



INDIANOLA PUBLIC ARTS COMMISSION

Agenda

Thursday, January 26, 2023

6:00 p.m.

City Hall Council Chambers

110 N 1st St, Indianola, IA

1. Call to Order
2. Approval of December Minutes
3. Art Festival Planning
 - a. Volunteers and other needs for each task
 - b. Sponsorship
 - c. Other items
4. Arts Master Plan
 - a. Focus Areas
 - b. Policy
5. Comprehensive Plan Amendment Update
6. Agenda items for February 23 meeting
7. Adjourn

Indianola Public Arts Commission Meeting Minutes – December 22, 2022

Members Present: Bob Kling, Grant Darrah, Tim Wilson, Hayden Keeney, Justin Nostrala

Members Absent: Monica Weinman, Megan Shipley

Also Present: Jackie Rafferty

Bob called the meeting to order at 6:02 p.m.

Motion to approve November minutes: Moved by Grant, seconded by Justin. APPROVED

Discussion followed about the draft list of tasks provided by Bob. Points discussed included:

- the fact that the identity of jurors (for artists who did not participate last year) are secret; Bob will recruit
- Tim will coordinate fundraising/sponsorships but this will be every Commissioner's responsibility
- Jackie has received some recommendations for overnight security.
- Jackie will look into whatever licenses are needed and secure those.
- Justin will contact Simpson College security for guidance but we understand the College will not be able to provide overnight security.
- Registration area is probably best site for communication center for lost and found, information throughout the event

Leadership of each category and additional tasks are reflected on the attached document.

Grant suggested adding outreach to school-age children to encourage their participation.

Bob proposed that each committee chair bring a list of everything they'll need (volunteers, materials, signs, etc.)

Entertainment: Jackie had sent examples of other community celebrations. Maybe we could feature quilters – Bob will check with local quilting group.

We agreed to review the Arts Master Plan prior to the next meeting to begin to determine another project for the Council to pursue.

Bob pointed out we should be pursuing another project and the Bravo Public Arts grants could provide funding. One idea is creating a living wall, which we've discussed before. We need to narrow down choices to two or three and then choose. Some ideas in master plan might work for us to rally around. As was discussed at a previous meeting, Iowa State has a program that works with communities on public art projects. Monica communicated that she has a contact. A deadline for Bravo grants has not been set.

Items for January meeting: 1) compile Art Festival needs list for each task area, 2) list from each Commissioner of who s/he is approaching for sponsorship, and 3) review master plan so we can narrow down ideas.

Other update: Jackie said City Council is reviewing our budget request.

Motion to adjourn: Moved by Justin, seconded by Hayden. APPROVED. Meeting adjourned at 6:59.



INDIANOLA PUBLIC ARTS COMMISSION

Art Festival

- Jury Committee Chair - Bob
 - Review all applications for approval
 - Answer questions from potential vendors
- Fundraising/Sponsorships Committee Chair - Tim
 - Create and mail letter requesting funds
 - Keep track of donations and expenses
- Marketing Committee Chair - Grant
 - Create/review social media posts to advertise the festival
 - Create social media posts on artists for the festival
 - Create/review website content
 - Contact press (local & metro; print & radio) – Bob
 - Signs
 - T-shirts
- Security/Safety Plans Committee Chair - Justin
 - Overnight Security
 - Safety Plans in case of inclement weather or other emergencies
 - Create safety document to share with vendors - Bob
- Permits/Licenses Committee Chair - Jackie
 - Complete and submit the event application
 - Write letter to adjacent property owners to notify of road closures
 - Gambling license (depending on activity planned)
- Attractions Committee Chair - Hayden
 - Set up live entertainment
 - Yard games
- Food Trucks Committee Chair - Jackie
 - Contact potential vendors
 - Set up picnic area; reserve tables & chairs (or blankets)
- Layout Committee Chair - Bob
 - Create layout of the festival
 - Decide where each vendor will set up
 - Mark out the spots for vendors prior to the festival
- Refuse/Restrooms Committee Chair - Jackie
 - Garbage cans
 - Restrooms
- Volunteer Committee Chair - Justin

- Listing of what tasks or chores volunteers are needed for
 - Help artists set up
 - Help artists tear down
 - Booth sitter (adult who will sit in their booth so they can eat, go to the rest room, etc. and help keep track of sales and money while they are away)
 - Water delivery to booths
 - Volunteer security between event end and hired security taking over
- Find volunteers for the event
- Organize volunteers to cover all shifts needed
- Registration Committee Chair – Tim & Monica
 - Check-in artists and vendors day-of the event
 - Act as point person for vendors, artists and the public the day-of the event
 - Keep lost and found items
 - Golf cart – obtain use of one and run vendors back and forth - ?
- Artists Liaison Committee Chair – Jackie & Bob
 - Reach out to artists as necessary prior to or after the event
 - Create vendor packets
- Raffle Chair Committee Chair - Megan
 - Divide prizes into two days; drawing held at 3 p.m. on each day; must be present to win; tickets \$1 each or 6 for \$5.
 - Collect prizes on Saturday after artists are setup.
 - Work with volunteer to chair to have volunteers sell raffle tickets
- Dorm Room Lodging Committee Chair - Megan
 - Work with the National Balloon Classic who gets the dorm rooms for IPAC
 - Vendors are requesting a dorm room on their application. Give the list to the NBC.
 - Volunteer (from where?) will give them key and show them where they will stay (time?)
- Popcorn Popper Volunteer Chair – Monica?
 - Work with volunteer chair to organize volunteers to sell popcorn at the event for \$1/bag for proceeds to go to IPAC.
 - Pick up popcorn machine
 - Stock machine
 - Artists get free popcorn
 - Clean it Saturday evening
 - Prepare machine for Sunday
 - Clean Sunday evening and return
- Elementary Art Exhibit – Monica and Grant