

# NASHUA ARTS COMMISSION

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## MINUTES OF A MEETING OF THE NASHUA ARTS COMMISSION

March 12, 2019

City Hall Room Auditorium

**Members in attendance:** Mitzi Barrett, Bill Barry, Sara Caesar, Judy Carlson, Tina Cassidy, John Egan, Alison Isaksen, Jennifer LaTouche, Rachel Rendina, Lindsay Rinaldi, Marc Thayer

**Absent:** Tracy Hall, Paul LaFlamme

**Also present:** Amy DeRoche NAC Admin, Cecilia Ulibarri

Called to order: 8:04 am

1. Minutes: John made a motion, seconded by Bill to approve the February meeting minutes. Per Judy under the PAC update “deep pockets” should be changed to “major donors”. Motion carries
2. Financial Report: Amy reposted there has been no change since the last meeting.
3. PAC update: Lindsay reported that the design committee should be seeing preliminary plans from the architect in April.
4. Gallery on the Wall: Art is being displayed at the telegraph building. There will be a dedication on May 4<sup>th</sup> at the adult learning center. A new representative is needed to serve on this committee. Sara volunteered to take Judy’s place.
5. Grants: (see attached minutes from evaluation committee). Mitzi reported that not all of the allocated grant money has been rewarded. Judy would like to potentially hold some of the remaining funds for the Arts survey or see it distributed to the grants who were not fully funded later in the FY year. Lindsay would like the remaining \$2240 that was allocated for grants distributed at this time. Amy clarified that the original purpose of the NAC was distribute the full budgeted amount to grants. Bill pointed out that per the NAC’s charter all of the money should be going to grants.

\*Motion was made by Marc and seconded by Lindsay that the evaluation committee members take time during the meeting to distribute the remaining \$2240 among the current grant requests. Motion carries

Mitzi and Judy met briefly to discuss the allocation of the remaining funds. The following changes were made:

Sinfonietta Strings: \$4000 changed to \$5000

Symphony NH: \$4000 changed to \$5000

ActorSingers: \$2500 changed to \$2740

Nashua Theatre Guild: \$3000 changed to \$3500

\*Motion was made by Lindsay and seconded by Rachel to accept the amended changes to the grant committee recommendations. Motion carries.

6. By-laws: (see attached) Bill reported that the suggested by-laws were based on the Nashua Historical Commission. It was suggested that in section 7B to add “or serves as a board member” to the first sentence. Lindsay questioned the need for the role of a Secretary in the officers. Bill pointed out that the NAC may not always have admin support so it will help to have the role of who takes minutes defined.

\*Motion was made by Judy and seconded by Bill to approve the by-laws with the change to section 7B. Motion carries.

7. Priorities: If you haven’t signed up for on the established committees please let Lindsay know which one you would like to join.

Officer elections will be held at the April meeting.

Motion to adjourn was made by John and seconded by Lindsay. Motion carries.

Meeting adjourned at 8:57 am

DRAFT

Nashua Art Commission  
Grant Evaluation Committee Minutes  
February 19, 2019

The meeting was held at the Hunt Building beginning at 11:30. In attendance were Mitzi Barrett, Judy Carlson, Steve Ruddock and by phone and follow-up Virginia Luppi.

The deliberations started with a discussion of the ten applications. Scores for each proposal were then compiled and an average calculated for each request. The requests were then discussed in the order of their scoring from high to low. An amount was tentatively assigned to each proposal. Given the \$37,000 available and the \$43,260 in requests, choices had to be made. The following are the committee's recommendations for the Commission's approval.

Submitted by Mitzi Barrett



**NASHUA ARTS COMMISSION  
BY-LAWS**

1. PURPOSE

The purpose of the Nashua Arts Commission is to serve the community as Nashua's cultural resource which facilitates, advocates, coordinates, and educates on behalf of the arts and cultural assets of the City of Nashua.

2. RESPONSIBILITIES

The Nashua Arts Commission shall propose policies to the Mayor and Board of Aldermen that support the ongoing efforts of arts organizations in the development of arts programs and projects in Nashua. The Commission shall also make recommendations to the Mayor and the Board of Aldermen concerning the support of arts education in schools, promoting awareness of the value of the arts in the community, and recommending annual budget appropriations for arts and culture. The Commission may review and comment on proposals from community-based organizations, and work with various building commissions that host arts-related events. The Commission will make recommendations to the Mayor and Board of Aldermen or the appropriate board or commission relative to city-owned arts and cultural facilities. The Commission may advise the Mayor and Board of Aldermen in the development of the arts and cultural plan portion of the City's strategic plan and its related programs. The Commission may recommend to the City administration appropriate grants to apply for and assist other cultural organizations with grants and funding sources.

3. BY-LAW AMENDMENTS

These by-laws may be amended at any regular meeting of the Commission by a two-thirds (2/3) vote of all the members present, providing notice of such amendment shall have been given in writing at a previous regular meeting.

4. OFFICERS

- a. Election of Officers will be held at the first regular meeting in April as the first order of business. Nominations for the Chairman, Vice-Chairman, and Secretary will be made from the floor. Voting shall be conducted by written ballot. The new officers shall assume their duties immediately after the election and will serve for a period of one year or until his/her successor shall be duly elected. All officers shall be eligible for re-election.
- b. The Chairman shall preside over all meetings and executive sessions, appoint such committees as directed by the Commission, and shall perform other such duties as the Commission may direct.
- c. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman.

- d. The Secretary shall be responsible for the keeping of all records and correspondence of the Commission, including the minutes of all meetings and proceedings and the names of all members present.
- e. In the absence of any officer at a regular or special meeting, an officer *pro tempore* may be elected by the Commission.
- f. In the event that any of the officers for any reason is not able to continue in his/her elected capacity as an officer of the Commission, any upon notice to the Commission to this effect, a new election will be held at a regular meeting to elect a successor who will complete the unexpired term.

5. MEETINGS

The Commission shall meet as determined by a calendar adopted by the Commission each year. **Meetings to be held on the second Tuesday of the month. Meetings begin at 8:00 a.m.** Other meetings to be set by the Commission or called by the Chairman.

The meetings shall be conducted by the rules of parliamentary practice as comprised in “Robert’s Rules of Order” except in any case which is inconsistent with the City Ordinance and By-Laws.

6. ORDER OF BUSINESS

The following shall be the order of business at all regular meetings:

- a. Call to Order
- b. Roll Call
- c. Approval of minutes of the previous meetings
- d. Communications
- e. Report of the Chairman and Committees
- f. Old Business
- g. Public Comments
- h. New Business
- i. Adjournment

7. CONFLICT OF INTEREST DISCLOSURE

A. Duty to Disclose and Voting Requirements. Any possible conflict of interest on the part of any member of the Nashua Arts Commission, shall be disclosed in writing to the Commission and made a matter of record through an annual procedure and also when the interest involves a specific issue or transaction before the Commission. Where the transaction involving a member exceeds five hundred dollars (\$500.00) but is less than five thousand dollars (\$5,000.00) in a fiscal year, a two-thirds vote approving the transaction is required. Where the transaction involved exceeds five thousand dollars (\$5,000.00) in a fiscal year, then a two-thirds (2/3) vote approving the transaction and publication of a legal notice in the required newspaper are required, together with written notice to the Director of Charitable Trust, Attorney General's Office. The minutes of the meeting shall reflect that a disclosure was made; that the interested

members and all other members with a pecuniary transaction with the Corporation during the fiscal year were absent during both the discussion and the voting on the transaction; and the actual vote itself. Every new member of the Commission will be advised of this policy upon entering the duties of his or her office, and shall sign a statement of acknowledgment, understanding and agreement to this policy.

B. Grant Evaluation Committee. No member who is employed by or serves as a board member to an entity that has submitted a Grant Application for funding to the Commission shall serve on the Grant Evaluation Committee. However, said member shall be eligible to vote on the recommendations of the Grant Evaluation Committee so long as the vote is on the one slate of recommendations, and not the individual parts.