

**MINUTES OF THE MEETING**

**OF THE**

**ARTS ADVISORY BOARD**

**April 15, 2014**

**THE STATE OF TEXAS §**  
**§**  
**COUNTY OF DENTON §**

**Call to Order and Announce a Quorum is Present**

**(Agenda Item 1)**

The meeting of the Arts Advisory Board was called to order at 6:03 p.m. on Tuesday, April 15, 2014, in the Administrative Office of the Medical Center of Lewisville Grand Theater, 100 N. Charles, Lewisville, Texas. Present at the meeting were the following members of the board: Gene Carey, Brenda Crawford, Patsy Roe, Ken Lannin, Bill Watson, Al DeBerry and Peggy Atkerson.

Staff members present were: James Wear, Arts Center Manager and Sarah Moffitt, Arts Center Secretary.

Also in attendance was Councilman Neil Ferguson.

**Approval of the Minutes of the November 19, 2013 Meeting**

**(Agenda Item 2)**

Motion to review and approve the minutes from the November 19, 2013 meeting was made by Al DeBerry. Motion seconded by Peggy Atkerson. The motion carried.

**Staff Report**

**(Agenda Item 3)**

James Wear reported that since the last Board Meeting, Rod James has resigned as Arts Center Specialist and will be going back to teaching. Joe Nagel has been hired to fill the position.

Melinda Camp has been promoted to Art Center Event Supervisor.

Mr. Wear also reported receiving approval to hire an additional 4 part-time theater attendants.

Since the last Board Meeting, there have been 406 events at the MCL Grand.

The MCL Grand has completed installation of a new sound and lighting system in the Recital Hall. Additional capabilities of equipment should increase rental of the room for events.

Staff at the MCL Grand has also been busy planning for management of the upcoming Park Plaza project which is under construction. July is the anticipated date of completion. This space will be managed and booked by the MCL Grand. The summer concerts (Sounds of Lewisville) will be hosted at MCL Grand Courtyard this year, but will move to the Park Plaza next season.

**Board Direction to Facility Manager**

**(Agenda Item 4)**

Jim Wear and Brenda Crawford met to revise three documents from City Council pertaining to grant applications; these documents should make the application process simpler and easier for the board to evaluate.

With the new documents, part one of the application and review instrument will be re-designed to have the information on both in the same sequence. This should streamline the process for the reviewers. Duplications in the application have been eliminated, where possible.

There was also discussion of clarifying who the authorized account manager of the grantee organization is versus the person filling out the application. The Board reviewed and added input to the review document collectively.

**Discussion and Direction Regarding Draft of Revised Grants Review Instrument**

**(Agenda Item 5)**

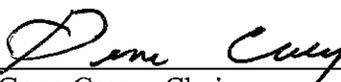
After a lively discussion and many helpful edits, upon a motion made by Patsy Roe and seconded by Ken Lannin, the committee voted unanimously to approve the documents as amended.

**Adjournment**

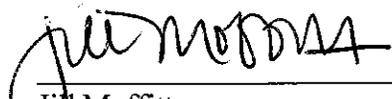
**(Agenda Item 6)**

**MOTION:** Upon a motion made by Brenda Crawford and seconded by Peggy Atkerson, the committee voted unanimously to adjourn the meeting of the Arts Advisory Board at 7:40 p.m. The motion carried.

APPROVED:

  
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Gene Carey, Chairman

PREPARED BY:

  
\_\_\_\_\_  
Jill Moffitt  
Secretary, MCL Grand, City of Lewisville