

**FINAL - MINUTES  
OF THE NEW BRAUNFELS ARTS COMMISSION  
REGULAR MEETING OF TUESDAY, OCTOBER 10, 2023**

**1. CALL TO ORDER**

Crystal Carter called the meeting to order at 11:02 am

**2. ROLL CALL**

Commissioners present: Linda Gabbard, Crystal Carter, Tiffany Quiring, Preston Janis, Serena Morris, Yolanda Kennedy

Serena Morris arrived at 11:05am.

Yolanda Kennedy arrived at 11:11am.

**3. APPROVAL OF MINUTES**

This item was not discussed.

**4. CITIZENS' COMMUNICATIONS**

*This time is for citizens to address the Arts Commission on issues and items of concerns not on this agenda. There will be no action at this time.*

**5. INDIVIDUAL ITEMS FOR CONSIDERATION**

A) Deliberate HOT Grant application methodology and best practices.

Crystal Carter read the aforementioned item.

Matthew Schwarz reviewed the Arts & Heritage HOT Grants applications.

The commissioners deliberated to look at one previous application. The commissioners agreed to use previous application as a template to make their own example application.

Crystal Carter recommended to revisit and meet again to further deliberate this item.

Crystal Carter gave an opportunity for public comment. None were made.

B) Discuss and consider the adoption of a post project summary as a way

to ensure fiscal responsibility.

**Crystal Carter read the aforementioned item.**

**Matthew Schwarz presented a Post Event Form to the commissioners.**

**The commissioners deliberated and recommended to remove the sporting related events section of the Post Event Form since this would not be applicable to the Arts Commission.**

**The commissioners also deliberated and recommended to add a Social Media line in the Event Promotion Information of the Post Event Form.**

**The commissioners directed staff to tailor the Post Event Form with city specific information and recommendations given throughout the deliberations and provide a template and make changes and edits prior to the next meeting.**

**The commissioners agreed unanimously.**

**Crystal Carter asked the commissioners, and they are all in agreement in adding a Post Event Form as a requirement for applicants to turn in with their end quarterly reports.**

**Crystal Carter gave an opportunity for public comment. None were made.**

**C) Discuss and consider updating and amending the current Arts Commission bylaws.**

**Crystal Carter read the aforementioned item.**

**Matthew Schwarz provided the bylaws to the commissioners.**

**Nathan Brown explained the bylaws to the commissioners.**

**After deliberations were made, Crystal Carter directed staff to update the bylaws in accordance with the city ordinance, to update to gender neutral terms, and to meet quarterly with a regular meeting in December.**

**D) Deliberate the possibility of future outreach initiatives.**

**Crystal Carter read the aforementioned item.**

Crystal Carter began the deliberations and asked for target initiatives on how to bring in more interactions with the community.

The commissioners deliberated on how to further integrate themselves and have more involvement with events and other calendar opportunities for them to attend.

The following individual spoke at this time: Felicia Miller

E) Deliberate future meetings and training time.

Crystal Carter read the aforementioned item.

The commissioners discussed the next future meeting time. The commissioners recommended to meet on October 24, 2023 at 11:00am.

6. **STAFF REPORT**

No reports were made at this time.

7. **ADJOURNMENT**

Crystal Carter adjourned the meeting at 12:38pm.

By: \_\_\_\_\_  
CRYSTAL CARTER, CHAIR

Attest:

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MATTHEW SCHWARZ, ASSISTANT CITY SECRETARY