



# City of Farmers Branch

## Minutes

### Arts & Culture Committee

Farmers Branch City Hall  
13000 Wm Dodson Pkwy  
Farmers Branch, TX 75234

Wednesday, May 20, 2026

6:00 PM

Venue 1842 @ Historical  
Park

**Presiding** Brianna Cattell, Chair

**Present** Members: Rita Ford, Jennifer Evans, David Moore, Chris Stevenson,  
Dawn Valentine, and Alternate Tad Perryman

**Staff** Maria Minter, Deputy Director of Parks & Recreation

#### A. CALL TO ORDER

The meeting was called to order by Chair Brianna Cattell at 6:00 p.m.

#### B. CITIZEN COMMENTS

There were no comments made.

#### C. AGENDA ITEMS

##### C.1 **CONSIDER APPROVAL OF MINUTES FOR THE MEETINGS OF MARCH 18, 2026, AND APRIL 15, 2026; AND TAKE APPROPRIATE ACTION.**

Members requested that the attendance in the March Minutes be corrected to reflect Jennifer Evans as absent. She was not in attendance at the March meeting, as the Minutes currently state.

Jennifer Evans made a motion to approve the Minutes of March 18, 2026, with the corrections noted above. The motion was seconded by Rita Ford. Motion carried.

##### C.2 **RECEIVE AN UPDATE ON THE PLACEMENT OF SCULPTURES FOR THE WESTSIDE ART TRAIL.**

Maria Minter, Deputy Director of Parks & Recreation, opened up this item for discussion.

- Parks is receiving quotes on concrete pads.
- Installation will follow in the summer.

##### C.3 **DISCUSS THE RECOGNITION OF ARTISTS OF WESTSIDE ART TRAIL SCULPTURES.**

Members of the Arts & Culture Committee opened this item up for discussion with Maria Minter, Deputy Director of Parks & Recreation.

- Discussions have been in progress for 4 years on this item—how can we move more quickly?
- Members expressed concerns about the amount of time it has taken to get the sculptures up.
- Maria reported quotes are coming in for this project.
- Members suggested reviewing this project once it is completed to determine how and why it took so long to complete; discuss lessons learned for future sculptures.

- Frustrations expressed with the delays and reasons why this has taken so long.
- Maria reported she would discuss this with Robert Diaz, Director of Parks & Recreation, and would update committee members at the next meeting.
- The committee wants a reception or grand opening once this project is done.
- Inquiries on whether ACC will set this up or who is tasked with this responsibility?
- Chamber of Commerce seems to be in charge of ribbon-cutting ceremonies w/staff and city council members receiving an invitation.
- Members inquired what tasks staff want the ACC to do.
- Maria wanted ideas from ACC to take to Robert on ACC's wishes for
  - Gallery Opening
  - Opening Night Reception
  - Wine & Cheese
  - Proclamation
  - Newsletter Feature
  - Public recognition of the artists for their work.
  - Purpose/reason to tie the announcement, the celebration, and everything together, whether it is the first day of summer or the first day of Fall; celebrate the artists/art.
  - There should be a billboard of the artist's art so the artist can stand in front of the billboard for a photo opportunity.
  - Rent golf carts to ride the artists over to their art location.
  - Photos should appear in the newsletter.
  - Make sure to have a full professional approach

Maria will discuss these ideas with Robert. Proclamations are done differently now. It was noted that these types of events involve funding that will need to be allocated in the budget, additional staff time, and will also require assistance from the Arts Committee. This can be added as an action item for next month's agenda

#### **C.4 PROVIDE A RECAP OF THE ELECTRICAL BOX WRAP PROGRAM.**

Members of the Arts & Culture Committee (ACC) opened this item. They reported to Maria Minter, Deputy Director of Parks & Recreation, that the City told the ACC how they wanted this program run and asked the ACC to provide recommendations to get this program moving. Members reported the following:

- The subcommittee prefers to run the program differently.
- ACC members provided Maria with a copy of the "suggested" program that contained three (3) different themes.
  - Spring – Summer Contest
  - Fall Contest (CFBISD)
  - Winter – Spring (Brookhaven College)

Maria indicated how important it is to have this information so that she can discuss this with Robert Diaz, Director of Parks & Recreation. The Parks & Recreation Department will also need to develop a Standard Operating Procedure (SOP) and have something in place moving forward. This will have to be approved and formalized.

The ACC requested that Mary Immaculate School be included in the program, even though they aren't part of CFBISD, but they are located in Farmers Branch. An ACC member would like to be the liaison for the school. Maria Minter also reported that this was done several years ago.

#### **C.5 RECEIVE AN UPDATE ON THE FOLLOWING SUBCOMMITTEES; AND TAKE APPROPRIATE ACTION:**

- **ARTIST OUTREACH**
- **ARTS & CULTURE IN PUBLIC SPACES**
- **STRATEGIC PLANNING**
- **ARTS & CULTURE FESTIVALS**
- **EVENTS SUBCOMMITTEE**

Artist Outreach:

- Did not meet.
- Yard signs were distributed.

Arts & Culture in Public Spaces:

- Did not meet. No information to provide at this time.

Strategic Planning:

- Did not meet. No information to provide at this time.

Arts & Culture Festivals:

- Questions about art vendors selling artwork.
- Graphics for Branch Arts Live are ready to go.
- Everyone is on board for Sidewalk Chalk.

Events Subcommittee:

- Gateway to the Globe Event turned out well.
- Attendance was down from the previous year.
- Discussions on layout and how it can be improved and/or changed for future setups.
- Discussions held on performances and time in between each performance/lull in timing.
- Vendor booths were so far back they felt like they weren't part of the event.
- Date options for 2027 are under consideration. Staff is leaning more towards April 3, 2027.
- When this event started, the first thing handed out was the passports, and sent the public to check out these areas. Need to have signs set up pointing out where the sites are.
- Event was culturally driven.
- Artwalk.
- Fishin' Fun activity is awesome.

**C.6 DISCUSS POTENTIAL AGENDA ITEMS FOR FUTURE MEETINGS.**

- Revisit the ordinance that established the board and committees and review the mission of the ACC and the desires of the City Council.
- Request this to be added to the August agenda with new members who will be starting their new terms.
- Maria reported that the Committee can discuss the upcoming election of officer positions at the June meeting and hold the elections at the August meeting when the new members begin their term.
- Members would like Robert Diaz to attend the June meeting.
- Maria suggested using a Plan of Work to work off of at future meetings.
- Recap of Goals.
- View the Strategic Plan.
- Plan onboard initiatives for new members.
- Discuss and budget for reception recommendations on the next agenda.

**D. ADJOURNMENT**

A motion was made by Dawn Valentine to adjourn the meeting. The motion was seconded by David Moore. Motion carried. The meeting adjourned at 7:38 PM.

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Chair

\_\_\_\_\_  
Attest