

June 20, 2013
9:00 A.M.
Newport, Oregon

The City of Newport Public Arts Committee met at the above date and time in the City Manager's Conference Room of the Newport City Hall. In attendance were Catherine Rickbone, Sue Valentine, Judy Mayhew, Sally Houck, and Mary Peterson. Also in attendance was Executive Assistant, Cynthia Breves.

CALL TO ORDER

Rickbone called the June 20, 2013 meeting of the Public Arts Committee to order at 9:00 A.M.

CONSENT CALENDAR

MOTION was made by , seconded by , to approve the May 16, 2013 minutes with corrections as noted by Rickbone and Houck. The motion carried unanimously in a voice vote.

CONCEPT OF "FREE" - DISCUSSION

This item was tabled until the next meeting as Wyma Rogers was unable to attend today's meeting.

SCULPTURE DONATION

Rickbone reported that she is waiting for the request to the public arts form to be finalized before proceeding.

CITY-WIDE PUBLIC ART INVENTORY - UPDATE

Mayhew and Houck reported having used the form for the inventory of several pieces. Houck reported that Bob Berman has volunteered to create a public arts database for the committee based on the inventory form. Houck explained some of the projects that Berman has worked on for the VAC. It was reported that Berman had asked where the database will be stored; who will be entering data; and what rules the Committee would like for entering information into the database. Rickbone noted that she believes that the database needs to be housed at the city since the Public Arts Committee is a City committee, but that we should revisit this when Hawker is back. Breves suggested a conversation between Dutton the City's IT Manager, and Berman who would be creating the data base. A discussion ensued over where the data base would be physically housed and how it could be accessed from other locations. The data based that would be accessible to public would not be editable. The consensus at the end of the discussion was that Dutton and Berman would be the best people to discuss this and come up with

a plan for the committee. Houck will be responsible for arranging a meeting for Dutton and Berman.

The committee reviewed the form and made suggestions on edits:

A discussion ensued over the possibility of identifying which district the art work was in and including this on the form and data base. The committee also discussed if art work outside the city would be included or only artwork in city limits. It was determined that only art within the Newport City limits would be included in the inventory, this includes portions of south beach. Need to include a place for the person who did the inventory and date of inventory. Inventoried by: _____ and Date. Houck shared that up to 4 photos could be included on the data base according to Berman. Mayhew shared that Hawker has a great deal more information on the pieces that they were inventorying than they realized. When reviewing the condition of a pieces more expert opinion maybe be needed to determine what if any maintenance is needed on the piece. There were many items they could not be filled out such as value. Mayhew shared that measuring for dimensions is difficult with 3D pieces. Committee believed that pictures would help with this. Valentine discussed the need to have a numbering system for the pieces that would correspond with the data base, an inventory number. Rickbone asked if there is enough space for writing on the form. After some discussion the committee agreed the form could stay one page but that the margins could be smaller, to give more space for writing. The committee felt that there should be an additional line under maintenance needed and that maintenance needed should be moved to above the notes section. Valentine asked about under the section permanent or on-loan, if we need a date span or on loan until date? The committee would like boxes to check permanent or on loan and the date span for on loan, all on the same line. Houck pointed out that on the form we would not attach pictures but list picture numbers. The pictures that would be on the data base need numbers that would correspond with inventory numbers and picture numbers list on form. There was a discussion on the terms media and form, if they were the same thing. It was decided that they were different and would both be kept. The committee discussed the need for a description. The title of piece section will be title of piece or description of for pieces with one title. There should be a date field and a completed by field which were discussed earlier. There was a suggestion that on the data base there be an action taken section, i.e. moved for cleaning, cleaned, repaired etc. Rickbone brought up the need for a section for deaccession date and reason for deaccession. Rickbone also suggested the need for a section on whether the piece was gifted/donated and who the donor was. Mayhew explained that many of the lines go all the way cross the page and in many cases that is not necessary, which could give us additional space for some of these added sections. Breves suggested and purchased/commissioned and amount paid to the section on gifted/donated. The committee suggest that under the valued section we add gifted/donated etc. with check boxes and a space for purchase price /value. Rickbone shared this would be important as the committee looks to the future and may have funds in which to purchase pieces. There was a discussion on the keywords/sections that would be used to pull up information on a piece. After some discussion the important sections were title of piece, location, and artist. Houck shared the need to include stored and where for location section because some pieces are in storage and not on display. Rickbone suggested the need to have an artist bio included in the data base that could be cut and paste into field. Hawker will create new version of form. Rickbone suggested that Berman

and Dutton could meet before the next meeting and that maybe Berman could attend the next committee meeting. Houck shared Berman vacation schedule and that we may have to wait until September to have him attend a meeting. Houck express the need to collect as much information as possible before entering anything on a data base to avoid having to go back and fix entries. Valentine suggested moving freestanding or part of a structure to below dimensions of the form.

REQUEST TO COMMITTEE FORM

Rickbone asked for the committee to review the form and give feedback. On number 5 under estimated value, Peterson asked if that was the value of the piece or the price of materials. After some discussion it was determined that it would be a finished value and the form should be changed to say finished value. The committee feels that more changes will come as they use the form. Valentine started a discussion on numbers 7, 8, & 9 all having to do with the installation of a piece. The question was asked who would be responsible for installation and who is funding. After some discussion it was decided the number 14 would have maintenance be removed and number 14 become number 10. On number 7 add who will install the art work and on number 9 add who will be responsible for paying. On the name of property owner the committee would like contact information including phone numbers and mailing address. On number 8 add /physical address. On the name of the artist add (s). At the end of the form below number 16 add, please attached any additional information. Add contact information of Artist(s). Hawker will edit form.

ESTABLISH NEXT AGENDA

It was agreed that the following items be placed on the next agenda:

Concept of "Free" - Discussion
Sculpture Donation
Public Art Inventory Update
Request to Committee Form Review
Percent for Arts Form Review - Second Draft
Development of List of Steps and Deadline for Proposed Pool Public Art
Discussion of creating a sub-committee to develop a procedure.

ESTABLISH NEXT MEETING DATE

It was agreed that the next meeting will be held on July 18, 2013.

ADJOURNMENT

Having no further business, the meeting adjourned at 10:15 A.M.