



**AGENDA
ARTS & CULTURE NASSAU
REGULAR MEETING
JULY 10, 2023
12:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - 4.1 June 2023 Regular Meeting Minutes
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. DISCUSSION ITEMS**
 - 6.1 Temporary and Permanent Art Application and Policy
 - 6.2 Senior and Youth Grant Application
 - 6.3 Strategic Plan Review
 - 6.4 License Plate Sales Update
- 7. STAFF COMMENTS**
- 8. BOARD MEMBER COMMENTS**
- 9. 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).

The Arts and Culture Nassau Committee met on June 12, 2023, at City Hall in the Commission Chambers.

The meeting was called to order at 12:00pm.

Present were Chair Restiano, Vice Chair Reid, Member Bean, Member Wild, Member Robinson, Member Freeman, Member Bias, Member Wells, and Member Kish.

Absent was Member Shea and Member Templeton.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

5.1 May 2023 Minutes

Vice Chair Reid made a motion to approve the May 2023 Minutes, Member Bean Second; All Aye.

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA

Lisa Finkelstein- Director of Fernandina Beach Main Street Foundation. Ms. Finkelstein updated the board on a few items. First, Ms. Finkelstein spoke about the 200-year anniversary of Fernandina Beach. The official start date is January 1, 2024. There is a steering committee made up of representatives from the city, museum, the convention visitor's bureau, and Main Street to work on the framework for this celebration to run events throughout 2024 culminating in a community wide celebration on January 1, 2025. The committee will be working with organizations to help put on events. If an organization is interested in partnering, there is an application they can complete about the product project or event. The committee will then decide if it falls under the umbrella of the celebration and if it does, the organization will get permission to use the branding. Second, Ms. Finkelstein discussed the second Saturday Art Walks promoted by Main Street. Lastly, the Main Street design counsel is in the beginning stages of creating "murals on 8th street" to help bring together the businesses on 8th street.

Chair Restiano asked if a representative from the Arts and Culture Nassau committee would be able to sit on the 200-year anniversary committee. Ms. Finkelstein said it would be appropriate a representative is chosen.

6. DISCUSSION ITEMS

6.1 Relocation of Existing Temporary Art Installation At The Library

Parks and Recreation Director Catherine Vorrasi met with the interim Library Director who said that she wanted to re-do the landscaping in front of the library. She has asked that the temporary artwork placed by Jarred Bishop be relocated away from the library. Ms. Vorrasi stated that the city has contacted the artist and will discuss with him his options for relocation. Vice Chair Reid asked if the city would fund the artist's relocation if he chooses to do so, Ms. Vorrasi replied yes, we could relocate in-house. Chair Restiano asked if Parks and Recreation can work with the artist on relocation with consensus from the board. Ms. Vorrasi said yes, and the board agreed. Member Freeman recommended Parks and Recreation give the Artist two or three options of locations and guidance on how it is moved.

6.2 Public Art Policies, Location and Application

The current public art application was reviewed. Ms. Vorrasi asked the committee members to give their recommendations for city staff to compile for the new application. Member Bean recommended combining permanent and temporary art applications with a checkbox.

6.3 Strategic Planning Sub Committee Update

Chair Restiano explained that the committee is reviewing what the Arts and Culture Nassau committee has done in the past that was successful and what they need to work on to reach their goals. Member Reid reviewed the Strengths, Weaknesses, Opportunities and Threats document and highlighted the top priorities for each category.

7. STAFF COMMENTS

8. BOARD MEMBER COMMENTS

Chair Restiano asked for the new grant application to be placed on the agenda for next month.

Chair Restiano gave an update on the new pirate structure for downtown. Chair Restiano met with the Pirate Club President, the Artist and Julie Delf to discuss the application. Joe, the Pirate Club President was not aware that the city would need to give approval.

10. ADJOURNMENT 1:33pm

“Our mission is to support, promote and enhance the Arts in Nassau County and to provide a framework to network and address common concerns.”

**CITY OF FERNANDINA BEACH
PUBLIC ART APPLICATION**

The following criteria govern the selection of public art in the City of Fernandina Beach and will be utilized by Arts and Culture Nassau during the process of review, selection and approval of public art. It is understood that some criteria will have more relevance than others depending on the proposed artwork. This will be considered and the criteria weighted accordingly. Artists are strongly encouraged to meet with Arts and Culture Nassau or submit a preliminary concept application prior to completing this application.

A. Artistic Quality and Originality: The strength and originality and creativity of the artist's concept and demonstrated skill or craftsmanship.

B. Context: The appropriateness of the concept within the proposed architectural, geographical, socio-cultural, and historical context, including use of appropriate scale and materials for the site.

C. Diversity: Issues related to race, age, style, media of the art within the context.

D. Local Art: Emphasis will be on local and regional artists whenever possible.

E. Feasibility: Budget, timeline, and probability of success

F. Design & Construction: Issues related to fabrication of the installation, its durability, resistance to vandalism, long-term maintenance issues, and weather permanence.

G. Support: Demonstrated community agreement/support for the project. ACN may choose to create an advisory group to represent the community in the selection process.

H. Public Safety: Meets all applicable building codes for public projects. The artist has shown due diligence in developing appropriate installation plans.

I. Other: ACN may adopt other project specific criteria pertinent to special considerations of the site, the project, or the Commission's specific intent, provided such criteria are clearly and completely stated.

Project Name:

Installation Type:

Permanent art collection

Temporary installation (up to 1 year)

Proposed Location*: _____

**A map of approved locations is available through the City of Fernandina Beach*

Artwork:

Type [e.g., sculpture, mural, etc.]: _____.

Artwork Description [include title, fabrication date, current location, medium, dimensions, materials and finishes, installation method, life expectancy]

Artist/ Applicant:

Name: _____

Address: _____

Phone: _____

Email: _____

I understand that approval of art by Arts and Culture Nassau does not automatically denote approval of all necessary City permits for the installation and display of artwork. Additionally, I understand if the artwork is accepted for temporary display, I am solely responsible for acquiring all necessary permits, and overseeing the installation and maintenance of the art. I am responsible for the care and maintenance of the art for the duration of the permitted display period, and for the removal of art following the display period. I also understand that all donations of permanent art become the sole property and responsibility of the City of Fernandina Beach.

Signature: _____ Date _____

The following materials MUST be provided with the completed application form:

- Project description, including purpose, artist's rationale and/or intention for the proposed work, history and provenance of artwork, relationship of project to other community interest and activities, involved individuals and organizations if any.
- Illustrative and/or construction drawings of proposed work; scale model of proposed sculptural work strongly recommended.
- Scaled site plan and color images of proposed installation location and its context.
- Scaled illustrative drawings or model showing artwork in relation to proposed site.
- Description of short-term and long-term maintenance requirements.
- Artist resume, annotated exhibition list, and CD Rom and/or hard copy color images of other works.
- Project timeline, including (as applicable) fabrication, delivery, installation and removal.

Applications may be submitted by mail or hand delivered to:

City of Fernandina Beach Attn: Arts and Culture Nassau 204 Ash Street Fernandina Beach, FL 32034

To schedule a meeting for pre-approval prior to completing this application, please call the City of Fernandina Beach at (904) 310-3350 and request to be added to the Arts and Culture Nassau Agenda. At this meeting artists may submit a brief concept proposal and discuss the project with the ACN committee.

CITY OF FERNANDINA BEACH
TEMPORARY & PERMANENT PUBLIC ART ACQUISITION PROCESS

Arts and Culture Nassau (ACN) will evaluate and recommend public art for placement by following a standardized process that assures fairness and public input. All public art will be reviewed and accepted into temporary display up to one year through the following process:

General Criteria:

Assuring the highest quality of aesthetic experience for the citizens of Fernandina Beach is the primary criterion for selection of public art. The objective is to develop a worthwhile, enduring, and varied collection of artworks in public spaces.

In commissioning or accepting public art, the following general criteria apply:

- A. Media:** All visual art forms and materials will be considered.
- B. Style:** Artwork reflecting any school, movement, method style will be considered.
- C. Range:** Artwork may be functional or non-functional; conceptual or tangible; portable or site-specific; including folk art, craft, or fine art.
- D. Character:** Artworks must be appropriate in scale, media, style, and content to the project and environment to which they will relate.
- E. Permanence:** Consideration should be given to structural and surface integrity and the use of materials appropriate to the location to minimize or eliminate maintenance and repair costs.
- F. Public Safety/ Liability:** Artworks and art places must be free of unsafe conditions or other factors bearing on public liability.
- G. Diversity:** In selecting works, the City will strive for diversity, reflecting the social, ethnic and cultural fabric of the community.

FOR PERMANENT PUBLIC ART INSTALLATIONS ONLY:

Funding for purchase or commission of specific works of public art may be developed through the City budget process, grant or fund-raising activities, private or corporate donations, or any other process of ACN and the City of Fernandina Beach in accordance with its rules. The Public Art Selection and Acquisition Policy does not obligate or guarantee funding for public art.

Arts and Culture Nassau Public Art Acceptance Policies

Site Selection:

Through partnership with the City of Fernandina Beach Historic District Council and the City of Fernandina Beach, Arts and Culture Nassau has developed a map of recommended locations for both temporary and permanent public art displays.

In the selection of locations for the installation of proposed public art, ACN strives to place public art in appropriate sites throughout the community with the objective of providing quality art to the greatest number of citizens.

The objective is to develop a worthwhile, enduring, and varied collection of artworks in city public spaces that enhances, enlivens, and enriches the City while reflecting the values of the community.

Selection Process:

All public art in Fernandina Beach will be determined through a process overseen by ACN. The objective of the ACN selection process is to allow for broad representation of community interests in the selection of public art.

Selected artwork will be original work completed by the submitting artist.

FOR PERMANENT PUBLIC ART INSTALLATIONS ONLY:

For each approved site for public art, ACN will oversee the art selection process. For permanent artwork, recommendations will be forwarded to the City Commission for approval. Artwork may be selected by purchase, commission, donation, or by contract with the artist as part of a design team.

The following criteria govern the selection of public art in the City of Fernandina Beach and will be utilized by ACN during the process of review, selection and approval of public art:

A. Artistic Quality and Originality: The strength and originality and creativity of the artist's concept and demonstrated skill or craftsmanship.

B. Context: The appropriateness of the concept within the proposed architecture, geographical, socio-cultural, and historical context, including use of appropriate scale and materials for the site.

C. Diversity: Issues related to race, age, style, media of the art within the context. Emphasis will be on local and regional artists whenever possible.

D. Feasibility: Budget, timeline, and probability of success

E. Design & Construction: Issues related to fabrication of the installation, its durability, resistance to vandalism, long-term maintenance issues, and weather permanence.

F. Support: Demonstrated community agreement/support for the project. ACN may choose to create an advisory group to represent the community in the selection process.

G. Public Safety: Meets all applicable building codes for public projects. The artist has shown due diligence in developing appropriate installation plans.

H. Other: ACN may adopt other project specific criteria pertinent to special considerations of the site, the project, or the Commission's specific intent, provided such criteria are clearly and completely stated.

Administration of Program

Arts and Culture Nassau will manage implementation of public arts programming as follows, coordinating with others (City staff as appropriate and necessary):

A. Encourage, identify, and accept public art sites, locations and projects.

B. Approve or reject artwork using outlined criteria.

C. Work with city staff to determine physical and logistical components of art.

installation. In some cases, the artist may be responsible for acquiring additional permits outside of the Public Art permit process.

D. May assist in preparation of any necessary signage, including identification labels and/or plaques.

E. Arts and Culture Nassau may convene community panels to advise in the art selection process.

F. Serve as resource, guide, and counsel to the City Council and the City Manager regarding public art related issues.

G. Serve as resource, guide, and counsel to the City Council and the City Manager regarding public art related issues. (Permanent installations only.)

Ownership/Copyright/Reproduction/Re-siting

A. Temporary art works remain the property and responsibility of the artist while on display.

B. Permanent works of art will remain the property and responsibility of the City of Fernandina Beach until such time as ownership is transferred to another party.

C. The City intends that the work shall remain accessible to public viewing for the entirety of the permitted display period or as long as the City owns the work. However, in some cases permanent artwork may need to be removed from display.

D. The City retains the right to transfer work from one City-owned site to another, as it deems necessary, in consultation with the artist for all temporary art.

- E. The City retains the right to transfer work from one City-owned site to another, as it deems necessary, to place the work in storage, in another facility, to make a temporary loan to another agency or organization, or to resell.
- F. The City retains the right to deaccession works of arts it no longer desires to retain as a component of the public art program prior to the end of the temporary display period as necessary. In cases of temporary art, the work will be returned to the artist.

Artists' Responsibilities for Temporary Art

- A. Overseeing and completing installation of artwork.
- B. Acquiring all appropriate permits as required through city policy.
- C. Maintenance and upkeep of art.
- D. Removal of art at the end of the permitted display period or deaccession. Artists may apply for extension of display period utilizing the standard public art permitting process.

Accepting Donations or Acquisitions of Artwork – (Permanent installations only)

In addition to supporting the Public Art Program via financial assistance or the grant of land or long-term easements for public art, private parties and other entities may offer to donate completed or proposed works of art to the City of Fernandina Beach under the Public Art Program.

It is the responsibility of Arts and Culture Nassau to review such proposals for consistency with the Public Art Program goals and, where appropriate, either accept or reject such gifts to the city.

All such determinations reside with the ACN and any committee appointed thereby, as the designee of the Fernandina Beach City Commission. In evaluating offers of donated artwork, the ACN will use the procedures and criteria established to determine the appropriateness of both the proposed site and the extant or proposed work of art.

The ACN will make a recommendation to the City Commission based on the acceptance of the proposed artwork. If the Commission approves the work of art, installation and maintenance of the work will be the responsibility of the City of Fernandina Beach. In most cases, installation will be performed with the artist's input.



Our mission is to support, promote, and enhance the arts in Nassau County and to provide a framework to network and address common concerns.

Grants for Seniors and Youth Programming & Projects

Purpose

These Arts & Culture Nassau (ACN) grant programs are intended to foster appreciation of and participation in arts and culture for the senior citizens and youth of Nassau County. It is our belief that fostering arts and culture appreciation will benefit the quality of life for all Nassau County residents. Grants are designed to encourage new projects, enhance existing facilities, and/or expand existing programs.

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, to include enhancements to facilities or supplies to support project and programming, that serves Nassau County youth or seniors 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, in each category (youth/senior). 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) if applicable, 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.

- 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 year 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 in projects promoting the awareness of Arts and Culture Nassau.
- g. Grant approval requires Arts and Culture Nassau logo advertisement on the organization's website and brochures, where possible.

Submission instructions & information:

- 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 for Senior Grants and November 15-December 15 for Youth Grants. 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.



Application for Grant

Please Select One: _____ Youth Grant _____ Senior Grant

Date: _____

Name of Organization _____

Address _____

FEIN _____

Is Organization located within Nassau County? Yes _____ No _____

Is Organization recognized as a 501 (c) 3 by the Internal Revenue Service? _____

Calendar Year in which the funds will be expended: _____

Contact Person: _____

Email _____ Phone _____

Organization's Mission Statement:

Amount of Grant request (\$500 maximum) \$ _____

Please describe the intended project; if the grant will expand or enhance an existing program, please explain the current program and how I will be expanded or enhance.

What is the goal of this project/program?

How does this project/program encourage participation in arts and culture?

How does this project/program relate to the organization's mission?

Is this an ongoing project? Yes _____ No _____

If the grant will be applied to program expansion, when did the project/program begin?

How has it been received by the community?

Please describe the number of planned participants for this project, this year according to the following tables:

YOUTH	
Pre-school	
Primary Grades	
Middle School	
High School	
Total (A)	
SENIOR	
55 -60	
61 -65	
66 - 70	
Over 70	
Total (A)	

Participant's residency:

Amelia Island (non Fernandina Beach)	
Bryceville	
Callahan	
Fernandina Beach	
Hilliard	
Rural	
Yulee	
Total – must agree with Total A above	

If the grant is for program/project expansion, how has the project been funded previously?

If the program/project is new, what is the budget for the new program?

If the program/project is for expansion or enhancement of an existing program, how will the grant funds impact the existing budget?

How do you expect the project to impact or benefit your community?

The Board of Directors approved submittal of this grant application at their meeting on

_____:

The organization will be expected to submit a statement of how the grant funds were actually used by March 1 of the year following the calendar in which the funds were expended. Please indicate your acceptance of this condition by your initials _____

Please attach any additional information you consider pertinent such as brochures, etc. and forward to:

Parks and Recreation Department
2500 Atlantic Avenue Fernandina Beach, FL 32034
Attention: Scott Mikelson

Signed:

Title: _____

Printed _____

Date: _____

Email: _____

Phone: _____

(for Art & Culture Nassau use only)

Prerequisites approved:

Art & Culture Nassau Chair

Art & Culture Nassau Vice-Chair

Art & Culture Nassau Member

(for Nassau County use only)

Nassau County Senior Grants Award Committee

Grant awarded: yes no

Amount awarded: \$ _____

Date awarded _____

If Grant request declined, reason for decline:



STRATEGIC PLANNING ACTION TOPICS- 2023

Weakness:

1. Board tied to organizations.
2. Inadequate funding.
3. Limited awareness in County.

Threats: / Concerns

1. Running out of money for future countywide projects and grants.
2. Limited amount of time to meet and work.
3. Organization efficiency and a strategic plan.

Opportunities:

1. Expand county wide presence and reach; Build relationship with Wildlight.
2. Art and Culture County Leaders Forum meeting quarterly. *Bi - Annually*
3. Pursue accepting donations and exploring new finance options.

Strengths:

1. County "State of the Arts" license plate sales.
2. A ^{strong} universal community support for the Arts.
3. 15 year record supporting the arts in the County and the designation for recommending Public Art in the County.

VISION STATEMENT IS ABOUT WHAT YOU ARE DOING REGARDING THE PROBLEMS AND OPPORTUNITIES YOU SEEK TO ADDRESS.

The vision is a declaration of what will be different in the future. It addresses big challenges and big opportunities. This takes time and an intentional effort to work. It's a culture change- the makeup of the board, the support team, recruiting and onboarding.

Questions to you are:

1. Where do you see the organization in 3 years?
2. What is the vision of success?
3. How to make it happen? How to get the Board to buy in and make the changes.

Vision (future)

To work with the County Commissioners, the city of Fernandina Beach and the towns in the County as a well-recognized County based agency with an active presence, to expand, promote and recommend public art installations throughout the County. To act as a resource to foster the interaction and progress for programs, infrastructure, events and grants to the arts and culture organizations as they require through quarterly meetings with them and the County Commissioners. Achieving self-sustaining funds to provide solutions and community events countywide.

Mission (Purpose)

To support, promote and advance arts and culture in Nassau County towns and cities by acting as a resource agency to advance the interaction, dialogue and collaboration among the organizations, the county and the city, and to act as the agency of record to recommend and facilitate public art installations countywide.

ARTS AND CULTURE NASSAU TIMELINE FOR STRATEGIC 3 YEAR PLAN.

April to August:

- √ Review where we are now- swot analysis
- √ Create Mission, vision, and value statements

August to October:

Establish goals and objectives.

Tactics to achieve plan goals

Review other 3-5 year plans

Write the plan

November to December:

Present, discuss and approve a final version plan.

2022 - 2023 6 month plate sales and numbers report

2022 Month	Sales	Renewal	New	2023 Month	Sales	Renewal	New
Jan	140	7	0	Jan	280	11	2
Feb	40	2	0	Feb	240	7	5
March	140	7	0	March	180	6	3
April	280	11	2	April	220	9	2
May	200	7	2	May	160	7	1
June	180	8	1	June	140	6	1
Total	\$980	42	5		\$1,220	46	14