

CITY OF ROCKVILLE  
Cultural Arts Commission Meeting Minutes  
Meeting Date: Wednesday, June 11, 2025  
Meeting Time: 7:00 pm

Link for WebEx meeting recording:

<https://rockvillemd.webex.com/rockvillemd/ldr.php?RCID=2af6044f22239277e08dccb5ca6a43f1>

Attendees:

- Commissioners: Karen Askin, Melissa Beattie, Frances Bevington, Cristin Cash, Susan Hoffmann, Howard Jung, Liz Ortuzar, Brian Rogers
- City Staff: Mayor Monique Ashton; Linda Moran, Assistant to the City Manager; Anne O'Dell, Arts and Culture Program Manager, Staff Liaison

7:02 pm - Call to Order: Karen Askin, Commission Chair

Arts and Entertainment District Information Session: David Mitchell, Program Director, County Arts Development and Arts & Entertainment Districts

- David explained the benefits of arts and entertainment districts, including tax incentives and economic revitalization opportunities.
- The application process for designating an arts district is complex and requires significant stakeholder engagement.
- Rockville's potential for an arts district was discussed by Commissioners.
- Commissioners discussed accessibility factors, such as parking and public transport, that are essential considerations in the application for an arts district.

Approval of Minutes of the Previous Meeting: Karen Askin

- Motion made to approve by Liz Ortuzar.
- Motioned seconded by Frances Bevington.
- Votes in favor: Karen Askin, Melissa Beattie, Frances Bevington, Cristin Cash, Susan Hoffmann, Liz Ortuzar, Brian Rogers
- Howard Jung abstained from voting.

Chairperson Report: Karen Askin

- The report acknowledged Commissioner Cristin Cash's contributions as her term ended June 30, 2025, and expressed gratitude for her work.

Mayor Report: Mayor Monique Ashton, The Mayor and Council Liaison joined the meeting at 8:11 pm. No report was given.

Staff Report: Anne O'Dell, Arts and Culture Program Manager and Staff Liaison

- Staff report highlighted May 2025 performances and upcoming events for city managed arts programs.
- Commission will implement a process for members to propose agenda items for future meetings beginning in August 2025.
  - Commissioners will email agenda items to the Commission Chair who will add them to a meeting agenda.
- Flow of Communications to Staff: Commissioners would like to know the date of the ribbon cutting for Swim and Fitness Center.

#### Committee Updates

- Art in Public Places - Temporary Works Committee: Francis Bevington
  - Updates given for current public art projects.
- Art in Public Places - Permanent Works Committee: Liz Ortuzar
  - Updates given for current and new public art projects.
  - Karen Askin joined the Art Selection Committee for David Scull Park.

#### Old Business: Karen Askin

- No old business.

#### New Business: Karen Askin

- Review of CAC Annual Report
  - The Commission will need to vote on the final draft of the Annual Report at its July 2025 meeting.
  - Suggestions were made for the final draft of the CAC's Annual Report to the Mayor and Council.
  - Goals for Fiscal Year 2026 included recommending to the city staff:
    - Strategic planning. Members emphasized the importance of aligning arts planning with broader city goals for economic development.
    - Community Engagement and program with Montgomery College.
    - Exploration of an Arts and Entertainment District designation.
  - Karen Askin will draft the goals for the report.
- Commission vote to draft a letter to the City Manager regarding AED Designation.
  - Discussion initiated on pursuing an arts and entertainment district designation, emphasizing the need for community support and partnerships.
  - The group expresses curiosity about establishing an Arts and Entertainment district but lacks necessary information.
  - Concerns arise about feasibility, resources, and the need for a strategic plan before proceeding.
  - Previous council discussions on districts indicate ongoing interest despite uncertainties caused by COVID-19.
  - Motion to vote in favor of Karen Askin drafting a letter recommending city staff pursue an Arts and Entertainment District designation made by Susan Hoffmann.

- Seconded by Liz Ortuzar
- Votes in favor: Karen Askin, Melissa Beattie, Frances Bevington, Cristin Cash, Susan Hoffmann, Liz Ortuzar, Brian Rogers
- Howard Jung abstained from voting.

Announcements: Karen Askin

- No announcements.

Motion to adjourn made by Susan Hoffmann.

- Motion seconded by Liz Ortuzar
- Votes in favor: Karen Askin, Melissa Beattie, Frances Bevington, Cristin Cash, Susan Hoffmann, Liz Ortuzar, Brian Rogers
- Howard Jung abstained from voting.

Meeting adjourned at 8:45 pm.