



Minutes

3:30 p.m., February 16, 2017

Room 326, City-County Building

**Present: Mitch Carroll, Chip Clawson, John Moore, Ed Noonan, Susan Steffans
Debbie Havens, staff; Mary Vanderbosch, staff; Kathy Macefield, volunteer**

1. Call meeting to order and establish quorum – Came to order at 3:35

2. Approve minutes from January 19 and January 26

Approval of Jan. 19 minutes deferred until a complete version is compiled
Committee unanimously approved Jan 26 minutes

3. Parking garage mural

- a. *BID review* – BID liked the recommended proposal by Arcy
- b. *City Commission review* – gave a positive review
- c. *Notify successful artist* – John will call each artist. Mary will send a letter to each. Mary is working on issues for the draft artist contract. These include liability insurance, workers comp, and “end-of-use” provisions. John raised the question of who will own the copyright on the work. Montana Arts Council may have info on this. Chip will look at provisions of his prior contracts for public art. Regarding insurances, the original information that the City could cover this was incorrect. The artist will need to provide insurances; if that is an out-of-pocket expense (i.e. not already in place as part of the artist’s business), HPAC will reimburse the cost. We will inform the artist that Danzer Paints will donate primer and protective coating, but cannot provide spray paint. Committee discussed options for dedicating the finished work, depending on the artist’s schedule.

4. Traffic signal boxes

- a. *Finalize RFP – image type and size; selection process* – Becky provided information that images should be minimum of 100 dpi vector-based pdf, with a 1" bleed around the edges. Committee reviewed proposals from SCS Unlimited (Bozeman) and Fast Signs (Helena) to produce vinyl wraps. Chip moved, Ed seconded authorizing John to work out details with Fast Signs, particularly cleaning boxes; committee approved.
- b. *Release RFP with deadline of ??* – Committee discusses amendments to the RFP, hoping to release it by March 1, with a minimum six-week period for submissions. One approved amendment (moved by Chip, second by Susan) set the artist stipend for each selected image at \$700. John will clarify budget questions with Debbie. Mary said City Attorney has recommended the department owning the

affected property issue the RFP. Ed will check on that and will talk with Ben Sautter.

5. Budget planning

- a. *Proposal approved Jan. 26* – It was unclear whether the proposed budget was incorporated in the form entered into the budget system. John will clarify budget questions with Debbie.
- b. *Possible installations FY 2018* – Ed suggested considering a single installation in a key location; discussed parks and Sixth Ward Garden Park. Committee decided to let Sixth Ward group decide its course. Regardless, Chip said, as an artist, he will withdraw from Sixth Ward possibilities to avoid any real or perceived conflict of interest. Kathy said HPAC had, in the past, generated a list of potential locations. John and Mary will work on finding it. Committee needs to firm up its plan for one or more installations by early May 2017.
- c. *Dues structures*
 - *Americans for the Arts (Mitch)* – Mitch is awaiting some answers from AFA; his review of benefits found that membership isn't highly attractive.
 - *Downtown Helena (John)* – John has not yet researched; will circulate information.
- d. *Next steps* – John will get clarity on budget; Ed will follow process.

6. Ray Bjork basketball court project

- a. Jack Gottlob presentation – Eagle Scout candidate described his proposed project to paint a repaved basketball court at Ray Bjork School. He envisions depicting several buildings and streets of a typical small town.
- b. Q&A – Members provided suggestions for artists and resources.

7. Chalk Up Helena planning

- a. *Project lead needed* – John will check with members to recruit a project lead. The date is July 15, to coincide with Symphony Under the Stars.
- b. *Attracting professional artist* – The 2018 budget proposal includes \$4,000 to bring in a professional chalk artist. HPAC may be able to get an Arts Council grant to supplement the amount. Chris has contacts for potential artists; Chip will follow through with Chris. Chip suggested adding an competitive artist category of “professional”; require an entry fee, offer a cash prize. Perhaps the contracted professional could judge the competition.
- c. *Next steps* – We need to get started quickly. Kathy also brought up publicity contacts that should be taking place.

8. Public comment – None

9. Next meeting March 16