



## TOWN OF TROPHY CLUB

1 Trophy Wood Drive  
Trophy Club, Texas 76262

### MEETING AGENDA

### ARTS AND CULTURE AD HOC COMMITTEE

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October 1, 2024

11:00 AM

Community Conference  
Room

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#### CALL TO ORDER AND ANNOUNCE A QUORUM

#### REGULAR ITEMS

1. Consider approval of the September 5, 2024, Arts and Culture Ad Hoc Committee Regular Meeting Minutes.
2. Discussion and review of the recommended Operational Procedures for the Trophy Club Council for Arts and Culture. (Tamara Smith, Assistant to the Town Manager)
3. Discussion and review of materials that will be presented to the Town Council for recommendations related to the formation of the Trophy Club Council for Arts and Culture. (Tamara Smith, Assistant to the Town Manager)

#### ADJOURN

*The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.*

*Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.*

#### CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: September 27, 2024 at 4:15 p.m. and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

/s/ Tamara Smith  
Tamara Smith, Assistant to the Town Manager

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.



## ARTS AND CULTURE AD HOC COMMITTEE COMMUNICATION

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**MEETING DATE:** October 1, 2024

**FROM:** Tamara Smith, MSL, Assistant to the Town Manager

**AGENDA ITEM:** Consider approval of the September 5, 2024, Arts and Culture Ad Hoc Committee Regular Meeting Minutes.

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**BACKGROUND/SUMMARY:** The Arts and Culture Ad Hoc Committee held a regular meeting on September 5, 2024.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:**

**ATTACHMENTS:**

1. Meeting Minutes

**ACTIONS/OPTIONS:**

Move to approve the September 5, 2024, Arts and Culture Ad Hoc Committee Regular Meeting Minutes.

**Minutes From Regular Session  
Arts and Culture Ad Hoc Committee  
For the Town of Trophy Club  
Location: 1 Trophy Wood Drive, Trophy Club, Texas  
Date: Thursday, September 5, 2024, 6 p.m.  
Community Conference Room**

The Arts and Culture Ad Hoc Committee for the Town of Trophy Club, Texas, met in a Regular Session on September 5, 2024. The meeting was held within the boundaries of the Town and was open to the public.

**AD HOC COMMITTEE MEMBERS PRESENT:**

Candace Dillard	Chairperson
Melissa Eason	Vice Chairperson
Jean Frazier	Committee Member
Carol Tombari	Committee Member

**AD HOC COMMITTEE MEMBERS ABSENT:**

Wanda Brewster	Committee Member
Beth Ann Sands	Committee Member
Janet Greedy	Committee Member

**STAFF AND GUEST(S) PRESENT:**

Brandon Wright	Town Manager
Tamara Smith	Assistant to the Town Manager
Margie Reese	Facilitator
Mayor Tiffany	Mayor

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**CALL TO ORDER AND ANNOUNCE A QUORUM**

The chairperson called the meeting to order at 6:10 p.m. and noted a quorum with four of the seven committee members present.

**REGULAR SESSION**

1. Consider approval of the August 22, 2024, Arts and Culture Ad Hoc Committee Regular Meeting Minutes

This item was not addressed and will be moved to the next agenda.

2. Discuss and finalize observations and operations document for the Trophy Club Council for Arts and Culture.

**Presentation Organization**

- Carol: Reorganize the presentation with an emphasis on the executive summary, focusing on unmet needs.
- Melissa: Include the executive summary and Margie's information as an appendix.
- Jean: Avoid providing specific examples of public art to prevent objections. Use localized images for the presentation, such as the Southlake roundabout sculpture.

**Presentation Content and Options**

- Directions for PowerPoint: Clarify what we are requesting from the Council.
  - Margie: Articulate the purpose of the presentation.
  - Brandon: Presented three options for Council action:
    - Option 1: Informational and general overview.
    - Option 2: Action to direct the committee to prepare paperwork for creating an Arts Council.
    - Option 3: Present the information and request immediate action that night.
  - Mayor: Favorable towards Option 3.

#### Tasks and Documents

- Create:
  - A short video featuring local art.
  - PowerPoint presentation.
  - Standards of Procedures.
  - Ordinance to approve Trophy Club Council for Arts and Culture.
- Jean: Ensure that all documents are branded by the town.
- Margie: Prepare a presentation to demonstrate the committee's work and present current opportunities.

#### Committee and Council Dynamics

- Candace: Raised the issue of bronze sculpture funds, which remain in the HOT tax and can be re-evaluated later.
- Jean: Emphasize engaging and connecting people to help advocate for the Council.
- Margie: State that as a consultant, she will request the Council to move forward with creating an Trophy Club Council for Arts and Culture.
- Goal: Minimize Council involvement in art decisions to keep the process apolitical. The committee will recommend art, and the Council will approve it.

#### Ad Hoc Committee Transition

- Mayor: The ordinance will create an appointed board and commission. Members will be appointed in November, and any actions by the Trophy Club Council for Arts and Culture will begin in the new year.
- Margie: Suggest extending the ad hoc committee's role temporarily while appointments are made.
- Brandon: The ad hoc committee can be in a holdover position until the new board is appointed.
- Melissa: Instruct Tamara to email committee members about potential interest in the Arts Council and the holdover committee.
- Jean & Melissa: Work on video content.
- Carol, Wanda, Janet: Develop standards of procedures.
- Marie/Tamara: Prepare text for the video and ensure the PowerPoint is ready for the October 28th meeting.

#### Upcoming Events and Deadlines

- October 25, 2024: Visit to Wichita Falls to view a notable piece of public art (invitation from Margie).
- October 18, 2024: Deadline for submitting information for the meeting agenda.
- First Week of October: Final meeting to review the presentation.

#### Action Items:

- Carol: Provider bullet points, etc. for video.

- Melissa: Work with Jean and Carol on the video.
- Jean: Select localized images.
- Margie: Prepare presentation and standards of procedures.
- Tamara: Email committee about Arts Council interest.
- Margie/Tamara: Finalize materials for the October 28th meeting.
- Jean & Melissa: Develop video content.
- Candace, Wanda, Janet: Work on standards of procedures.

**ADJOURN**

Adjourned at 7:30 p.m.

Attest:

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**Tamara Smith, Assistant to the Town Manager**

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**Candace Dillard, Chairperson**



## ARTS AND CULTURE AD HOC COMMITTEE COMMUNICATION

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**MEETING DATE:** October 1, 2024

**FROM:** Tamara Smith, MSL, Assistant to the Town Manager

**AGENDA ITEM:** Discussion and review of the recommended Operational Procedures for the Trophy Club Council for Arts and Culture. (Tamara Smith, Assistant to the Town Manager)

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**BACKGROUND/SUMMARY:** During the Arts and Culture Ad Hoc Committee meeting on September 5, 2024, committee members discussed reconvening to review the presentation materials for the Town Council meeting scheduled for October 28, 2024. Attached you will find a red-lined operating procedures document and a clean version to be discussed.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:**

**ATTACHMENTS:**

1. Operating Procedures Red Line
2. Operating Procedures

**ACTIONS/OPTIONS:**

No action is required; this agenda item is for discussion only.

TROPHY CLUB  
COUNCIL FOR ARTS  
AND CULTURE  
OPERATING PROCEDURES

DRAFT – FOR DISCUSSION PURPOSES ONLY

Prepared by the:  
Trophy Club Council for Arts and Culture

Approved by the Town Council:

**Contents**

- Purpose
- Definition of Arts
- Membership and Expectations
- Meetings and Attendance
- Considerations for Recommending Art Projects

# TROPHY CLUB COUNCIL FOR ARTS AND CULTURE OPERATING PROCEDURES

## Purpose

The Trophy Club Council for Arts and Culture (the Arts Council) ~~is the agency that~~ promotes arts and cultural activities as essential components of community development, enriching the lives of residents and visitors to our community.

## Mission Statement

The Trophy Club Council for Arts and Culture's mission is to promote, present, and support high-quality, accessible arts and cultural activities that benefit the public.

## The Work of the Arts Council

The Trophy Club Council for Arts and Culture is an advisory body to the Mayor, Town Council, and Town Manager. It promotes lifelong learning through various creative activities, inviting residents of all ages to explore the arts ~~and~~ discover their creative potential, and expands their cultural horizons. The primary role of the Arts Council is to:

1. Advise on the allocation of public funding for arts and cultural activities and events.
2. Present and promote accessible arts and cultural programming.
3. Upon approval of the Town Council, manage outside grants that support the Council's goods encourage private sector investment in the arts.
4. Support arts education.
5. Establish protocols for creating Arts Counciling Public Art Projects.

## Additional Arts Council Duties

- Consider citizen input through a public process, in order to recommend priorities for allocating public resources to support arts and culture activities for the benefit of the public.
- Coordinate arts projects as approved by the Town Council through the Town Manager.
- Develop, coordinate, or organize other activities determined to be necessary to accomplish the goals of the Arts Council.

## Definitions

For the purposes of the Arts Council's recommendations, public art and arts and culture shall mean:

**Public Art:** "Public art can express community values, enhance our environment, transform a landscape, and heighten public awareness of the role of the arts in advancing the identity of the Town. Placed in public sites, ~~this~~ art is there for everyone, a form of collective community expression. Public art reflects how we see the world – the artist's response to our time and place combined with our own sense of who we are." (AssociationforPublicArt.org)

**Arts:** A vast subdivision of culture composed of many creative endeavors and disciplines. The arts encompass visual arts, literary arts, ~~and~~ the performing arts, and narratives.

**Culture:** A set of shared attitudes, values, goals, and practices that define a group of people, such as those of a particular region or community. ~~Culture includes the elements that characterize a particular people's way of life. In the context of the Arts Council it could include information regarding residents' travels or experiences that convey information about Town history, as well as other cultures around the state, country, and world.~~

~~The Arts Council's goal is to focus primarily on introducing and implementing arts and culture projects within and around the Town limits and developing public art projects that may also integrate with other public art projects, installations, or objectives of other Town Departments, including the education community and private development.~~

## Membership

Appointments to the initial Arts Council shall be considered by nominations from the ad hoc Arts Committee, including public self-nominations, and submitted to the Town Council through the Town Manager. Subsequent Arts Council members will be first considered by the Arts Council, which will then present a recommendation to the Town Council for approval.

The Arts Council is limited to ~~nine~~five (5) ~~(9)~~ residents of the Town of Trophy Club, and will serve staggered terms which include~~including~~:

- 3 Officer Members (Chair, Vice Chair, Secretary)
- 6 Members from the Community-At-Large
- 1 ex-officio member representing the Town Manager's office

All officers and general members will have full voting rights. The Town Manager will assign at least one staff member to assist the Arts Council.

A maximum of ~~nine~~five (5) ~~(9)~~ votes may be cast on any item requiring a vote. The chairperson will manage the roll-call voting process.

Town staff or representatives from other agencies acting in advisory roles as necessary shall provide technical assistance if necessary. These representatives will not be eligible to vote.

## Terms

Members of the Trophy Club Council for Arts and Culture shall be appointed for terms of two years. Vacancies shall be filled to balance any unfulfilled terms as they occur.

## Officers

The Arts Council's officers shall consist of a chairperson, vice-chairperson, and secretary. They are selected each July by a vote of the Arts Council. Each officer shall hold office for one year ~~and~~ until his/her successor has been appointed.

1. The Chairperson shall preside at all meetings of the Arts Council and shall report to the Town Manager and/or Town Council as needed or requested.
2. The vice-chairperson shall perform all duties of the chairperson if the chairperson is absent or unable to chair.
3. The Secretary shall be responsible for Agendas and Minutes with assistance of the Town Staff.

DRAFT

## Trophy Club Council for Arts and Culture Member Expectations

### General Expectations

- 1) Support the mission, purposes, goals, policies, and programs of the Trophy Club Council for Arts and Culture (The Arts Council) ~~of the Town of Trophy Club~~ and represent the Arts Council to the community at large.
- 2) Serve ~~actively~~ on committees as requested by the Chair and Town Manager. (Ex. ~~grants-funding committee, public information committee, governance committee, etc. and research committee~~)
- 3) Provide input and feedback to the Chair that encourages broad resident participation.
- 4) Support the goals and plans adopted by the Mayor and Town Council to strengthen the role of arts and culture in civic and economic development.
- 5) Attend activities and events sponsored by the Town of Trophy Club.

### Meetings

- 1) Prepare for and participate in Arts Council meetings, including ~~appropriate~~ Committee meetings.
- 2) Ask timely and substantive questions at Arts Council meetings consistent with personal conscience and convictions while supporting the majority decision on issues decided by the Arts Council.
- 3) Maintain confidentiality when appropriate and speak for the Arts Council only when authorized to do so by the Town Manager.
- 4) Suggest agenda items periodically for Arts Council or committee meetings to ensure that citizen interests and or concerns are addressed.
- 5) Participate actively in assessing the strategic goals and objectives of the Arts Council.

### Avoiding Conflicts

- 1) Serve the Arts Council as a whole rather than any special interest group or constituency.
- 2) Avoid even the appearance of a conflict of interest that might violate the public trust, and disclose any possible conflicts to the Arts Council and Town Manager in a timely fashion.
- 3) Never accept (or offer) favors or gifts from (or to) anyone who does business with the Town of Trophy Club.
- 3)4) Adhere to rules for Town Staff regarding Conflict of Interest and acceptance of gifts or emoluments.

### Fiduciary Responsibility

- 1) Exercise prudence in recommending the use of public funds.
- 2) Faithfully read and understand all requests for awarding public funds designated by the Town Council for arts, cultural, or humanities programs.
- 3) Research and recommend to the Town Council through the Town Manager any matters regarding soliciting public grants and private sector sponsorships to support arts and cultural activities in the Town of Trophy Club. At no time should requests for outside funding be made without the consent and approval of the Town Council.

## Meetings and Attendance

Trophy Club Council for Arts and Culture shall hold meetings~~Meetings shall be held~~ as often as necessary, ~~as determined by the Arts Council~~ but must, shall at a minimum, hold six meetings per calendar year. A representative of the Arts Council shall provide an update to the Town Manager and/or Town Council quarterly or more if necessary. All meetings of the Arts Council shall be considered public meetings. The annual meeting schedule will be determined at the last meeting of the previous year.

Members shall make every effort to attend all meetings. If a member cannot attend a specific meeting, that member should notify either the Chair or the Town liaison so quorum needs can be monitored. Meetings may be rescheduled if a quorum cannot be met for action items.

A member who misses three meetings in any twelve-month period without cause will be subject to removal by a majority vote of those present when the issue is brought before the Arts Council.

## Member Agreement

As a member of the Trophy Club Council for Arts and Culture, I am fully committed and dedicated to the mission of providing leadership to support, promote, and cultivate the arts in the Town of Trophy Club. My signature on this document signifies my understanding of my responsibilities and my pledge to carry out the aforementioned expectations to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DRAFT

**Considerations for Recommending Art Projects**

## Public Art Projects

The Arts Council will consider the following initial set of goals for Public Art Projects:

- To encourage individual artists to work and live in The Town of Trophy Club;
- To foster a mutual educational dialogue between the artist producing a public art project and the neighborhood/area where the project will be placed;
- To enhance the visual appeal of the town by inviting local, regional, and nationally acclaimed artists to respond to Town Council-approved public art projects.

The Arts Council ~~should meet~~ may consider a majority of the following goals in ~~order to be considered:~~ deliberating the worthiness of proposals:

1. Increase the number of visitors to the Town of Trophy Club, neighborhoods, and multi-modal traffic generators such as commercial or retail centers, schools, public gathering places, and recreation sites.
2. Improve existing aesthetics of the project area while prioritizing safe access and sustainable impact.
3. Establish new projects and connect existing project areas between neighborhoods within the town to create a world-class network of public art.
4. Create no or minimal impact on the area's wildlife, habitat, or natural landscape and be made or constructed using environmentally conscious materials.
5. Maximize opportunities to view or interact with community highlights (such as waterways, public spaces, existing parks, and historic landmarks) and increase public access and popularity.
- 5-6. Tap into local artist and cultural talent.

*Additionally, **Proposed Public Art Projects** will also be evaluated based on the following:*

1. Minimal financial commitment from the Town of Trophy Club. Arts Council members are encouraged to research and propose potential funding opportunities to the Town Council through the Town Manager so that the burden on the Town of Trophy Club budget is minimal. (Grant awards, partnerships, cooperative agreements, and donations, both monetary and in-kind, for services or supplies should be entertained. The intent is to leverage arts funds to the greatest extent possible.)
2. Can be properly designed, constructed, and maintained at a relatively reasonable cost in a reasonable amount of time with minimal land or other property acquisition issues.
3. There are minimal physical constraints (low level of natural hazards, amenable topography, no environmental consequences, etc.).
4. There are minimal ownership constraints and disruption of existing property use.
5. The project is a cooperative effort with multiple departments sharing costs, design, construction, signage or marketing, maintenance, right-of-way, etc.
6. Without immediate acquisition/construction, a unique project or installation may be lost as an opportunity.

## Arts and Cultural Services Contracts

The Arts Council will develop a "Call for Proposals" process, as prescribed by applicable Town procedures, and review criteria to recommend the funding of arts programs and activities on a schedule to be determined by the ~~town~~Town manager~~Manager~~. All types of cultural activities will be considered as long as they directly benefit the citizens of Trophy Club.

The Arts Council shall establish a process for community involvement in reviewing all ~~art project~~ proposals to create ~~mutual~~ educational opportunities and citizen input by forming ad hoc selection panels. Any review panels will include at least one member ~~of the~~ Arts including, Arts Council, resident or non-resident professional artist as appropriate, and representation of the Town Manager's office. It is recognized that panelists represent different viewpoints and that the Arts Council is responsible for establishing guidelines for appropriate responses, and considerations.

The Arts Council will ~~present seek approval by~~ the Town Council, through the Town Manager's office, all recommendations of the review panels regarding the disbursement of public funds, for approval.

The Arts Council may consider a set of limitations that restrict the allocation of public funds. ~~For example:-~~ The following are examples of projects that would be disqualified:

1. Activities that do not have a cultural or artistic focus or whose primary focus is religious or political in nature.
2. Projects planned primarily for fundraising purposes.
3. Activities restricted to an organization's membership, or which do not benefit the general public.
4. Tuition expenses.
5. College/university or school projects that are part of a required course or curriculum that does not involve and serve the general public.
6. Scholarships, cash prizes, purchase awards.
7. Out-of-city travel.
8. Underwriting of capital expenditures (buildings, land or permanent equipment).
9. Activities that have occurred prior to the signing of a cultural services contract.
10. Lobbying, attorney's fees, fees for penalties, and fees for incorporation or obtaining tax-exempt status.

## Facilities Development

The Arts Council will support the development of ~~a variety of various~~ facilities, both large and small, in new, adapted, and renovated structures ~~in various locations~~ throughout the Town of Trophy Club ~~as long as they that will~~ furnish appropriate settings for the public enjoyment of cultural programs.

The Arts Council may research and recommend the most efficient and effective management structures of any facilities. ~~developed in the Town of Trophy Club by establishing a cultural facilities Task Force as requested by the Town Council through the Town Manager's office.~~

The procedures outlined in this document are intended to provide general directions and guidelines through which the Arts Council will seek to meet the current and future cultural needs of the Town of Trophy Club. They are not intended to bind any future Town Council action to provide arts and cultural services and programs.

These procedures shall be reviewed and updated at least once every five years.

DRAFT

TROPHY CLUB  
COUNCIL FOR ARTS  
AND CULTURE  
OPERATING PROCEDURES

DRAFT – FOR DISCUSSION PURPOSES ONLY

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## **Membership**

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All officers and general members will have full voting rights. The Town Manager will assign at least one staff member to assist the Arts Council.

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DRAFT

## **Trophy Club Council for Arts and Culture Expectations**

### **General Expectations**

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- 2) Serve on committees as requested by the Chair and Town Manager. (Ex. funding committee, public information committee, governance committee, etc.)
- 3) Provide input and feedback to the Chair that encourages broad resident participation.
- 4) Support the goals and plans adopted by the Mayor and Town Council to strengthen the role of arts and culture in civic and economic development.
- 5) Attend activities and events sponsored by the Town of Trophy Club.

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- 5) Participate actively in assessing the strategic goals and objectives of the Arts Council.

### **Avoiding Conflicts**

- 1) Serve the Arts Council as a whole rather than any special interest group or constituency.
- 2) Avoid even the appearance of a conflict of interest that might violate the public trust, and disclose any possible conflicts to the Arts Council and Town Manager in a timely fashion.
- 3) Never accept (or offer) favors or gifts from (or to) anyone who does business with the Town of Trophy Club.
- 4) Adhere to rules for Town Staff regarding Conflict of Interest and acceptance of gifts or emoluments.

### **Fiduciary Responsibility**

- 1) Exercise prudence in recommending the use of public funds.
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- 3) Research and recommend to the Town Council through the Town Manager any matters regarding soliciting public grants and private sector sponsorships to support arts and cultural activities in the Town of Trophy Club. At no time should requests for outside funding be made without the consent and approval of the Town Council.

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A member who misses three meetings in any twelve-month period without cause will be subject to removal by a majority vote of those present when the issue is brought before the Arts Council.

## Member Agreement

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DRAFT**

**Considerations for Recommending Art Projects**

## Public Art Projects

The Arts Council will consider the following initial set of goals for Public Art Projects:

- To encourage individual artists to work and live in The Town of Trophy Club;
- To foster a mutual educational dialogue between the artist producing a public art project and the neighborhood/area where the project will be placed;
- To enhance the visual appeal of the town by inviting local, regional, and nationally acclaimed artists to respond to Town Council-approved public art projects.

The Arts Council may consider a majority of the following goals in deliberating the worthiness of proposals:

1. Increase the number of visitors to the Town of Trophy Club, neighborhoods, and multi-modal traffic generators such as commercial or retail centers, schools, public gathering places, and recreation sites.
2. Improve existing aesthetics of the project area while prioritizing safe access and sustainable impact.
3. Establish new projects and connect existing project areas between neighborhoods within the town to create a world-class network of public art.
4. Create no or minimal impact on the area's wildlife, habitat, or natural landscape and be made or constructed using environmentally conscious materials.
5. Maximize opportunities to view or interact with community highlights (such as waterways, public spaces, existing parks, and historic landmarks) and increase public access and popularity.
6. Tap into local artist and cultural talent.

*Additionally, **Proposed Public Art Projects** will also be evaluated based on the following:*

1. Minimal financial commitment from the Town of Trophy Club. Arts Council members are encouraged to research and propose potential funding opportunities to the Town Council through the Town Manager so that the burden on the Town of Trophy Club budget is minimal. (Grant awards, partnerships, cooperative agreements, and donations, both monetary and in-kind, for services or supplies should be entertained. The intent is to leverage arts funds to the greatest extent possible.)
2. Can be properly designed, constructed, and maintained at a relatively reasonable cost in a reasonable amount of time with minimal land or other property acquisition issues.
3. There are minimal physical constraints (low level of natural hazards, amenable topography, no environmental consequences, etc.).
4. There are minimal ownership constraints and disruption of existing property use.
5. The project is a cooperative effort with multiple departments sharing costs, design, construction, signage or marketing, maintenance, right-of-way, etc.
6. Without immediate acquisition/construction, a unique project or installation may be lost as an opportunity.

## Arts and Cultural Services Contracts

The Arts Council will develop a “Call for Proposals” process, as prescribed by applicable Town procedures, and review criteria to recommend the funding of arts programs and activities on a schedule to be determined by the Town Manager. All types of cultural activities will be considered as long as they directly benefit the citizens of Trophy Club.

The Arts Council shall establish a process for community involvement in reviewing all proposals to create educational opportunities and citizen input by forming ad hoc selection panels. Any review panels will include at least one member including, Arts Council, resident or non-resident professional artist as appropriate, and representation of the Town Manager’s office. It is recognized that panelists represent different viewpoints and that the Arts Council is responsible for establishing guidelines for appropriate responses, and considerations.

The Arts Council will seek approval by the Town Council, through the Town Manager’s office, all recommendations of the review panels regarding the disbursement of public funds.

The Arts Council may consider a set of limitations that restrict the allocation of public funds. The following are examples of projects that would be disqualified:

1. Activities that do not have a cultural or artistic focus or whose primary focus is religious or political in nature.
2. Projects planned primarily for fundraising purposes.
3. Activities restricted to an organization’s membership, or which do not benefit the general public.
4. Tuition expenses.
5. College/university or school projects that are part of a required course or curriculum that does not involve and serve the general public.
6. Scholarships, cash prizes, purchase awards.
7. Out-of-city travel.
8. Underwriting of capital expenditures (buildings, land or permanent equipment).
9. Activities that have occurred prior to the signing of a cultural services contract.
10. Lobbying, attorney’s fees, fees for penalties, and fees for incorporation or obtaining tax-exempt status.

## Facilities Development

The Arts Council will support the development of a variety of facilities, both large and small, in new, adapted, and renovated structures throughout the Town of Trophy Club as long as they furnish appropriate settings for the public enjoyment of cultural programs.

The Arts Council may research and recommend the most efficient and effective management structures of any facilities.

The procedures outlined in this document are intended to provide general directions and guidelines through which the Arts Council will seek to meet the current and future cultural needs of the Town of Trophy Club. They are not intended to bind any future Town Council action to provide arts and cultural services and programs.

These procedures shall be reviewed and updated at least once every five years.

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## ARTS AND CULTURE AD HOC COMMITTEE COMMUNICATION

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**MEETING DATE:** October 1, 2024

**FROM:** Tamara Smith, MSL, Assistant to the Town Manager

**AGENDA ITEM:** Discussion and review of materials that will be presented to the Town Council for recommendations related to the formation of the Trophy Club Council for Arts and Culture. (Tamara Smith, Assistant to the Town Manager)

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**BACKGROUND/SUMMARY:** During the Arts and Culture Ad Hoc Committee meeting on September 5, 2024, committee members discussed reconvening to review the presentation materials for the Town Council meeting scheduled for October 28, 2024. The materials to be discussed include a short video, a PowerPoint presentation, and any other relevant information that will help create a clear and compelling vision of what the Trophy Club Council for Arts and Culture could be if approved.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:**

**ATTACHMENTS:**

None

**ACTIONS/OPTIONS:**

No action is required; this agenda item is for discussion only.