

**ARTS AND CULTURE COMMISSION**  
**Meeting Minutes**  
**Letts Community Center**  
**August 4, 2025**

BOARD MEMBERS: Kevin Bonds – Chair (2<sup>nd</sup>); Morgan Butts – V. Chair (4<sup>th</sup>); Charles Calati – Secretary (At-Large); Shirley Carter-Powell (At-Large); Diane Gardin (At-Large); Mary Toshach (At-Large); Alyssa Turcsak (4<sup>th</sup>); Stephanie Palaygis (4<sup>th</sup>); Clara Martinez (1<sup>st</sup>)

CALL TO ORDER: In the absence of the Chair and Vice Chair, Diane Gardin called the meeting to order at 3:30 pm

1. **ROLL CALL** - The Acting Chair called the roll. All were present except for Kevin Bonds and Morgan Butts.
2. **ADDITIONS/DELETIONS TO AGENDA** - The Acting Chair called for any additions or deletions to the agenda. There were none.
3. **AGENDA APPROVAL** – The Chair called for the approval of the agenda. Martinez moved to approve. The motion was seconded by Turczak and approved unanimously.
4. **BOARD MEETING MINUTES**
  - A. July 7, 2025 Minutes - A motion was made by Martinez and seconded by Gardin to approve the minutes as presented. It passed unanimously
5. **NEW BUSINESS**
  - A. By Laws/Rules of Procedure Review – After discussion and clarifications that the Rules would provide that City staff would be responsible for posting notifications of meetings both regular and special as well as filing minutes with the City Clerk and maintaining the website. With those changes to be prepared by staff, the Review was approved by common consent. Martinez then moved that we begin to develop priorities for 2025-2026 as well as preparing an annual report as called for in item 14 in the Rules of Procedure. The motion was seconded and passed.
6. **OLD BUSINESS**
  - A. Public Art Committee Status Report – Calati had no new information
7. **UPDATES**
  - A. Mayor’s Office - none
8. **INFORMATION**
  - A. No new information
9. **STATEMENTS OF CITIZENS** - No citizens were present.
10. **ADJOURN** – Before adjournment, Gardin moved that the September meeting be canceled as it fell on Labor Day and there was not an alternative date that could be agreed on. Martinez seconded the motion. It passed without dissent. Following the vote, Turcsak moved to adjourn the meeting at approximately 4:30 pm. It was seconded by Toshach and passed without dissent.