Evanston Arts Council Meeting
Tuesday, October 15, 2019, 6:30 p.m.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, 2404

AGENDA

1. Call to Order and Declaration of a Quorum
2. Public Comment
3. Approve Meeting Minutes from September 10, 2019
4. Consideration
   A. Community Support Fund Guidelines
   B. Plaque for Mound
   C. Proposed Purchase of Re-grow, Re-vive
5. Discussion
   A. Main-Dempster Mile Mural
   B. Arts Council Bylaws
   C. New Members Onboarding
6. Communications
   A. Chairs Report
   B. Public Art Subcommittee Report
   C. Equity in the Arts Subcommittee Report
   D. Staff Report
7. Announcements
8. Adjournment

Next meeting will be Tuesday, November 12, 2019

Order & Agenda Items are subject to change. Information about the Arts Council is available at: cityofevanston.org/government/agendas-minutes/arts-council
Questions can be directed to Paulina Martinez 847-859-7833

The city is committed to ensuring accessibility for all citizens; If an accommodation is needed to participate in this meeting, please contact this Department 48 hours in advance so that arrangements can be made for the accommodation if possible.
Evanston Arts Council Meeting  
Tuesday, September 10, 2019, 6:30 p.m.  
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2402

Members Absent: W. Jones  
Staff Present: P. Martínez, L. Biggs, S. Hohenkirk

1. Call to Order and Declaration of a Quorum  
The meeting was called to order at 6:32 p.m. by Ms. Adler.

2. Public Comment  
Ms. Kathy Halper, Co-director of Evanston Made introduced herself as a new staff member of Evanston made. She explained Evanston Made has become an not-for-profit organization, and is working with over 200 artist members. Ms. Halper gave a brief recap of the events Evanston made had hosted and plan to continue to host to help artists connect with each other. Ms. Halper also mentioned that Evanston made is working with its members to bring relevant workshops that will help artists put business plans together, and provide them with technical skills needed to grow their individual businesses.

3. Approve Meeting Minutes from July 9, 2019  
Approved 9-0-1. Ms Corrin abstained.

4. Consideration  
   A. Elections  
Ms. Martínez announced that she received two nominations: Beth Adler for Chair and Toby Sachs for Vice-chair. There were no other nominations.

Ms. Riseborough moved to approve Ms. Adler as chair and Mr. Sachs as Vice-chair. Ms. Williams seconded. Motion carried 8-0-2. Ms. Adler and Mr. Sachs abstained.
B. Community Support Fund Requests

1. Evanston Symphony Orchestra (ESO)

Ms. Margaret Gergen introduced herself and explained her request is for the commissioning of the Gospel Choir orchestration for the ESO’s annual holiday concert on December 8, 2019. ESO wants the Gospel Choir to be accompanied by the full orchestra, instead of just a drum and a piano. The choir will interpret “Oh, What a Pretty Little Baby.” The music needs to be orchestrated for all members of the orchestra. Therefore, the request is $650 to cover the orchestration cost.

Ms. Adler said the ESO has received two grants this year from the Arts Council, and she is concerned that the Community Support Fund balance is getting small. Mr. Gergen replied the board reviewed the guidelines of the Community Support Fund and did not find any rules that stopped them from applying.

Ms. Cohen asked if the orchestration of the music will it be utilized again. Ms. Gergen said “yes.”

Mr. Deeb asked Ms. Gergen if ESO allows others to use their materials. Ms. Gergen replied she wasn’t sure. Mr. Deeb said he would prefer to make the materials available to the public.

Ms. Williams asked if the event was open to the public. Ms. Gergen said “yes.”

Ms. Adler expressed concerns over the religious affiliation of the song. Ms. Gergen said there will be secular songs, but that the faith-based community is an integral of the concert.

Ms. Riseborough said it is a wonderful concert, but it is not free. Ms. Gergen apologized for the misinformation, and said: “yes, the concert is not free.”

Ms. Adler asked if there were any free tickets. Ms. Gergen explained ESO makes free tickets available to the public at the Evanston Public Library on first come first served basis, and provides scholarship tickets for families of performers.

Ms. Riseborough moved to approve the funding request for $650. Ms. Corrin seconded. Motion carried 7-2-1. Mr. Deeb and Ms. Adler voted no. Mr. Sachs abstained.

2. Terrain Biennial

Ms. Anne Stevens introduced herself and explained Terrain Biennial is an international public art exhibition to bring neighbors and artists to show art in their front yards and porches. The only rule is that artists can’t host themselves.

The requested funding is for signs and food and drinks for the opening reception.
Ms. Riseborough mentioned that she attended the last one Terrain Biennial, and it was terrific, but the quality of the work was inconsistent.

Ms. Cohen asked if the concentration of the houses was on purpose, because there is nothing in south Evanston. Ms. Stevens said at the beginning it was done on purpose, but they want to expand now. The group wants the event to be walking friendly.

Ms. Johnson asked how many of the artists are not from Evanston and how are they selected. Ms. Stevens advised the artists are self-selected, but have a manager who does the final selection.

Ms. Johnson asked if there was a strategic plan to diversify the pool of artists. Ms. Stevens replied the event can be more diverse, and it was struggling with lack of diversity, but the group is trying as they try to formalize as a not-for-profit entity, and recognized they need to be more intentional.

Ms. Corrin moved to approve the funding request for $1,000. Ms. Riseborough seconded. Motion carried 9-0-1. Ms. Adler abstained.

C. Preliminary Approval for RCCC Public Art Piece

Ms. Lara Biggs, City Engineer, introduced herself and introduced Ms. Blessing Hancock, the artist. Ms. Hancock said she liked meeting everyone last time she attended the Arts Council meeting, and went back to her studio assuming they wanted something in a singular, monumental, and organic expression that lit up the place. Therefore, she came up with a concept that is painted metal with words from the local community via an engagement process. The proposed piece is physically and visually interactive, and contrasts the geometry of the building. Ms. Hancock said she is working with the architect on how close it can be to the building. Ms. Hancock indicated she was seeking approval to move forward with the first stage of production.

Ms. Riseborough asked if there are any flat surfaces. Ms. Hancock said “no, everything is rounded; nothing is particularly flat.”

Ms. Adler said it was a lovely design and thanked Ms. Hancock for listening to the Arts Council’s feedback. She then asked if the lighting colors change. Ms. Hancock said “yes, that is the idea, between two colors.” Ms. Adler also asked if there will be any projections on the building. Ms. Hancock said “yes, that is the idea,” but that she was still working on it. Ms. Hancock stated she was not sure how much impact the projections will have; however, the strongest projection will be on the ground.

Ms. Hancock explained she prefers the location to be on the concrete, flat surface, rather than on grass of soft surface.
Ms. Corrin asked: “where does lighting sit in the budget?” Ms. Hancock explained lighting is part of the materials line item.

Ms. Williams asked: “have you done a project like this in Chicago type weather (snow, ice, extreme cold)?” Ms. Hancock replied “yes, Downtown Minneapolis, and it is holding up well.” She further explained she can polycarbonate the metal, but it will not work with the light projections.

Ms. Adler asked Ms. Hancock is he had thought about doing anything else other than words. Ms. Hancock explained she considered it, and is open to the idea, but her preference is the words.

Ms. Cohen asked if the lights will be inside the piece, and also wanted to know how hard it will be to change them. Ms. Hancock said the lights are inside the piece and the lights have about a 10-year life span.

Ms. Johnson asked: “you mentioned something about people being able to climb, is that correct?” Ms. Hancock replied: “Yes, I am assuming people will sit on the lower curve.” Ms. Adler asked if that was a safety concern. Ms. Biggs answered that she is more concerned about the durability of the project if people climb it and that “we may add some signage to say ‘Don’t Climb’.”

Mr. Deeb asked if there was a 3D rendering with a rotation. Ms. Hancock said there is a 3D rendering and that she would share it with the group.

Ms. Corrin mentioned in her previous job she had a problem with people keying surfaces, and wanted to know more about the surface so she could think about maintenance problems the City may face. Ms. Hancock said the surface is painted metal.

Ms. Adler said the City will need a maintenance budget. She also asked Ms. Hancock what color will be used to paint the art piece. Ms. Hancock said blue, but she can send color swatches.

**Ms. Adler Beth moved to approve the design. Ms. Riseborough seconded. Motion carried unanimously.**

D. Equity Subcommittee Creation

Mr. Sachs explained he has been working on the formation of an equity in the art subcommittee. This stemmed from the fact that the topic of equity comes up often in the Arts Council discussions, but because the work has not been done to codify the terms and use of commons language, Deputy City Manager, Kimberly Richardson recommended creating a subcommittee to address issues of equity in the arts.
Mr. Sachs indicated he is leading the effort, and has included three Arts Council members and three members of the public to work on the equity in the arts subcommittee. Ms Williams, Ms. Johnson, and Mr. Sachs are the three Arts Council members, Mr. Jevoid Simmons, Ms. Krista Fabian De Castro, and Ms. Mariana Bojorquez are the members of the public.

Ms. Martínez added ICMA fellow, Ms. Shenicka Hohenkirk, will be the staff liaison.

Ms. Adler moved to approve the creation of the equity in the arts subcommittee. Ms. Corrin seconded. Motion carried unanimously.

5. Discussion
   A. EMAP Proposal

Ms. Lea Pinsky introduced herself and briefly explained she is working with other organizations and high school students on a mural near Grove Street and Sherman Avenue. Ms. Pinsky said she is seeking feedback from the Arts Council.

Ms. Pinsky stated that the lead artist paints the outlines and fills in the colors, but students and community members create the patterns, therefore the design is interactive. She added the mural will be in vignettes, instead of the full wall. This is done to make sure the parts of the wall that don’t have efflorescence get painted and avoid damage. There will be approximately 20 students involved in the project.

Ms. Riseborough asked how much of the mural has been painted. Ms. Pinsky clarified that nothing has been painted yet.

Ms. Adler and Ms. Riseborough expressed they liked the design.

Ms. Johnson asked if they needed approval from the Arts Council. Ms. Adler explained this was courtesy to show the design, as the wall is not controlled by the City.

Ms. Corrin suggested adding a description of the murals around the City to a website to bring people to Evanston.

B. Bright Night for the Arts

Ms. Adler said last year Bright Night for the Arts was in November at the Block Museum, and that this year will be at the Block Museum again on December 5. She explained it is a cocktail party to celebrate the arts in Evanston. Ms. Adler further explained there is a program throughout the night along with an award. The Mayor, the Provost, and Ms. Corrin, Executive Director of the Block Museum addressed the audience that last year.
Ms. Adler also said she will need help with the planning and logistics of the program, print materials, hosts, etc.

Ms. Martínez discussed the award for this year; she explained she looked into what had been done in years past and discovered a previous nomination form, which she showed the group and asked for feedback.

Ms. Corrin said that the nomination form could be more explicit about the “individual,” and suggested to eliminate the word “artist.” Mr. Sachs asked to add “or” between individual and organization and specify it is only one award.

It was also suggested to limit one nomination per person, and to add a space to include who is doing the nomination.

The Arts Council advised to release the nomination form sooner than October 1.

Ms. Adler added that Evanston Made has agreed to do a slideshow. She also suggested having Terrain Biennial do a presentation. Ms. Martínez suggested inviting Identity Performing Arts to perform.

Mr. Sachs suggested reaching out to Tim Rhoze’s to see if we could include a piece of Black Ballerina.

Ms. Martínez also suggested inviting Evanston Dance Ensemble.

Ms. Riseborough suggested inviting Ms. Teresa Parod’s Indonesian dance group.

Ms. Corrin advised the group there is not stage at the Block Museum, so it would be hard for some of these performances to take place.

6. Communications
   A. Chairs Report
   B. Beth:
   C. Public Art Subcommittee Report
   D. Working Groups Report
   E. Staff Report
      1. Budget Update
Ms. Martínez provided a brief breakdown of the 2019 and budget allocations expenses.

Ms. Adler suggested the Public Art Subcommittee to start thinking about using the leftover funds for a mural on Robert Crown Community Center’s west wall in 2020 or one big project.
7. **Announcements**

Ms. Riseborough announced that the Walter Bert Adams reception is on September 18 at the Levy Center.

Mr. Deeb announced that he will have a show in Munster, Indiana.

Ms. Johnson announced that she is curating a show in November.

Ms. Corrin announced that the Block Museum has the *Pop America* exhibit on display.

8. **Adjournment**

Meeting adjourned at 8:27 p.m.

Respectfully submitted,

Paulina Martínez
Memorandum

To: Members of the Arts Council
From: Paulina Martínez, Assistant to the City Manager
Subject: Community Support Fund Guidelines
Date: October 10, 2019

Summary:
Staff recommends approval of the Community Support Fund Guidelines and Application from the Evanston Arts Council.

Background:
The Community Support Fund is a grant the Evanston Arts Council offers to the community for artistic projects, programs, or events that do not fit the criteria of the Cultural Fund. The Community Support Fund can be applied to on a rolling basis throughout the calendar year. In FY 2019, $15,000 was allocated for this fund. To date, the Evanston Arts Council has awarded funds to 13 applicants.

Discussion:
Based on previous feedback from Arts Council members, observations and research, staff presents a final draft of written guidelines for the Community Support Fund. The purpose of the guidelines is to provide a reference point to the Arts Council members when making decisions of awards of this fund.

The guidelines intend to outline the minimum requirements for an application, as well as standardizing the application process to even the field for all applicants. The draft application attached helps guide the applicant through the information Arts Council members have asked of applicants in the past. Furthermore, the guidelines incorporate the submission of a final report requirement, as well as put a cap on the number of times an applicant can apply for funding in a consecutive basis and per calendar year.
Staff recommends the approval of these guidelines with the caveat that they will be reviewed and revised by the Equity in the Arts Subcommittee within the next year, and appropriate changes will be recommended.

Attachments:

- Draft Community Support Fund Guidelines
- Draft Application
- Draft Final Report
Community Support Fund
City of Evanston Art Council

Application
Please fill out this form to the best of your ability. If you have any questions, please contact:

Paulina Martinez
pmartinez@cityofevanston.org
(847) 859-7833

Applicant Information
Have you read the Community Support Guidelines? *

- Yes
- No

Have you received funding from the Community Support Fund in the past? *

- Yes
- No

If "yes," when and how much was received?

Primary Contact Name *

First ____________________________ Last ____________________________

Organization (if applicable)

Address *

Street Address

Address Line 2
Email *

Phone Number *

###-###-####

**Budget Information**

Amount requested from the Community Support Fund (Please note that more than $1,000 or more than 50% of the total cost of the project will not be awarded) *

Please upload a complete project budget which details the expenses for the entire project. Indicate where other revenue is coming from and what items this fund will go towards procuring. *

[CHOOSE FILE] No file chosen

**Artistic Details**

Please describe your project. Include details about what disciplines, genres, and subject matters are involved. What do you hope are the outcomes of the project in terms of growth for the artist(s) and impact of the work itself? *

Please list those who will be involved in the project. (Lead organizer, lead artist, heads of organizations, etc.) Please include a brief 2-3 sentence biography for each of those listed detailing their expertise, relevance to the project, and their relation to the City of Evanston. *
How will this project be available to the Evanston community? How will you promote the event to the community? What do you project to be the size of the audience? How many Evanston residents will benefit? *

What are your plans to make this project inclusive, diverse, and equitable? *

Is there a fee to access this event/program/project?

- [ ] Yes
- [ ] No

If yes, how much?

Supporting Documents

Please attach:

a. Any work samples (i.e., images, text, video, audio, and/or any for that is appropriate for your project).
b. Letters from other partners verifying their involvement.
c. If this project has received funding in the past, include the report from that year.

Timetable

**Choose File** No file chosen

Attach a File

**Choose File** No file chosen
I agree to all the terms and conditions of the Community Support Fund Program.

- [ ] Yes
- [ ] No

Digital signature. I attest that the above information is true.
CITY OF EVANSTON/EVANSTON ARTS COUNCIL  
Community Support Fund Grant Program  
Final Report Form 2019

Submit all documents to: pmartinez@cityofevanston.org

This report must show completely and accurately how the project/program actually occurred. Reports must be complete and signed by the project director by 60 days after completion.

REQUIRED MATERIALS

1. Final Report (this form), completed and signed by project director.
2. Support Documentation- two (2) to four (4) print materials and/or digital images.

SUPPORT DOCUMENTATION

Include two to four examples of published materials and news releases relating to the funded program. This documentation should verify activities which took place during this grant period as well as your compliance with the requirement that funding be acknowledged in printed material as follows: “This project is partially funded by the Evanston Arts Council, in partnership with the City of Evanston and the Illinois Arts Council, a state agency.”

DIGITAL IMAGES

Digital images must be high resolution .jpgs or .pdf files. We prefer images that show the program or project in action.

GRANTEE INFORMATION

Grantee organization or individual artist

Name and title of individual completing this form (N/A Individual Artists)

Street address

City, state, zip
Title of project/program funded

Beginning date/End date

Grant Amount: $______________

Number of audience/attendees/readers _______ Number of artists involved ______

NARRATIVE REPORT

1. Please describe how this grant was used and its impact on your mission and vision. (Individual artists, describe the grant’s impact on your personal artistic vision and goals.)

2. Please describe the impact of this grant on the community, and how you achieved equity and inclusiveness in your programming and/or project(s).
3. How did you measure outcomes and outputs? (ie. how did you determine whether you met your goals and/or track numbers, demographics and objectives?)
### Final Budget

**Name of organization or individual artist:**

<table>
<thead>
<tr>
<th>Income</th>
<th>Cash</th>
<th>In-kind</th>
<th>Total (cash + in-kind)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Admissions/earned income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Contracted services revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Other revenue from operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Corporate support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Foundation support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Other private support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Federal grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. State grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Municipal grants (not including Cultural Fund)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total cash (add 1-9)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Applicant cash forward</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cultural Fund Grant</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Cash</th>
<th>In-kind</th>
<th>Total (cash + in-kind)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel - administrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Personnel - artistic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Personnel - technical/production</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Outside services - artistic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Outside services - other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Space rental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Materials and supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Insurance and royalties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Equipment rental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Other direct project expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total direct project expenses</strong> (add 1-12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capital expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong> (should equal Total Revenue, above)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AUDIENCE PROFILE

Total Attendance:____________________

Attendance Demographics:

African-American:______________%

Alaskan Native/Native American:______________%

Asian:______________%

Euro-American/Euro Ethnic:______________%

Latino/Hispanic:______________%

CERTIFICATION

I hereby certify that the statements contained in this report are true, correct and represent the complete accounting of this activity to the best of my knowledge.

________________________________________
Signature

________________________________________
Typed name and title

________________________________________
Date
Evanston Arts Council:

Community Support Fund Guidelines

(October 2019)

City Manager’s Office
Cultural Arts Division
2100 Ridge Avenue, Evanston, Illinois 60201
847-859-7833
artscouncil@cityofevanston.org
GUIDELINES

Program Purpose and Overview

The Evanston Arts Council Community Support Fund monies are used to allow the Evanston Arts Council to support individual artists, special projects, programs, events or opportunities that arise during the calendar year that may not fit into the timing the Cultural Fund Grants, or may not meet the criteria of those grants, which are more formal in nature. These monies are allocated at the discretion of the Evanston Arts Council and are given on a first-come-first-serve basis throughout the calendar year until the fund is depleted. Procedures for application are below.

The Evanston Arts Council limits support to $1,000 or up to 50% of the project’s budget (including cash and in-kind funding), whichever is less. Organizations are limited to one application per calendar year. This is to encourage widespread support and collaboration. If funds are allocated by the Arts Council, a final report will be required within 60 days of completion of the project.

Eligibility Criteria

1. Any individual or organization who intends to create a special art project, an art program or event with a focus on art that serves the Evanston community.
2. No personal projects will be funded.
3. No food or alcoholic beverages will be funded.
4. Applicants must demonstrate a clear understanding of what they hope to achieve with the help of this funding.
5. Funds from the City of Evanston Arts Council Community Support Fund may not exceed more that 50% of the project’s total budgeted cost. (i.e. if the project is budgeted to cost $1,000, this fund may not contribute more than $500)
6. The need for the funds must be at least two months away when the application is filed. The applicant must attend an Arts Council meeting at least one month before the funds are needed. The Evanston Arts Council meets on the second Tuesday of the month.
7. The applicant may receive no more than three (3) consecutive years of funding from this fund.
8. The applicant may not receive funding from this grant more than once per calendar year.
9. The project, program, or event must take place in Evanston before the end of the calendar year.
10. Applicants must be prepared to submit information relating to:
   a. Budget
   b. Community partners
c. Evanston community members involved in producing work
d. Marketing/community engagement plan
e. Projected number of Evanston community members viewing/experiencing the work
f. Proposed outcomes
g. Reports from previous years funding, if applicable
h. Timetable
i. Future plans for the project, if this is/will be an ongoing project, program or event
j. Plan for addressing diversity, inclusion, and equity

APPLICATION AND ADMINISTRATION

Step 1: Submit online application (first Monday of the month). All grant applications must be completed and submitted online: cityofevanston.wufoo.com/forms/community-support-fund/

Applications are considered on a rolling basis throughout the year and must be reviewed by the Evanston Arts Council, which meets on the second Tuesday of each month. In order to ensure your place on the Arts Council's agenda, complete applications must be turned in no later than two (2) months before the Arts Council meeting in which review is requested.

Complete applications must include:
- Detailed narrative of the project that clearly show who the community partners, community members involved, and the audience are
- Clear outcomes of the project
- Clear plan for inclusion, diversity, and equity
- Projections of expected audience
- Marketing/community engagement plan
- Timetable
- Plan for the future of the project
- Detailed budget of the project, program, or event.

Step 2: Review Process Staff will review applications for compliance with eligibility guidelines and scope of work to be funded. The Arts Council will review the applications with artistic merit, inclusiveness of participant creators, and community involvement in mind.

Step 3: Public Review and Approval Process (second Tuesday of the month). Staff will submit the completed applications to the Arts Council for approval. Applicants are expected to attend the Arts Council meeting during which their applications are being considered.
Step 4. Award and Project Execution. If funding is awarded, the applicant is responsible for submitting an invoice to the City of Evanston for the amount awarded. The applicant also agrees to execute the project within 180 days of receiving the funds, and submitting a report within 30 days of completing the project. Any unused funds must be returned to the City of Evanston within 180 days of receiving the funds if the project is not completed or 30 days after the event if there is any money left over from the completed event. The applicant must also recognize the Arts Council’s contribution in the program and any print materials by adding the following language: “Partially funded through the Evanston Arts Council Community Support Fund,” and use the Evanston Arts Council logo as appropriate.
To: Arts Council Members
From: Paulina Martínez, Assistant to the City Manager
Subject: Plaque Purchase for Mound
Date: October 11, 2019

Summary:
Per the referral of Public Art Subcommittee Chair, Ms. Riseborough, staff procured quotes for bronze plaques for the Richard Hunt sculpture Mound. Staff supports approval from the Arts Council to purchase the bronze plaque for this permanent sculpture for $367. Below is a summary of the quotes:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze Memorial Company</td>
<td>1842 N. Elston Ave., Chicago, IL</td>
<td>$366</td>
</tr>
<tr>
<td>Able Engravers, Inc.</td>
<td>9521 N. Kedvale Ave., Skokie, IL</td>
<td>$367</td>
</tr>
<tr>
<td>National Awards &amp; Fine Gifts</td>
<td>836 Custer Ave., Evanston, IL</td>
<td>$405</td>
</tr>
</tbody>
</table>
Memorandum

To: Arts Council Members

From: Paulina Martínez, Assistant to the City Manager

Subject: Proposed Purchase of Re-Grow, Re-Vive

Date: October 11, 2019

Summary:
Artist Vivian Visser, creator of Re-Grow, Re-Vive is offering to sell the piece to the City of Evanston. The piece is currently under a two-year lease – September 2019 marked the first year.

Ms. Visser originally asked for an additional $2,500 to purchase the piece, on top of her original contract amount. Per the direction of the Public Art Subcommittee, staff made a counteroffer of $1,000 plus the cost for the sealing of the sculpture, which Ms. Visser has accepted.

The sculpture is constructed from willow and linden, and requires maintenance with marine varnish. The life expectancy if sealed this year is three more years likely; if sealed yearly, another six years.
Attachments:
- Vivian Visser’s Purchase Proposal
Thank you for your business. It’s a pleasure to work with you.

Sincerely yours,

Vivian Visser
Memorandum

To: Evanston Arts Council
From: Paulina Martínez, Assistant to the City Manager
Subject: MDM Mural Proposal at Washington & Chicago
Date: October 11, 2019

Summary:
Main-Dempster Mile Executive Director, Katherine Gotsick, presents the revolving mural proposal for a mural at Washington Street and Chicago Avenue. The mural is going through CTA approval, and it complies with the Evanston Police Department’s “no fly” list.

ARTIST VISION STATEMENT FOR THE DESIGN:
"I wanted to paint something that would make you stop and ponder but inevitably leave you with a positive uplifting message. My text collage is an abstraction of the quote made famous by Henry Ford: "If you think you can do a thing or can't do a thing, you're right."

I wanted to update the quote to: "if you think you can do a thing your right"

It’s just meant to be an overall uplifting and positive take away for viewers that reflect the creative optimism that is Evanston."

Attachments:
- MDM Mural Proposal
To: Arts Council Members

From: Paulina Martínez, Assistant to the City Manager

Subject: Draft Bylaws for the Evanston Arts Council

Date: October 11, 2019

Summary:
Staff seeks feedback from the Arts Council members for the draft bylaws attached. Establishing bylaws will guide the Arts Council through designation of Chairs, Vice-chairs, length of terms, and establishment of subcommittees.

Staff will gather feedback and work with the Legal Department to incorporate the feedback from the Arts Council members as appropriate.

Attachments:
- Draft Bylaws for the Evanston Arts Council
BYLAWS OF THE PUBLIC ARTS COUNCIL

EVANSTON ARTS COUNCIL
# BYLAWS

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTICLE I</td>
<td>Name and Authority</td>
<td>1</td>
</tr>
<tr>
<td>ARTICLE II</td>
<td>Mission</td>
<td>1</td>
</tr>
<tr>
<td>ARTICLE III</td>
<td>Membership</td>
<td>2</td>
</tr>
<tr>
<td>ARTICLE IV</td>
<td>Officers</td>
<td>4</td>
</tr>
<tr>
<td>ARTICLE V</td>
<td>Meetings</td>
<td>5</td>
</tr>
<tr>
<td>ARTICLE VII</td>
<td>Amendments</td>
<td>5</td>
</tr>
</tbody>
</table>
THE ARTS COUNCIL  
OF THE CITY OF EVANSTON  

BYLAWS  

ARTICLE I  

Name and Authority  

Section 1 The name of this organization shall be “The ARTS COUNCIL” of the City of Evanston, Illinois,” hereafter referred to as the “Council.”  

Section 2 The establishment of this Council is provided for in Evanston City Code 55-0-75 “Arts Council.”  

Section 3 The business of the Arts Council is conducted in accordance with the Illinois Open Meetings Act; applicable ordinances adopted by the Evanston City Council, Where Evanston ordinances conflict with these Bylaws, the former shall prevail pursuant to Evanston’s home rule authority.  

ARTICLE II  

Mission  

Section 1 The Evanston Arts Council is a volunteer board that is committed to working to make Evanston the most artful city for our residents, our visitors - for everyone! The Council is here to be a sounding board for new ideas, promote programs, review projects, and provide funds for exemplary ideas. The purpose is to encourage the involvement of citizens in the arts and to aid the coordination of private and public cultural activities in addition to administering and developing Noyes as a Cultural Arts Center for the Evanston community.  

Section 2 The Arts Council shall encourage the involvement of citizens in artistic expression and aid in the coordination of private and public artistic and cultural endeavors in order to increase public support of such activities.
ARTICLE III

Membership

Section 1  Members

The Mayor shall appoint nine (12) Evanston residents to serve as members of the Arts Council. The Arts Council will have Subcommittees, such as, Evanston Arts Council Equity subcommittee and the Public Art Subcommittee. EAC shall have six (6) members serve within the subcommittee. The Evanston Arts Council members shall serve without compensation and are residents of the City of Evanston or employed in Evanston.

The membership for the Evanston Arts Council subcommittee must include the following:

Three (3) members from the public

Three (3) members from the Arts Council

The Arts Council’s membership must be representative of the City of Evanston’s constituent makeup, including but not limited to: race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, age, socioeconomic status, physical disability and mental disability.

Section 2  Conflicts of Interest

All members of the Arts Council and Subcommittees agree to abide by all duties and obligations imposed on Commission members in the City’s Code of Ethics in City Code Title 2, Chapter 1, and “Arts Council.” The Board of Ethics’ supplemental policy is intended to clarify and prevent the personal interests of Arts Council members from interfering with the performance of their duties or from resulting in personal or political gain at the expense of Evanston taxpayers.

The Arts Council strives to maintain the highest ethical standards to avoid conflicts of interest. All members of the Arts Council shall act in good faith in all relationships touching upon their responsibilities to the Arts Council and shall avoid any conflict of interest.

For the purpose of this policy, the definitions found in the City of Evanston’s Code of Ethics in City Code Title 2, Chapter 11, “Arts Council,” shall apply.

Supplemental Policy:

The City Council shall determine its annual level of funding of the Evanston Arts Council. The Evanston Arts Council programs shall be funded, as much as
possible, from funds other than those from the general fund of the City. None of the above sections, without prior approval by the City Council, shall include the power to obligate the City for compensation to any person, organization or agency.
(Ord. No. 55-0-75; Ord. No. 8-0-12, (47-0-11(exh. B, § 2-1-5)), 1-23-2012; Ord. No. 151-O-14, § 1, 1-12-2015)

Section 3 Expenses

All appointed members of the Arts Council and Subcommittees shall serve as such without compensation. Expenses incurred by any member in the performance of official duties may be reimbursed in accordance with policies and procedures established by the City of Evanston.

ARTICLE IV

Officers

Section 1 Elected Officers

The elected officers of the Arts Council shall consist of a Chair and a Vice-chair. The Subcommittees of the Arts Council shall consist of a Chair.

Section 2 Election of Officers

A. In September of each year, the Arts Council shall nominate candidates for the Chair and Vice-chair positions.

B. The Arts Council shall prepare a slate of candidates for each office, as well as subcommittees, to be presented at the October meeting.

C. Any Arts Council member may make additional nominations at the October meeting, with the consent of the nominee, prior to any vote.

D. Arts Council members shall elect officers by voting upon the slate of candidates and any additional nominees by no later than the November meeting.

Section 3 Terms of Office

Term of Office: All appointees to the Arts Council shall serve terms of three (3) years or until their successors are appointed and confirmed; provided, however, that initially, three (3) members shall be appointed for terms of one (1) year; three (3) members shall be appointed for terms of two (2) years; and three (3) members shall be appointed for terms of three (3) years.
The Chair and Vice-Chair shall be elected for one-year terms from November 1 to October 31. No member shall serve more than two consecutive three-year terms in each office.

Section 4  Attendance, Removal from Office, Vacancies

A vacancy in any office shall be filled by a vote of the Arts Council at the next regular meeting following the occurrence of the vacancy. The officer is elected for the duration of the unexpired term.

If an Arts Council member fails to attend three (3) consecutive regular Arts Council meetings without a reasonable cause, or otherwise neglects the duties as an Arts Council member, the Chair, with the assent of the Arts Council, may recommend to the Mayor that the seat be declared vacant.

Any vacancy shall be filled by the Mayor as soon as possible.

A member of the Arts Council may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

Section 5  Duties of Officers

A. The Chair shall assure that the policies, programs and orders of the Commission are carried out.

B. The Chair shall preside at all meetings of the Arts Council. The Vice-Chair shall preside in the Chair’s absence.

C. The Chair shall be responsible for calling meetings of the Arts Council pursuant to the Open Meetings Act and for assuring an agenda for each meeting.

D. The Chair may appoint committees to consist of two members for specific tasks.

ARTICLE V

Meetings

Section 1  Regular and Special Meetings

A. Regular meetings shall be held on the second Tuesday of each month at 6:30 p.m. in the Civic Center, 2100 Ridge Avenue, unless such day shall be a legal holiday observed by the City or another conflict exists, in which case the
regular meeting shall be held at such other time as the Arts Council may
decide upon proper notification pursuant to the Open Meetings Act.

B. Special meetings shall be held upon the request of the members of the Arts
Council.

C. Notice of all regular and special meetings of the Arts Council shall be
communicated to members at least one week before the meeting by action at a
previous meeting, or by mail, email, or by telephone.

D. Meetings shall be open to the public in accordance with the ordinance of the
City of Evanston and the Open Meetings Act.

E. Notice of all regular and special meetings of the Arts Council shall be
communicated to the public by publication of an agenda in accordance with
the Open Meetings Act.

Section 2 Quorum

A majority of the members of the Arts Council constitutes a quorum for the
transaction of business.

Section 3 Voting

At any meeting at which a quorum is present, the affirmative vote of the majority
of the members present shall carry any issue. The Chair is a voting member of the
Arts Council and may vote on any issue.

Section 4 Parliamentary Procedure

Unless inconsistent with these Bylaws or otherwise decided by the Arts Council,
all meetings shall be conducted in accordance with Robert’s Rules of Order Newly
Revised (Tenth Edition).

ARTICLE VI

Amendments

Section 1 These Bylaws may be amended at any meeting of the Arts Council by the
affirmative vote of a majority of members in office. Written notice of proposed
amendment(s) shall be given to all members at least two weeks prior to the
meeting at which the amendment(s) is/are to be considered.

Section 2 Any proposed amendment(s) to the Bylaws shall be included in the meeting
packet at which they will be voted upon.
Section 3  The City Manager shall be advised of any changes in these Bylaws.

Section 4  The Arts Council shall review its Bylaws annually.
Memorandum

To: Arts Council Members
From: Paulina Martínez, Assistant to the City Manager
Subject: Staff Report
Date: October 11, 2019

Summary:
Per the request of the Evanston Arts Council Chair, below is a breakdown of the proposed 2020 budget:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$50,000</td>
</tr>
<tr>
<td>Public Art</td>
<td>$52,000*</td>
</tr>
</tbody>
</table>

*Includes $22,000 rollover from 2019