

1. Called at 6:08
2. Nicki Bonczyk, Andy Cawthon, Jerry Troke, Sarah Kallio, Sally Creason, Ivy DeWitt, Derek Gadjos, City Liaison, Stancie McClellon, Brad Boyink
3. **Andy motion to accept, Nikki seconds the motion to approve the agenda**
4. Call to Audience
  - a. Brad Boyink – Coast Guard Festival Inquiry –
    - i. FM Transmitter – Festival would like to purchase a 2-Watt transmitter, would be beneficial also for emergency purposes. Take audio from left channel in order to do so.
      1. Jerry – licensing concern – Brad states FCC regulations and fire marshal state none needed for 2-Watt
      2. Would be donating to the Fountain
    - ii. Would like someone available to run sound board for CGF
  - b. **ANDY MOTIONS TO APPROVE THE 2-WATT TRANSMITTER, NICKI ACCEPTS – 6:17p – Unanimous.**
5. AGENDA
  - a. Tabled until next month so Sally can send it out
  - b. Email from Roy Visser
  - c. CITY AND MAINTENANCE ITEMS
    - i. Cracked sealing in the fall
    - ii. Can't find steel – Andy mentioning fiberglass material. Andy will inquire with the company that has this to get more information
    - iii. Remnant waiting at city offices. Terry, Jerry, Bob Monetza, Chuck will try to install that soon
    - iv. Garage door installation on June 20 but wasn't compatible. Door openers replaced on June 28<sup>th</sup> to make sure everything is back up and running.
  - d. TASK FORCE ITEMS
    - i. Nicki inquiring about clean up from the 4<sup>th</sup> and if we had a plan in place for CGF.
      1. Andy asked Dana who was responsible for clean up – they stated it would be the responsibility of the event
    - ii. Jerry – Boy scout group? Ivy will inquire for Coast Guard Festival.
    - iii. Brad – see if a group will come out to help. All fireworks will be set off down the hill by the basin so we can defend the hill better for CGF
  - e. PRODUCTION ITEMS
    - i. STATUS OF NO REQUESTS CITY POLICY
 

Derek brought a draft from the attorney for a Song List and Choreography policy. States no public requests. Must approve songs by majority vote,

      1. To be reviewed
      2. Nicki – City had us remove the list and couldn't post songs that were playing for the night - contradicting.
        - a. Derek - SONG REQUEST BUTTON was what needed to be removed – not the list itself.
      3. Would like to re-post the song list back to the website.
      4. Andy – suggesting a policy for major events
      5. Derek – maybe we could have ex officio status for CGF committee member so they can make a pitch for the playlist so we
      6. Does CGF have a song policy?
        - a. 2 people in charge of music selection and cuts
        - b. Can remove songs for generational variety
      7. FIRST AMENDMENT REASONS
    - ii. STATUS OF SONG PROCESS DRAFT, LYRICS REVIEW, 4<sup>th</sup> of JULY AND CGF SHOW CONTENT
      1. Nicki – Submitting work instruction for producers

- a. Would have to be approved and then go to the city

**Motion to accept the "Production Policies" for the Producer**

**Made by Sally – second by Ivy**

- b. Brad likes this document
- c. "When possible, avoid high repetition"

**PRODUCER ROLES AND PROCEDURE/POLICY IS TABLED UNTIL THE NEXT MEETING**

- 2. Derek – curious where "Producer" comes from.
  - a. "Seasonal operator"
  - b. Brad Boyink – stating there was a "producer" title from the very beginning
  - c. Suggesting making Producer be formal

**Andy – making a motion to officially make a Producer position. Sally seconds.**

- d. **PASSES UNANIMOUSLY 7:13pm**

**Andy – making a motion that Nicki be this producer. Sarah seconds.**

- e. **PASSES UNANIMOUSLY 7:14pm**

- 3. Would like to have all positions and duties pulled together
- 4. Nicki – Passing out Song Request and Selection and Theme and Specialty Show potential policy.
  - a. Programmers – do they need to be a defined role so not "everybody" could have access to software.

**ANDY MAKES A MOTION TO CREATE A PROGRAMMER DEFINITION**

- **DEREK TABLES THIS TO CHECK WITH THE CITY ATTORNEY**

- iii. DISCUSSION OF SONG SUB-COMMITTEE CREATION
- iv. UPDATE OF PLAYBACK AND CHOREOGRAPHY SOFTWARE – NEED APPROVAL FOR \$2500  
COMMITMENT TO APEX CONTROLS FOR PROJECT MANAGEMENT APPROACH EXPENDITURES
  - 1. Andy – Peter needing to do these changes because he's color blind.
  - 2. No statement of work for the proposed commitment
  - 3. Brad vouching for Peter and his abilities –
    - a. Experimental changes being made to the software, unofficially when it is owned by the City of Grand Haven

**ANDY MOTIONS TO TABLE THIS UNTIL WE HAVE A STATEMENT OF WORK TO PROPOSE WHAT IS BEING DONE WITH \$2,500 – SARAH SECONDS – SECONDS TO TABLE FOR SCOPE OF WORK. NICKI WOULD LIKE TO ALSO EXPLORE OTHER SOFTWARE OPTIONS.**

**NICKI MAKING A MOTION THAT PROGRAMMERS USE ONE POINT OF CONTACT TO THE PRODUCER – PENDING DEFINITION OF PROGRAMMERS ROLE – SARAH SECONDS – UNANIMOUS**

- **NICKI IS WILLING TO GIVE UP SOCIAL MEDIA RESPONSIBILITIES**
- **ANDY INQUIRING ABOUT A FORMAL SOCIAL MEDIA ROLE AND RESPONSIBILITIES**

**f. MARKETING ITEMS**

**i. STATUS OF DRAFT TOUR POLICY**

- 1. Would like to allow group from Grand Haven Beach Co to tour and view performance from the hill on July 25<sup>th</sup>
  - a. **WOULDN'T WORK FOR THEM – NO LONGER A TOUR REQUEST**

- b. TOUR REQUEST BY NICKI - JULY 22 – NICKI WOULD LIKE TO HAVE HER PEOPLE (14 – ALL ADULTS)

**2. LIABILITY FORMS FOR TOURS – DEREK HAS SOME**

**g. FINANCE ITEMS**

- i. LOUTIT FOUNDATION \$15,000 DONATION AND IN RETURN WILL OWN ORIGINAL ARTWORK. ALL ARTWORK EXCEPT FOR THE ORIGINAL HAS BEEN REMOVED FROM THE LOUTIT LIBRARY
- ii. \$1,000 DONATION FROM HENRY A. FOX SALES CO ON BEHALF OF SCOTT WINDEMULLER, CFO
- iii. PEACE FROGS ARTWORK PROMO SUCCESS
- iv. WOULD LIKE TO SEEK PERMISSION TO STORE A-FRAME DONATION SIGNS AND SAFE IN DEPOT BUILDING INSTEAD OF MARINA – RESTROOM VESTIBULE OR UNOCCUPIED RETAIL SUITE
- v. REVIEW OF CURRENT FINANCIAL STATEMENTS
  - 1. DEREK STATING CITY KEEPS TRACK OF CITY FUNDS FOR THE FOUNTAIN – AND THAT THE CITY SHOULD BE PROVIDING DETAILED REPORTS
    - a. Friends, Project Fund at Community Foundation, City fund, permanent fund
      - i. Operating fund out of the city of Grand Haven
  - 2. WOULD LIKE A BREAKDOWN OF FUNDS, DETAILED AND WHERE THEY ARE AT
  - 3. WHAT IS THE EQUITY
  - 4. SALLY ASKING FOR THE PROCESS OF SPENDING AND REIMBURSEMENT TO BE PROVIDED
  - 5. PERHAPS WE NEED A TREASURER
  - 6. ANDY ASKING TO CONSOLIDATE BUDGET AND STATEMENT
  - 7. PLEASE DEFINE ASSUMPTIONS
- vi. Andy inquiring about a company that's non-profit and if we could give them a poster

**h. CHAIRMAN'S REPORT**

- i. UNANIMOUS MOTION PASSED IN OCTOBER, 2020 – LIMIT DISCUSSION OF MOTIONS ON FLOOR LIMITED TO 5 MINUTES PER VOTING MEMBER WITH A 3 MINUTE TIME LIMIT FOR SECOND ROUND DISCUSSION/REBUTTAL
  - 1. SARAH MOTIONS NICKI SECONDS
  - 2. IVY MOTIONS TO MIRROR CITY COUNCIL – SARAH SECONDS
- ii. COMMITTEE APPROVAL FOR INCLUDING CALL TO AUDIENCE AS STANDARD AGENDA ITEM
  - 1. ANDY MOTIONS TO APPROVE. SALLY SECONDS.
- iii. RECEIVED CONFIRMATION FROM ASHLEY LATSCH THAT TERRY IS A VOTING MEMBER
  - 1. SALLY HANDED OUT MINUTES FROM JUNE 8, 2021 – STATING TERRY STEPPED DOWN FROM BEING A VOTING MEMBER

**i. OLD/UNFINISHED BUSINESS**

IVY MAKES A MOTION TO APPROVE COAST GUARD SONGS – SARAH SECONDS. PASSES UNANIMOUSLY AT 8:39PM

**j. OTHER NEW BUSINESS**

- k. NEXT MEETING DATE – AUGUST 8<sup>th</sup>, 2023

**l. ADJOURNMENT**