



LEWISVILLE PUBLIC ART ADVISORY COMMITTEE MEETING MINUTES

December 1, 2025

Lewisville Town Hall

- I. **Call to Order** – Chair John Armbruster called the meeting to order at 6:00 PM. In attendance were John Armbruster, Barbara Campbell, Elizabeth Miller, Deirdre Mullen, Sarah Reece, Daniel Robinson, Rebecca Scherbak, Town Clerk Angie Lord, and Town Customer Service Representative/Event Coordinator Michelle Bennett.
- II. **Agenda Approval** – Deirdre Mullen moved to approve the agenda. Barbara Campbell seconded the motion and motion passed unanimously.
- III. **Minutes Approval** – Deirdre Mullen requested the minutes to be amended to reflect she was absent from the November 3, 2025 meeting. Daniel Robinson moved to approve the November 3, 2025 minutes as amended. Deirdre Mullen seconded the motion and motion passed unanimously.
- IV. **Clerk Report**
 - A. Call for Art Deadline – January 9, 2026
 - i. Flash drive – Committee Pick Up January 12th – Town Clerk Angie Lord stated the deadline for submittals had been changed to January 9, 2026; and the Committee would need to collect flash drive and jury sheets on January 12th.
- V. **New Business**
 - A. Art Show Logistics
 1. Jurying Process
 - i. Closed session – January 20th @ 5:30PM – Barbara Campbell explained the jurying process. Discussions took place regarding a potential second closed session to jury artwork; and ideas to identify youth submissions. Elizabeth Miller suggested a star shape as an identifier for youth. Sarah Reece will provide a google doc jury sheet.
 2. Notify Artist – January 23rd – Town Clerk Lord explained staff would notify artist following the closed session.
 3. Art drop off – February 18th 3pm-6pm – need one volunteer – A volunteer schedule will be determined at the January 5, 2026 meeting.
 4. Art set up – February 19th – 11am – need one volunteer – A volunteer schedule will be determined at the January 5, 2026 meeting.
 5. Hanging Logistics (measurement and placement discussions) – Chair John Armbruster presented a “to scale” idea. It was the consensus of the Committee to use foam board and scaled photos for artwork placement. Chair John Armbruster will prepare boards and print scaled photos for the closed session. Town staff to provide submission information to Sarah Reece and John Armbruster on January 5 for google doc and placement board preparations.
 - a. Reception – February 20th 4:30pm – 6:30pm
 - i. To Do List
 1. Table/tablecloths – Town staff will set up 8 high-top tables with tablecloths.
 2. Table décor arrangements – Barbara Campbell stated she would prepare the table arrangement.
 - a. Town cups – Town staff to collect.

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- i. Paint brush – Dei Deirdre Mullen and Daniel Robinson will provide paint brushes.
 - ii. Flowers – Barbara Campbell to purchase and submit receipt.
 - iii. Baby breathe – Barbara Campbell to purchase and submit receipt.
 3. Food – Discussion took place regarding food for the reception. It was the consensus of the Committee to provide similar snacks that was purchased for the Shallowford art reception (cookies, square bites, fruit). Town staff will order from Lowes Food.
 - a. Plates, forks, napkins
 4. Beverage – The Committee requested water and lemonade to provided. Town staff to purchase.
 5. Art labels – Discussion took place regarding the art labels to include the name of the piece, artist name, medium and price.
 - a. Tent cards – Town staff to purchase tent cards and frog tape for art labels.
 6. Artist name badges – Discussion took place regarding staff creating name badges for artists; and to have a table in the front reception area with name badges for easy collection upon entry.
 7. Large event poster- Town Clerk Lord to purchase event poster from Staples.

Discussion continued regarding Art banners to be placed in front of the Mary Alice Warren Community Center by February 10, 2026.

II. Old Business

- A. Public Art Long Range Plan – Ranking (July 2025 Review) – Town Clerk Lord provided a copy of the long-range plan rankings from the July 2025 meeting.
- B. Permanent Art Submissions – Chair Armbruster opened the floor for discussion regarding permanent art submissions. Town Clerk Lord shared information from jury sheets with the top two selections being Beauty for Ashes by Amy Cruz and Lady Painting by Betty Tysor. Discussions took place regarding submitted artwork; the need to utilize allocated budget; review of submissions in the 2026 art show; and selection of one piece. Barbara Campbell made a motion to purchase Lady Painting by Betty Tysor for \$200. Deirdre Mullen seconded the motion and motion carried unanimously. The committee requested staff place an article in an upcoming Town of Lewisville Newsletter. Town Clerk Lord to order a plaque to place under the artwork.
- C. Committee Survey – Town Clerk Lord distributed copies of the survey’s received. Chair John Armbruster requested members to review and prepare for discussions at the January 2026 meeting.

III. For the Good of the Order

- A. Next Meeting – January 5, 2026 – Deirdre Mullen requested committee members to send Community Day ideas to her in preparation for the December 15th sub-committee meeting.

- IV. **Adjournment** – Chair John Armbruster moved to adjourn the meeting. Sarah Reece seconded the motion and motion carried unanimously.

ATTEST:

Angela Lord, Town Clerk

John Armbruster, Chair

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