

Cultural Arts Commission
Bastrop City Hall City
Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8800



AGENDA – May 4th, 2021 at 10:00 A.M.

Bastrop Cultural Arts Commission meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.

1. CALL TO ORDER

2. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Board/Commission, please submit a fully completed request card to the Board/Commission Secretary prior to the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Issues may be referred to City Staff for research and possible future action.

To address the Board/Commission concerning any item on the agenda, please submit a fully completed request card to the Board/Commission Secretary prior to the meeting.

3. REPORTS

3A. Commission Member Reports

4. PRESENTATIONS

- 4A. Cultural Arts Commission Finances
- 4B. Texas Commission on the Arts Report
- 4C. Cultural Arts Commission Bylaws File

5. WORKSHOP

5A. Consideration of Cultural Arts Commission Workplan Workshop

6. ITEMS FOR INDIVIDUAL CONSIDERATION

- 6A. Consideration for the election of a Commission Chair
- 6B. Consideration for the election of a Commission Vice-Chair
- 6C. Consideration for the election of a Commission Secretary

7. UPDATES

7A. Consider requests for future agenda items

8. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, www.cityofbastrop.org. Said Notice was posted on the following date and time: Thursday, April 29, 2021 at 12:00 p.m. and will remain posted for at least two hours after said meeting has convened.



Victoria Psencik, Deputy City Secretary

MINUTES OF BASTROP CULTURAL ARTS COMMISSION
April 20, 2021

The Bastrop Cultural Arts Commission met in a Regular Meeting on Tuesday, April 20, 2021 at 10:00 a.m. at Bastrop City Hall located at 1311 Chestnut Street, Bastrop, Texas. Members present were Lisa Holcomb, Kaye Sapikas, Michael Jones, Luis “Chico” Portillo, Dick Smith, Maria Montoya Stayton, Staff Liaison Rebecca Gleason, and Council Liaison Bill Ennis.

1. **CALL TO ORDER:** At 10:03 am and with quorum in attendance, Bill Ennis called the meeting to order.

2. **CITIZEN COMMENTS:** None

3. **ANNOUNCEMENTS:**

3A: Introduction of the Commissioners- Commissioners provided a brief introduction including their name and background.

3B: Confirmation of Commission meeting dates and times- The Commission shall meet on the first Tuesdays of the month at 10:00 am at City Hall.

4. **PRESENTATIONS:**

4A: Council, Boards & Commissions Rules of Procedure: Rebecca presented a brief overview of the Council, Boards & Commissions Rules of Procedures that will be followed by the Commission as dictated by Council under Resolution No. R-2020-58.

4B: Review of Council Foundational Charge: Bill reviewed the foundational charge of the Commission from Council by reviewing Resolution No. R-2021-11 creating the Commission.

4C: Overview of key elements of the Cultural Arts Master Plan: Dick shared a brief overview of the key points and three-year plan from the Cultural Arts Master Plan.

5. **WORKSHOPS:**

5A: Consideration of general procedural matters and bylaws: Discussion was had surrounding the possible future adoption of bylaws specific to the Cultural Arts

Commission. It was discussed that a file of items for suggestion to add to possible bylaws would be kept for future consideration.

6: ITEMS FOR INDIVIDUAL CONSIDERATION:

6A: Discussion and possible consideration for the election of a Commission Chair: Dick nominated Maria and Lisa seconded the nomination to Commission Chair.

6B: Discussion and possible consideration for the election of a Commission Vice Chair: Maria nominated Kay and Dick seconded the nomination to Commission Vice Chair.

6C: Discussion and possible consideration for the election of a Commission Secretary: Kay nominated Lisa and Chico seconded the nomination to Commission Secretary.

7: UPDATES

7A: Consider requests for future agenda items: The Commission requested that at our next Commission meeting that we discuss finances, our Commission Workplans, and items we would like to add to a list for possible bylaws.

8: ADJOURNMENT: The meeting was adjourned at 11:47 a.m. without objection.

APPROVED:

ATTEST:

Insert name and title of signer

Insert name of person attesting



STAFF REPORT

MEETING DATE: May 4th, 2021

AGENDA ITEM: 4B

TITLE:

Texas Commission on the Arts Report

AGENDA ITEM SUBMITTED BY:

Rebecca Gleason, Staff Liaison

BACKGROUND/HISTORY:

In 2012 a local nonprofit by the name of Upstart applied to the Texas Commission on the Arts for a designated Cultural Arts District that encompasses much of historic downtown. In 2019, the Texas Commission on the Arts reached out to the City of Bastrop to inform the City that the Commission was now requiring a yearly annual report to continue accreditation. They suggested that the City reach out to Upstart, which had been defunct for many years, and have them turn the District over to the City to ensure ongoing accreditation. On May 15, 2019 Donald Barron, former Board Member of Upstart, signed the Cultural Arts District over to the City. As advised, Ms. Gleason informed the Commission on the Cultural Arts Master Plan and future Cultural Arts Commission but took on the completing of the report for the 2019 and 2020 deadlines. With the creation of the Commission, it will be the Commission's role to complete the annual report. This year's report is due June 15th, 2021. Attached please find last year's report, as well as this year's report form. You will notice that most of the report data has been coming from the City's Community Assets, Visit Bastrop, and the Main Street Program as a group effort.

RECOMMENDATIONS:

Rebecca Gleason recommends continuation of completing the annual report to allow access to Texas Commission on the Arts grant funds or both ourselves and other entities.

Texas Commission on the Arts Annual Report for Cultural Districts

For the period starting January 1, 201 and ending December 31, 201

Report due by June , 20

District Name:	
Year Cultural District Designated by TCA:	Website:
City:	County(s):
Managing Entity:	
Federal EIN:	DUNS Number:
Cultural district contact	
Board or management entity chair	
Name:	Name:
Title:	Title:
Organization:	Organization:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Cell Phone:	Cell Phone:
Email:	Email:

Cultural district boundaries

1. Please provide the streets that define the district’s north, south, east and west boundaries.

2. Have these boundaries changed from the time of designation?

Zip codes included in the cultural district

3. Provide a list of all the zip codes included within the cultural district boundaries. Indicate what percentage of each zip code is located within the cultural district. This website may be helpful: <https://www.unitedstateszipcodes.org/>.

Cultural District Accomplishments and Growth during 201

4. Provide a narrative overview of cultural district activity for calendar year 2019 and include any new initiatives, arts events, new public art projects, any capital projects completed, new restaurants, new retail, and new lodging businesses that opened in the district, along with any other outcomes you wish to share. (400 words)

Cultural District Visitors

5. Provide the total number of visitors who attended events and activities in the cultural district in 2019:
(Please provide data sources.)

6. Of the number above, provide the total number of visitors who came from outside the cultural district city to attend an event or activity in 2019:
(Please provide data sources)

Cultural District Management Entity Board

7. Please submit a list of current members of the policy-making body for the cultural district and their affiliations.

8. Provide a list of cultural district board meetings and dates that occurred in 2019.

Marketing Efforts

9. Describe the cultural district's marketing efforts to attract visitors in 2019.

Photographs

10. **Submit three to five quality photographs of activities that occurred in the cultural district in the past year.** Photos may be color or black and white and must be of high resolution (72 pixels per inch). Please attach a signed copy of the photo release form ([PDF to download](#)) and descriptions of the activity shown in each photo.

Please return this report by email to: districts@arts.texas.gov, with a subject line of:
"2019 Annual Report from _____ District." **The deadline is Monday, June 15, 2020 by 11:59 PM CDT.**

Texas Commission on the Arts Annual Report for Cultural Districts

For the period starting January 1, 2020 and ending December 31, 2020

Report due by June 15, 2021

District Name:	
Year Cultural District Designated by TCA:	Website:
City:	County(s):
Managing Entity:	
Federal EIN:	DUNS Number:
Cultural district contact	
Board or management entity chair	
Name:	Name:
Title:	Title:
Organization:	Organization:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Cell Phone:	Cell Phone:
Email:	Email:

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Cultural District Accomplishments and Growth during 2020

4. Provide a narrative overview of cultural district activity for calendar year 2020 and include any new initiatives, arts events, new public art projects, any capital projects completed, new restaurants, new retail, and new lodging businesses that opened in the district, along with any other outcomes you wish to share. *Separate out any online activities from your in-person activities, given the pandemic.* (400 words)

Cultural District Visitors

5. Provide the total number of visitors who attended events and activities in the cultural district in 2020:
(Please include data sources; separate out in-person and online events)

6. Of the number above, provide the total number of visitors who came from outside the cultural district city to attend an event or activity in 2020: *(Please include data sources; separate out in-person and online events)*

Cultural District Management Entity Board

7. Please submit a list of current members of the policy-making body for the cultural district and their affiliations.

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Please return this report by email to: districts@arts.texas.gov, with a subject line of:

"2020 Annual Report from _____ District." **The deadline is Tuesday, June 15, 2021 by 11:59 PM CDT.**