**Arts Commission**

**KPAC Visual Arts Subcommittee Minutes**

**TUESDAY, March 8, 2022, 5:00 p.m.**

**KIRKWOOD PERFORMING ARTS CENTER**

**210 EAST MONROE**

**Meeting called to order** by chairperson, Zoe Perkins.

**In attendance:** Glenda Hares,, Zoe Perkins, April Morris, Glenda Hares, Rick Duplissie, Art McDonnell, Stefanie Kirkland

1. **CITIZEN COMMENTS** **—** No Citizen Comments.
2. **APPROVAL OF MEETING MINUTES —** Motion to approve March 1 minutes by April, seconded by Glenda. Minutes approved as written.
3. **UNFINISHED BUSINESS**
4. **Opening date/logistics-** opening for first exhibition is March 30th, 4:00-7:00pm. Show will run through June 26th. KAC/KAF to provide food and beverage. Rick to get update any food serving protocols. Currently no catering service contracted by KPAC. Second exhibition dates are July 13-October 16 with opening on July 13th. Zoe contracted Mark Pack to hang the new display system. KAF will pay for this service. Committee agreed upon placement of system. April to confirm artist installation times the weekend before the Wednesday opening.
5. Promotion/Marketing- April to write press release. Info to be sent to W/K Times and Kirkwood Arts newsletter, and posted on KPAC, KAC, City websites. April to design an invitation for the artists with images for promotion to ensure correct info is published.
6. Labels/text panels- April to design three 16 x 20 intro panels with concise info and acknowledge KAC/KAF sponsorship. Stefanie to work on clear acetate labels to put on walls.
7. Sale of Artwork-All sales will be between artist and buyer. Stefanie will buy clear business card holders to be placed near intro text panel for each artist.
8. Contracts and Insurance update- Zoe to confirm version of contract agreement to use for artists.
9. Artist Guidelines- Stefanie to draft artist guidelines. April to distribute to artists.
10. **NEW BUSINESS**
11. **Other Matters** — Next meeting TBD
12. **ADJOURNMENT**