

DRAFT**Mayor's Council on the Arts
Intern Discussion
September 5, 2025**

Chair Kerry Falwell, Deputy Director of Parks, Recreation, and Cultural Arts Pam Page, RP Funding Center Director Cindy Collins, Assistant City Manager Ashley Stathatos, Deputy City Clerk Heather Bradman and Assistant to the City Clerk Trish Edwards were present.

The meeting began at 11:04 am. The purpose of the meeting was to discuss the need and options for an intern for the Mayors Council on the Arts.

Ashley Stathatos stated that there are intern positions within the City that have not been filled. The Council will need to get permission from the City Manager to obtain an intern. A City intern is required to report to a City staff member, in this situation, possibly with Parks, Recreation and Cultural Arts or RP Funding Center. Kerry Falwell has been in contact with Tranice McGriff from Human Resources to discuss the process.

In reviewing the job description for an intern, the attendees discussed:

- Does the Council have enough work to keep an intern busy for a full 20 hours a week? The consensus of those in attendance was probably not.
- Many things in the job description should be done through the City Clerk's Office:
 - Attend and provide support at all MCA meetings
 - Prepare meeting agendas, minutes and presentations
- Grants
 - Grants need to be distributed in accordance with the Sunshine Law; the Grant Committee needs to meet with noticed meetings and recorded minutes, so nothing is misconstrued.
 - The Council has created grant guidelines. Katie Prenoveau is amending the current MCA resolution. There should be a section regarding this in the resolution.

Kerry Falwell stated she has been managing all the items on the intern job description on her own, including maintaining the LkldArts website, Facebook and Instagram accounts. She would like an intern to administer the grant program and marketing. The Council has approximately \$85,000 in a fund but Kerry Falwell does not want to use that for marketing. The funds need to be distributed in the same way as a grant.

Those in attendance decided to explore other options to assist with this work, not through an intern, but through City staff. The Council discussed:

- Others on the Mayor's Council on the Arts that may be interested and able to help.
- Ashley Stathatos said there are staff personnel in the City Manager's office that could take on some of the burden.

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- Consider using a marketing person from the RP Funding Center to work on the LkldArts website.
- Marketing, digital communication and content could possibly be done by the Communications Department.
- The LkldArts website could become a page on the City of Lakeland website. This could increase traffic and visibility to LkldArts but could diminish the LkldArts brand.
- Should the Arts be included in Economic Development since it does help to further the economy within the City?

Polk Arts and Cultural Alliance (PACA) is a group that advocates for and promotes Polk County Artists. There are fees for joining, however, Kerry Falwell said she would speak to Daryl Ward, the Executive Director for PACA, and member of the MCA.

Regarding the grant process, Heather Bradman has sent a grant notice to the members of the MCA. As grant applications are received, they will be sent to the City Clerk's office. The City Clerk's office will schedule and notice a meeting for the Grant Committee to review and vote on the distribution of grants. One of the Clerks will attend the meeting to take minutes, so it is in compliance with the Sunshine Law.

There was discussion about the process of other cities. Some cities have a full-time employee or Arts Department. Ashley Stathatos said she would speak with Melissa Stoller, the City's Grant Writer, about submitting a grant for a full-time City employee.

Ashley Stathatos stated she will speak with Kevin Cook, Communications Director, and with Brian Rewis, Community and Economic Development Director, to see if their departments are able to assist with marketing and other tasks.

Kerry Falwell is going to share access information to the website, and other applications with Heather Bradman.

The meeting concluded at 12:22pm.