



CITY OF NEW BRAUNFELS, TEXAS  
ARTS COMMISSION MEETING



CITY HALL - COUNCIL CHAMBERS  
550 LANDA STREET

THURSDAY, DECEMBER 7, 2023 at 1:00 PM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

A) Discuss and consider the approval of the October 24, [23-1651](#)  
2023 meeting minutes.

Matthew Schwarz, Assistant City Secretary

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) Discuss and consider the election of a chair. [23-1612](#)

Matthew Schwarz, Assistant City Secretary

B) Discuss and consider the election of a vice chair. [23-1613](#)

Matthew Schwarz, Assistant City Secretary

C) Discuss and consider action regarding allocations of [23-1614](#)  
hotel occupancy tax collected in 2023 to Arts  
organization applicants for the 2024 award period.

Matthew Schwarz, Assistant City Secretary

6. STAFF REPORT

A) Discuss the consideration of a project completion [23-1653](#)  
slideshow at the next allocation meetings.

Matthew Schwarz, Assistant City Secretary

7. ADJOURNMENT

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

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Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



# Arts Commission Agenda Item Report

550 Landa Street  
New Braunfels, TX

12/7/2023

Agenda Item No. A)

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**PRESENTER:**

Matthew Schwarz, Assistant City Secretary

**SUBJECT:**

Discuss and consider the approval of the October 24, 2023 meeting minutes.

**DRAFT - MINUTES  
OF THE NEW BRAUNFELS ARTS COMMISSION  
REGULAR MEETING OF TUESDAY, OCTOBER 24, 2023**

**AGENDA**

**1. CALL TO ORDER**

**Tiffany Quiring called the meeting to order at 11:07am**

**2. ROLL CALL**

**Commissioners present: Linda Gabbard, Tiffany Quiring, Serena Morris, Yolanda Kennedy**

**Commissioners absent: Crystal Carter, Preston Janis**

**3. APPROVAL OF MINUTES**

A) Approval of the December 8, 2022 and October 10, 2023 meeting minutes.

**Tiffany Quiring read the aforementioned item.**

**Linda Gabbard moved to approve the item. Yolanda Kennedy 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) Deliberate the availability of example HOT Grant applications.

**Tiffany Quiring read the aforementioned item.**

**The commissioners deliberated the creation of an example for HOT Grant Applications.**

**The commissioners agreed to continue to look over examples of applications and agreed to revisit and further deliberate this item.**

B) Deliberate and edit the Post Project Event Form.

**Tiffany Quiring read the aforementioned item.**

**Matthew Schwarz reviewed the updated rough draft of the Post Project Event Form.**

**The commissioners were in agreement of the changes made and agreed to revisit and further deliberate this item once all commissioners review the document.**

**C) Discuss and consider a recommendation to the City Council regarding the updated Arts Commission Bylaws.**

**Tiffany Quiring read the aforementioned item.**

**Matthew Schwarz reviewed the updated bylaws. The commissioners were in agreement of the changes made.**

**Matthew Schwarz stated once approved by the commissioners, changes will be sent to council on November 13, 2023, for approval.**

**Serena Morris moved to approve the bylaws. Tiffany Quiring seconded the motion which passed unanimously.**

**6. STAFF REPORT**

**Matthew Schwarz updated the commissioners on the total amount of Arts applications the city has received. None have been submitted at this time.**

**7. ADJOURNMENT**

**Tiffany Quiring adjourned the meeting at 11:25am.**

**By: \_\_\_\_\_**  
**BOARD CHAIR**

**Attest:**

\_\_\_\_\_  
**MATTHEW SCHWARZ, ASSISTANT CITY SECRETARY**



## Arts Commission Agenda Item Report

550 Landa Street  
New Braunfels, TX

12/7/2023

Agenda Item No. A)

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**PRESENTER:**

Matthew Schwarz, Assistant City Secretary

**SUBJECT:**

Discuss and consider the election of a chair.



## Arts Commission Agenda Item Report

550 Landa Street  
New Braunfels, TX

12/7/2023

Agenda Item No. B)

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**PRESENTER:**

Matthew Schwarz, Assistant City Secretary

**SUBJECT:**

Discuss and consider the election of a vice chair.

12/7/2023

Agenda Item No. C)

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**PRESENTER:**

Matthew Schwarz, Assistant City Secretary

**SUBJECT:**

Discuss and consider action regarding allocations of hotel occupancy tax collected in 2023 to Arts organization applicants for the 2024 award period.



**12/7/2023**

Agenda Item No. A)

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**PRESENTER:**

Matthew Schwarz, Assistant City Secretary

**SUBJECT:**

Discuss the consideration of a project completion slideshow at the next allocation meetings.