

**MINUTES
FAIRVIEW, TEXAS
PUBLIC ART COMMITTEE
THURSDAY, MARCH 30, 2017**

The Fairview Public Art Committee met in the fourth floor conference room of Fairview Town Hall on Thursday, March 30, 2017 at 9:00 a.m. Those present were Committee Chair Karen Karnuta and Committee Members Joyce Bryan, Beth McInerney and Elizabeth Glasco. Staff present were Town Secretary, Elizabeth Cappon and Event/Marketing Coordinator, Shannon Craft. Committee Member Amy Adler was absent.

Call to order.

Committee Chair Karnuta called the meeting to order at 9:06 a.m.

Consider and take action regarding the minutes of the March 9, 2017, meeting.

Committee member Glasco made a motion to approve the minutes of the March 9, 2017, meeting. Committee member Bryan seconded the motion and the motion was unanimously approved.

Discuss, consider and take any necessary action regarding the planning of the Inaugural Town of Fairview Community Art Show.

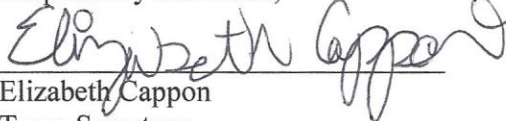
The Committee thanked Ms. Craft for rejoining the group. The Committee discussed details regarding planning the Fairview Art Show including:

- The checklist created by Committee member Glasco for the artwork drop-off process
- The letter for checkout for this year's entrants drafted by Committee member Glasco
- Ms. Cappon to create a schedule for artwork check-in, hanging and show weekend
- Ms. Craft to reproduce the children's' participation art certificate
- Committee member Bryan to produce artwork labels
- Ms. Craft to arrange refreshments, paper goods and tables/chairs for the venue
- Ms. Cappon to use Committee member Adler's template to create program including changes to the judge and musician bios
- Ms. Cappon to use Committee member Bryan's template to create a people's choice ballot
- Ms. Cappon to contact musician Shane Frame and the art show judge to arrange W-9s, insurance and payment
- Ms. Cappon to create show flyers to distribute at the pancake breakfast
- Ms. Cappon to create a show invitation to be emailed to Council, Boards and Staff
- Ms. Cappon to send reminder email to entrants with hanging info and reception info
- Ms. Cappon to send email to last year's winners regarding pick up of their art
- Ms. Cappon to contact the mall to confirm a frame signs, contact for access and trash service
- Committee member McInerney to write thank you notes to be taped to last year's winning art

Adjourn.

Committee Chair Karnuta adjourned the meeting at 10:08 a.m.

Respectfully submitted,


Elizabeth Cappon
Town Secretary


Karen Karnuta, Chairperson
Public Arts Committee

