



Agenda  
Village of Arlington Heights  
Arts Commission  
Commissions Room, 2nd Floor

Village Hall  
33 S. Arlington Heights Road  
Arlington Heights, IL 60005  
December 5, 2018  
6:30 PM

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- A. Minutes 11-7-18

**IV. REPORTS**

- A. Public Comments

**V. OLD BUSINESS**

- A. 2019 Spring Outreach
- B. Exhibit - Historic Images of Arlington Heights
- C. Banner Program
- D. Photography Competition
- E. Student Writing Program
- F. Art 'Round Town Brochure
- G. 2019 Commission Event Dates
- H. Idea and Program Listing - 2019 Projects
- I. Commission Communication Updates - Marketing

**VI. NEW BUSINESS**

- A. Informational Material/Announcements

**VII. OTHER BUSINESS**

**VIII. ADJOURNMENT**

Persons with disabilities requiring auxiliary aids or services, such as an

American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



**Item:** Minutes 11-7-18

**Department:** Planning & Community Development

**ATTACHMENTS:**

**Description**

Minutes

**Type**

Minutes

**DRAFT**  
**MINUTES OF**  
**THE VILLAGE OF ARLINGTON HEIGHTS**  
**ARTS COMMISSION MEETING**  
**HELD IN THE PLANNING CONFERENCE ROOM**  
**OF THE VILLAGE HALL**  
**NOVEMBER 7, 2018 AT 6:30 P.M.**

Arts Chair Souter called the meeting to order at 6:30 p.m.

Members Present: Janet Souter, Arts Chair  
Toni Higgins-Thrash  
Mary Seitz-Pagano  
John Walsh  
Sarah Galla  
Kathleen Neacy  
Kristen Walter

Members Absent: Kristen Schurtz

Also Present: Derek Mach, Staff Liaison

**APPROVAL OF MINUTES**

**COMMISSIONER SEITZ-PAGANO MADE A MOTION, SECONDED BY COMMISSIONER HIGGINS-THRASH, TO APPROVE THE MINUTES FROM THE OCTOBER 3, 2018 ARTS COMMISSION MEETING. ALL WERE IN FAVOR. THE MOTION CARRIED.**

**CULTURAL ARTS AWARD**

Arts Chair Souter commented that overall, the presentation went well and the commission agreed. Arts Chair Souter AND THE Commission thanked the subcommittee for their work on the project. Arts Chair Souter asked if staff could forward a picture from the presentation.

**BANNER PROGRAM**

Arts Chair Souter asked if there is any update on the banner program. Staff Liaison Derek Mach commented that a theme needs to be determined and the application finalized. Commissioner Seitz-Pagano commented that the Commission previously discussed winter as a possible theme. The Commission agreed that the theme should be winter. Staff Liaison Derek Mach commented that one estimate has been received for \$2,500 and staff is working on a second estimate. The Commission discussed having the artist's name on the bottom of the banner. Commissioner Seitz-Pagano commented that the artist's name was on the bottom of the banners for the last program. The Commission discussed the size of the banner. Staff Liaison Derek Mach commented that the banners are 30"x72". Staff Liaison Derek Mach explained that with the 'Arlington Heights' on the side of the banner, the space available will be approximately 24"x72".

**COMMISSIONER NEACY MADE A MOTION, SECONDED BY COMMISSIONER WALSH, TO SPEND \$2,500 FOR BANNERS FOR THE BANNER PROGRAM. ALL WERE IN FAVOR. THE MOTION CARRIED**

### **PHOTOGRAPHY COMPETITION**

Arts Chair Souter commented that the deadline for the photography competition is January 25. Staff Liaison Derek Mach commented that to date, the Commission has not received any submittals. The Commission discussed marketing. Commissioner Neacy asked if the social media presence could be increased.

### **EXHIBIT – HISTORIC IMAGES OF ARLINGTON HEIGHTS**

Commissioner Walsh commented that staff met with the Museum Administrator. The ideas that were discussed include:

- Creating an exhibit that travels to various locations (Village Hall, Library, schools).
- Each year the exhibit could be expanded in order to keep it fresh.
- The museum suggested the theme for the first year be 'police' because of the new building but they are open to suggestions.
- It was discussed having the images mounted/printed on PVC board so that they will hold up over time.
- The museum indicated that they could pull the exhibit together but asked if the Commission could help or pay for the costs. The costs could vary depending on mounting and the number of images.

Staff Liaison Derek Mach commented that the summer of 2019 was discussed as a target for completing the exhibit and that the Commission needs to discuss the theme and if they are willing to contribute funds towards the exhibit. The museum felt that a nice exhibit could be put together for \$500 – \$750. The Commission felt that \$750 is a more realistic budget for putting together an exhibit. The Commission discussed the idea of the exhibit traveling and wanted to make sure that it is featured at Village Hall for a sufficient period. Staff Liaison Derek Mach is going to coordinate with the museum to obtain a more accurate estimate for the exhibit. The Commission expressed interest in working with the museum for an exhibit and likes the idea of having an exhibit that is themed 'police' to coincide with the new building. Commissioner Walter volunteered for the subcommittee for the exhibit project.

### **IDEA AND PROGRAM LIST – 2019 PROJECTS**

Arts Chair Souter asked if there is any update for the Spring Outreach. Commissioner Neacy explained that she has heard back from some of the schools and there is interest in the program. Commissioner Neacy commented that the venue needs to be chosen. Commissioner Galla explained that she is coordinating with Metropolis regarding possible dates for the event. The Commission discussed May 19, 2019 as a possible date for the event. The Commission agreed that Memorial Day weekend will not work. The Commission discussed the approximate length of the program. Commissioner Higgins-Thrash explained that in the past, the program ran from 6:00 PM and concluded at approximately 7:45 PM. Commissioner Higgins-Thrash commented that the first half hour was a meet and greet. The Commission discussed having approximately three bands.

### **COMMISSION COMMUNICATION UPDATES - MARKETING**

Arts Chair Souter commented that a press release has been sent to the Herald for the photography competition.

### **ART 'ROUND TOWN BROCHURE**

Commissioner Higgins-Thrash commented that the mailing for the cultural arts listing will be sent this week.

**COMMISSIONER NEACY MADE A MOTION, SECONDED BY COMMISSIONER SEITZ-PAGANO, TO SPEND \$500 FOR THE DESIGN OF THE BROCHURE FOR THE CULTURAL ARTS LISTING. ALL WERE IN FAVOR. THE MOTION CARRIED**

### **STUDENT WRITING PROGRAM**

Arts Chair Souter commented that there is no update at this time.

**2019 COMMISSION EVENT DATES**

Commissioner Higgins-Thrash commented that the dates for Commission events for 2019 need to be finalized. Commissioner Higgins-Thrash suggested that the dates be discussed at the next meeting and the Commission agreed.

**INFORMATIONAL MATERIAL/ANNOUNCEMENTS**

Arts Chair Souter asked if there is any new business?

**ADJOURNMENT**

**COMMISSIONER SEITZ-PAGANO MADE A MOTION, SECONDED BY COMMISSIONER HIGGINS-THRASH, TO ADJOURN THE MEETING AT 7:30 P.M. ALL WERE IN FAVOR. THE MOTION CARRIED.**