

**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