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BOARD OF PARK AND RECREATION COMMISSIONERS

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CULTURE (CUL) COMMITTEE

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MEETING AGENDA

*JCPRD Administration Building Boardroom
7900 Renner Road, Shawnee Mission, KS 66219*

*September 9, 2019
5:30 pm*

CALL TO ORDER/ROLL CALL

DISCUSSION & ACTION

- A. Theatre in the Park 2020 Indoor & Outdoor Season – Susan Mong, Superintendent of Culture**
- B. Theatre in the Park Advisory Council Charter – Susan Mong, Superintendent of Culture**
- C. Theatre in the Park Advisory Council Minutes – Susan Mong, Superintendent of Culture**
- D. JCPRD Public Art Policy and Resolution No. 2019-10 – Susan Mong, Superintendent of Culture**

OTHER BUSINESS

ADJOURNMENT



JOHNSON COUNTY PARK AND RECREATION DISTRICT
BOARD OF PARK AND RECREATION COMMISSIONERS

BRIEFING SHEET

Presented to: Culture Committee **Meeting Date:** 09/09/2019
Project Name/Identification: Theatre in the Park 2020 Indoor & Outdoor Season
Contact: Susan Mong, Superintendent of Culture **Phone:** 913-715-2573
Name & Title

ISSUE: Consider the request from the Theatre Council to approve the 2020 Theatre in the Park Indoor & Outdoor Season. [NOTE: Identity of the productions is withheld from public announcement at this time to allow announcement by The Theatre in the Park. This is open record and details are available by calling The Theatre in the Park at 913-826-3012 or 913-826-3011.] The Season Proposal Packet will be handed out at the Culture Committee meeting.

BACKGROUND: These shows will continue the proud tradition of quality productions at the outdoor Theatre in the Park. 2020 will be the 51st season at the outdoor Theatre in the Park. This is the third year for productions held at the indoor Theatre in the Park at the JCAHC.

ANALYSIS: Revenues from these performances support the operations and maintenance of The Theatre in the Park and are critical to the continuation of that program/facility.

FUNDING REVIEW: Are there funding implications involved? No Yes *If Yes, explain: The Theatre in the Park admission fees and sponsorships are intended to cover expenses associated with the production of these shows.*

ALTERNATIVES:

Staff Recommendation

- Recommend consent approval as recommended by staff.....
- Recommend consent approval as determined/modified by committee.....
- Recommend discussion and action by the full Board at Board Meeting.....
- Recommend denial of request.....
- Table for additional consideration
- Take no action.....
- Other:.....

If other, explain:

Consequences or additional information (if any):

LEGAL REVIEW: Is legal counsel review required? No Yes *If yes, explain:*

SUGGESTED RECOMMENDATION/MOTION:

It was the consensus of the committee to recommend Board consent approval of the request from the Theatre Council to approve the 2020 Theatre in the Park Indoor & Outdoor Season. [NOTE: Identity of the productions is withheld from public announcement at this time to allow announcement by The Theatre in the Park. This is open record and details are available by calling The Theatre in the Park at 913-826-3012 or 913-826-3011.]

SUPPORTING DOCUMENTATION:

- Show descriptions. [Withheld. Available by calling 913-826-3012.]



**JOHNSON COUNTY PARK AND RECREATION DISTRICT
BOARD OF PARK AND RECREATION COMMISSIONERS**

BRIEFING SHEET

Presented to: Culture Committee **Meeting Date:** 09/09/2019
Project Name/Identification: Theatre Advisory Council Charter
Contact: Susan Mong, Superintendent of Culture **Phone:** 913-715-2573
Name & Title

ISSUE: Consider approval of the Theatre Advisory Council Charter update.

BACKGROUND: The Theatre Advisory Council (“TAC”) advises the Johnson County Park & Recreation District (“JCPRD”) and the Theatre in the Park (“TIP”) producing staff on various matters regarding TIP programming and the community. It advocates for TIP in conjunction with the overall mission, vision, values and goals of JCPRD through volunteerism, promotion, advising JCPRD, and fund raising to assist TIP reach its goal of fulfilling commitment to live theatre and providing quality, professional-level entertainment, recreation, and education for the citizens of the Greater Kansas City metropolitan area.

The proposed change increases the required annual financial contribution for TAC members. Please see attached Theatre Advisory Council Charter with tracked changes.

ANALYSIS: This updates the charter to reflect the TAC’s desire and commitment to financially increase the Council’s required contribution to TIP.

FUNDING REVIEW: Are there funding implications involved? No Yes *If Yes, explain: Increase in financial commitment will positively affect the Theatre in the Park budget.*

ALTERNATIVES:

Staff Recommendation

- Recommend consent approval as recommended by staff.....
- Recommend consent approval as determined/modified by committee.....
- Recommend discussion and action by the full Board at Board Meeting.....
- Recommend denial of request.....
- Table for additional consideration
- Take no action.....
- Other:.....

If other, explain:

Consequences or additional Information (if any):

LEGAL REVIEW: Is legal counsel review required? No Yes *If yes, explain:*

SUGGESTED RECOMMENDATION/MOTION:

It was the consensus of the committee to recommend Board consent approval of Theatre Advisory Council Charter updates.

SUPPORTING DOCUMENTATION:

- Attachment A: Theatre Advisory Council Charter



Theatre Advisory Council Charter

Johnson County Park & Recreation District

The Theatre in the Park

I. Purpose:

The Theatre Advisory Council (“TAC”) advises the Johnson County Park & Recreation District (“JCPRD”) and the Theatre in the Park (“TTIP”) producing staff on various matters regarding TTIP programming and the community. It advocates for TTIP in conjunction with the overall mission, vision, values and goals of JCPRD through volunteerism, promotion, advising JCPRD, and fund raising to assist TTIP reach its goal of fulfilling a commitment to live theatre and providing quality, professional level entertainment, recreation, and education for the citizens of the Greater Kansas City metropolitan area.

II. Duties and Responsibilities of the Council:

- A. The mission of the Council is, in collaboration with the staff, to provide strategic ideas, direction and action and support the policies, procedures and programs of the Theatre. As part of this mission, members of the TAC should be chosen from a broad demographic consisting of, but not limited to:
1. The TTIP audience;
 2. The citizens of Johnson County and the surrounding metropolitan area;
 3. Corporate and business supporters of the Theatre;
 4. Volunteer and/or professional actors, musicians and technical support staff;
 5. Non-performing volunteer contributors;
 6. Production staffs;
 7. The staff responsible for the technical aspects of the Theatre.
- B. The Council will endeavor to advise and assist TTIP in:
1. Fundraising;
 2. Programming;
 3. Promotion of TTIP activities;
 4. Goals, objectives and priorities of TTIP as defined or communicated by JCPRD;
 5. Policy and procedure development;
 6. Community relations.
- C. The Council will share in the responsibilities of TTIP including:
1. Serving in an advocacy role on behalf of TTIP to JCPRD and to the community at large;
 2. Acting as a sounding board for issues and concerns brought to the Council's attention by volunteers, performers, community members, JCPRD and TTIP's producing staff;
 3. Advising on program development for the Theatre;
 4. Assisting with and attending all events and special programs/event activities;
 5. Assisting with fundraising and promotion;

6. Advising on issues related to the safeguarding and improving of the physical assets of the Theatre.
- D. The Council will give advice and feedback to the Executive Producer and to JCPRD.
 - E. In order to fulfill the above Duties and Responsibilities, Council Members are expected to attend 80% of the regularly scheduled Council meetings. Members who miss two consecutive meetings without reasonable cause will have their eligibility for ongoing service reconsidered by the Council.
 - F. Council Members will also:
 1. Attend at least one performance of four out of five shows produced by TTIP during its regular summer season. However, TAC members understand that missing a summer performance is the exception to the rule and that it is highly encouraged to attend one performance of all five shows;
 2. Attend at least one performance of all shows produced by TTIP during the non-summer season. Inability to meet this attendance requirement will be evaluated on an individual basis, but TAC members understand that missing performances is the exception to the rule and that it is highly encouraged to attend one performance of all performances produced by TTIP;
 3. Volunteer at yearly auditions and other Theatre sponsored events;
 4. Give an annual financial contribution of a minimum of ~~\$120.00 and purchase the equivalent of a season ticket subscription. This financial obligation may be substituted by a council member selling 25 tickets or bringing sponsor(s) that donate, at minimum, \$500 annually to TTIP (This includes net donations to tickets purchased from TTIP signature fundraising events.);~~\$500.00 either personally or through the support of other individuals including program ads and sponsorships. All individual purchases and donations count toward the \$500 contribution whether it is made to the theatre or to the designated fund at the Johnson County Parks Foundation. Any fair market value of goods and services provided to the individual shall be deducted from the total contribution. Each council member will be responsible for tracking their own contribution to meet the minimum requirement.
 5. Attend all non-performance events including, but not limited to, the TTIP signature fundraising event and other TTIP fundraising events which may occur throughout the year.
 - G. The Chair of the TAC shall have the right to grant exemptions from the above requirements to individual Council members if the individual Council members are unable to meet one or more of the above requirements based on financial, personal, physical disability or other situations. Unless otherwise agreed by the Council member seeking the exemption, such requests shall be made in private to the Chair and, if granted, shall be granted confidentially. With permission of the requesting Council member, the request may be submitted to the full TAC for consideration.
 - H. If a Council member fails to meet the expectations set forth above without an exemption from the Chair as permitted by section II.G., the Council member may be removed from the TAC by a super majority (2/3) vote of the TAC at a regularly scheduled or special meeting.

III. Membership of the Council:

- A. Voting members of the Council shall consist of:
 1. A representative of the JCPRD Board;
 2. A representative of the SERTOMA club;
 3. Seven-twelve at large.
 4. TAC members:
 - a. Shall be elected to two year terms beginning in January;
 - b. Shall serve no more than three consecutive full terms;

- c. Shall be nominated by the Council and submitted for approval to the JCPRD board.

Members will be selected based on proven leadership, experience in fundraising and other needs of TTIP, and history of volunteer activities associated with TTIP or other community service organizations.

- B. The Superintendent of Culture, the Producing Artistic Director and the TTIP Administrative Assistant shall be non-voting ex-officio members of the Council.

IV. Officers, Committees, Special Committees, Task Forces and Ambassadors

A. Officers

1. The officers of the Council consist of a Chair and a Vice Chair, who must be members of the Council at the time of their election and service.
2. Officers will be elected in November, take office in January and serve during a calendar year.
3. The Chair may be elected or re-elected to a term that does not cause that individual to serve in the position for more than thirty months consecutively.
4. The Vice Chair automatically succeeds to the position of Chair to fill a vacancy or at the end of a term unless, during a regular election cycle, the Council votes to re-elect the Chair or to elect a different Council member to be Chair.
5. In the absence or disability of the Chair, the Chair's responsibilities will be exercised by the Vice Chair, the Past Chair, or the senior member of the Council, in that order.

B. The Executive Committee

1. The Executive Committee shall consist of the Chair, the Vice Chair and Past Chair. The Producing Artistic Director shall serve in an ex-officio, non-voting role to the Executive Committee.
2. The duties and functions of the Executive Committee include:
 - Soliciting recommendations for new Council members as vacancies come available with the formal term to begin in January of the following year.
 - Acting as the nominating committee for Council officers;
 - Recommending members for the Council;
 - Monitoring and coordinating the work of Council task forces and providing assistance and support as needed;
 - Monitoring and coordinating the Council's long range planning process ;
 - Other duties and functions as assigned and delegated by the Council.

C. Task Forces

Task forces will be formed, as the need arises, by the TAC to perform specific activities with a defined purpose and objective, and with a defined term of existence. Members should represent the TTIP constituencies most affected by the stated objective and need not serve on the TAC. Each task force must have a designated member of the TAC who will serve as liaison between the Task force and TAC/Staff.

V. Meetings:

- A. The Council shall meet regularly. Meetings will be conducted in accordance with Robert's Rules of Order Newly Revised.
- B. Special Meetings may be called by the Chair, the Superintendent of Culture, or the Producing Artistic Director-as deemed necessary for Council business and may be convened by electronic means

including, but not limited to, e-mail, conference call, or other electronic means deemed acceptable.

- C. Electronic meeting and voting may be conducted under the following conditions:
 - 1. Via email: Any e-mail calling for a vote must clearly state the objective and purpose of the vote.
 - 2. Three business days must be provided for the completion of voting.
 - 3. All responses, comments, and votes shall be copied to all members and Ex-Officio members of the Council, and identified in the meeting minutes.
- D. The Chair of the Council will send notice of all meetings and a call for agenda items to all Council members and the JCPRD Superintendent of Culture no fewer than five calendar days prior to each scheduled meeting.
- E. Minutes will be kept of all regular and special meetings of the Council and the Executive Committee. The TTIP Administrative Assistant, or his or her designee, shall take and distribute minutes of TAC meetings.

VI. Voting:

- A. A quorum shall consist of a majority of the duly selected voting members of the Council.
- B. All motions except amendments to this charter may be carried by a majority vote of all members present.

VI. Amendments:

Amendments to this Charter must be passed by a majority of all council members and are subject to the approval of the JCPRD Superintendent of Culture and the JCPRD Board of Commissioners..

Last amended, passed and approved December 19, 2018.



**JOHNSON COUNTY PARK AND RECREATION DISTRICT
BOARD OF PARK AND RECREATION COMMISSIONERS**

BRIEFING SHEET

Presented to: Culture Committee **Meeting Date:** 09/09/2019
Project Name/Identification: JCPRD Public Art Policy and Resolution No. 2019-10
Contact: Susan Mong, Superintendent of Culture **Phone:** 913-715-2573
Name & Title

ISSUE: Consider approval of the JCPRD Public Art Policy and Resolution No. 2019-10.

BACKGROUND: JCPRD does not currently have a framework, policy or process for considering art donations, art loans, or art acquisition within JCPRD properties or parks. The Culture Division was created one year ago to more strategically expand access to art and cultural opportunities. This policy would allow JCPRD to pursue public art projects for the benefit of our community with a solid framework in place. JCPRD also lacks the ability to consider art donations in a thoughtful and consistent manner that is clear to prospective donors. The JCPRD Public Art Policy formalizes a process and a policy for donations as well.

ANALYSIS: A project group was created this year to identify the best approach to establish a JCPRD Public Art Program. This project group included staff within JCPRD and 2 external members in our community. It included the Superintendent of Parks, Assistant Superintendent of Parks, Fine Arts Coordinator, Superintendent of Culture, JCPRD Project Manager, Senior Administrative Assistant of the Culture Division, Principal of Landworks Studios, and the Executive Director of Arts Council of Johnson County. This group researched several peer Park and Recreation agencies and other public art programs to develop the policy framework best suited for JCPRD.

Our administrative team, our Executive Director, and our Legal Counsel have been consulted to review the integrity of the document, the process for planning future projects, and the best approach to funding.

FUNDING REVIEW: Are there funding implications involved? No Yes *If Yes, explain: The funding approach is based on the annual CIP Budget process committing 1/2 of one percent of the total CIP budget annually. A Public Art Project Fund and Public Art Maintenance Fund will be established to fund future projects. The Parks and Recreation Foundation will also be utilized to secure private giving in support of the public art program.*

ALTERNATIVES:

Staff Recommendation

- Recommend consent approval as recommended by staff.....
- Recommend consent approval as determined/modified by committee.....
- Recommend discussion and action by the full Board at Board Meeting.....
- Recommend denial of request.....
- Table for additional consideration
- Take no action.....
- Other:.....

If other, explain:

Consequences or additional information (if any):

LEGAL REVIEW: Is legal counsel review required? No Yes *If yes, explain: Fred Logan and Andrew Logan have reviewed the policy document, with all adjustments reflected within.*

SUGGESTED RECOMMENDATION/MOTION:

It is the consensus of the committee to recommend Board consent approval of The JCPRD Public Art Program Resolution No. 2019-10.

It is the consensus of the committee to recommend Board consent approval of the JCPRD Public Art Program Policy.

SUPPORTING DOCUMENTATION:

- Attachment A: JCPRD Public Art Program Policy and Resolution No. 2019-10.



**JOHNSON COUNTY PARK & RECREATION DISTRICT
BOARD OF PARK AND RECREATION COMMISSIONERS**

RESOLUTION NO. 2019-10

**A RESOLUTION AUTHORIZING THE SELECTION, PURCHASE, AND DISPLAY OF ART
IN PUBLIC SPACES OWNED AND OPERATED BY THE JOHNSON COUNTY PARK
AND RECREATION DISTRICT**

WHEREAS, the Board of Park and Recreation Commissioners of the Johnson County Park and Recreation District (hereinafter referred to as the "JCPRD Board") is the governing body for the Johnson County Park and Recreation District (hereinafter referred to as "JCPRD"), and has the authority to administer the business of JCPRD, including the acquisition and construction of capital buildings and park land used for the operation of JCPRD; and

WHEREAS, the JCPRD Board wishes to establish a JCPRD Public Art Program, providing for funding for public art as a component of capital building projects and park development; and

WHEREAS, the JCPRD Board desires to create a JCPRD Public Art Committee to oversee the program; and

WHEREAS, the JCPRD Board recognizes that public improvements, park development and buildings used for the operation of JCPRD are community spaces that reflect a visual image of the community, and the JCPRD Public Art Program provides a meaningful method to add value and community interest in the arts and visual image of public buildings and parks; and

WHEREAS, the JCPRD Board now deems it desirable to create the JCPRD Public Art Program to more directly reflect the policy of the JCPRD Board for current and future capital building projects and park development.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park and Recreation Commissioners of the Johnson County Park and Recreation District that a JCPRD Public Art Program shall be created with the attached policies and provisions, entitled JCPRD Public Art Program, shall be and hereby are adopted, effective September 18, 2019, and shall be implemented by and through the JCPRD Culture Division in partnership with the JCPRD Planning and Development Department.

Resolution No. 2019-10 adopted this 18th day of September, 2019.

**JOHNSON COUNTY PARK AND RECREATION DISTRICT
BOARD OF PARK AND RECREATION COMMISSIONERS**

{SEAL}

STEVEN BARU, Chair

ATTEST:

GEORGE J. SCHLAGEL, Secretary

APPROVED AS TO FORM:

FRED J. LOGAN, Legal Counsel



JOHNSON COUNTY
Park & Recreation
District

PUBLIC ART
PROGRAM

**JOHNSON COUNTY PARK AND RECREATION DISTRICT
PUBLIC ART PROGRAM**

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**JOHNSON COUNTY PARK AND RECREATION DISTRICT
PUBLIC ART PROGRAM**

Created September 18, 2019

I. PURPOSE

The purpose of the Johnson County Park and Recreation District (JCPRD) Public Art Program is to recognize that works of art are public improvements and should be a prominent part of JCPRD's profile. The program is intended to provide a mechanism for the commissioning, accessioning, and financing for works of art by JCPRD.

II. POLICY STATEMENT

It is the policy of JCPRD to include and encourage the active involvement of the community in setting high standards and guidelines for achieving scale and excellence in public art projects conducted by JCPRD and in participating in the selection and siting of art works for JCPRD.

It is further the policy of JCPRD to manage public moneys to ensure that public improvement projects are constructed and operated in a fiscally responsible manner and, whenever feasible, to solicit and utilize contributions, grants, donations and other funding sources for public improvements, including works of art.

III. GOALS / MISSION

To assist in meeting JCPRD's mission of enriching our community through excellence in parks, recreation, culture, education and public service, the goals of the Public Art Program are to:

- Utilize public art to foster Johnson County Park & Recreation District's mission and vision of fostering active lifestyles, promoting appreciation and stewardship of nature and wildlife, and building understanding of culture and heritage.
- Create opportunities for the public to experience and appreciate fine art outside the traditional settings.
- Integrate a wide range of high-quality artwork throughout the park system that reflects a diversity of artistic disciplines and points of view.
- Make art accessible and visible throughout the community
- Showcase public art that delights, intrigues, attracts visitors, and broadens the public's experience.

IV. DEFINITIONS

- A. **Accessioning.** The procedure used to accept and record an artwork as part of the collection.
- B. **Acquisition.** The accession of an artwork into JCPRD's public art collection, whether by commission, purchase, loan, gift or other means.
- C. **Artist Selection Committee (ASC).** Individuals appointed by the PAC to recommend artists, propose artwork and budget expenditures for a public art project.
- D. **Artwork.** Original visual art produced by professional artists, using a variety of media; can be free standing, integrated into architecture, functional, non-functional, temporary or permanent. The following shall not be considered artwork:

1. Reproductions or unlimited copies of original artwork;
 2. Art objects which are mass produced; or
 3. Works that are decorative, ornamental or functional elements of the architecture; or
 4. Landscape design, except when commissioned from a professional artist as an integral aspect of a structure or site.
- E. **Consultant.** An individual or firm hired for advice or to undertake a specific task.
- F. **Capital Improvement Plan Budget (CIP).** The annual process by which JCPRD funding for the Public Art Program is determined. This is defined as Capital Improvement Plan projects budgeted annually, excluding land acquisition and Capital Replacement Plan projects.
- G. **Deaccessioning.** The procedure followed to remove artwork from the public art collection.
- H. **Maquette.** A scale model of a proposed public artwork.
- I. **JCPRD construction project liaison.** JCPRD representative who manages a construction project to which public art funds are allocated.
- J. **JCPRD staff.** Johnson County Park and Recreation District employees.
- K. **Maintenance Reserve Fund.** 10% of the annual JCPRD Public Art Program funding, to be held in a project fund specifically for the maintenance and restoration of existing art work.
- L. **Professional Artist.** An artist of least 18 years of age with the following qualifications:
5. At least two years of visual art exhibition history; or
 6. At least two years of commissioned visual or public art.
- M. **Public Art.** Artwork that is accessible to the public and created through a public process that considers the social and physical context of the site and addresses the goals of the public art program.
- N. **Public Art Collection.** Artwork on public land or in public facilities owned by JCPRD.
- O. **Public Art Committee (PAC).** A standing committee of the JCPRD responsible for making recommendations to the JCPRD about the implementation of the public art program.
- P. **Public Art Funds.** Separate funds established by JCPRD to receive and account for monies that are appropriated to or received for the public art program. JCPRD shall maintain separate funds as required to account for bond proceeds, donations, and monies from state and federal sources.
- Q. **Public Art Program.** A program by the JCPRD.
- R. **Public Art Project.** The creation of public artwork in accordance with the Public Art policies, procedures, and guidelines.

V. PROGRAM ELEMENTS

A. Works of Art and Art Projects

The JCPRD Public Art Program covers only those works of art or art projects which are specifically commissioned or acquired by JCPRD as Public Art and which are created or provided by an identified artist in response to the commission or request for acquisition. Public art may be permanent, fixed, temporary or portable, may be an integral part of a building, facility, park or structure, and may be integrated with the work of other design professionals. It includes but is not limited to:

- Sculpture, which may be made of any material or combination of materials; may be free standing, wall-supported or suspended, kinetic, electronic or mechanical;
- Murals or paintings, which may be made of any material or variety of materials with or without collage; may be made with traditional or non-traditional materials and means;
- Earthworks, neon, glass, organic materials (i.e., fiber, clay, wood, etc.), mosaics, photographs, prints, calligraphy, audio and video media, and holographic or computer-generated technologies;
- Public programming associated with the art installation.

Public Art, whether a work of art or an art project, under the Program is intended to be a major artistic endeavor and will almost always include the selection and use of an artist.

B. Program Funding

Funding for the Public Art Program will be generated through all available funding sources, including contributions, grants, and JCPRD financing for its capital improvement projects. The JCPRD Public Art Program funds will be allocated annually during the Capital Projects process to support art projects that may accompany major capital building projects or park development or to enhance existing JCPRD spaces.

JCPRD funding shall be provided in the following manner:

1. **Annual Funding.** Annually, funding shall be identified through a line item in the Capital Projects budget that shall total one-half of one percent (.5%) of the annual Capital Improvement Plan budget. This one-half of one percent shall apply to the annual Capital Replacement Plan budget, excluding land acquisition and the Capital Replacement Plan. Funding from debt issuance shall equal .5% of the total debt issued, not to exceed \$50,000. The JCPRD Board reserves the right to allocate funding for art above and beyond this provision. The JCPRD Public Art Committee shall withhold 10% of the JCPRD Public Art Program funding in a Maintenance Reserve Fund for the maintenance and restoration of existing art work.
2. **Other Funding.** Funds from other available sources as authorized by the Board, including private contributions, grant receipts, or uncommitted capital projects funds, may be made available for and credited to the public art program.

C. Use of Program Funds

Annual Capital Art Plan. The JCPRD Public Art Committee shall prioritize funding through an annual plan and budget.

1. **Expenditures.** JCPRD Funds designated for public art shall be used for the purpose of selecting, securing and installing art in public places and may, when authorized, be used for the payment of the costs of administration for the program, including cost of community participation, artist selection processes, community outreach or publicity, project documentation, education and similar administrative or processing costs. Funds committed to the JCPRD Public Art Program shall be expended in accordance with the guidelines, policies and procedures of JCPRD and any requirements associated with the source of funds.
2. **Art Maintenance Fund.** An Art Maintenance Fund shall be established for ongoing maintenance, set at 10% of the annual Capital Art Program budget. Unspent maintenance funds shall remain in the maintenance reserve fund.
3. **The Parks and Recreation Foundation of Johnson County.** The Parks and Recreation Foundation of Johnson County (PRFJC) Board shall manage a restricted fund to facilitate the acceptance of gifts, donations, grants and contributions of money for the JCPRD Public Art Program. Any grants, donations, gifts or other contributions received for the purpose of promoting public art shall be credited to this restricted fund and used as directed by the JCPRD Public Art Committee for the benefit of the JCPRD Public Art Program.

D. Administration

1. **JCPRD Management.** The JCPRD Public Art Program shall be administered by the Culture Division under the direction of the Superintendent of Culture in partnership with the Planning and Development Manager, and under the supervision of the Executive Director. The Superintendent of Culture, or his/her designee, shall be responsible for the direct oversight of the Program and shall be responsible for the approval of all expenditures authorized by the Board through the JCPRD Public Art Committee.

JCPRD staff, as identified and assigned by the Superintendent of Culture, will:

- a. Manage the Public Art Program and facilitate communication among the JCPRD, PAC, and Artist Selection Committees;
- b. Identify public art project opportunities;
- c. Participate in meetings for capital construction projects;
- d. Initiate and coordinate each public art project so that its process is compatible with any related project timelines;
- e. Present project updates to PAC;
- f. Administer the artists' recruitment and selection process;
- g. Compile a pool of potential art selection committee members and recommend each project;
- h. Provide public art program overview and project summary to selection panel;
- i. Facilitate selection committee meetings;

- j. Present semifinalists identified by the selection committee to PAC for approval;
 - k. Provide report of finalist selection that PAC presents to JCPRD Board for approval;
 - l. Act as liaison with JCPRD Legal Counsel in negotiating artist contract;
 - m. Develop guidelines for the content and format of identification plaques and oversee their fabrication;
 - n. Officially accept artwork from artist or donor on behalf of JCPRD having oversight responsibility and ensure artwork is included under JCPRD insurance coverage;
 - o. Coordinate publicity with JCPRD having oversight responsibility for artwork;
 - p. Administer the Public Art Project Fund and Art Maintenance Project Fund;
 - q. Direct the public relations and general education of the public art program.
2. **Artistic Consultant.** JCPRD may retain, either by employment or independent contract, the services of an artistic consultant, who shall be responsible for advising JCPRD on issues arising under the Program and for providing oversight of the artist selection process as needed.
 3. **Costs and Expenses.** Costs and expenses for administration of the JCPRD Public Art Program, including costs for community participation, artist selection processes, artist candidate fees and reimbursed expenses, community outreach and publicity, project documentation, education, maintenance and other related costs, may be paid from the following sources:
 - JCPRD Public Art Fund; or
 - JCPRD Maintenance Reserve Fund; or
 - Culture Division funds as identified in the annual budget.

E. Public Art Committee (PAC)

1. **Purpose.** The purpose is to serve as a link between the JCPRD Board and the citizens of Johnson County.
2. **Responsibilities.** The JCPRD PAC shall serve as an advisory committee to the JCPRD Board and shall be responsible for administering the JCPRD public art program, including the selection processes for artists and art works to be commissioned or acquired under the Program and making recommendations to the JCPRD Board for final selection action.
3. **Membership and Appointment.** The JCPRD Public Art Committee shall consist of at least seven (7) but no more than nine (9) members to be approved by the JCPRD Board. Included in this membership are the Superintendent of Culture and two members of the Planning and Development Department who shall serve as ex-officio, voting members. Other members shall be appointed for terms of three (3) years, with the terms staggered so that the terms of not more than three members expire in any given year.

4. **Duties.** The Public Art Committee is responsible for advising the JCPRD Board on policies and procedures that promote, encourage and increase support for public art, and on general issues pertaining to the JCPRD Public Art Program as follows:
 - a. Recommending new PAC members for approval by the JCPRD Board;
 - b. Establishing policies and procedures, and providing general oversight for the JCPRD Public Art Program;
 - c. Recommending guidelines, policies and procedures for the selection, implementation and conservation of public art;
 - d. Recommending to the JCPRD Board, and the Executive Director, an annual public art plan with proposed sites for the future placement of works of art on JCPRD property and a proposed budget;
 - e. Designating appropriate Artist Selection Committee (ASC) members for each public art project;
 - f. Advancing recommendations from the artist selection committee to the JCPRD Board for their acceptance or rejection;
 - g. Reviewing and recommending proposed gifts of art, as well as loans and long-term exhibitions of art on JCPRD-owned property, as requested by JCPRD or any of its divisions; and
 - h. Reviewing and recommending accessioning and de-accessioning of publicly-owned artworks, as requested by JCPRD or any of its divisions.

F. Conflicts of Interests

Any member of the JCPRD Public Art Committee or Art Selection Committee, having a direct conflict of interest, or the appearance of a conflict of interest, whether financial or otherwise, in any particular project brought before the membership shall disclose such conflict prior to the start of discussions, and said member shall refrain from participating in discussions or voting regarding such project.

G. Art Selection Process

1. **General.** The artist selection process shall be an open and competitive process and one that allows for the selection of the artist to be based on the artist's talent and creativity, and a willingness to work with input from the community and the design team.
2. **Artist Selection Committee.** Project specific Artist Selection Committees (ASCs) will be seated for each project where an artist will be engaged. ASCs will be composed of volunteers and organized to review and rank artists' applications, to interview artists, and to recommend artists for involvement in these projects to the JCPRD Public Art Committee.

A selected ASC will typically be composed of the following voting members:

- a. One representative from the JCPRD's primary project consultant (Architect, Engineer, Contractor or Landscape Architect);

- b. One representative who will be working at the site when completed, if appropriate;
- c. One member from the community at large who resides in the vicinity of the project;
- d. Two community members with visual arts expertise;
- e. One JCPRD project manager from the Planning and Development Department; and
- f. One member of the PAC as a non-voting liaison.

Members of the Public Art Committee are not eligible to serve on Artist Selection Panel, except in a non-voting liaison capacity.

An ASC convenes only as long as the selection process for one project continues. The ASC is not convened to select artists for multiple projects; a separate ASC is organized for each project, though individual ASC members may serve on more than one ASC.

- 3. **JCPRD Board Approval.** All art work must receive approval by a majority vote of the Board of Park and Recreation Commissioners following the recommendation of the Public Art Committee.
- 4. **Ownership.** All art objects acquired pursuant to this Resolution shall be acquired in the name of JCPRD and title shall vest in.

VI. COLLECTION PRACTICES

A. Establishing the Collection

The Culture Division staff shall inventory the existing works of art owned by JCPRD. All new works of art and/or art projects acquired or commissioned under the Public Art Program shall automatically be accessioned to the collection and added to this inventory. The inventory shall be managed and maintained in a manner consistent with established policies and procedures.

B. Accessioning of Art Work

1. Art Donation/Loan Procedures

At the request of the JCPRD Board, the JCPRD Public Art Committee will advise on proposed donations of artwork or donated funds designated for the creation of a piece of art intended for public display. Requests for commissioning a work of art shall conform with JCPRD's Donation Policy. Selection and placement of a work of public art may occur through a donation to the Johnson County Park & Recreation District (JCPRD), or through a donation to The Parks and Recreation Foundation of Johnson County.

To increase the visual and artistic quality of the community, JCPRD will occasionally display art loaned by artists, institutions or organizations. This allows the art displayed within JCPRD to remain fresh and enables a larger number of artists to participate in the program at little cost to the County. The PAC accepts only those works that will, in its discretion, further the goals of the PAC.

No donations or loans shall be accepted without prior review of a donation/loan application submitted by the donor. Donation/loan applications shall be submitted to the JCPRD Public Art

Committee (PAC) for review. The PAC shall review all applications and may choose to accept or refuse the donation.

It is the responsibility of the donor to provide in the donation/loan application sufficient detail to allow for thorough (i) artwork review, (ii) site selection and site review, (iii) artist qualifications review and (iv) installation procedures review. Arrangements should be made to identify a designated site for viewing by the PAC. The PAC may recommend a permanent location for the donated artwork if none was suggested in the application or if the suggested site is unacceptable in the site review process.

The donation/loan application will be evaluated under the criteria listed in this document. The review may also allow for receiving public comment on review criteria. The PAC may recommend to the donor amendments to the artwork. The donor may make such amendments as part of the review process.

Upon completion of the review, the donation/loan application is voted on by the PAC and if in the affirmative, it is sent on to the JCPRD Board with (i) a recommendation from the PAC to accept the donation (ii) a legal contract between JCPRD and the Donor to be executed. A Budget Plan, if necessary, should accompany this contract.

If the donation/loan is accepted by vote of the JCPRD Board, the Superintendent of Culture will work with the donor and/or artist to monitor the progress and to help ensure timely and faithful execution of the contract. The Superintendent of Culture will also facilitate communication regarding the art' installation to the contact person listed on any donated art proposal, to the JCPRD Board, and to the Marketing & Communications Department for promotion to area media.

The process may include a dedication and recognition of all whose efforts contributed significantly to the project.

The donation/loan agreement shall define the terms of the donation/loan, including but not limited to:

- a. The display, relocation, and storage of donated or loaned artwork;
- b. The insurance of artwork from theft, damage or destruction;
- c. The determination of whether artwork which has been damaged or destroyed shall be replaced, rehabilitated, or repaired;
- d. The ownership of and/or rights to the artwork.

In the case of donated artwork which has been accessioned into JCPRD's collection, JCPRD shall have sole discretion on matters related to the de-accessioning of such pieces. JCPRD reserves the right to sell donated art pieces, as allowed by policy, with all proceeds restricted to the support of the JCPRD Public Art Program.

Works of art, whether proposed for acquisition or donation, which are subject to any form of restriction or condition for its use, display, ownership, or preservation will not be accepted for accessioning unless recommended by the PAC and expressly approved by unanimous decision of the JCPRD Board. The JCPRD Board reserves the right to reject any art work that has such conditions or restrictions.

C. De-Accessioning of Art Work

The PAC shall develop criteria for consideration in de-accessioning a work of art from the JCPRD collection. The PAC will recommend de-accessioning to the JCPRD Board and, upon the JCPRD Board's approval, shall direct the Superintendent of Culture to withdraw the artwork from the public art collection. De-accessioning will be considered only after a careful and impartial evaluation of the artwork within the context of the collection as a whole.

Any work of art which is de-accessioned from the collection shall be disposed of in a manner consistent with JCPRD procedures; provided, however, when possible, the artist of the work shall be notified, and the artist's interests shall be considered as a factor in the disposal. JCPRD reserves the right to sell art pieces, as allowed by policy. All proceeds from such sales will be restricted to support the Public Art Program.

APPENDIX I

Donation/Loan Proposal Requirements

1. Donation or Loan Application
2. Information Package that allows full understanding of the nature of the artwork including:
 - Artwork description
 - Conceptual drawings
 - Artist's renderings
 - Technical construction drawings (as appropriate, to allow evaluation)
 - Sample material(s)
 - Site plan to scale
 - Representational illustrations or photographs of the artwork or scale model of the completed work on its proposed site
3. Budget Plan to include funding plan, anticipated installation costs.
4. Recommended detailed maintenance plan and long-term maintenance costs including materials and frequency.
5. Expected life span.
6. Description of the installation procedures.
7. The artist's curriculum vita and portfolio that includes slides, photographs and, if available, independent reviews of past work.
8. Any other pertinent materials that will assist JCPRD in the evaluation of the donation.

APPENDIX II

'Letter To Donor' Template

Dear Donor:

We appreciate your generous offer to donate artwork to the Johnson County Park and Recreation District (JCPRD), and every consideration will be given to your proposal. Acceptance of donated art is the prerogative of JCPRD and involves a careful review process to ensure that the collection is the best for the community.

If JCPRD initially recommends such action, your donation proposal will be forwarded for a technical review and an arts content review, as well as a review of the proposed site and installation procedures. The reviews follow very specific criteria and will involve the Public Art Committee along with JCPRD staff. There will be opportunity during these reviews for you to address issues that arise in the reviews. With final reports and recommendations from the reviews, it will then return to the JCPRD Board of Park and Recreation Commissioners (JCPRD Board) for a final vote of acceptance.

If the proposal receives the final acceptance approval of the JCPRD Board, a staff liaison will work with you throughout the process to help ensure that your art donation is successfully realized and to keep you informed of decisions as they pertain to your donation proposal.

Please note that JCPRD shall have sole discretion on matters related to display, relocation, storage, and deaccession of donated artwork. Also, JCPRD shall have the sole discretion whether to insure donated artwork from theft, damage, or destruction and have the sole discretion to determine whether artwork that has been damaged or destroyed shall be replaced, rehabilitated, or repaired.

Private donations of artwork for placement in public spaces are a great way to add to the quality and variety of art in the Johnson County community. Thank you for your interest in helping to build JCPRD's collection of public art.

If you have questions or wish to discuss this further, please contact my Senior Administrative Assistant, Katie Baergen, at 913.826.3062 or katie.baergen@jocogov.org

Sincerely,

Susan Mong
Superintendent of Culture

Theatre in the Park - Theatre Advisory Council

Meeting Minutes - Friday, August 23, 2019

In Attendance

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Tim Bair | <input checked="" type="checkbox"/> Robert Hingula | <input checked="" type="checkbox"/> Stephanie Meyer | <input checked="" type="checkbox"/> Brant Stacy |
| <input checked="" type="checkbox"/> Corinne Bakker | <input checked="" type="checkbox"/> Michele Janson | <input type="checkbox"/> Susan Mong | <input checked="" type="checkbox"/> Kim Underdown |
| <input checked="" type="checkbox"/> John Edmonds | <input checked="" type="checkbox"/> Donna Knoell | <input checked="" type="checkbox"/> Joy Richardson | <input type="checkbox"/> JCPRD Board Rep |
| <input checked="" type="checkbox"/> Dena Hidebrand | <input checked="" type="checkbox"/> Jane Massey | <input checked="" type="checkbox"/> Jim Royer | |

Minutes taken by: April Kobetz

- I. **Welcome** – Stephanie Meyer
- II. **Approval of May Minutes** – Stephanie Meyer
 - a. Motion to approve: Jane Massey; Second: Michele Jansen; All approve.
- III. **Financial and Producing Artistic Director's Report** – Tim Bair
 - a. Financials available through end of July. On track to have our best year in nearly a decade, but there are still expenses and revenue to come in from August's production of Wizard of Oz.
 - i. Concessions sales went very well this year. The addition of Nothing Bundt Cakes and launch of alcohol sales during Wizard of Oz helped bring in more concessions revenue. We would like to keep Nothing Bundt Cakes in the concession stage next summer and will be renegotiating the Nothing Bundt Cakes contract over the winter in an attempt to get a higher percentage of the profits.
 1. Jane Massey gave the staff very positive feedback about her experience with the concession staff this summer.
 - ii. Tim apprised the TAC about the ongoing discussion of putting a café into the AHC.
 - b. Discussion of Outdoor season box office report.
 - i. 3 Rain outs – Annie, Chitty, Matilda
 1. Have or will receive adjusted royalties from MTI for those performances.
 - c. Positive comment review from the TIP Facebook page for TAC review. General Stats: 10,057 likes, 10,292 followers, and 29,055 check-ins this summer.
 - d. 2020 Season Proposal
 - i. Information currently confidential. Please call or email Tim for details on proposed season.
 - ii. Vote on 2020 season proposal.

Dena Hildebrand motion to approve 2020 INDOOR and OUTDOOR Season lineup as presented. Second Jane Massey. All approve, motion carries.

- IV. **TAC By Laws Change** – Stephanie Meyer & Michele Janson
 - a. Michele Janson provided the updated language for the TAC Charter re: April 2019 approval to raise annual TAC member contribution to \$500.

Donna Knoell motion to approve update to Theatre Advisory Council Charter, per tracked changes. Second Brant Stacy. All approve, motion carries.

Theatre in the Park - Theatre Advisory Council

Meeting Minutes - Friday, August 23, 2019

V. Stars Gala – Stephanie Meyer

- a. Kim Underdown has approached Bank of Blue Valley to be a presenting sponsor as well as Hallmark and Blue Cross Blue Shield.
- b. Donna Knoell has approached UMB Bank as a presenting sponsor.
- c. Stephanie Meyer plans to meet with development staff to working on future fundraising plans.
- d. John Edmonds asked if a Bid Pal representative could come to a future TAC meeting to show the council the software we will be using for the Gala auction. Sarah Saugier will schedule that visit when she returns in September.

VI. New Business – Stephanie Meyer

- a. Joy asked that TIP develop the ability to sell gift cards. All agreed.
- b. Reminders
 - i. 2020 Outdoor Auditions are scheduled for February 22 and 23, 2020.
 - ii. Stars Gala Teams sign up link:
<https://www.signupgenius.com/go/4090f45aaa92ba5f58-stars>

VII. Next TAC Meeting

- a. Friday, September 27, 2019
12:00-1:30pm
JCAHC Conference Room