

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

**The Cultural Affairs Commission of the City of Bedford, Texas, met in regular session at 6:30 p.m. at the City Hall Conference Room, 2000-A Forest Ridge Drive, Bedford, TX on the 28th day of September, 2011 with the following members present:**

Alicia McGlinchey  
Thomas Jacobsen  
Barbara Speares  
Elyse McNabb  
David Medina

Constituting a quorum.

Others present included:

Beverly Griffith, Staff Liaison  
Mirenda McQuagge-Walden, Staff Liaison  
Ray Champney, Council Liaison

Absentees:

Lee Koch  
Holly McPherson

**CALL TO ORDER:**

Vice-Chair Alicia McGlinchey called the meeting to order at 6:32 p.m.

**NEW BUSINESS:**

**1. Introductions of Commission Vice-Chairperson, Commission members and staff liaison.**

The members introduced themselves.

**2. Appointment of a secretary for the Cultural Commission.**

David Medina made a motion to approve Elyse McNabb as the secretary and Tom Jacobsen seconded. Approved 5-0-0.

**3. Establish regular meeting dates and time for Cultural Commission.**

The Commission discussed various meeting dates and times. The group determined that the best meeting time would be the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month at 6:30 p.m., as necessary.

**4. Review roles and responsibilities of the Cultural Commission.**

Beverly Griffith reviewed the roles and establishing ordinance with the members. Ray Champney also provided background on the creation of the Commission.

**5. Receive an overview of the proposed Cultural District.**

Items 5 and 6 were discussed together.

**6. Receive report regarding the most recent application for a Cultural District designation from the Texas Commission on the Arts.**

Beverly Griffith reviewed the proposed Cultural District boundaries and report on the last two applications for the Cultural District designation from the Texas Commission on the Arts. Feedback from the applications indicates that a more formal planning process would assist in earning the designation.

Alicia McGlinchey stated that she had reviewed the materials from the Commission on how to create a Cultural District and said that she felt it was best to start with a cultural assessment before proceeding with any strategic plan. She indicated that the kit references a companion material concerning how to conduct a cultural assessment but that it was not included. Staff will forward the companion material prior to the next meeting.

Commission members also discussed the pros and cons of establishing a nonprofit corporation to aid in the State application process for Cultural District designation. Staff will research topic and bring a report back to the Commission at the next scheduled meeting. October 24<sup>th</sup> was set as the next meeting date.

**ADJOURNMENT**

Barbara Speares made a motion to adjourn. Meeting adjourned at 7:29 p.m.

Approved:

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Alicia McGlinchey, Vice-Chair