



City of Farmers Branch

Meeting Minutes

Art & Culture Committee

Farmers Branch Historical Park
2540 Farmers Branch Lane
Farmers Branch, TX 75234

Wednesday, June 18, 2025

6:00 PM

Community Services
Conference Room

A. CALL TO ORDER

The meeting was called to order by the Committee Chair, Amy Cave at 6:00 PM.

Absent: Alternate Ted Perryman

Presiding: Chair Amy Cave

Present: Member Rita Ford, Vice Chair Brianna Cattell, Member Jennifer Evans, Alternate Chris McGuire, Member David Moore, Member Chris Stevenson, and Member Dawn Valentine

Staff: Bonnie Neumann, Historical Cultural Specialist, Jessica Alvarado, Recreation Superintendent, and Robert Diaz, Parks and Recreation Director

B. CITIZEN COMMENTS

This agenda item provides an opportunity for citizens to address the Board or Committee on any matter that is not posted on the agenda. Anyone wishing to address the Board or Committee should complete a Citizen Comments Registration Form and submit it to the Board Liaison or Board Chair prior to the start of the meeting. There is a three (3) minute time limit for each citizen to speak with a reasonable limitation on speakers on one topic or item with a maximum of fifteen total minutes on the same topic item. Anyone wishing to speak shall be courteous and cordial.

The Board or Committee is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Chair may have the item placed on a future agenda for action; refer the item to the City Administration for further study or action; briefly state existing City policy; or provide a brief statement of factual information in response to the inquiry.

No comments were made.

C. AGENDA ITEMS

25-422 Consider approval of the May 21, 2025 meeting minutes; and take appropriate action.

Jennifer Evans moved the minutes of the May 21, 2025 meeting minutes be approved as written. Members Rita Ford seconded. Motion carried by the following vote:

Absent 1 – Alternate Tad Perryman

Aye 6 – Member Rita Ford, Member Brianna Cattell, Member Jennifer Evans, Member David Moore, Member Chris Stevenson, and Member Dawn Valentine

25-423 Receive an update regarding Arts & Culture Committee meeting minutes.

Meeting minutes will be taken and submitted by staff for vote approval. Committee Secretary will continue to take Committee notes.

25-424 Review Committee Absences, Ordinance # 3730.

Chair Amy Cave discussed absences and Ordinance # 3730, removal of certain Board or Commission members by City Council due to absences. Amy also discussed the attached draft letters, 25 % attendance rate close to being reached and one with absenteeism rate reached.

25-425 Discuss Westside Art Trail; and take appropriate action.

Discussed future placement of three sculptures along Mercer Parkway median. Member Chris Stevenson will provide exact locations and identify which sculpture will be placed at each site, information due to Historical Cultural Specialist, Bonnie Neumann, in advance of the August meeting for inclusion on the agenda. Locations will be revisited at the August 20, 2025 Arts & Culture Committee meeting. Once the locations are finalized, Parks and Recreation Director, Robert Diaz will present the proposed locations to City Council for approval.

25-426 Receive Sub-Committees updates; and take appropriate action.

- **Artist Outreach** – Member Jennifer Evans, Member Rita Ford, and Member Chris Stevenson
Sub-committee has not met since the last meeting.

Yard signs have been approved to be given out to local artists in the Artist Directory during the next Artist Exchange.

The Artist Directory wording on the website has been updated and made clearer as to the purpose and mission of the directory. Artist Directory database emails should include “As a member of the Farmers Branch Artist Directory you are receiving this email.” The Artist Directory is showing as a duplicate page on the Discover Farmers Branch website.

- **Arts & Culture in Public Spaces** – Alternate Chris McGuire, Alternate Tad Perryman, and Member Chris Stevenson
Eight utility boxes will be wrapped; Marketing Manager, Rachael Johnson is overseeing design and assisting with installation.

Fall utility box contest to be rolled out in the fall to wrap five additional boxes.

The sub-committee encouraged everyone to get involved and volunteer at pop-up and all events in the City, creating opportunities.

- **Strategic Planning** – Member Rita Ford, Member David Moore, and Alternate Tad Perryman
Sub-committee did not meet.

By-laws and mission statement of the Friends of the Farmers Branch Historical Park was given to Member David Moore for review. The question is, can they and are they willing to accept donations on behalf of the Arts and Culture Committee?

- **Arts & Culture Festivals** – Chair Amy Cave, Vice Chair Brianna Cattell, and Secretary Dawn Valentine
Branch Arts Live to be held on Sunday, October TBD, 2025 from 1 - 4 p.m. The City to provide basic infrastructure: stage, tent, security, and food and water for volunteers pending the approval of the FY 25-26 budget by City Council. The event has received great feedback from the community. Nuevo Leon Mex-Mex Restaurant is on board for the event. Event updates include: potential upgrade to sound system, local high school and college art vendors, support from Community Events team, addition of mariachi to perform with folklorico group, tap board to be added in partnership with the City. T-shirts for all volunteers and performers with artwork created by a graduate student of Dallas College. Sub-committee to reach out to Flex Press Digital Printing for possible donation.
- **Events Review** – Member Jennifer Evans and Alternate Chris McGuire
Member Jennifer Evans was unable to attend the Events Review sub-committee meeting, report given by Recreation Superintendent, Jessica Alvarado. The sub-committee to support Branch Arts Live event in fall 2025 and more pop-up events, family oriented as well as more adult ones with music/bands.

Next sub-committee meeting will be on Thursday, July 10 at 6:30 p.m. after the ten-year anniversary celebration of the Aquatics Center and presentation of the proclamation recognizing July as National Parks and Recreation Month.

Volunteer and support opportunities available for the Independence Day Celebration on Thursday, July 3 and future events from August to mid-December.

Outreach to local school districts, fall/Halloween Trunk or Treat event with C-FBISD schools, end of the year field day, holiday time – student gifts.

25-427 Receive an update on Arts and Culture and City of Farmers Branch current projects, events, and upcoming activities.

A list of websites containing upcoming events was included with the packet.

25-428 Discuss agenda items for future Arts & Culture Committee meetings.

No committee meeting in July. However, there will be a Board Chair meeting on Wednesday, July 16, 2025. The next Arts & Culture Committee meeting will be on August 20, 2025 at 6 p.m. at City Hall in the Community Services' conference room.

D. ADJOURNMENT

Vice Chair Brianna Cattell moved to adjourn the meeting. Alternate Chris Stevenson seconded. Motion carried unanimously. The meeting adjourned at 7:37 p.m.

Chair

Attest