

ART IN PUBLIC PLACES BOARD
TUESDAY, SEPTEMBER 7, 2004 9:00 A.M.

BUILDING, ZONING, AND PLANNING DEPARTMENT
CONFERENCE ROOM, 2ND FLOOR ROOM 250

1. Attendance
2. Approval of Minutes: August 3, 2004
3. Mural Status Report
 - a. Ernestine McKay to submit narrative of each vignette and biography of artist
 - b. Board to hire a company to manufacture the display
 - c. Unveiling event - Sept 30, 2004
4. Village Council Action:
 - a. Acquisition and Loan Program Guidelines approved Nov. 10, 2003
 - b. Gift Guidelines approved August 31, 2004
5. Donation of Artwork by Rosa de la Cruz
 - a. Apply gift criteria
5. Village Lights at the Community Center Grand Opening - Cesar Trasobares to provide a budget at the meeting
6. Review Draft Master Plan
7. Cesar Trasobares Contract and Scope of Services for Fiscal Year 2005
8. Review of Work Program and Schedule
9. Public Comments
10. Next Meeting Date:
11. Adjournment



ART IN PUBLIC PLACES LOAN PROGRAM GUIDELINES

Loan Program Guidelines

Administration of the Program

1. The Board will develop an inventory of potential sites for art placement. Site selection must consider display conditions, safety of art and uses of area where artwork will be sited.
2. Supporting maintenance and insurance must be provided for all loaned works.
3. Term of loan shall be determined based on the site and where the work will be displayed.
4. Lenders shall execute a contract governing the length of the loan, the location of artwork and appropriate clauses for extending or terminating loan, as needed.
5. Information about artwork shall be developed and posted for public information and education.
6. All loans shall be accepted without compensation and no promise of future acquisition. Artworks must not be placed on market while on display in public sites.
7. Artwork shall not be sold or have prices. The name of the piece and artist may be displayed in a discrete manner adjacent to the artwork.
8. Selected works must be displayed in highly visible areas.
9. Information about artwork shall be developed and posted for public information and education.
10. All loans shall be accepted without compensation and no promise of future acquisition. Artworks must not be placed on market while on display in public sites.
11. Works for the loan program shall be identified by Board members or by suggestions presented in response to periodic Call for Artworks.

Selection Criteria:

1. Artworks will be considered with artistic excellence as the primary criterion.
2. Artworks will be selected from professionals, non-professionals, and students.



ART IN PUBLIC PLACES GIFTS OF ARTWORK GUIDELINES

The Art in Public Places Board will review all proposed gifts of works of art to the Village and make recommendations to the Council on a case-by-case basis. The Board will forward a recommendation to the Village Council only in those cases where the Board recommends that the Council accept the artwork.

Potential Donors of Art will submit images and a description of work to the APP committee through VKB staff. Each artwork must be presented through a dossier including images, information on artist, technical details of work and any relevant references. The Board will review this information to make a recommendation to the Council. In some cases, the Board may request to inspect work or may ask for further documentation on work and artist.

In all cases, artworks will be considered with artistic excellence as the primary criterion. The Board will apply the formal **Artist Selection Criteria** and the **Artwork Review Criteria** to evaluate all proposed gifts of art to the Village.

The APP Board will manage the evolving art collection, and will make recommendations for permanently installing works in all public spaces of the Village.

The Village Council will review the recommendation of the APP Board for every artwork to be formally accepted and added to the Village's cultural collections.

Once an artwork becomes part of the Village Art Collection, information about artist and work shall be developed and disseminated for public information and education.

Donors will be provided with documentation of their gifts of works of art to the Village, in line with applicable guidelines.

Artist Selection Criteria

1. Selected artists demonstrate professional practice and accomplishment through their work, and, if applicable, to public art. (These will be evaluated as documented by materials submitted by artists.)
2. Excellence in artists' vision and working practice –as determined by the material submitted— embodies enduring artistic qualities.
3. Artists have experience in comparable projects or have demonstrated professional competence to undertake a site installation that involves collaboration with various professionals.
4. Artists are skillful in traditional, mechanical or digital/electronic media as demonstrated by the slides.
5. Artists have a 'fit' with community and planned uses for site. The artist has an understanding of the community and planned uses of the site
6. In considering potential artworks, the Board must take into account: Artworks must reflect the cultural and ethnic diversity of the Village without deviation from a standard of excellence.
7. Artworks must be appropriate for site.
8. Construction, permanence and maintenance of artwork must be addressed with appropriate Village staff and/or consultants, if needed.
9. Likelihood that artist will complete work within the available budget in a timely manner.
10. Once the program begins, future artworks and artists will be considered in the context of already acquired/commissioned artworks.

Artwork Review Criteria

In considering potential artworks, Board must take into account:

1. Artworks must reflect the cultural and ethnic diversity of the Village without deviation from a standard of excellence.
2. Artworks must be appropriate for site.
3. Construction, permanence and maintenance of artwork must be addressed with appropriate Village staff and/or consultants, if needed.
4. Likelihood that artist will complete work within the available budget in a timely manner.



2004 ART IN PUBLIC PLACES WORK PROGRAM AND SCHEDULE

Meeting Date and Task Dates	TASKS
Jan 14 Meeting	Review and finalize material Committee members give staff e mail lists, galleries, and artist lists Cesar obtains artists lists, County list, and gives to staff
Jan 22	Approval Artist Selection Criteria Reviews e mail lists and publications-VKB staff to place advertisements and blast e mail Cesar to get County list of artists and give to VKB staff who will mail out Call to Artists Approves the final Call to Artist Publication Reviews webpage (work in progress) Requests Art in Public Places Program Budget Spreadsheet
Jan 28	Cesar approves Website Links, submits e mail lists to staff Maite complete places advertisement in publications Jud completes e mail lists and read to blast County mailing list ready to be mailed
Feb 10 Meeting	Board authorizes the issuance of Call to Artists
Feb 18	Cesar submits outline for Master Plan for Committee review and approval Cesar submits Artwork Loan Program and Gift Procedures
Feb 20	Link on website established, all advertisements and e mails sent, Call to Artists sent to County list
Mar 2 Meeting	Review of draft outline for Master Plan Requests the Chair to contact the Mayor to request that two (2) members of Art Board be appointed to the Crandon Boulevard Master Plan Implementation Committee
Mar 16, 2004	Presentation from consultants: Crandon Boulevard Master Plan Implementation Committee Bus tour to identify sites for public art.
April 6 Meeting	Board reviews Draft sites for artwork in public right of way.
May 4 Meeting	Board approves final sites for artwork in the public right of way. Board approves Gift Procedures Village Lights presentation at opening of Community Center discussed
May 21	Deadline for artists submissions
May 24 Meeting	Board starts review of submissions (93) and determines which ones do not meet minimum qualification

June 1 Meeting	Board continues to evaluate submissions which have been marked "yes" and "maybe" Board identifies top submissions for interviewing
	Board interviews short list and selects Artist and artwork for consideration by Council
Aug 3	Board approves Loan and Gift Criteria recommends Council action Board approves location of Key Biscayne Mural in the Community Room of Village Hall subject to Ernestine McKay submitting narrative of each vignette and timeline. Board to schedule 'Unveiling Event' Board considers Village Lights show at Community Center Grand Opening Board schedule Oct 15 as deadline to receive mock-ups from each of the three (3) artists
Sept 7 Meeting	Board reviews draft Art Master Plan
Oct 5 Meeting	Board approves final Master Plan and submits for Council review
Oct 15	Deadline for "mock-ups" from each of the three (3) artists
Nov 5 Meeting	Board selects artist and artwork Board approves Art Master Plan
Nov	Staff negotiates agreement with artist and submit for Council approval
Dec 7	Board initiates discussion of Second Artwork RFP
Dec 7	Council approves artist, artwork, and contract Council approves Art Master Plan
Jan -June 2005	Oversee fabrication and development of Artwork

**VILLAGE OF KEY BISCAYNE
NOTICE OF PUBLIC MEETING REGARDING THE
ART IN PUBLIC PLACES BOARD**



PUBLIC NOTICE IS HEREBY GIVEN THAT THE ART IN PUBLIC PLACES BOARD WILL HOLD A PUBLIC MEETING ON SEPTEMBER 7, 2004, 9:00 A. M., IN THE BUILDING, ZONING, AND PLANNING DEPARTMENT CONFERENCE ROOM OF VILLAGE HALL (SECOND FLOOR), 88 W. MCINTYRE STREET KEY BISCAYNE, FL 33149. THE PURPOSE OF THE PUBLIC MEETING IS TO DISCUSS ART IN PUBLIC PLACES PROJECTS. INTERESTED PARTIES ARE INVITED TO APPEAR AND BE HEARD OR SUBMIT WRITTEN COMMENTS TO THE BUILDING, ZONING, AND PLANNING DIRECTOR TO THE BUILDING, ZONING, AND PLANNING DIRECTOR AT 88 W. MCINTYRE STREET, KEY BISCAYNE, FL 33149. IF YOU HAVE ANY QUESTIONS WITH RESPECT TO THIS MATTER PLEASE CALL 305 365 8908.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS WHO ARE DISABLED AND WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE VILLAGE CLERK, 88 WEST MCINTYRE STREET, KEY BISCAYNE, FLORIDA 33149, TELEPHONE NUMBER (305) 365-5511, NOT LATER THAN TWO BUSINESS DAYS PRIOR TO SUCH PROCEEDINGS.

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT A MEETING OR HEARING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED (F.S.286.0105).

COMMENTS OF ANY INTERESTED PARTY RELATIVE TO THIS MATTER MAY BE SUBMITTED IN WRITING AND OR PRESENTED IN PERSON AT THE PUBLIC MEETING.

NOTICE IS HEREBY GIVEN THAT ONE OR MORE MEMBERS OF THE VILLAGE COUNCIL OR VILLAGE COMMITTEES MAY BE ATTENDING THIS MEETING.

IF YOU HAVE ANY QUESTIONS WITH RESPECT TO THIS MATTER PLEASE CALL 305 365 8908.

Posted in the Village Hall