



**Court House Cultural Center Gallery Committee**  
**Meeting Agenda | Monday, January 30 @ 5:15PM**

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- I. Welcome, Call to Order, Attendance Ken Hooper-Capozzi, Chair
- II. Approval of Minutes  
a. November 7, 2022 (attached)
- III. Old Business  
a. 32<sup>nd</sup> All Florida Juried Art Show (Oct 11 – Nov 18) Ken, Jane, Roni  
i. Visitor Statistics – Total 322 (Weekdays 59, Saturdays 35, Reception 173, Events 55)
- IV. Current & Upcoming Exhibitions  
a. 2022-2023 Season Calendar - Timeline & Task List  
i. Dorothy Gillespie (Feb 21 – Apr 15) Ken, Jane  
I. Install – February 15  
II. Opening Reception – Friday, February 24, 5:30-7PM  
a. ArtsFest Picnic Table Mural Project Auction  
III. Take down – Monday, April 17  
ii. 37<sup>th</sup> HSJAS (Apr 25 – Jun 3) Tom, Sharon  
I. Awards Reception – Thursday, May 4, 5:30-7PM  
iii. Members Show (June 13-July 29) Maria, Sheryl  
I. Call for Artists and "Mini" Fundraiser  
II. Opening Reception – Friday, June 16, 5:30-7PM  
iv. Garage Art (Aug 8 – Sept 30) Pat Scott, Jane
- V. New Business  
a. Sunshine Laws  
b. 2023 – 2024 Season  
c. Artist applications  
d. Art Out of the Closet
- VI. Comments from the Public
- VII. Adjourn  
a. Next meeting - March 6 @ 5:15PM

For the Calendar:

- ArtsFest – February 11 & 12, 10AM-5PM
- Sunset Concert at the Gallery – Tues., Feb 14 @ 5:30PM – "Valentine's Day"

**2022 - 2023 Gallery Committee Meeting Dates | Monday @ 5:15pm**  
Oct 3, Nov 7, Dec 5, Jan 30, March 6, April 3, May 1, June 5, July TBD, Aug 7, Sept 5



**Court House Cultural Center Gallery Committee**  
**Meeting Notes | Monday, November 7 @ 5:15PM**

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- I. Welcome, Call to Order, Attendance @ 5:20PM Ken Hooper-Capozzi, Chair
  - a. In Attendance: Ken Hooper-Capozzi, Roni Rottner, Jane Kiehart, Tom Prestopnik, Sharon Hagin, Kimberly Everman, Maria Miele, Jennifer Brand, Sheryl Odza, Rickie Leiter (v) // Staff: Jennifer Hearn
  - b. Absent: Donna Rich, Donna DeFalco, Katie Gianni
- II. Approval of Minutes
  - a. October 3, 2022 (attached) Approved by Maria & Jane with no changes.
- III. Old Business
  - a. 32<sup>nd</sup> All Florida Juried Art Show (Oct 11 – Nov 18) Ken, Jane, Roni
    - i. Reception, Juror's Lecture, Artist Panel Discussion Recap – Reception attendance was approx 175 guests, many artists were present. Lecture attendance was approx 15 with a mix of participating artist and public. Panel discussion was presented virtually and included moderator Duncan Hurd and award recipients with only 2 participants but will post on website for future viewing. Need to discuss if this is a relevant option for future shows.
    - ii. Take down / Pack up: Monday, November 21, 10AM – Volunteers are needed Monday for packing art to ready for return shipping. Artists will be picking up in person on 11/18-11/19.
- IV. Current & Upcoming Exhibitions
  - a. 2022-2023 Season Calendar - Timeline & Task List shared with committee with tentative dates.
    - i. Closed for Window Replacement. (Dec/Jan)
      - I. Staff has upcoming meeting with County and contractors for additional details and work schedule. Staff may have to work remotely during this time.
    - ii. Dorothy Gillespie (Feb 21 – Apr 15) Jane, Ken, Maria
      - I. Gary Israel sent images of available works and will be sending quote for delivering from Orlando and Boca Raton area. Exhibit will have an assortment of 2D and 3D works with a select pieces available for sale. Staff is working on quotes for a book to sell. Committee asked about possibility of exhibiting a piece at the library or Elliott to market the show. Have also asked to have a piece on display during ArtsFest. Will send artist agreement once quote has been received.
    - iii. 37<sup>th</sup> HSJAS (Apr 25 – Jun 3) Tom, Sharon
      - I. Dates are being verified with teachers, judges have been selected. Palm City Art & Frame has again agreed to sponsor the exhibit and provide the framing at cost.
    - iv. Members Show (June 13-July 29) Maria, \_\_\_\_\_
      - I. Need theme, fundraiser component, etc to share Call for Artists starting in January.
    - v. Garage Art (Aug 8 – Sept 30) Pat Scott, \_\_\_\_\_
      - I. Artist agreement will be sent week of 11/15 to group.
- V. New Business
  - a. Artist applications received – Committee has not reviewed newest applications but asked to send not invited letters and renovation delay update to those that may be asked for future exhibitions.
  - b. Art Out of the Closet – Need to form a committee to inventory items, set pricing, and work event tentatively Saturday, March 25.
- VI. Comments from the Public
- VII. Adjourn – Motioned by Tom, second by Jennifer B.
  - a. Next meeting December 5 – Due to window renovations this will be changed to a holiday gathering. Details TBD.

# Sunshine Law Basics for MartinArts Council Board Members & Committees

**What is the Sunshine Law?** Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foresee ably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.

**What are the requirements of the Sunshine law?** The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, 3) minutes of the meeting must be taken, and 4) venue must be accessible. A public agency cannot hold a meeting at any facility which discriminates based on age, race, etc., nor can a public agency unreasonably restrict public access. It must hold meetings in an accessible facility of sufficient size as to accommodate the anticipated turnout.

**What qualifies as a meeting?** The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

## **When are meetings not subject to the sunshine law?**

**Social Events:** Members of a public board are not prohibited under the Sunshine Law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.

**Fact-finding meetings:** meetings for the purposes of merely gathering information where no recommendations are made, public business is not discussed or votes are not taken are not subject to the Sunshine Law.

**Can a public agency hold closed meetings?** There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.

**What is a public record?** The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used

to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.

**How can individuals request public documents and do requestors need a reason?** Nothing in the public records law requires that a request for public records be in writing or in person, although individuals may wish to make their request in writing to ensure they have an accurate record of what they requested. Unless otherwise exempted, a custodian of public records must honor a request for records, whether it is made in person, over the telephone, or in writing, provided the required fees are paid. In addition, nothing in the law requires the requestor to disclose the reason for the request.

**How much can an agency charge for public documents?** The law provides that the custodian shall furnish a copy of public records upon payment of the fee prescribed by law. If no fee is prescribed, an agency is normally allowed to charge up to 15 cents per one-sided copy for copies that are 14" x 8 1/2" or less. A charge of up to \$1 per copy may be assessed for a certified copy of a public record. If the nature and volume of the records to be copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the actual cost incurred.

**What are the penalties for a sunshine law violation?** An unintentional violation of the Sunshine Law is a non-criminal infraction punishable by a fine of up to \$500. A knowing or intentional violation is a 2nd degree misdemeanor punishable by a fine of not more than \$500 and/or a jail term of not more than 60 days. Any public official who intentionally violates the provisions of the Sunshine Law may be subject to suspension or removal from office. Attorney's fees and court costs are available to the requestor that prevails in a civil suit for access.

*Excerpts from the following resources: website of the Florida Attorney General's Office and the First Amendment Foundation*

*Updated 11.16.2021*