

Mansfield Center for the Performing Arts 2015 Goals and Strategies

Goal I: Revenue Generation

- Explore the creation of a 501(c)3
 - Identify the purpose of the organization.
 - Invite Commission Bronson to come and speak about creating a 501(c)3.

Goal II: Improve Public Relations

- Identify ways to get community groups/stakeholders more involved with the Mansfield.
 - Explore ideas such as an open house, community event, thank-you event, etc.
- Explore the idea of adding Ex Officio members to the Board.
 - Identify stakeholders as possible members or attendees of the meetings
 - Identify their role voting or non-voting member
 - Would this involve Commission action? May depend on how formal their role is on the Board.
 - Ex Officio as well as community members could receive agendas, minutes, etc.

Goal III: Marketing

- Ask staff to give an update to the Board on what's happening at The Mansfield. Updates should provide details on the events and activities of the Mansfield, which will help keep Board members up to date and current on events and will allow them to better answer questions when they are out in the Community.
 - Include with the agenda a current listing of Mansfield Events.

Goal IV: Physical Improvements

- Create a visual for the Mansfield Theater seat project

Oct 9, 2006

**City of Great Falls
Mansfield Center for the Performing Arts Advisory Board
By-Laws**

MISSION STATEMENT: The mission of the Mansfield Center for the Performing Arts Advisory Board is to create opportunities for the Civic Center. To serve as an anchor to Great Falls, to enhance the vitality of the downtown area, Great Falls and the region, by providing year-round opportunities for education, entertainment and preserving our area's culture. The Mansfield Center for the Performing Arts Advisory Board is committed to developing policies that will allow the Civic Center to be financially sound while investing in the facility to perpetuate and enhance opportunities for future generations.

ARTICLE I - MEMBERSHIP

Section 1 - Number. The Board shall consist of five to seven (5-7) members as determined by the Official Code of the City of Great Falls (OCCGF) 2.26.030 (Ord. 2813, 2001; Ord. 2653, 1993). The City Commission shall appoint all members.

Section 2 - Term of Office. The staggered terms of office shall be three years from and after January 1 of the year of appointment.

Section 3 - Quorum. Fifty-one percent (51%) of the entire Board constitutes a quorum. Fifty-one percent (51%) of the board members present at a meeting at which there is a quorum shall constitute a majority unless otherwise specified. The calculation of a quorum shall be based on the total number of non-vacant positions on the board.

Section 4 - Proxy. Absentee or telephone votes are not allowed.

Section 5 - Removal from the Board. Board members are appointed by the City Commission and therefore must be removed by the same body. The Board may make recommendations to the City Commission for removal of a member, if the member has more than two consecutive unexcused absences.

Section 6 - Vacancies. Upon a resignation of any Board member, the City Commission will be requested to fill the vacancy.

ARTICLE II - MEETINGS

Section 1 - Schedule. Regularly scheduled meetings will be held monthly on the third Monday of each month at 4:00 PM or at such other time as the Board may set upon a vote of two-thirds of the members present.

Section 2 - Procedure. All meetings will be conducted under Robert's Rules of Order.

Section 3 - Public Participation. Public participation is encouraged and welcome at all Mansfield Center for the Performing Arts Advisory Board meetings.

ARTICLE III - ATTENDANCE

Section 1 - Attendance. Excused absences are acceptable and absence will be excused if the member has made every effort to notify a Mansfield Events Office staff person that he/she will be unable to attend prior to the meeting or within twenty-four hours following the meeting. Absent members shall obtain any and all information and data covered at the missed meeting. All members must abide by OCCGF 2.56.020 which states that a member of any board or commission or council, who misses more than one-third (1/3) of the regular meetings in a calendar year without a health or medical excuse, shall lose his/her status as a member of such board, commission or council and shall be replaced by the City Commission. Such removal must be preceded by delivery of a copy of a notice of removal stating the reasons therein to such member at least ten days prior to a hearing thereon before the City Commission, should such member request a hearing on the removal. Attendance will be taken at each Board meeting and members will be noted as present or absent, and will be so recorded in the minutes of the meeting.

ARTICLE IV - OFFICERS

Section 1 - Officers. The offices of this Board, to be selected from and voted upon by the Board, shall be chairman and vice-chairman. They shall be elected by a majority of the entire board.

Section 2 - Nominating Procedures. Nominations of officers will be held at the first regularly scheduled meeting of March. The Chairman shall call for the nominations from the floor for each office.

Section 3 - Election Procedures. Elections will occur at the regularly scheduled meeting in March immediately following nominations. Voting will be by acclamation when there is only one candidate for a particular office. Voting shall be by secret ballot when there is more than one candidate for a particular office or if nominations are made from the floor. Any candidate who receives a majority of votes on any ballot shall be declared elected. If no candidate receives a majority of votes on the first ballot, a second ballot shall be taken on the two candidates who received the highest number of votes.

Section 4 - Term of Office. All officers hold office for one year and until their successors are elected and installed. Officers shall serve no more than two consecutive years in either office.

Section 5 - Chairman. The Chairman will be the Chief Officer of the Board, preside at all meetings of the Board, and shall have all voting privileges as all other members of the Board.

Section 6 - Vice Chairman. In the absence or disability of the Chairman, the Vice-chairman shall perform all duties of the Chairman, and when so acting, shall have all powers of the Chairman.

Section 7 - Removal and Resignation. An officer may be removed, if in the opinion of the Board, it is in the best interests of the Board. The action to remove an officer may take place at any regularly scheduled meeting of the Board. An officer may resign by given written notice to the Board, or to the chairman.

Section 8 - Vacancies. Vacancies in offices may be temporarily filled until the next election. The Board will elect a temporary replacement for the vacant office. Nominations and election will take place at the next regularly scheduled meeting.

Does our Board Need By-Laws?

by Dan Clark

The bylaws or rules of procedure should outline procedural functions and governance policies of a board. Boards should spend time developing bylaws defining and clarifying their purpose, membership, operating procedures, roles and responsibilities. In preparing bylaws, make sure that you refer back to and are consistent with the general provisions laid out in the governing bodies enabling legislation (i.e. resolution). The bylaws of a public board are always subordinate to the local ordinances, resolutions and state statutes; if there is a conflict, seek competent legal counsel.

Bylaws need to be specific enough to provide a clear overall structure, but not so specific that the potential changing needs of the board would require frequent bylaw changes. New board member orientation should include a review of the bylaws. At least one annual meeting should include a review of the bylaws to ensure the board maintains consistency in its operation and procedures. While much of this information is likely already provided in the board's resolution, when developing board bylaws, members should consider the following questions:

1. What is the name of the board?
2. What is the purpose of the board?
3. What is the membership of the board?
4. What is the process of selecting a board chairperson (presiding officer), vice chair and secretary? How long is the term of office? What are their roles and responsibilities?
5. Who presides over the board if the chairperson is absent?
6. Who takes the meetings minutes? Who is responsible for taking minutes when the minute taker is absent? How are the minutes filed and stored?
7. Who decides what items are placed on the agenda? How do board members and/or the public request items be placed on the agenda?
8. When and where are meetings scheduled? What are the board's expectations for meeting attendance and unexcused absence? What constitutes abandonment of office and how do you communicate it to the governing/appointing body.
9. If a special meeting is necessary, who has the authority to convene a meeting?
10. Do you have specific procedures when meeting in executive session?
11. What constitutes a quorum of members necessary to conduct official business?
12. Does the chairperson have the same voting privileges as other board members? How does the board deal with a tie vote?
13. What are the noticing requirements for board meetings?
14. Who is responsible for posting meeting notices?
 - a. Where will notices be posted?
 - b. When should notices be posted?
15. Can the board create subcommittees? If so, who appoints the subcommittees? Are the subcommittees standing or ad hoc?
16. What are your procedures for public records requests?
17. Do you have or need public participation guidelines (time limits if an audience threshold is reached)?
18. Do you require new member orientation with specific materials provided?

With clear by laws, public boards will invest more time and energy deliberating over issues specific to their purpose and less time wrangling over procedures and process. Ultimately, by-laws should make your board more transparent, more accessible, and more efficient. Specific Guidelines are offered in Appendix 2.



BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)

RECEIVED

FEB 10 2015

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

CITY MANAGER

| | | |
|--|--------------|--------------------------|
| Board/Commission Applying For: | | Date of Application: |
| Mansfield Performing Arts Advisory Board | | February 9, 2015 |
| Name: | | |
| Pamela Bennett | | |
| Home Address: | | Email address: |
| 1717 Mountainview Drive Great Falls Montana 59405 | | pbennett@wendtagency.com |
| Home Phone: | Work Phone: | Cell Phone: |
| 406 771 7980 | 406 454 8500 | 406 231 4000 |
| Occupation: | Employer: | |
| Senior Media Planner | Wendt Agency | |
| Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) | | |
| Are you a registered voter in Cascade County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | |
| Related experiences or background: I have served on committees for Ad Club as well as volunteering my time for the former Ad Club Art Auction. I have served as a volunteer/publicity coordinator for a former Ballet company-Missouri River Dance Company. I assisted with all press and publicity coordination for the Lewis and Clark Ballet -Tremendous Journey and the Montana Nutcracker which were performed at the Mansfield Center and were very well attended for local area productions. | | |
| Educational Background: Great Falls High School, University of Montana-Missoula. B.A. Broadcast Journalism, then obtained a M.B.A-Marketing from the University of Montana-Missoula. | | |
| IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING: | | |
| Previous and current service activities: Previous: Great Falls Ad Club Missouri River Dance Company Montana Special Olympics | | |
| Previous and current public experience (elective or appointive): None. | | |

Membership in other community organizations:

My work at the agency is developing marketing plans for the boards and committees of the Great Falls CVB, Great Falls TBID, Great Falls Airport Authority, Central Montana, Butte CVB/TBID, Helena CVB/TBID, Havre TBID, Glacier Country, West Yellowstone TBID/CVB, Montana's Missouri River Country and other tourism related organizations. While I am not a member of these boards, I work very closely with them and a number of community minded local and regional clients for the Wendt Agency.

Have you ever worked for or are you currently working for the City of Great Falls? Yes ☐ No ☒ If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes ☐ No ☒ If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes ☐ No ☒ If yes, what board and when did you serve?

Are you currently serving on a Board? Yes ☐ No ☒ If yes, which board?

Please describe your interest in serving on this board/commission?

I would like to involve myself more in the community and civic interests. I have some background in the arts, music, dance and theatre performance and have a good understanding of the community of Great Falls and what the cultural interests are within our community. Being a Great Falls native, but traveling and attending other cultural events outside of Great Falls, I hope any input I could lend could broaden the view and bring a bit more cultural variety to Great Falls.

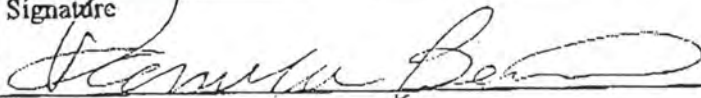
Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

My passion for dance performance primarily. I have seen great ballets and dance companies. I love dance and stage performances about dance. My daughter is a dancer, with classical training, and now freelances as circus arts performer and festival performer. I also toured Europe in college with a youth choir group, and sang with the UM University Choir as well as the very distinguished Delphian Choir in Great Falls. I performed in high school theatre groups, sang in a large combination University symphony/chorale performance of Bach's The Passion. I am an avid listener of Public Radio and Opera so I have a large breadth of musical interests from Opera, Folk, Classical to Jazz and even Electronic House music-which is now one of my favorites. :-)

Additional comments:

I would like to serve on a civic board. My employer views volunteering our time to our community and cultural interests as valuable to our organization. I think I could lend some fresh perspective to the board. I work downtown across from the Civic Center, so it is great when the Mansfield Center is being used to its fullest capacity and serving the community with events, performances and being used for intended purposes.

Signature



Date:

2/9/15

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:
City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
jtharcs@greatfallsmt.net