

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 15, 2021- 4:00 P.M.
CITY HALL COUNCIL 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 the approval of minutes from the May 22, 2019, Texas City Cultural Arts Meeting.
 - b. Consider and take action on the election of Officers and Oath of Office.
 - c. Consider and take action on Resolution No. 21-01, approving the action of the Officers of the Board of the Texas City Cultural Arts Foundation for the previous fiscal years 2019-2020 and 2020-2021.
 - d. Consider and take action on Resolution No. 21-02, adopting the 2021-2022 fiscal year budget of the Texas City Cultural Arts Foundation.
 - e. Consider and take action on Resolution No. 21-03, approving the agreement with Nancy House for the position of Art Festival Coordinator.
3. UPDATES
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 12, 2021, PRIOR TO 4:00 P.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: 10/15/2021

Submitted By: Rhomari Leigh, Management Services

Department: Management Services

Information

ACTION REQUEST (Brief Summary)

Consider and take action on the approval of minutes from the May 22, 2019, Texas City Cultural Arts Meeting.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Minutes

DRAFT

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

MINUTES

MAY 22, 2019 - 4:00 P.M.

CITY HALL CONFERENCE ROOM

The Texas City Cultural Arts Foundation, Inc. Board of Directors met Wednesday, May 22, 2019, at 4:00 p.m., 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 4:09 p.m. by Dayna Perren with the following in attendance:

(1) ROLL CALL

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

Absent: Mary Dickson, Director
Joseph Figarelli, Director

Staff Present: Nicholas Finan, Executive Director of Management Services
James Hartshorn, Deputy Director of Management Services
Russell F. Plackemeier, City Attorney
Rhomari Leigh, Board Secretary
Dennis J. Harris, Director of Recreation and Tourism
Nicole Best, City Staff
Ryan McClellan, City Staff
Justin Herter, City Staff

(2) NEW BUSINESS

- (a) Consider and take action on approval of minutes from the April 24, 2019 meeting.

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

Vote: 3 - 0 CARRIED

- (b) Consider and take action on Resolution No. 19-04, revising the procedures and guidelines for student scholarships.

Nicholas Finan stated that the template was modeled after the suggestions that the Board gave on April 24, 2019.

Dennis Harris stated that "follow-ups" are something new they are adding to their staff procedures. In previous years, if a Board member worked within the school

district they would be the person to check in with counselors and students. Now the Recreation and Tourism Department will take on that responsibility.

Dayna Perren asked if the City's social media pages can be used to inform parents and students about the scholarship? Russell Plackemeier answered yes.

JoAnn Hackbarth requested that "Level of Talent" be added to the Template Score Sheet.

Nicholas Finan led the discussion over the scholarship application, eligibility requirements, and the template score sheet.

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

Vote: 3 - 0 CARRIED

- (c) Consider and take action on Resolution 19-05, to accept a donation from the Charles T. Mary Ellen Doyle/ Texas First Bank Charitable Fund at the Greater Houston Community Foundation to purchase a bust of George W. Bush for the Convention Center.

Nicholas Finan stated that the Charles T. Mary Ellen Doyle/ Texas First Bank Charitable Fund at the Greater Houston Community Foundation would like to donate \$5,780.00 to the Texas City Cultural Arts Foundation for a bust of George W. Bush to be created. Cindy Debold, the artist, will be paid in three increments through the Foundation after receiving the balance of the bust in full from Charles T. & Mary Ellen Doyle/ Texas First Bank Charitable Fund at the Greater Houston Community Foundation.

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

Vote: 3 - 0 CARRIED

(3) BOARD COMMENTS

Dayna Perren stated that three students would be receiving their scholarships at the Texas City Award Ceremony on May 22, 2019.

(4) ADJOURN

Having no further business. Leslie Henderson made a MOTION to ADJOURN at 4:52 p.m. the motion was SECONDED by JoAnn Hackbarth. The meeting was adjourned.

Board Secretary
Texas City Cultural Arts Foundation, Inc.

Texas City Cultural Arts Agenda

2. b.

Meeting Date: 10/15/2021

Submitted By: Rhomari Leigh, Management Services

Department: Management Services

Information

ACTION REQUEST (Brief Summary)

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

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Attachment

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. Term limit not to exceed twelve (12) consecutive years. 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.

Dayna Perren, Chairperson daynaperren@earthlink.net	JoAnn Hackbarth, Vice Chairperson joann@texasdentalhealth.com
Mary Dickson, Director	Mark Lyon
Leslie Henderson, Director	City Staff: Kyle Dickson, City Attorney Jon Branson, Executive Director of Management Services Laura Boyd, Director of Finance Rhomari Leigh – Board Secretary

Texas City Cultural Arts Agenda

2. c.

Meeting Date: 10/15/2021

Submitted By: Rhomari Leigh, Management Services

Department: Management Services

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 21-01, approving the action of the Officers of the Board of the Texas City Cultural Arts Foundation for the previous fiscal years 2019-2020 and 2020-2021.

BACKGROUND

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

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Resolution

TEXAS CITY CULTURAL ARTS FOUNDATION

RESOLUTION NO. 21-01

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 2020 - 2021 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 15, 2021, 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 2020-2021 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 2020-2021 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 15th day of October 2021.

CHAIRPERSON/VICE CHAIRPERSON
Texas City Cultural Arts Foundation

ATTEST:

BOARD SECRETARY
Texas City Cultural Arts Foundation

Texas City Cultural Arts Agenda

2. d.

Meeting Date: 10/15/2021

Submitted By: Rhomari Leigh, Management Services

Department: Management Services

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 21-02, adopting the 2021-2022 fiscal year budget of the Texas City Cultural Arts Foundation.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Exhibit A
Resolution

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

**CITY OF TEXAS CITY, TEXAS
FY 2021-22 PROPOSED BUDGET**

ACCOUNT	ACCOUNT DESCRIPTION	FY 2019-20 ACTUAL	FY 2020-21 AMENDED BUDGET	FY 2020-21 YEAR END PROJECTION	FY 2021-22 PROPOSED BUDGET
REVENUES: 807-000					
48307	DONATIONS	37,500	37,500	37,900	37,900
48404	ARTS FESTIVAL-REGISTRATION FEES	-	5,000	7,020	5,000
48407	ARTS FESTIVAL-SPONSORSHIPS	-	-	-	-
48420	SPECIAL EVENT REVENUE	25,000	5,000	12,500	12,500
*EVENTS & PROGRAMS		62,500	47,500	57,420	55,400
48802	INTEREST INCOME	3,809	4,000	3,800	4,000
*OTHER REVENUES		3,809	4,000	3,800	4,000
49002	TRANS.FROM HOTEL/MOTEL TAX FUND	-	-	-	-
*OTHER SOURCES		-	-	-	-
TOTAL REVENUES		66,309	51,500	61,220	59,400
EXPENDITURES: 807-050					
51XXX	SALARIES AND BENEFITS	-	105,000	50,000	-
*SALARIES & BENEFITS		-	105,000	50,000	-
52660	OFFICE SUPPLIES	-	300	-	300
*MATERIALS & SUPPLIES		-	300	-	300
53060	EXPENSE-ADMINISTRATIVE	-	-	-	-
53600	POSTAGE	-	-	-	-
53680	PROFESSIONAL FEES	3,030	1,000	-	1,000
*CONTRACTUAL SERVICES		3,030	1,000	-	1,000
54163	FOOD & BEVERAGE	-	2,500	1,151	2,000
54171	ARTS FESTIVAL-TRAVELING EXHIBITS	412	4,000	4,421	4,500
54174	ARTS FESTIVAL-PROMOTIONS	9,365	27,000	20,438	21,000
54176	SPECIAL EVENTS	13,098	25,500	12,000	25,500
54178	ART WALK	585	4,000	3,582	4,000
54640	PROMOTION OF ARTS	-	9,000	-	5,000
54901	GRANTS	-	5,000	-	5,000
54902	SCHOLARSHIPS	-	7,000	-	7,000
*OTHER CHARGES		23,460	84,000	41,592	74,000
TOTAL EXPENDITURES		26,490	190,300	91,592	75,300
EXCESS OF REVENUES OVER(UNDER) EXPENDITURES		39,819	(138,800)	(30,372)	(15,900)
FUND BALANCE-BEGINNING OF YEAR		503,150	542,969	542,969	512,597
FUND BALANCE ADJUSTMENT					
FUND BALANCE-END OF YEAR		\$ 542,969	\$ 404,169	\$ 512,597	\$ 496,697

TEXAS CITY CULTURAL ARTS FOUNDATION

RESOLUTION NO. 21-02

A RESOLUTION ADOPTING THE TEXAS CITY CULTURAL ARTS FOUNDATION CORPORATION 2021-2022 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 15, 2021, a general discussion was held concerning the proposed 2021-2022 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 2021-2022 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 2021-2022 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 15th day of October 2021.

CHAIRPERSON/VICE CHAIRPERSON
Texas City Cultural Arts Foundation

ATTEST:

BOARD SECRETARY
Texas City Cultural Arts Foundation

Texas City Cultural Arts Agenda

2. e.

Meeting Date: 10/15/2021

Submitted By: Chria McCall, Recreation and Tourism

Department: Recreation and Tourism

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 21-03, approving the agreement with Nancy House for the 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 2020-2021 contract expired April 2021. We wish to continue on with Ms. Nancy House as the coordinator for the next two years (2022-2023) and renew her agreement. 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

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Resolution

TEXAS CITY CULTURAL ARTS FOUNDATION, INC.

RESOLUTION NO. 21-03

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 15, 2021, 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 2022 and 2023 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 15th day of October 2021.

CHAIRPERSON/VICE-CHAIRPERSON
Texas City Cultural Arts Foundation

ATTEST:

BOARD SECRETARY
Texas City Cultural Arts Foundation