall County Historical $3,000
  + AEQ 2109 Fertile-Beltrami School $1,000
  + AEQ 2110 Greenbush-Middle River School $1,000
  + AEQ 2111 Fosston School $1,000
* Arts In Digital Spaces reimbursements and consultants. Motion by Jacobson/Ingraham to approve the following list for disaster relief funding in June 2021 into FY 2022. $8,000 is available. Motion carried unanimously. Note: if these funds are all used then funding will come form ACHFAAA for Kristin as needed.
  + DeveloPlay (Sara Langworthy consultant): up to $3,000 for consultant work to be billed, as used, for NWMAC website.
  + Kristin Eggerling: up to $2,000 towards new website
  + TRF Area Community Theater $1,000
  + Gail Ose: The 509 Gallery/Serendipity Arts Hub $500
  + Aliza Novacek-Olson: Homespun Legacies $500
  + Cindy Kolling: Kolling Cards $500
  + Elizabeth Rockstad: Studio 4:13 $500
  + Ivy Bailie: Watermark Enterprises $500
  + Betsy Saurdiff: Betts Pottery $500

Grants, Showcase, Promotion and Training: updates were provided by staff

Arts Council Director Report:

Discussion happened on the Rules changes proposed by MSAB.

Updates on office space timeline.

Update on Arts in Digital Spaces projects.

Hanel reviewed the upcoming vacancies on the Board and talked about recruitment and elections in June at the annual meeting.

Annual meeting on June 24, 2021.

Full board meeting on August 26, 2021.

Adjournment

There being no other business, the meeting adjourned with a motion by Ruud/Mulvey at 6:30 p.m.

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Mara Hanel

Arts Council Director

**Minutes**

**Northwest Minnesota Arts Council**

**June 24, 2021 Board Meeting**

Members Present: Briana Ingraham, Kate Mulvey, Jaimie Snowdon, Paul Burnett, Elwyn Ruud, Therese Jacobson, and Katya Zepeda.

Members Absent: Emily Kuzel, Charles Erickson, Janet Johnson, Deb Alexander, and Chris Lane.

Staff Present:  Mara Hanel.

Call to Order:  Chair Ingraham called the meeting to order at 5:25.

Hanel reviewed the open meeting procedure, the mission and vision of the Arts Council and the conflict of interest procedure.

Minutes: Motion by Jacobson/Ruud to approve the May 27, 2021 minutes.  Motion carried unanimously.

Updates from contract staff on Showcase, Training, Promotion

Financial and Administrative:

Motion by Jacobson/Ruud to approve the payment of the bills.  Motion carried unanimously.

Motion by Zepeda/Ruud to approve staff contracts as presented to rehire Trey Everett for $11,000 for FY 2022 at a rate of $25.50; and Kristin Eggerling for $16,000 at a rate of $28.75; and increasing her current contract by $2,000 to finish the year. Motion carried unanimously.

Motion by Ruud/Jacobson to approve the chairman and Hanel signing the FY 2022 fiscal agent agreement. Motion carried unanimously.

Motion by Jacobson/Mulvey to approve hiring Holly Alcott of Shevlin as juror for the Northwest Minnesota Art Exhibit in Warroad for $250.00 plus mileage. Motion carried unanimously.

Grant Applications: Motion by Ruud/Zepeda to deem all applications eligible for funding.

Motion by Ruud/Jacobson to approve the grant recommendations as listed.

Motion carried unanimously.

* Arts Legacy ACHFAAA funds:
  + ACHF 2134: In Progress, Crookston $10,000
  + Flight of the Deco increase
* Arts Legacy ACHFAE funds:
  + ACHFSD 2103 Roseau School District $2,500
  + ACHFSD 2104 Tri-County School District $2,500
  + ACHFSD 2105 Stephen/Argyle School District $2,500
  + ACHFSD 2106 Red Lake County Central School $2,500
* Arts Project SAA funds:
  + LRAD 2112 Crookston Comm Theater: Loon! Movie $2,800
  + LRAD 2113 City of Hallock: Sod House Theater $3,000

Of the Year Awards: Conflict of interest declared by Burnett. Motion by Zepeda/Jacobson to select the following. Motion carried unanimously with one abstaining.

* Donald KaKaygeesick of Warroad for Northwest Star award of $5,000.00 (McKnight funds)
* Connie Nelson of Hallock for Artist of the Year for $500.00 (McKnight funds)
* Ann Novacek of Greenbush for arts advocate of the Year $500.00 (SAA funds)
* Bonnie Lee of Red Lake Falls: no award
* Jim and Jenee Provance of Roseau: no award

Annual Meeting: Board member elections

Motion by Zepeda/Ingraham to renew Jacobson, Mulvey, Kuzel, and Snowdon to the board for a second three-year term. Motion carried unanimously with those members abstaining.

Motion by Ingraham/Jacobson to cast a unanimous ballot for Zepeda as chair, Mulvey as Vice Chair, Lane as Treasurer. Motion carried unanimously. Note: at this time there is not a secretary.

Hanel thanked Elwyn Ruud with a gift for her six years of service on the Arts Council. She acknowledged with thanks, Charles Erickson and Janet Johnson as they retire from the board.

Arts Council Director Report:

* Hanel updated the Council on the Equity and Inclusion trainings she is attending as a Forum of Regional Arts Council member.
* There will be round table discussion at the July Minnesota State Arts Board meeting. Zepeda plans to attend.
* Minnesota Citizens for the Arts continues to search for their Executive Director. Note: they selected Sarah Fossen.
* Next Arts Council board meeting August 26 at 2:00 in Warroad.

Adjournment

There being no other business, the meeting adjourned with a motion by Ingraham/Jacobson at 8:26 p.m.

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Mara Hanel

Arts Council Director