AGENDA
PULLMAN ARTS COMMISSION
325 SE Paradise Street, Pullman, WA 99163
509-338-3252

Regular Meeting
December 13, 2011
Hecht Meeting Room, Neill Public Library
4:00 pm

1. Roll Call

2. Approval of minutes from November 8, 2011

3. Old Business

   A. Rod Schwartz and Kathleen Bodley: Performing Arts Pavilion
   A. CVI – Shannon with Kathy Burns (Moscow Arts) & Ann McCormick (Nez Perce Tribe & Coure d'Alene Tribe) – May 1 through January 31, 2011
   B. Public Relations
      a. Define terminology: PAC "supporters"
      b. Brochure
      c. Website
      d. Mailers
         - 4500 flyers would need to be run
         - flyers would need to be 8 ½ x 11 in size
         - use regular weight (no heavier than 24#), non-glossy paper (color paper is fine)
         - Weight will not increase mailing cost
         - Next opening: April and after. Book early as this service is popular.
         - When do they need the flyers? Depends on the month. Call ahead to find out. Due to the extra work, city may only offer PAC once chance a year to include their materials in the mailings.
      e. Donations
         - PAC is responsible for issuing receipt/letter to donors, not the city.
         - Under IRS code 170c(1), donations made to the city are tax deductible. A letter from the IRS will be posted on the city website to clarify this.
         - City requests donations sent along with utility check payments be sent as 2 separate checks.
         - Questions about including flyers in Pullman Disposal's bill or to be listed as a PSD recipient of "Round up for the Arts" need to be directed to Pullman Disposal.

f. Putting together the history of the PAC

- Jane Joyce will see if she has minutes of the city council meetings when they discussed forming the Arts Commission.

C. Retreat

- Vicki can take minutes

D. Roster

- Finalized

4. New Business

Meeting dates for 2012: January 10, February 14, March 13, April 10, May 8, June 12, no July meeting, no August meeting, September 11, October 9, November 13, December 11