

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

JANUARY 22, 2019- 3:00 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 Officers and Oath of Office.
  - b. Consider and take action on minutes from April 23, 2018, Texas City Cultural Arts Foundation, Inc meeting.
  - c. Consider and take action on Resolution No. 19-01, approving the actions of the Officers of the Board of the Texas City Cultural Arts Foundation for the previous fiscal year 2017-2018.
  - d. Consider and take action on Resolution No. 19-02, adopting the 2018-2019 fiscal year budget of the Texas City Cultural Arts Foundation.
3. UPDATES
  - a. Schedule for the 2019 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 JANUARY 17, 2019, PRIOR TO 3:00 P.M., AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

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Board Secretary  
Texas City Cultural Arts Foundation, Inc.

**Texas City Cultural Arts Agenda**

**2. a.**

**Meeting Date:** 01/22/2019

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

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

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

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Attachment

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

**CHARTER/ FILE NO. 157302401 APPROVED BY SECRETARY OF STATE ON 2/25/00**

**PURPOSE: 1. To promote, protect, and maintain the arts and culture in Texas City; 2. To receive and maintain a fund or funds of real or personal property, or both, and, subject to the restrictions and limitations set forth, to use and apply the whole or any part of the income there from and the principle thereof exclusively for charitable, scientific, literary, cultural, arts, or educational purposes either directly or by contributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended; 3. To provide an organization for the exchange of ideas, knowledge, and experience concerning the development and enhancement of the arts and culture.**

**TEXAS CITY CULTURAL ARTS FOUNDATION, INC-** Five (5) directors will serve three-year (3) terms. There are no limits to the number of consecutive terms Board members may serve. Each Director shall hold office for the term for which he is appointed and until his successor shall have been appointed and qualified unless sooner removed. Meetings are held as required.

|   |   |
|---|---|
| <b>Dayna Perren, Chairperson</b><br>Phone: 409 948-2955<br><a href="mailto:daynaperren@yahoo.com">daynaperren@yahoo.com</a> | <b>JoAnn Hackbarth, Vice Chairperson</b><br>Phone: 409 935-2111<br><a href="mailto:joann@texasdentalhealth.com">joann@texasdentalhealth.com</a>   |
| <b>Mary Dickson, Director</b>   | <b>Joseph Figarelli, Director</b>   |
| <b>Leslie Henderson, Director</b>   | <b>City Staff:</b><br>Russell F. Plackemeier, City Attorney<br>Nicholas Finan, Executive Director of Management Services<br>James Hartshorn, Deputy Director of Management Services<br>Laura Boyd, Director of Finance<br>Rhomari Jackson – Board Secretary |

**Texas City Cultural Arts Agenda**

**2. b.**

**Meeting Date:** 01/22/2019

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

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on minutes from April 23, 2018, Texas City Cultural Arts Foundation, Inc meeting.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Minutes

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

MINUTES

APRIL 23, 2018 - 4:48PM

CITY HALL CONFERENCE ROOM

The Texas City Cultural Arts Foundation, Inc. Board of Directors met MONDAY, APRIL 23, 2018, at 4:30PM, 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 5:00PM by JOANN HACKBARTH with the following in attendance:

(1) ROLL CALL

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

Staff Present: Nicholas Finan, Director Management Services  
Russle Plackemeier, City Attorney  
Dennis J. Harris, Sr., Recreation & Tourism Director  
Nicole Bost, Staff  
James Hartshorn, City Secretary  
Rhomari Jackson, Staff  
Justin Herter, Board Secretary

(2) NEW BUSINESS

- (a) Consider and take action on minutes from November 7, 2018, Texas City Cultural Arts Foundation, Inc. meeting. (City Secretary)

Joann noted the year indicated to the board was wrong and should have been 2017.

Motion by Director Mary Dickson, Seconded by Director Joseph Figarelli

**Vote:** 5 - 0 CARRIED

- (b) Consider and take action on Resolution No. 18-01, approving LULAC #255 Grant Application. (Recreation & Tourism)

Liz De La Garza, applicant, explained to the board that this year's program would follow the ones previously and having for the most part the same performers. The amount requested has remained at \$2500.00.

Dennis Harris, Recreation and & Tourism Director, stated there's become a great partnership between the end of the parade and the beginning of the festival.

Motion by Director Joseph Figarelli, Seconded by Vice-Chairperson JoAnn Hackbarth to approve.

**Vote: 5 - 0 CARRIED**

- (c) Consider and take action on Resolution No. 18-02, approving Board Secretary and Alternate. (City Secretary)

James Hartshorn, City Staff, stated with this action it will make Rhomari primary board secretary and Justin alternate secretary.

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

**Vote: 5 - 0 CARRIED**

(3) UPDATES

(4) BOARD COMMENTS

(5) ADJOURN

Having no further business. MARY DICKISON made a MOTION to ADJOURN at 4:46:PM the motion was SECONDED by JOANN HACKBARTH. The meeting was adjourned.

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Board Secretary  
Texas City Cultural Arts Foundation, Inc.

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

**Texas City Cultural Arts Agenda**

**2. c.**

**Meeting Date:** 01/22/2019

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

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 19-01, approving the actions of the Officers of the Board of the Texas City Cultural Arts Foundation for the previous fiscal year 2017-2018.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Resolution

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**TEXAS CITY CULTURAL ARTS FOUNDATION**

**RESOLUTION NO. 19-01**

**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 2017 - 2018 FISCAL YEAR; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, at a meeting of the Board of Directors of Texas City Cultural Arts Foundation, duly held on January 22, 2019, 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 2017-2018 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 2017-2018 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 22nd day of January 2019.**

\_\_\_\_\_  
CHAIRPERSON/VICE CHAIRPERSON  
Texas City Cultural Arts Foundation

ATTEST:

\_\_\_\_\_  
Rhomari Leigh  
BOARD SECRETARY  
Texas City Cultural Arts Foundation

**Texas City Cultural Arts Agenda**

**2. d.**

**Meeting Date:** 01/22/2019

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

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 19-02, adopting the 2018-2019 fiscal year budget of the Texas City Cultural Arts Foundation.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Resolution

Budget

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**TEXAS CITY CULTURAL ARTS FOUNDATION**

**RESOLUTION NO. 19-02**

**A RESOLUTION ADOPTING THE TEXAS CITY CULTURAL ARTS FOUNDATION CORPORATION 2018 - 2019 FISCAL YEAR BUDGET; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, at a meeting of the Board of Directors of the Texas City Cultural Arts Foundation (TCCAF), duly held on January 22, 2019, a general discussion was held concerning the proposed 2018-2019 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 2018-2019 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 2018-2019 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 22nd day of January 2019.**

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CHAIRPERSON/VICE CHAIRPERSON  
Texas City Cultural Arts Foundation

ATTEST:

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Rhomari Leigh  
BOARD SECRETARY  
Texas City Cultural Arts Foundation



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

**CITY OF TEXAS CITY, TEXAS  
FY 2018-19 ADOPTED BUDGET**

| ACCOUNT  | ACCOUNT DESCRIPTION              | FY 2016-17<br>ACTUAL | FY 2017-18<br>AMENDED<br>BUDGET | FY 2017-18<br>YEAR END<br>PROJECTION | FY 2018-19<br>ADOPTED<br>BUDGET |
|--|----------------------------------|----------------------|---------------------------------|--------------------------------------|---------------------------------|
| <b>REVENUES: 807-000</b>                           |                                  |                      |                                 |                                      |                                 |
| 48307  | DONATIONS                        | 49,000               | 37,500                          | 37,500                               | 37,500                          |
| 48404  | ARTS FESTIVAL-REGISTRATION FEES  | 5,455                | 1,700                           | 11,685                               | 1,700                           |
| 48407  | ARTS FESTIVAL-SPONSORSHIPS       | -                    | 6,500                           | -                                    | 6,500                           |
| 48420  | SPECIAL EVENT REVENUE            | -                    | 50,000                          | -                                    | 50,000                          |
| <b>*EVENTS &amp; PROGRAMS</b>                      |                                  | <b>54,455</b>        | <b>95,700</b>                   | <b>49,185</b>                        | <b>95,700</b>                   |
| 48802  | INTEREST INCOME                  | 794                  | 750                             | 750                                  | 750                             |
| <b>*OTHER REVENUES</b>                             |                                  | <b>794</b>           | <b>750</b>                      | <b>750</b>                           | <b>750</b>                      |
| 49002  | TRANS.FROM HOTEL/MOTEL TAX FUND  | 85,000               | 85,000                          | 85,000                               | -                               |
| <b>*OTHER SOURCES</b>                              |                                  | <b>85,000</b>        | <b>85,000</b>                   | <b>85,000</b>                        | <b>-</b>                        |
| <b>TOTAL REVENUES</b>                              |                                  | <b>140,249</b>       | <b>181,450</b>                  | <b>134,935</b>                       | <b>96,450</b>                   |
| <b>EXPENDITURES: 807-050</b>                       |                                  |                      |                                 |                                      |                                 |
| 51XXX  | SALARIES AND BENEFITS            | 21,600               | 22,500                          | 22,500                               | 101,431                         |
| <b>*SALARIES &amp; BENEFITS</b>                    |                                  | <b>21,600</b>        | <b>22,500</b>                   | <b>22,500</b>                        | <b>101,431</b>                  |
| 52860  | OFFICE SUPPLIES                  | -                    | 250                             | 200                                  | 250                             |
| <b>*MATERIALS &amp; SUPPLIES</b>                   |                                  | <b>-</b>             | <b>250</b>                      | <b>200</b>                           | <b>250</b>                      |
| 53060  | EXPENSE-ADMINISTRATIVE           | -                    | -                               | -                                    | -                               |
| 53600  | POSTAGE                          | -                    | 500                             | -                                    | 500                             |
| 53680  | PROFESSIONAL FEES                | 675                  | 1,000                           | -                                    | 1,000                           |
| <b>*CONTRACTUAL SERVICES</b>                       |                                  | <b>675</b>           | <b>1,500</b>                    | <b>-</b>                             | <b>1,500</b>                    |
| 54163  | FOOD & BEVERAGE                  | 1,433                | 2,500                           | 500                                  | 2,500                           |
| 54171  | ARTS FESTIVAL-TRAVELING EXHIBITS | 2,522                | 3,500                           | 2,021                                | 3,500                           |
| 54174  | ARTS FESTIVAL-PROMOTIONS         | 27,396               | 20,000                          | 25,000                               | 20,000                          |
| 54178  | ART WALK                         | -                    | 7,000                           | 7,000                                | 7,000                           |
| 54176  | SPECIAL EVENTS                   | 39,117               | 47,000                          | 30,000                               | 47,000                          |
| 54640  | PROMOTION OF ARTS                | 819                  | 2,500                           | -                                    | 2,500                           |
| 54901  | GRANTS                           | 5,000                | 5,000                           | 2,500                                | 5,000                           |
| 54902  | SCHOLARSHIPS                     | 500                  | 7,000                           | 7,000                                | 7,000                           |
| <b>*OTHER CHARGES</b>                              |                                  | <b>76,786</b>        | <b>94,500</b>                   | <b>74,021</b>                        | <b>94,500</b>                   |
| <b>TOTAL EXPENDITURES</b>                          |                                  | <b>99,061</b>        | <b>118,750</b>                  | <b>96,721</b>                        | <b>197,681</b>                  |
| <b>EXCESS OF REVENUES OVER(UNDER) EXPENDITURES</b> |                                  | <b>41,188</b>        | <b>62,700</b>                   | <b>38,214</b>                        | <b>(101,231)</b>                |
| <b>FUND BALANCE-BEGINNING OF YEAR</b>              |                                  | <b>442,663</b>       | <b>483,851</b>                  | <b>483,851</b>                       | <b>522,064</b>                  |
| <b>FUND BALANCE ADJUSTMENT</b>                     |                                  |                      |                                 |                                      |                                 |
| <b>FUND BALANCE-END OF YEAR</b>                    |                                  | <b>\$ 483,851</b>    | <b>\$ 546,551</b>               | <b>\$ 522,064</b>                    | <b>\$ 420,833</b>               |

**Texas City Cultural Arts Agenda**

**3. a.**

**Meeting Date:** 01/22/2019

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

**Department:** Recreation and Tourism

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**Information**

**ACTION REQUEST (Brief Summary)**

**BACKGROUND**

See Attachment for 2019 Art Festival Schedule.

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Attachment

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## 2019 ART FESTIVAL TIMELINE

|                         |   |
|-------------------------|---|
| October 2018            | Distribute TCCAF Scholarship Packets to TCHS, LMHS, & DHS   |
| November 2018           | 1 <sup>st</sup> Monthly Committee Meeting (date depends on committee availability)  |
| November – January 2018 | Locate/confirm art exhibits to set up during festival   |
| December 2018           | Initial Student Art information sent out to TCHS, LMHS, DHS   |
| January 2019            | Mail out “Save the Date” postcards to artists<br>Post information on COTC Website, Community Calendar, Local Channel and Facebook   |
| January – February 2019 | Choose/contact local highlight artist – (decision made by Mayor)<br>Contact judges for juried and student art<br>Contact COM for exhibit and workshop (s)<br>Mail out sponsor letters<br>Collaborate with TCHS choir/band for entertainment during art festival |
| February 2019           | Mail out prospectus to artist and art leagues<br>Order ribbons/awards   |
| March 2019              | Mail out invitations using current mailing list<br>Line-up docents to work during viewing   |
| March – April 2019      | Advertisement – Print media / online/ post information on COTC Website, Community Calendar, Local channel and Facebook  |
| April 6, 2019           | Art check-in  |
| April 8, 2019           | Student Art check-in  |
| April 13, 2019          | Opening Night Reception & Awards for Juried and Student Shows   |
| April 14 – 17, 2019     | Public viewing/TCHS Entertainment/Workshops – Times TBD   |
| April 18, 2019          | Art Pick – up   |
| April 18, 2019          | Art Walk on 6 <sup>th</sup> Street  |
| April 22, 2019          | Collect submitted TCCAF Scholarship Applications from TCHS, LMHS, & DHS   |