

NOTICE: ANY SUBJECT APPEARING ON THIS AGENDA, REGARDLESS OF HOW THE MATTER IS STATED, MAY BE ACTED UPON BY THE BOARD OF DIRECTORS OF TEXAS CITY CULTURAL ARTS FOUNDATION, INC.

TEXAS CITY CULTURAL ARTS FOUNDATION, INC.  
BOARD OF DIRECTORS ANNUAL MEETING

AGENDA

OCTOBER 26, 2017- 5:30 P.M.  
CITY HALL CONFERENCE ROOM  
1801 9th Ave. N.  
Texas City, TX 77590

PLEASE NOTE: Public comments and matters from the floor are generally limited to 3 minutes in length. If you would like to request to speak, please do so in advance of the meeting by filling out a Request To Address Commission form. All in attendance are required to remove hats and/or sunglasses (dark glasses) during meetings and to also silence all cell phones and electronic devices.

1. ROLL CALL
2. NEW BUSINESS
  - a. Consider and take action on election of offices and Oath of Officers.
  - b. Consider and take action on April 27, 2017 Texas City Cultural Arts Foundation meeting Minutes.
  - c. Consider and take action on Resolution No. 17-03, approving the actions of the Officers of the Board of the Texas City Cultural Arts Foundation for the previous fiscal year 2016-2017.
  - d. Consider and take action on Resolution No. 17-04, adopting the 2017-2018 fiscal year budget of the Texas City Cultural Arts Foundation.
  - e. Consider and take action on Resolution No. 17-05, approving the agreement with Nancy House for position of Art Festival Coordinator.
3. UPDATES
  - a. Schedule for the 2018 Art Festival.
4. BOARD COMMENTS
5. ADJOURN

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE BULLETIN BOARDS AT CITY HALL, 1801 9TH AVENUE NORTH, TEXAS CITY, TEXAS, AT A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AND ON THE CITY'S WEBSITE ON OCTOBER 23, 2017, AT 4:00P.M., AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

---

Board Secretary

Texas City Cultural Arts Foundation, Inc.

**Texas City Cultural Arts Agenda**

**2. a.**

**Meeting Date:** 10/26/2017

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

---

**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on election of offices and Oath of Officers.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

---

**Texas City Cultural Arts Agenda**

**2. b.**

**Meeting Date:** 10/26/2017

Minutes

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

---

**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on April 27, 2017 Texas City Cultural Arts Foundation meeting Minutes.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

---

**Attachments**

Minutes

---

TEXAS CITY CULTURAL ARTS FOUNDATION, INC.  
BOARD OF DIRECTORS MEETING

MINUTES

April 27, 2017, 4:00PM

CITY HALL CONFERENCE ROOM

The Texas City Cultural Arts Foundation, Inc. Board of Directors met Thursday at 4:00 PM, in the City Hall Conference Room, 1801 9th Avenue North, in Texas City, Texas. A quorum having been met, the meeting was called to order at 4:00 PM by Dayna Perren with the following in attendance:

**(1)** ROLL CALL

Present: Dayna Perren, Chairperson  
JoAnn Hackbarth, Vice-Chairperson  
Mary Dickson, Director  
Leslie Henderson, Director  
Laura Boyd, Treasurer / Ex-Officio Member

Absent: Joseph Figarelli, Director

Staff Present: Justin Herter, Secretary  
Nick Finan, Director of Management Services  
James Hartshorn, Deputy Director of Management Service  
Laura Botd, Director of Finance  
Nochole Best, Events Coordinator  
Dennis J. Harris, Director of Rec and Tour

Attendees: Liz Delagarza  
Charlesa Gary

**(2)** NEW BUSINESS

- (a)** Consider and take action on minutes from the October 16, 2016, Texas City Cultural Arts Foundation, Inc. meeting.

Motion by Vice-Chairperson JoAnn Hackbarth, Seconded by Director Leslie Henderson to approve minutes,

**Vote:** 4 - 0 CARRIED

- (b)** Consider and take action on Resolution No. 17-001, approving LULAC #255 Grant Application.

Ms. Delagarza stated there would be 17 vendors and 4 food trucks. There would also be dancers and maybe a car show.

Motion by Vice-Chairperson JoAnn Hackbarth, Seconded by Director Mary Dickson to approve Resolution No 17-01.

**Vote:** 4 - 0 CARRIED

- (c) Consider and take action on resolution No. 17-002, approving the 1867 Settlement Grant Application.

There was some concern that the festival relate to cultural art. After hearing Ms. Gary the event met though parameters.

Motion by Director Mary Dickson, Seconded by Vice-Chairperson JoAnn Hackbarth to approve Resolution No.17-02.

**Vote:** 4 - 0 CARRIED

- (d) Review applications and select recipients for the 2017 Texas City Cultural Arts Foundation Scholarship.

After carefully reviewing the applicants the winners were Christopher Harmon from Texas City High School and Pria Conway from Dickinson High School.

(3) UPDATES

(4) BOARD COMMENTS

(5) ADJOURN

Having no further business. Deyna Perren made a MOTION to ADJOURN at 4:55 PM the motion was SECONDED by Leslie Henderson. The meeting was adjourned.

---

Board Secretary  
Texas City Cultural Arts Foundation, Inc.

Approved: \_\_\_\_\_

**Texas City Cultural Arts Agenda**

**2. c.**

**Meeting Date:** 10/26/2017

Actions of the Officers

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

---

**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 17-03, approving the actions of the Officers of the Board of the Texas City Cultural Arts Foundation for the previous fiscal year 2016-2017.

**BACKGROUND**

Our City Attorney has recommended this resolution to validate the smaller items not budgetary in nature or that typically do not need the Board's approval in a formal meeting such as a change order under the allowable percentage or advertisement in a newspaper and are approved within the budget.

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

---

**Attachments**

Res. 17-03

---

**TEXAS CITY CULTURAL ARTS FOUNDATION**

**RESOLUTION NO. 17-03**

**A RESOLUTION APPROVING THE ACTIONS OF THE OFFICERS OF THE BOARD OF DIRECTORS OF THE CITY OF TEXAS CITY CULTURAL ARTS FOUNDATION CORPORATION DURING THE 2016-2017 FISCAL YEAR; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

---

**WHEREAS**, at a meeting of the Board of Directors of Texas City Cultural Arts Foundation, duly held on October 26, 2017, consideration was given to approving the actions of the Officers of the Board of Directors of the Texas City Cultural Arts Foundation Corporation during the 2016-2017 Fiscal Year.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TEXAS CITY CULTURAL ARTS FOUNDATION THAT:**

**SECTION 1:** All of the actions taken by the Officers of the Board of Directors of the Texas City Cultural Arts Foundation during the 2016-2017 Fiscal Year are hereby approved.

**SECTION 2:** That this Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 26th day of October, 2017.**

---

CHAIRPERSON/VICE CHAIRPERSON

Texas City Cultural Arts Foundation  
ATTEST:

---

Justin Herter  
BOARD SECRETARY  
Texas City Cultural Arts Foundation

**Texas City Cultural Arts Agenda**

**2. d.**

**Meeting Date:** 10/26/2017

Budget

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

---

**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 17-04, adopting the 2017-2018 fiscal year budget of the Texas City Cultural Arts Foundation.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

---

**Attachments**

Res. 17-04

TCCAF Budget

---

**TEXAS CITY CULTURAL ARTS FOUNDATION**

**RESOLUTION NO. 17-04**

**A RESOLUTION ADOPTING THE TEXAS CITY CULTURAL ARTS FOUNDATION CORPORATION 2017-2018 FISCAL YEAR BUDGET; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

---

**WHEREAS**, at a meeting of the Board of Directors of the Texas City Cultural Arts Foundation (TCCAF), duly held on October 26, 2017, a general discussion was held concerning the proposed 2017-2018 Budget of the Texas City Cultural Arts Foundation.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TEXAS CITY CULTURAL ARTS FOUNDATION THAT:**

**SECTION 1:** The Board of Directors of the Texas City Cultural Arts Foundation hereby approves the 2017-2018 Fiscal Year Budget, for the Texas City Cultural Arts Foundation, as approved by the City Commission of the City of Texas City.

**SECTION 2:** A copy of said Fiscal Year 2017-2018 Budget is attached hereto as “**Exhibit A**” and made a part hereof for all intents and purposes.

**SECTION 3:** This Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 26th day of October, 2017.**

---

CHAIRPERSON/VICE CHAIRPERSON  
Texas City Cultural Arts Foundation

ATTEST:

---

Justin Herter  
BOARD SECRETARY  
Texas City Cultural Arts Foundation

**T.C. CULTURAL ARTS FOUNDATION - 807  
REVENUES & EXPENDITURES**

**CITY OF TEXAS CITY, TEXAS  
FY 2017-18 ADOPTED BUDGET**

ACCOUNT	ACCOUNT DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 AMENDED BUDGET	FY 2016-17 YEAR END PROJECTION	FY 2017-18 ADOPTED BUDGET
<b>REVENUES:</b>						
807-000-48307	DONATIONS	30,000	37,500	30,000	49,000	37,500
807-000-48404	ARTS FESTIVAL-REGISTRATION FEES	-	5,470	1,700	5,455	1,700
807-000-48407	ARTS FESTIVAL-SPONSORSHIPS	6,460	50	6,500	-	6,500
807-000-48420	SPECIAL EVENT REVENUE	-	-	50,000	-	50,000
<b>*EVENTS &amp; PROGRAMS</b>		<b>36,460</b>	<b>43,020</b>	<b>88,200</b>	<b>54,455</b>	<b>95,700</b>
807-000-48802	INTEREST INCOME	437	815	250	750	750
<b>*OTHER REVENUES</b>		<b>437</b>	<b>815</b>	<b>250</b>	<b>750</b>	<b>750</b>
807-000-49002	TRANS.FROM HOTEL/MOTEL TAX FUND	85,000	85,000	85,000	85,000	85,000
<b>*OTHER SOURCES</b>		<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
<b>TOTAL REVENUES</b>		<b>121,897</b>	<b>128,835</b>	<b>173,450</b>	<b>140,205</b>	<b>181,450</b>
<b>EXPENDITURES:</b>						
807-050-51010	SALARIES	-	20,930	21,600	21,600	22,500
<b>*SALARIES &amp; BENEFITS</b>		<b>-</b>	<b>20,930</b>	<b>21,600</b>	<b>21,600</b>	<b>22,500</b>
807-050-52660	OFFICE SUPPLIES	163	201	250	175	250
<b>*MATERIALS &amp; SUPPLIES</b>		<b>163</b>	<b>201</b>	<b>250</b>	<b>175</b>	<b>250</b>
807-050-53060	EXPENSE-ADMINISTRATIVE	2,539	-	-	-	-
807-050-53600	POSTAGE	-	-	500	-	500
807-050-53680	PROFESSIONAL FEES	625	635	1,000	-	1,000
<b>*CONTRACTUAL SERVICES</b>		<b>3,164</b>	<b>635</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
807-050-54163	FOOD & BEVERAGE	1,121	1,242	2,500	1,500	2,500
807-050-54171	ARTS FESTIVAL-TRAVELING EXHIBITS	3,329	1,944	3,500	3,000	3,500
807-050-54174	ARTS FESTIVAL-PROMOTIONS	17,555	22,501	18,000	28,000	20,000
807-050-54XXX	ART WALK	-	-	-	-	7,000
807-050-54176	SPECIAL EVENTS	8,308	30,739	50,000	50,000	47,000
807-050-54640	PROMOTION OF ARTS	2,045	-	2,500	1,000	2,500
807-050-54901	GRANTS	2,500	5,000	5,000	5,000	5,000
807-050-54902	SCHOLARSHIPS	1,185	2,000	3,000	1,500	7,000
<b>*OTHER CHARGES</b>		<b>36,041</b>	<b>63,425</b>	<b>84,500</b>	<b>90,000</b>	<b>94,500</b>
<b>TOTAL EXPENDITURES</b>		<b>39,368</b>	<b>85,191</b>	<b>107,850</b>	<b>111,775</b>	<b>118,750</b>
<b>EXCESS OF REVENUES OVER(UNDER) EXPENDITURES</b>		<b>82,529</b>	<b>43,644</b>	<b>65,600</b>	<b>28,430</b>	<b>62,700</b>
<b>FUND BALANCE-BEGINNING OF YEAR</b>		316,515	399,019	442,663	442,663	471,093
<b>FUND BALANCE ADJUSTMENT</b>		(25)				
<b>FUND BALANCE-END OF YEAR</b>		<b>\$ 399,019</b>	<b>\$ 442,663</b>	<b>\$ 508,263</b>	<b>\$ 471,093</b>	<b>\$ 533,793</b>

**Texas City Cultural Arts Agenda**

**2. e.**

**Meeting Date:** 10/26/2017

**Submitted By:** Chria McCall, Recreation and Tourism

**Department:** Recreation and Tourism

---

**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 17-05, approving the agreement with Nancy House for position of Art Festival Coordinator.

**BACKGROUND**

Nancy House has been the Art Festival Coordinator since 2016. Each year she has enhanced and enlarged the show by leaps and bounds. She has proved to be an excellent choice for Coordinator. The 2016-2017 contract expired April 2017. We wish to continue on with Ms. Nancy House as the coordinator for the next two years (2018-2019) and renew her agreement under the same terms. The City of Texas City Recreation and Tourism Director recommends to the Texas City Cultural Arts Foundation to consider executing a two year agreement with Nancy House for the position of Art Festival Coordinator. The current agreement is attached.

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

---

**Attachments**

Res. 17-05  
contract

---

**TEXAS CITY CULTURAL ARTS FOUNDATION, INC.**

**RESOLUTION NO. 17-05**

**A RESOLUTION APPROVING THE AGREEMENT WITH NANCY HOUSE FOR POSTION OF ART FESTIVAL COORDINATOR; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

---

**WHEREAS**, at a meeting of the Board of Directors of Texas City Cultural Arts Foundation, duly held on October 26, 2017, a general discussion was held concerning entering into an agreement with Nancy House as Coordinator for the Texas City Art Festival.

**WHEREAS**, the City of Texas City Recreation and Tourism Department Staff recommends to the Texas City Cultural Arts Foundation to consider executing a two year agreement with Nancy House for the position of Art Festival Coordinator.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TEXAS CITY CULTURAL ARTS FOUNDATION:**

**SECTION 1:** The Board of Directors of the Texas City Cultural Arts Foundation hereby approves the Agreement with Nancy House as Coordinator for the Texas City Art Festival for the 2018 and 2019 Art Festival, copy attached hereto as Exhibit "A".

**SECTION 2:** This Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 26th day of October, 2017.**

---

CHAIRPERSON/VICE-CHAIRPERSON  
Texas City Cultural Arts Foundation

ATTEST:

---

Justin Herter  
BOARD SECRETARY  
Texas City Cultural Arts Foundation

**AGREEMENT**  
**TEXAS CITY ART FESTIVAL COORDINATOR**  
**2018 - 2019**

This agreement is made and entered into this 26<sup>th</sup> day of October 2017, by and between **Nancy House** (“Coordinator”) and **Texas City Cultural Arts Foundation, Inc.** (“TCCAF”), for a period of two (2) years, commencing with the 2018 Texas City Art Festival (“Art Festival”) and continuing through the 2019 Texas City Art Festival, terminating on or before April 30, 2019.

The Coordinator possesses a copy of the job description and understands the job description duties, qualifications, functions, and expectations and is able and willing to comply.

The Coordinator agrees and will provide City staff with documents, information, etc. to indicate her fulfillment of the following:

1. Communicates with individual artists and members of surrounding art communities and encourages participation and attendance in Art Festival.
2. Seeks out artists for displaying exhibits.
3. Selects juried show judge and judge for student show and coordinates judging date/time.
4. Takes responsibility for displaying all art and the overall look and set up of the juried show.

**The Coordinator will meet the following expectations:**

1. Attend monthly Art Festival committee meetings and make recommendations.
2. Seek out artists and art displays to showcase at the festival.
3. Maintain and update mailing address list of prospective artists to enter juried show.
4. Check in art, take payments, and maintain accurate records. The City will provide an employee to take payments for any sales during the show.
5. Know and enforce all festival specifications and requirements for entry.
6. Hang all artwork for the show in a neat and professional manner, taking the utmost care of each piece.
7. Work with the artists and the public in a professional and cordial manner.
8. Communicate with exhibit artists on items such as the set up dates and times and assist with the overall appearance of the exhibits.

9. Select judges for show, communicate and make recommendations which reflect the Art Festival Committee's direction on awards.
10. Recommend to board and schedule three to five art workshops during festival. The City will work with the Coordinator in providing the children workshop.
11. Attend Art Festival opening night, workshops, and any scheduled tours.
12. Responsible for taking down all art and making sure that each artist picks up his/her artwork on the scheduled day.
13. Hire a minimum of three non-city employees as assistants and an assistant coordinator which would be paid out of the fee included in this agreement.
14. Train and assist assistant coordinator in knowledge of running the Texas City Art Festival.
15. City staff will be available to assist on various aspects, to include staging and set up of art, including the K-12 art. However, it is the Coordinator's responsibility to find volunteers and pay assistants to do the set-up of the Texas City Art Festival.

**This agreement is binding on both parties.**

**Right of Termination:**

The Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Should the termination of this agreement occur prior to the week of the Art Festival opening day, the Coordinator will receive no compensation; any portion of the week prior she would receive one-third of the agreed to compensation for the first year; any portion during the days of the Art Festival, but prior to the conclusion, she would receive two-thirds of the agreed compensation for the first year; after the Art Festival concludes, but prior to October 1, 2018, she would receive four-fifths of the agreed compensation for the first year. Should the Coordinator feel she cannot fulfill the obligations of the contract the second year, notice must be given to TCCAF, in writing, prior to October 1, 2018. If notice is received by TCCAF after October 1, 2018, then the payment schedule would be pro-rated as set out above for the first year.

The TCCAF may cancel this agreement with the Coordinator for any reason with ninety (90) days notice to the Coordinator, following the same payment schedule as noted above, except for failure to fulfill or comply with the agreement or default. Should TCCAF determine that the Coordinator has failed to fulfill or comply with this agreement, it shall not be obligated to follow the above schedule and may terminate the agreement immediately and not be subject to any payment.

**Compensation:**

The Coordinator agrees to compensation of Four Thousand Seven Hundred and Seventy Dollars (\$4,770.00) for each year's Art Festival, which includes **funding for any and all assistance she receives, outside of City staff, including, but not limited to, assistants and assistant coordinator.**

**Payment:**

After the Art Festival has concluded for 2018, the Coordinator shall submit an invoice for agreed compensation of \$4,770.00. TCCAF has up to thirty (30) days from receipt of invoice to make payment.

After the Art Festival has concluded for 2019, the Coordinator shall submit an invoice for agreed compensation of \$4,770.00. The TCCAF has up to thirty (30) days from receipt of invoice to make payment.

Except as defined in the **Separation or Default** section above, no partial payments shall be made.

---

Nancy House  
Coordinator of Texas City Art Festival

---

Dayna Perren, Chairperson  
Texas City Cultural Arts Foundation, Inc.

**Texas City Cultural Arts Agenda**

**3. a.**

**Meeting Date:** 10/26/2017

**Submitted By:** Chria McCall, Recreation and Tourism

**Department:** Recreation and Tourism

---

**Information**

**ACTION REQUEST (Brief Summary)**

Schedule for the 2018 Art Festival.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

---

**Attachments**

timeline

---

## **2018 ART FESTIVAL TIMELINE**

October 2017	Distribute TCCAF Scholarship Packets to TCHS, LMHS, & DHS
November 2017	1 <sup>st</sup> Monthly Committee Meeting (date depends on committee availability)
November – January 2017	Locate/confirm art exhibits to set up during festival
December 2017	Initial Student Art information sent out to TCHS, LMHS, DHS
January 2018	Mail out “Save the Date” postcards to artists Post information on COTC Website, Community Calendar, Local Channel and Facebook
January – February 2018	Choose/contact local highlight artist – (decision made by Mayor) Contact judges for juried and student art Contact COM for exhibit and workshop (s) Mail out sponsor letters Collaborate with TCHS choir/band for entertainment during art festival
February 2018	Mail out prospectus to artist and art leagues Order ribbons/awards
March 2018	Mail out invitations using current mailing list Line-up docents to work during viewing
March – April 2018	Advertisement – Print media / online/ post information on COTC Website, Community Calendar, Local channel and Facebook
April 7, 2018	Art check-in
April 9, 2018	Student Art check-in
April 14, 2018	Opening Night Reception & Awards for Juried and Student Shows
April 15 – 18, 2018	Public viewing/TCHS Entertainment/Workshops – Times TBD
April 19, 2018	Art Pick – up
April 19, 2018	Art Walk on 6 <sup>th</sup> Street
April 23, 2018	Collect submitted TCCAF Scholarship Applications from TCHS, LMHS, & DHS