



WHERE COMMUNITY AND SPIRIT MEET®

**Kirkwood Arts Commission**  
**Meeting Minutes**  
**City of Kirkwood – 139 S. Kirkwood Road**  
**April 28, 2016 || 8:30 a.m.**

**PRESENT:** Commission Members Agnes Garino (Chair), Jim Erwin, Mary Hanson, Frank Lewis, Zoe Perkins, Judy Roberts, Jim Weidman. Beth von Behren, Staff Liaison. City Clerk Betty Montano. Kirkwood Arts Foundation Member Sheri Mistretta.

Pursuant to notice of meeting duly given, the Kirkwood Arts Commission convened at 8:30 a.m., on April 28, 2016, in the main-level conference room at Kirkwood City Hall, 139 S. Kirkwood Road.

- I. **Structure of Commission versus Structure of Subcommittees:** Beth and Betty reported on their meeting with City Attorney John Hessel. The following was shared with the Commission:
  - a. Any time you create a subcommittee, you must assign it: Scope of duties; purpose; terms (how long, how many members, qualifications); responsibilities
  - b. A subcommittee is given a task and then reports back to the full Commission with recommendations, to get approval.
  - c. The subcommittee does not have the authority to expand itself.
  - d. A subcommittee theoretically could last forever, but this is not advisable.
  - e. It can be very smart to delegate work to a subcommittee, but you need to give the subcommittee a term and a framework.
  - f. You can appoint a chair and a secretary to do the agendas and keep minutes, but if the Sunshine Law is violated in any way, the Commission could be held responsible. Keep your minutes, but be prepared to produce them.
  - g. Membership should be staggered.

**Additional discussion:** Membership should be staggered. A Task Force is an option. You should have an idea about how long their task will take, but you don't need specific terms. Their task could take longer than that, but it's good to have an expectation. It does need a purpose and goals. The Commission would tell the Task Force when to report back by. The Commission would agree who would serve. The Commission discussed the structure of the Greentree Planning Committee, which is structured differently from all other boards and commissions. The Greentree Committee has only three appointed members. Everyone else is a volunteer from the community. The volunteers each have a specific responsibility and primarily work alone, not as a subcommittee, which is why they are not required to post meetings or keep minutes. They do, however, report back to the full Committee, and those reports are kept in the minutes.

- II. **Public Art Policy:** The Commission discussed the Policy and potential changes. Jim Erwin agreed to work on the document and incorporate the Commission's proposed changes. He will send out a revised document to Commission members prior to the next meeting on May 17.
- III. **Adjournment:** 10:00 a.m.