



**AGENDA
ARTS & CULTURE NASSAU
REGULAR MEETING
OCTOBER 3, 2022
12:00 PM
ATLANTIC RECREATION CENTER
AQUATICS BUILDING
2500 ATLANTIC AVENUE
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - 3.1 August 2022 Sub-Committee Meeting Minutes
 - 3.2 August 2022 Regular Meeting Minutes
- 4. DISCUSSION ITEMS**
 - 4.1 Membership Discussion / Elect Chair and Vice Chair (Staff)
 - 4.2 Article Approval for Promotion (Staff)
 - 4.3 Roles and Responsibilities
 - 4.4 SharePoint Folder
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**



All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at 904-310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

Arts & Culture Nassau
Sub-Committee Meeting
August 1, 2022

The Arts and Culture Nassau 10 Year Plan Sub-Committee met on August 1, 2022, at the Atlantic Recreation Center Aquatics Room. The meeting was scheduled for 10:30am. No quorum meeting cancelled.

1. Call to Order
2. Roll Call
3. Discussion Item
 - 3.1 Roles and Responsibilities
4. Adjournment

Arts and Culture Nassau Regular Meeting

August 1, 2022

The Arts and Culture Nassau Committee met on August 1, 2022 in the Atlantic Recreation Center Aquatics Classroom at 12pm. Present was Vice Chair Decou, Member Shea, Member Resitano, Member Reid, Member Freedman, Member Conley, Member Kish and Member Hemkee. Absent was Member Joyner and Member Bias. Going forward Emma Bledsoe will represent member Joyner due to medical leave.

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - 3.1 June Sub-Committee Meeting Minutes

Motion to approve Vice Chair Decou, Second Member Restiano; All Aye.
 - 3.2 June Regular Meeting Minutes
4. Discussion Items
 - 4.1 Election of New Chair

The board will hold an election for chair at the September 2022 regular meeting.
 - 4.2 New Member Orientation Sub-Committee Update

The committee will work on creating and updating share point calendar for new members.
 - 4.3 Temporary Art Application

Jarod Bishops was approved for three locations (Library, Parking Lot D and The Courthouse)

Motion to approve, Second ;All Ayes.
 - 4.4 10 Year Plan Sub-Committee updates

The committee will present updates to the roles and responsibilities document to be presented at the next meeting for discussion.
5. Adjournment



Arts and Culture of Nassau County (ACN) is pleased to announce that its Senior Citizens grant application program will open beginning September 1, 2022 and ending November 15, 2022. This grant program is open to non-profit (501(c)3) organizations that dedicate their work to arts and culture and are located in Nassau County.

This senior citizen grant program fosters appreciation of and participation in arts and culture for our county's senior citizens. These identified supported activities have proven to benefit the quality of life for our residents. Grants applications are for projects designed to promote new programs or to expand existing programs. Previous grant recipients provided programs ranging from painting, theatre, music and hand-work.

ACN relies on the proceeds generated by Nassau County residents purchasing and displaying the Florida "State of the Arts" license plates on their vehicles. These plates are available at our local county vehicle registration offices. The County then funds the ACN commission from the sale and renewal of these plates. Please see our website at <https://artsandculture Nassau.com/> for more information including applications, grant details and deadlines, along with links to art and culture organizations and application to purchasing your license tag.

For us to support the grant programs and to help local Nassau County 501 (c) (3) art and culture organizations, we rely on the proceeds generated by residents purchasing and displaying the Florida "State of the Arts" license plate on their vehicles. (Pictured above). These plates are available at the local county vehicle registration offices. The County then funds our organization from the sale and renewal of these license plates. You can get your own plate at the vehicle registration office near you. or order

Purpose Arts & Culture Nassau (ACN) grants program is intended to foster appreciation of and participation in arts and culture for the senior citizens of Nassau County. It is our belief that fostering arts and culture appreciation among Nassau County citizens will benefit the quality of life for all Nassau County residents. Grants are designed to encourage new projects to serve the senior citizen population of Nassau County or to expand an existing program.

Guidelines 1. Organizations applying for the ACN grant must be non-profit (501(c)3), located in Nassau County, and dedicated to arts and/or culture.

2. Projects must be either new or an expansion of an existing project that serves Nassau County residents 55 years of age or older and relates to art and culture.

3. An award one year does not guarantee or imply an award in following years.
 4. Grants are limited to \$500 per organization. It is anticipated that up to four grants will be offered each year. If additional funds become available, this amount may be increased.
 5. Grants to eligible organizations must be expended within a calendar year.
 - a. Grant awards will be disbursed AFTER the award organization has disbursed funds for the eligible expenditure
 - b. The award organization must submit a reimbursement form along with a copy of the invoice(s) paid as well as a copy of the cancelled payment check(s) in order to receive the grant funds
 - c. These should be submitted to: Parks and Recreation 2500 Atlantic Avenue Fernandina Beach, FL 32034
Attention: Scott Mikelson
 - d. Reimbursements can be incremental Updated 9/22/21
 - e. The organization will be expected to submit a grant close out form of how the grant funds were used within 2 months of the end of the calendar in which the funds were expended along with copies of the reimbursement form(s) used to secure reimbursement. The organization should review the grant close out form to be sure that the requested data is collected concerning the funded event. The close out form should be sent to: Parks and Recreation 2500 Atlantic Avenue Fernandina Beach, FL 32034
Attention: Scott Mikelson
 - f. Grant recipient organizations may be expected to participate projects promoting the awareness of Arts and Culture Nassau.
- Submission instructions:
- The following application should be submitted in writing to Fernandina Beach Parks and Recreation Department 2500 Atlantic Avenue Fernandina Beach, FL 32034
Attention: Scott Mikelson
 - Applications will be accepted from September 1 through November 15. No applications will be accepted after the announced deadline.
 - Applications will be judged, and grants awarded by a panel of 3 persons selected by the County and not affiliated with any of the Arts Council organizations and not a part of any county arts and culture organization. Awards will be announced by January 15.

Attention Nassau County artists! The Arts and Culture Nassau (ACN) commission is happy to call attention to the city's public art program. The program is established to evaluate and recommend public art for the placement of art in identified locations within Fernandina Beach. This standardized process not only encourages creativity but also assures the highest quality of aesthetic experience for residents and visitors of our city. The objective is to develop a worthwhile, enduring and varied of artwork in defined city public spaces that enriches the City while reflecting the values of the city. Through the partnership with the City of Fernandina Beach Historic District Council and the City of Fernandina Beach, Arts and Culture Nassau developed a map of recommended locations for both temporary and permanent public art displays. Anyone interested in the program can access more detailed information and the application at the Arts and Culture Nassau website, <https://artsandculturenassau.com>.

Arts and Culture Commission Nassau 2022

Roles and Responsibilities (formally known as 10-year plan)

1. Annually review the Nassau County Arts and Culture Policy.
2. Biannually review income from license tags and budget.
3. Responsibilities of the nine (9) representatives from the Membership organizations:
 - regularly attend meetings as required by city policy
 - provide timely and updated information about ACN
 - provide grant information such as due dates for grants
 - notification to their board and general membership of license plate sale
 - notification and coordination of other publicity such as brochure, website and social media
 - representatives to provide updates at meetings
 - **If not able to attend, members can send in their comments on the agenda to be read the meeting.**
4. Responsibilities of all representatives: assign a representative for each organization to share ACN information on a regular basis.
5. Develop a sense of community within the commission meeting for both Member representatives and at-large members to connect and promote art and culture organizations. **Organization rep members should encourage the supported organizations to place the ACN logo and URL on their websites.**
6. ~~Annually-~~ **Monthly review/ update webpage.**
7. Annually confirm organizations' vitae in order to
 - expand inclusion to newly formed organizations
 - delete organizations as appropriate
 - update Facebook page, website and brochure and any other publicity as appropriate

8. Annually publish brochure and distribute to Visitor Center, Chamber of Commerce, and any organization that is member, such as Island Arts Association, Callahan Railroad, Community Theatre. **At public events for supported organizations, ACN members should wear logo name tags to allow for ACN recognition and awareness in the community.**
9. Create and support a systematic publicity plan for the license tag program and grant programs.
10. Host minimum of one annual community event to promote ACN: Ideas include:
 - Celebratory event for 15 anniversary (2022)
 - Booth at Farmer's Market.
 - Art Show featuring trash collected from beach (environmental or historical theme).
 - Booth at Museum for Home Tour; Shrimp Festival; Shrimp Drop (work with events staff member).
 - Booth at Second Art Walk or Art on 8th Street.
11. Creating a Commission member manual that includes policies, roles and responsibilities of members, mission, etc. **This manual should be part of the orientation packet currently being finalized along with these roles and responsibilities.**
12. **Consider a period in January of each year to allow organizations, not represented on the ACN commission, to meet with the ACN Board to request and or review their needs/plans for the year.**
13. **As financially feasible, ACN members should purchase the "State of the Arts" license plates at least for their terms on the Board.**

14. Update grant applications to reflect:

- due dates
- add a criterion in the grant close outs that the organization provide information to members about the license tag program
- grant close out to provide pics and short blurb for social media
- Review the grants per organization to balance those getting State funding grants. Also, consider less funded organizations as a priority over well-funded organizations.

Jan	Feb.	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1/15 Youth Grant Due		3/15 Youth grant awarded		5/1 Youth grant close out			Create Publicity for Senior grant	9/1 Senior Grant open		11/15 Senior Grant Due	
1/15 Senior Grant awarded		3/15 Senior grant close out								Create Publicity for Youth Grant	

15. Work to add onto the public art opportunities via website and Facebook, news print and magazines, highlighting the current exhibits in place.