

# ERIE COUNTY ARTS IN PUBLIC PLACES

General Committee Meeting  
Wednesday, October 9, 2024

## Meeting Minutes

The Arts in Public Places General Committee Meeting was held on Wednesday, October 9<sup>th</sup> in the Artists Group Gallery, One Linwood Ave, Buffalo NY 14209 and by video conference, in accordance with NYS Open Meetings Law. A quorum was present as indicated:

### Members:

Alexa Wajed  
Susan O'Connor Baird  
Donald Siuta  
Bernice Radle  
Edreys Wajed

### Ex-Officio Members:

Bill Geary (Commissioner of Erie County Department of Public Works)  
David Bojanowski (Designee for County Executive Mark Poloncarz)

### Other Attendees:

Tracy Cichocki (Deputy Commissioner of Buildings and Grounds)  
Thomas E. Baines (Deputy Commissioner of Planning & Economic Development)  
Monica Boutin (Project Coordinator)  
Natalie Tan (Architect, Erie County Department of Public Works)

### 1. Roll Call and Declaration of Quorum:

- The Arts in Public Places Committee was called to order by Chairwoman Wajed at 12:03PM, roll call was taken by Monica Boutin and a quorum was declared present.

### 2. Approval of Draft Minutes:

- Upon motion by Ms. O'Connor Baird and seconded by Ms. Radle, the Draft Minutes were unanimously approved.

### 3. Call to Artists Launch (10/15/2024)

- Mr. Baines discussed the approvals required by the Committee to launch the Call to Artists on October 15<sup>th</sup> and demonstrated the website & online application process. Discussion ensued regarding insurance requirements in

the Call for Artists document. Mr. Baines and Mr. Geary agreed to work with Erie County Department of Law on this subject.

4. Unfinished Businesses:

a. Conflict of Interest Policy

- Upon motion by Ms. Radle and seconded by Ms. O'Connor Baird, the Conflict of Interest Policy was unanimously adopted.

b. Whistleblower Policy

- Upon motion by Mr. Wajed and seconded by Ms. Radle, the Whistleblower Policy was unanimously adopted.

c. Certifications

- All Committee Members present signed the Conflict of Interest and Whistleblower Policy Certifications. Committee members agreed to review the policies and recertify every year at the annual meeting.

5. Document Review:

a. Call to Artists

- Chairwoman Wajed led the document review. Ms. Tan proposed that a line be added to the effect that the Committee reserves the right to select one, or more, or no artists.
- Chairwoman Wajed proposed that a question regarding the artist's team be added to the application.
- Ms. Radle proposed that the insurance requirement should be more prevalent in both the Artist Budget section and the Submission Requirements section. Discussion ensued about the possibility of Erie County offering insurance to artists. Mr. Geary agreed to look into this possibility. Ms. O'Connor Baird supported this idea. Mr. Wajed and Chairwoman Wajed noted that artists with experience working on the scale required in this Call for Artists would likely be insured as these are large projects, but the Committee could provide some assistance navigating insurance requirements if the need arises (and Erie County is unable to offer artists insurance).
- Discussion regarding the size of the Convention Center led to the suggestion that the document be amended to indicate that the Committee would be open to one or more murals at the Convention Center.
- Chairwoman Wajed proposed that a line be added to the effect that contractors must be licensed as necessary.
- Ms. Tan proposed that the point structure from the Selection Criteria and Scoring Rubric be added to the Call to Artists document.
- Upon motion by Mr. Wajed and seconded by Ms. O'Connor Baird, the Call to Artists document, with modifications as discussed, was unanimously approved by the Committee.

b. Selection Criteria, Scoring Rubric

- Mr. Wajed proposed that the line “Are the materials resistant to vandalism/graffiti?” be amended to focus more on the maintenance plan presented by the artist.
- Ms. Tan suggested that each subcategory on the rubric be assigned a specific number of points. Discussion ensued. The Committee agreed to maintain the current structure and use the subcategories as guiding prompts with more flexibility.
- Ms. Boutin noted that the “Erie County resident” subcategory on the rubric and criteria should be removed for clarity because the Committee agreed at the September 25th meeting that all Artists should be Erie County residents, and therefore non-county residents would be ineligible.
- Upon motion by Ms. Radle and seconded by Mr. Wajed, the Selection Criteria and Scoring Rubric documents, with modifications as discussed, were unanimously approved by the Committee.

6. New Business

- Ms. O’Connor Baird requested to discuss the question of copyright at the next meeting.

7. Resolutions – None

8. Adjournment

- Upon motion made by Mr. Wajed, and seconded by Ms. Radle, the meeting was adjourned at 1:27PM.