

**FINAL - MINUTES
OF THE NEW BRAUNFELS ARTS COMMISSION
REGULAR MEETING OF MONDAY, NOVEMBER 25, 2024**

1. CALL TO ORDER

Matthew Schwarz called the meeting to order at 1:31 p.m.

2. ROLL CALL

Madison Crowe, Yolanda Kennedy, Candace Southmayd, and Kara Koller-Wood were present at the time of roll call.

Elizabeth West and Alicia Carver were absent.

Linda Gabbard arrived at 1:33 p.m.

3. APPROVAL OF MINUTES

A) Discuss and consider the approval of the December 7, 2023 meeting minutes.

Matthew Schwarz read the aforementioned item.

Candace Southmayd moved to approve the minutes. Kara Koller-Wood seconded the motion which passed unanimously.

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.

No individuals spoke at this time.

5. INDIVIDUAL ITEMS FOR CONSIDERATION

A) Discuss and consider the election of a Chairperson.

Matthew Schwarz read the aforementioned item.

Madison Crowe moved to appoint Yolanda Kennedy as Chair. Kara Koller-Wood seconded the motion which passed unanimously.

B) Discuss and consider the election of a Vice-Chairperson.

Yolanda Kennedy read the aforementioned item.

Linda Gabbard moved to appoint Kara Koller-Wood as Vice Chair. Madison Crowe seconded the motion which passed unanimously.

C) Deliberate the 2025 Arts HOT Grant process.
Yolanda Kennedy read the aforementioned item.

Matthew Schwarz presented this item to the commissioners.

The commissioners discussed the available funding for the grants along with the process for the applicants in preparation for the allocation meeting.

D) Discuss and consider the adoption of a post event reporting form.
Yolanda Kennedy read the aforementioned item.

Matthew Schwarz presented this item to the commissioners using a pdf document of a draft version of the post event reporting form and answered questions. The form is intended to be implemented for the 2026 award year.

The commissioners provided direction for final approval of this form at the December allocation meeting.

6. **ADJOURNMENT**

Yolanda Kennedy adjourned the meeting at 2:46 p.m.

CERTIFICATION

By: _____
BOARD CHAIR

Attest:

MATTHEW SCHWARZ, ASSISTANT CITY SECRETARY