

Minutes

Coralville Arts Commission
Tuesday, February 2, 2021
12:00 p.m.
ZOOM

Present:

CCPA Staff: Evan Hilsabeck, Nancy Mayfield, Eric Burchett

Commission Members: Hai Huynh, Wes Habley, Ann Burton, Bob Goodfellow,
Carrie Houchins-Witt, Susan Sondrol Jones



Approval and Comments

1. Call to Order: 12:04 PM
2. Citizen Comments: None
3. Approval of Agenda: 12:05 PM
4. Approval of January Minutes: 12:05 PM (Wes/Ann)

Reports

5. City Council — Hai Huynh
 - a. City Council is going strong. There was a busy meeting last week, when over 20 people came in to speak.
 - b. A down-payment assistance program is available for home buyers.
 - c. There is a federal fund of \$40M for restaurants and bars affected by COVID-19.
 - d. The library is partnering with the Food Pantry to provide the means for families to participate in WinterFest.
 - e. There is bus pass assistance available via the Food Pantry.
 - f. The Food Pantry is also offering curbside pickup and home delivery during the extreme cold weather; details on their website.
6. Parks and Recreation — Evan Hilsabeck for Sherri Proud
 - a. As the budget process continues, the City's shortfall continues to be worked through.
 - b. The Shuttered Venues Grant is soon to be available at the federal level. It is still unclear if the CCPA might qualify, but we are applying.

7. Managing Director — Evan Hilsabeck 12:13 PM
 - a. Suddenly, things are busy again!
 - b. We continue to record for YF and City Circle, and this Spring we will have several small events, business meetings, and small performances. Social-distancing policies will be in place, and the audience members must be masked. Some of the events are private dance recitals and rehearsals, including Debut Dance February 13-14, who has been extraordinarily responsive to our safety requirements.
 - c. We are looking at outdoor performances later Spring/Summer.
 - d. The UI Opera has had to cancel their Spring rental, which had already been paid for. This will affect the FY2022 budget.
 - e. We are revamping the website, and the design phase is going well. The new site will go live this Spring, perhaps in April. We will present the new site at the May meeting.
8. City Circle Theatre Company — Wes Habley 12:22 PM
 - a. *First Date* rehearsals are going well, and the recording will take place Wed/Thurs of next week. Tickets are available.
 - b. The next show is *Acting Out While Staying In: An Evening of Virtual Comedy*, April 9-11. The event consists of three one-act play by local playwrights.
 - c. *25th Annual Putnam Country Spelling Bee* in June will likely take place outside at S.T. Morrison Park.
 - d. The fall events will be small-cast events that will be streamed if we cannot safely offer live events yet.
 - e. The Equity & Diversity committee is presenting a report at the next CCTC board meeting on Feb 20.
9. Young Footlites Youth Theatre – Evan Hilsabeck for Sara O'Donnell 12:30 PM
 - a. Rehearsals for *Storytelling: A Pandemic Play* are well underway. The performances are March 12-14, live via Zoom.

- b. We have ongoing virtual workshops taking place. In January, we had a full class for an audition workshop. Katie Colletta and Keegan Christopher are becoming more involved in these programs.
- c. We have replaced Camp Creamery with the Footlites Traveling Playhouse, directed by Katie Colletta. We have identified 14 communities who have engaged in this type of programming in the past. The advertising will have a 20th century tent show feel to it. The show may actually be performed in a tent, if we can locate one that meets our prerequisites.

Old Business 12:34 PM

1. COVID-19 Planning and Impacts: Nothing new to report, other than the updated document included with this week's packet regarding theater policies.
2. CCPA Fundraising RFP: Evan will send out a copy of the updated RFP, looking for someone to develop the Annual Giving program; the Capital Campaign has been put on hold for now due to timing, pandemic, and the number of other arts capital campaigns taking place.

New Business

1. Health and Safety initiatives at the CCPA – Eric Burchett 12:37 pm
 - a. Eric attended the Event Safety Alliance Summit this year.
 - b. The CCPA is in pretty good shape. At ten years, we are still a fairly young building, which is an advantage.
 - i. Updates includes:
 1. Painting caution areas around our breaker boxes
 2. Marking fire doors, particularly between the stage and the house.
 3. Equipment is readily available as needed: hard hats, safety glasses, gloves, ear plugs, etc.
 4. Maximum load limits are posted for linesets on all the catwalks.
 5. Signs are posted to prevent people from hanging things on pipes and shower heads, from stacking wrights above toeboards, etc.

6. We also have set up a way to track when the fire curtain comes in, and any other wear or tear to the linesets.
7. We have been updating all our checklists for renters, volunteers, stage managers, etc. to help keep everyone informed and safe.
8. We have been looking at air flow, and ways to have fresh air come through the space regularly.
9. Evan: We have updated the air filters with something much higher-grade than we had previously. We purchased a year's supply, and will continue to assess needs from there.

Conclusion

2. Comments from the Commission:
 - a. Evan: Wes, maybe you and Amy can present at our May meeting the steps taking place from the Diversity and Equity initiative?
 - b. Susan: Should we consider having a special session in April? -Evan will send out a Doodle poll to check availability. (We acknowledge Carrie will be unavailable in April.)
3. Adjourn: 12:53 PM (Bob/Carrie)

Upcoming Meetings: March 2, (No April Meeting)