

## Arts Board Meeting Minutes

February 5, 2003

3:30-5:00 PM

Silverdale Annex / Poplar Room  
9729 Silverdale Way, Silverdale, WA

### BOARD MEMBERS

Sharon Zerr - CHAIR  
District #2

Gail Goodrick  
VICE CHAIR  
District #3

Wendy Armstrong  
District #1

Bill Baran-Mickle  
District #1

Judith Craig  
District #2

Kenneth Lundemo  
District #3

James Smalley  
District #3

Richard Thornton  
District #1

Marvin Woody  
District #2

Teresa A. Cochran  
STAFF CONTACT  
tcochran@co.kitsap.wa.us

614 Division  
Street, MS-4  
Port Orchard, WA



In attendance: Vice Chair Gail Goodrick, Board Members Bill Baran-Mickle, Kenneth Lundemo, Jim Smalley, Wendy Armstrong, and Richard Thornton; Staff Teresa Cochran. Absent: Chair Sharon Zerr & Board Member Judith Craig.

#### I. Call to Order

a) Meeting was called to order at 3:35 by Gail Goodrick.

#### II. Read and approve minutes of the January 5 meeting

a) Motion made, seconded, and minutes were unanimously approved.

#### III. Courthouse Doors

- a) The selection committee (Bill Baran-Mickle & Richard Thornton) met with Teresa Cochran yesterday to discuss the call for artists for the courthouse doors & entrance.
- b) Richard Thornton distributed photos of the current entrance & Teresa Cochran displayed the "Space Planning Scheme 'C'" prepared by the DLR Group.
- c) The selection committee posed questions to Karen Ross regarding:
  - i. Timing – Karen Ross indicated the entrance/doors can and should be completed before the rest of the renovation begins.
  - ii. Reflective glass – Karen Ross indicated the new doors do not need to be made of reflective glass.
  - iii. Dropped ceilings in lobby entrance – Karen Ross & Teresa Cochran will check with Maintenance to determine whether they can be raised.
  - iv. Cafeteria location & entrance – Karen Ross indicated the cafeteria will be located where the current Commissioners' Chambers are and will have a separate entrance. The security screening area will be moved back from its current location.
  - v. False windows above the doors - Karen Ross indicated the County is not planning to do a renovation of the current façade. District Court

employees allowed Teresa Cochran, Bill Baran-Mickle & Richard Thornton to look in their lunchroom which is located above the doors, and they discovered there is a solid wall rather than windows. The Arts Board discussed the possibility that the artist's work could cover the false windows.

- d) Bill Baran-Mickle discussed the selection committee's proposal to indicate in the call that 3 finalists will be selected to develop a proposal & model. The finalists would be paid a small fee for the model development, and the models would be on display for awhile before a final decision is made so that courthouse employees & visitors could view and make comments in a suggestion box. Teresa Cochran discussed this proposal with Karen Ross briefly, and Karen Ross indicated she would like to have one artist work with the architect to submit a joint proposal and budget. This would preclude the 3 finalist model approach. The Arts Board indicated they strongly support the selection committee's proposal and would like Teresa Cochran to discuss the matter with the commissioners to determine whether they have a preference. Teresa Cochran will prepare a memo of recommendation and submit to the Board of Commissioners.
- e) Teresa Cochran will follow up with Karen Ross on the anticipated construction cost for replacing the doors. Teresa Cochran will also check with Karen Ross about the timing for hiring an architect & whether the Arts Board can meet with the architect once hired.

#### IV. Administration Building

- a) The three artists met with the architects last week in Seattle. They will be meeting again next week in Port Orchard to visit the site and discuss their ideas for art placement with the architects. Teresa Cochran & Chair Sharon Zerr will attend that meeting.
- b) The contracts committee will be meeting on February 18 to discuss scope of services portion of the contracts that will be executed with the artists for design & installation.

#### V. Government Center

- a) DAS Director Ilene Frisch has indicated that the County will have approximately \$40,000 in art funds generated by County's portion of the government center.
- b) Teresa Cochran & Ilene Frisch recommend these funds be utilized to start a portable collection rather than trying to integrate art into the structure of the building, given the multi-agency nature of the project.

#### VI. Resource Acquisition

- a) Discussion of supplies that may need to be acquired.
  - i. Slide projectors – will wait on this and see whether a cheap one can be found at the Bainbridge auction or yardsales rather than purchasing a new item. Used Arts Board members' projectors & screens last time.
  - ii. Name badges – Teresa Cochran will order generic "Kitsap County Arts Board" badges for board members to use when attending events.

- iii. Books – Teresa Cochran will order “Conservation and Maintenance of Contemporary Public Art” – price is \$25.

VII. Status Reports & Information

a) Committees

- i. Image/Design – Wendy Armstrong will get a disk to Teresa Cochran with the logo & letterhead. Wendy Armstrong will create business cards.
- ii. Maintenance – Bill Baran-Mickle has been thinking it would be useful to have a report that indicates specs, scale, materials, and necessary maintenance that would be completed by the artist and submitted whenever artwork is dedicated or installed. The report would remain on file for the County to refer to whenever maintenance is needed. Consensus was that this would be a very useful tool. Bill Baran-Mickle will work on a template for this form.
- iii. Budgeting & Contracting – committee will meet on February 18 to discuss second stage contracts.
- iv. Media Library - Nothing new.
- v. Gifts & Donations – Nothing new.
- vi. Soliciting Private Funds / Arts Resources – Nothing new.

b) Other

- i. Teresa Cochran will be moving out of state in several weeks, so she will be transitioning a replacement for her Arts Board duties. Carolyn Siems of the Department of Administrative Services will serve as the County staff for the Arts Board when she leaves. Teresa Cochran will work with her over the next several weeks before she leaves, and Carolyn Siems will attend the March meeting with Teresa prior to her departure. Teresa does not yet know when her last day with the County will be, but she anticipates it will be sometime in late March.

VIII. Policies & guidelines sections 1-4

a) Discussion

- b) Teresa Cochran will make suggested changes and check ordinance for specific language on certain sections.

IX. Upcoming meetings

a) March 5

- i. CENCOM – Teresa Cochran will check with Dave Magnenat to make sure he will be there.
- ii. Introduce Carolyn Siems & Board Members.
- iii. Discussion of upcoming conferences & who will attend.

X. Meeting adjourned at 5:40