

# **Columbia City Arts Commission Meeting Minutes**

September 5, 2023

## **I. Call to order**

Commission Vice-Chair Fleck called to order the regular meeting of the Columbia City Arts Commission (CCAC) at 5:00 p.m. on Tuesday, September 5, 2023, in the Common Council Chambers of Columbia City Hall, Columbia City, Indiana.

## **II. Roll call**

The following persons were present: Greg Hockemeyer (member), Kay Fleck (member), Mike Thomas (member), April Frazier (member), Doug Egolf (member), Becky Walter (member), Jennifer Romano (member, by telephone), Chip Hill(staff), and Renata Robinson (guest).

## **III. Approval of minutes from the last meeting**

Doug Egolf moved to approve the July 5, 2023, minutes, as presented, seconded by Becky Walter, and approved by voice vote. *(There was no August meeting of the Commission.)*

## **IV. Open issues**

- Artist Studio Tour
  - Approval of Expenditures
    - Espich Printing in the amount of \$1,333.00 for promotional items, maps, and a tent for event use. Greg Hockemeyer moved to approve, seconded by Becky Walter and approved by voice vote.
    - 323 Media in the amount of \$3000.00 for recording the event and producing a video. Greg Hockemeyer moved to approve, seconded by April Frazier and approved by voice vote, with Jennifer Romano abstaining.
    - 46 Graphics in the amount of \$587.43 for tee shirts for Commission members and participating artists. Greg Hockemeyer moved to approve, seconded by Becky Walter, and approved by voice vote.
    - Doug Egolf and Zak No Good in the amount of \$100.00 each to purchase gift certificates for use in an event prize drawing. Greg Hockemeyer moved to approve, seconded by Mike Thomas, and approved by voice vote with Doug Egolf abstaining.
    - April Frazier, Carrie Owen, Natalie Wright, Page Laird, and Renee Erikson in the amount of \$200.00 each to purchase gift certificates and to reimburse for supplies. Mike Thomas moved to approve, seconded by Greg Hockemeyer, and approved by voice vote, with April Frazier abstaining.

- Event Updates and Plans
  - Kay Fleck noted the need to document measures of success for the event. Each site will attempt head counts, including accounting for maps distributed. Becky Martin offered to develop a questionnaire for participating artists, as well.
  - April Frazier reviewed her efforts to publicize the event through yard signs, table tents, and local electronic signs. The members recognized April for these efforts and a great social media campaign.
  - Jennifer Romano outlined the videographer's plans for recording the event starting around 8:00 a.m.
- Web Page – Greg Hockemeyer moved to approve retaining Drop the Beat Productions to establish and maintain a web page for the Commission for \$1915.80, seconded by Becky Walter, and approved by voice vote, with April Frazier abstaining.
- Murals
  - Street Murals – Becky Walter moved to reimburse Doug Egolf in the amount of \$312.54 for supplies used in creating the murals, seconded by April Frazier, and approved by voice vote, with Doug Egolf abstaining.
  - Kay Fleck informed the group that the building owner at the southwest corner of Jackson and Main Streets opted to develop and finance a mural on the south wall of the building without Commission involvement.
- Columbia City Connect – Jennifer Romano asked by the Commission's blessing to partner with CC Connect for an Art Night on October 19, 2023, at the Clugston. April Frazier moved to partner with CC Connect on the event, seconded by Becky Walter, and approved by voice vote.
- Planning
  - Jennifer Romano asked the members to consider authorizing the creation of a Planning Committee to identify short and long-term goals. Greg Hockemeyer moved to authorize the Chair to appoint three Commission members to such a committee, seconded by Becky Walter, and approved by voice vote. Kay Fleck suggested the committee consider retaining a professional to assist with strategic planning.
  - Jennifer Romano also identified a digital Indiana Arts Commission booklet she thought would be helpful to have in hard-copy format for each member of the CC Arts Commission. Greg Hockemeyer moved to authorize the expenditure of up to \$300.00 to have the digital booklet printed for each member, seconded by April Frazier, and approved by voice vote.
  - Kay Fleck asked the gathered members to identify possible projects on sticky notes to assist planning efforts.

- Kay Fleck also highlighted the URL [IAC: Grants Awarded \(in.gov\)](#) as a source of the type of projects funded by the State Arts Commission. Jennifer Romano noted that items identified as “APS” are for Arts Project Support and are readily available.

**V. New business**

- Renata Robinson introduced herself to the members. Renata is an advisory board member of the Fort Wayne Art Commission, working on neighborhood engagement through “Shout Out Fort Wayne.”

**VI. Adjournment**

With the agenda completed and no further new business, Kay Fleck adjourned the meeting at 5:49 p.m.

**NEXT REGULAR MEETING:            OCTOBER 3, 2023 @ 5:00 P.M.**

SEPTEMBER 5, 2023, MEETING MINUTES APPROVED BY THE MEMBERSHIP  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary

**46 Graphics**  
 111 S Main St  
 Churubusco, IN 46723  
 +1 2604172131  
 sales@46graphics.com  
 46graphics.com

# Invoice



**BILL TO**

April Frazier  
 Columbia City Arts Commission

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
46G1586	08/25/2023	\$587.43	09/07/2023	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
25-49 Eight-color, One-sided Shirt (DM130 District Tri Tee)	25	20.04	501.00T
2XL	5	2.00	10.00T
3XL	1	3.00	3.00T
Design Prep	1	35.00	35.00T

SUBTOTAL	549.00
TAX (7%)	38.43
TOTAL	587.43
<b>BALANCE DUE</b>	<b>\$587.43</b>





Cancel items



## Shipment details

Amazon Day Delivery

**Not yet shipped**

Delivery Estimate

**Thursday, September 7, 2023 by 10pm**

*\$100  
Amazon*



**63 Pcs Carnival  
Outdoor Games Set for  
Kids Includes Animal  
Bean Bag...**

**\$32.99**

Qty: 1

Sold By: Jimmntexnim



**YGEOMER 12pcs  
Rhythmic Dance  
Ribbons Gymnastics  
Ribbon Streamers...**

**\$8.99**

Qty: 1

Sold By: JUSLIN



**RECEIPT** No. 842477

DATE 8/23/23

FROM Carrie Owen \$ 100

Gift Cards - DOLLARS

FOR RENT 2-\$50

FOR \_\_\_\_\_

ACCT.		<input type="radio"/> CASH
PAID		<input type="radio"/> CHECK
DUE		<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM \_\_\_\_\_ TO \_\_\_\_\_

BY A. Frazer A-1152  
T-4161


# Thank You For Your Order.

Order Date: August 18th 2023

Order #: VP\_XWJGVNP7

Shipping Method	Shipping Address	Billing Address	Payment Method	
Standard Estimated Arrival Aug 30th	CARRIE OWEN 7544 N Maple Ln Columbia City, Indiana 46725-9541 United States of America 3203095733	CARRIE OWEN 7544 N Maple Ln Columbia City, Indiana 46725-9541 United States of America 3203095733	Visa **** 2197	\$87.69

## Items



**Personalized Note Cards**


In Progress

Expected Delivery Aug 30th

Quantity: 10

Selected Options ■

Item Total **\$13.99**



**FREE Blank Envelopes - White**

In Progress

Expected Delivery Aug 30th

Quantity: 10

Selected Options ■

Item Total **\$0.00**

## Order Summary

Product Total	<b>\$69.95</b>
Shipping	<b>\$11.99</b>
Tax	<b>\$5.75</b>
<b>Total paid</b>	<b>\$87.69</b>



>

**Personalized Note Cards**

In Progress

Expected Delivery Aug 30th

Quantity: 10



Selected Options



Item Total

**\$13.99**

**FREE Blank Envelopes - White**

In Progress

Expected Delivery Aug 30th

Quantity: 10



Selected Options



Item Total

**\$0.00**



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\$0.00



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Selected Options



Item Total

\$0.00



**Personalized Note Cards**

In Progress

Expected Delivery Aug 30th

Quantity: 10



Selected Options



Item Total

\$13.99

**FREE Blank Envelopes - White**

In Progress

Expected Delivery Aug 30th

Quantity: 10



Selected Options



Item Total

**\$0.00**







Scott Frazier  
Indiana 46725  
United States

## Invoice

**Reference number:** 415531975  
(required for all inquiries)

**Invoice date:** Aug 29, 2023  
**Invoice number:** BKD-73646054108

### Invoice information

#	Product name	Qty.	Price to pay
1	Premium package Mini, 1 year <b>Delivery:</b> electronic <b>Duration:</b> 350 day(s)	1	\$90.00
2	Automatic backups of ccartscommission-com.webnode.page, 1 year <b>Delivery:</b> electronic <b>Duration:</b> 350 day(s)	1	\$12.90
3	Premium website security for ccartscommission-com.webnode.page, 1 year <b>Delivery:</b> electronic <b>Duration:</b> 350 day(s)	1	\$12.90
<b>Subtotal:</b>			\$115.80
Sales Tax:			\$0.00
<b>Total:</b>			\$115.80

Unless stated otherwise, the delivery date is identical to the billing date.

**Total to pay:**  
**\$115.80**

Cleverbridge, Inc. is the merchant of record for this transaction.  
350 N Clark, Suite 700, 60654, Chicago , United States  
Tax ID: 20-4503251

# RECEIPT

No. 842478

DATE 8/30/23

FROM Zak No Good \$100

Gift Cards DOLLARS

FOR RENT

FOR

2 \$50 Studio Art Tour

ACCT.	
PAID	
DUE	

- CASH
- CHECK
- MONEY ORDER
- CREDIT CARD

FROM TO

BY A Frazer

A-1152  
T-4161

# RECEIPT

No. 842479

DATE 8/30/23

FROM Doug Egolf \$100

Gift Card DOLLARS

FOR RENT

FOR

2 \$50 Studio Art Tour

ACCT.	
PAID	
DUE	

- CASH
- CHECK
- MONEY ORDER
- CREDIT CARD

FROM TO

BY A Frazer

A-1152  
T-4161



# ESPICH PRINTING

107 Hoosier Drive, Columbia City, IN 46725  
(260) 248-2446 • fax (260) 248-8001  
sales@espichprinting.com

## INVOICE

# **69538**

DATE

8/31/23  
**P.O.#**

April Frazier  
Columbia City Arts Commission

April Frazier  
Columbia City Arts Commission

QUANTITY	DESCRIPTION	TOTAL
10	YARD SIGNS. Full color, two sided, with metal step stakes	125.00
Sales Rep: GOVERNMENT Please pay from this invoice.		Sub Total 125.00
Thank you!		Tax
Wanted: Tue 9/5 YARD SIGNS		Shipping
		Total 125.00
		Amount Due 125.00

WE  
 FULL COLOR COPIES  
 HIGH SPEED COPIES  
 FORM DESIGN  
 TYPESETTING  
 NUMBERING

*Total  
 \$1203  
 +  
 \$130ish  
 map  
 coming*

CHECK OUT  
 OUR WEBSITE!  
[www.espichprinting.com](http://www.espichprinting.com)



# ESPICH PRINTING

107 Hoosier Drive, Columbia City, IN 46725  
(260) 248-2446 • fax (260) 248-8001  
sales@espichprinting.com

## INVOICE

# **69500**

DATE

**P.O.#** 8/16/23

April Frazier  
Columbia City Arts Commission

April Frazier  
Columbia City Arts Commission

QUANTITY	DESCRIPTION	TOTAL
150	TABLE TENTS. Full color on gloss card stock. Face on both sides 4" x 5 5/8".	112.50
Sales Rep: GOVERNMENT Please pay from this invoice.		Sub Total 112.50
Thank you!		Tax
Wanted: Mon 8/21 TABLE TENTS		Shipping
		Total 112.50
		Amount Due 112.50

### WE ALSO OFFER...

FULL COLOR COPIES  
HIGH SPEED COPIES  
FORM DESIGN  
TYPESETTING  
NUMBERING

FOLDING  
LAMINATING  
VINYL LETTERING  
BANNERS  
SIGNS





# ESPICH PRINTING

107 Hoosier Drive, Columbia City, IN 46725  
 (260) 248-2446 • fax (260) 248-8001  
 sales@espichprinting.com

## INVOICE

# **69387**

DATE

**P.O.#** 8/7/23

April Frazier  
 Columbia City Arts Commission

April Frazier  
 Columbia City Arts Commission

QUANTITY	DESCRIPTION	TOTAL	
100	COPIES	15.00	
10	Color Posters 12 x 18	20.00	
300	100 1/2 SIZE COLOR FLYERS. Cut to size.	39.00	
6	Yad Signs with HD metal step stakes. Full color, two sided (buy 6 get 4 free)	150.00	
300	POSTCARDS 5" x 7"	81.50	
Sales Rep: GOVERNMENT Please pay from this invoice.		Sub Total	305.50
Thank you!		Tax	
Wanted: COPIES		Shipping	
		Total	305.50
		Amount Due	305.50

### WE ALSO OFFER...

FULL COLOR COPIES  
 HIGH SPEED COPIES  
 FORM DESIGN  
 TYPESETTING  
 NUMBERING

FOLDING  
 LAMINATING  
 VINYL LETTERING  
 BANNERS  
 SIGNS



ESPICH PRINTING  
107 Hoosier Drive  
Columbia City, IN 46725  
(260) 248-2446

# Estimate

No. **E#3721**

2702

April Frazier  
Columbia City Arts Commission

April Frazier  
Columbia City Arts Commission

Date 6/6/23

Customer P.O. No.

QUANTITY	DESCRIPTION	AMOUNT
1	Event Tent, 10' x 10' Full color topper. Includes design and layout time	660.00
<p>Taken by: Account Type: Charge Account This estimate is good for 30 days. Please call us if you have any questions.</p> <p>Thank you!</p>		<p>Wanted: Mon 6/12 Event: Tent</p> <p>SUBTOTAL 660.00 TAX SHIPPING TOTAL 660.00</p>




# Your order details

We've got your order and will let you know when it ships. If your items are sent in different shipments, you'll receive multiple shipping updates from us.



## Natheeph Rotating Display Stand Greeting Ca...

 [eBay Money Back Guarantee](#)

Price:

**\$24.99**

Estimated delivery:

Wed, Aug 09 - Thu, Aug 10

Item ID:

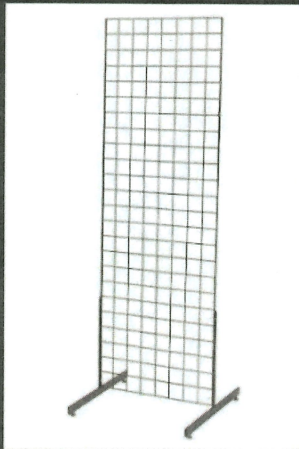
225703745734

Order number:


26-10372-67973

Seller:

[sunnydaydiscounts](#)



## Gridwall Panel 2' x 6' Grid Wall Display Bl...

 [eBay Money Back Guarantee](#)

Price:

**\$59.95**

Estimated delivery:

Wed, Aug 09 - Fri, Aug 10

Item ID:

195498106063

Order number:

26-10372-67974

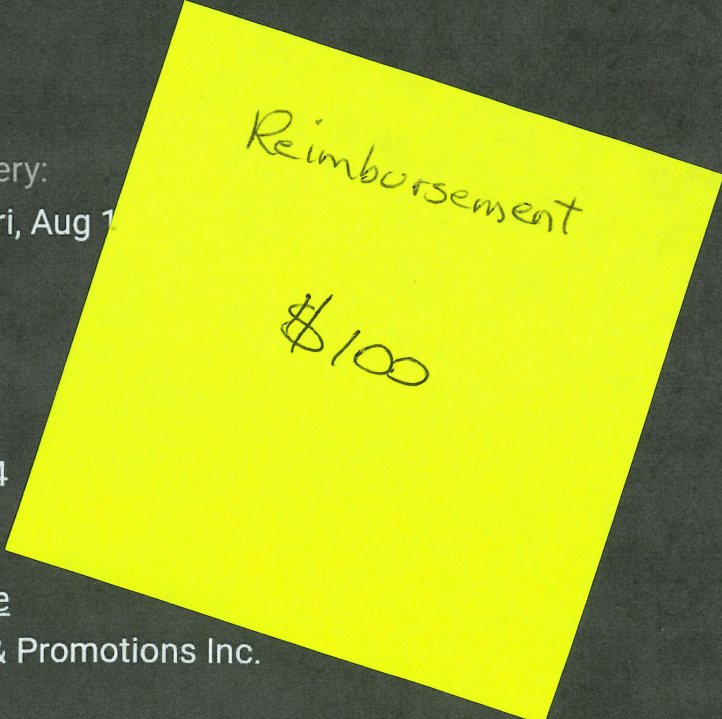
Seller:

[retail-warehouse](#)

National Sales & Promotions Inc.

MO

United States





**RECEIPT**

No **842480**

DATE 8/30/23

FROM Natalee Wright \$ 100

2 \$50 Gift Cards DOLLARS

FOR RENT  
 FOR Studia Art  
Tour

ACCT.	
PAID	
DUE	

- CASH
- CHECK
- MONEY ORDER
- CREDIT CARD

FROM \_\_\_\_\_ TO \_\_\_\_\_  
BY A. Frayer

A-1152  
T-4161



Page Laird  
Lady Laird Creations  
ladylairdcreations@gmail.com  
180 N Quail Run  
Columbia City, IN 46725

# INVOICE

April Frazier  
Columbia City Arts Commission  
tappin247@yahoo.com  
655 W. Bus. 30  
Columbia City, IN 46725

**Invoice #** 0000001  
**Invoice Date** 08/15/2023  
**Due Date** 08/15/2023

Item	Description	Unit Price	Quantity	Amount
Product	Post Cards	0.80	125.00	100.00
Product	\$50 Gift Card	50.00	1.00	50.00
Product	\$50 Gift Card	50.00	1.00	50.00
		<b>Subtotal</b>		200.00
		<b>Total</b>		200.00
		<b>Amount Paid</b>		0.00
		<b>Balance Due</b>		\$200.00







