**Minutes**

**May Committee Meeting**

**Abingdon Arts Commission**

**Date:** March 13, 2023

**Time:** 4:00 PM

**Location:** Arthur Campbell Room, Abingdon Town Hall, 133 W. Main St. Abingdon, VA 24210

**Present:**  Greg Lilly

Dirk Moore

Summer Apostol

Amanda Pillion

Ben Jennings

**Absent:** Mathew Frederick

1. **Call to Order:** at 4:03 PM by Greg Lilly
2. **Quorum:** five of six members were present, and there was a quorum.
3. **Approval of Agenda:** the agenda was approved.
4. **Approval of Minutes:** the previous meeting minutes were revised with the change of the meeting being in person in March and reporting to the council in April. The motion to approve was made by Greg, moved by Dirk, and seconded by Summer.
5. **Open Issues:** AAC members discussed steps to work with arts partners for funding which include:
   1. **Letter of funding:** A letter outlining what funding was granted and guidelines for the use of funds as outlined in the MOU & Year-End report.
   2. **Memorandum of Understanding (MOU)** Detailing the scope of work, terms of the agreement, and disbursement of funds
   3. **Year-End Report** to be returned within 30 days of project completion showcasing how the funds were used
6. **New Business**
   1. AAC to gather an inventory of all public art within the Town of Abingdon.
      1. Once inventory is obtained AAC will work to determine the agreements behind each piece of art.
   2. Run MOU by Legal
7. **Agenda for Next Meeting**
   1. The next meeting is May 8, 2023
8. **Adjournment**
   1. Greg Lilly adjourned the meeting at 4:53 PM