

Nashville Music, Film & Entertainment Commission Meeting

Tuesday, October 24th, 2023

5:30pm CT

Howard Office Building, Sonny West Conference Center

Present:

- Jeffry Gordon
- Hazel Joyner Smith
- Peter Kurland
- Trey McClarnon
- Michael Montgomery
- Brian Sexton
- Willie J Simms
- Sarah Trahern

Vice-Chairman Jeffry Gordon, Presiding

Also present were:

Derrick Smith, Marjorie Pomery-Wallace

There was not a quorum present for the beginning of the committee meeting so any items requiring a vote were delayed until later in the meeting.

The planned meeting of the Bylaw committee was not able to take place due to the Open meetings act and enough notification.

Discussion on centralized meetings of distribution and a reminder that Committee members cannot send materials directly to each other. These will ultimately go through our staff liaison but in the interim, materials may be able to be distributed in the preparation packet before the committee meeting along with the agenda coming from metro government...in the short time Derrick Smith at Metro Legal.

Derrick Smith from Metro legal presented the department's Ethics Presentation for Metro Boards, Commissions, ad Officials addressing improper benefits, conflicts of interest, Open Meeting Act, Metro Board of Ethical Complaints and procedures, and general best practices. A copy of that deck is attached to these minutes. In addition, Mr. Smith will return to do this presentation to those not in attendance at the meeting.

The presentation outlined Open Meetings act regulations and conditions around board conduct. As a reminder, the Open Meetings act cannot communicate, share documents or deliberate outside of public meetings. All materials should go through a Government channel.

Items covered (see attached)

- Metro Board of Ethical Conduct, complaint procedures and penalties.
- Other topics included bias and guidelines for recusal, sharing of pertinent information gathered outside of the commission meetings and best practices for making informed decisions.
- Discussion and questions around the use of email, meeting documentation and open meeting notice requirements.
- Notice for public comment
- Process for the creation of subcommittees

Contact: Derrick Smith Department of Law, Derrick.smith@nashville.gov

A quorum was established during Mr. Smith's presentation.

Meeting was called to order by Vice Chair Jeffry Gordon.

A motion to approve the minutes from the previous meeting on 10/11/2023 was made and seconded. There was unanimous approval of the minutes.

The commission moved on to a discussion of the budget set aside for the Music, Film and Entertainment office with Metro Nashville. There is a \$100,000 allocation for the Executive Director in the code itself.

Among the points identified in the code are:

- Assisting the Entertainment Industry with securing necessary permitting
- Building relationships for Community Engagement
- Assisting with Location Scouting
- Establishment of relationships with Metropolitan Nashville Departments & Non governmental partners
- Any additional actions as determined to carry out the duties and responsibilities of this chapter.

Otherwise the position is open to be defined by the commission.

Committee discussed the hope for Commission to more fully define the position and share with Shannon Hall from Metro HR. The chair estimated that the hiring process will take 2-3 months.

Of the \$100,000 allocation, the chair noted that this consists of both Salary and benefits.

The chair introduced Ken Hartlage of the Metro Finance Budget Office

He noted that there is approximately \$60,000 for Salary, \$26,700 for fringe benefits and \$13,300 for advertising and Promotion. He noted that there might be able to be slight adjustments in allocations

He noted that this is designated for Fiscal Year '24 which ends June 30 2024.

There was committee discussion on hiring a temporary ED or a PT Executive Director as well as necessary skillsets for a FT person. Also it was clarified that Metro code does not require that an employee live in Davidson County.

The need for a job description and timeline for hiring the position was discussed as well as parameters around the budget. The expectations, background, and skill set of the potential candidates were discussed in general. It was discussed to form a subcommittee to further define the responsibilities and qualifications for the Executive Director of the commission .

The next few tasks identified are to solidify bylaws, select Commission Secretary and Chair to select Committee Chairs (Film, Television and Diversity as create subcommittees, have the chairs of the subcommittees work together to create the scope for the executive director responsibilities and budget.

It was discussed that at the next meeting, the commission would discuss and select subcommittee chairs for the 3 Subcommittees outlined by the original Charter. The minutes reflect that if a member of the Commission is interested in serving as a chair of one of the three councils, they should make it known.

There was discussion on appointing a commission secretary to help facilitate communication and creation of minutes and agendas. After discussion, this was officially postponed until the next meeting. . volunteers to serve on a subcommittee to find the job responsibilities of the executive director. Peter, Sarah, Mike, Brian raise their hands. Jeff

If someone is interested in serving as Secretary or as a Council Chair, they can raise their hands to Derrick to be communicated to the Chair.

Peter, Mike, Brian, Sarah and Jeffrey expressed interested I working on the job description.

A motion was made to establish a committee to write a job description for the executive director position This motion was seconded was made and seconded. A verbal vote was taken where all said yes, and the motion passed.

There was discussion about the upcoming meetings that the commission had originally set at the prior meeting. It was recommended that commission members go to the Metro Commission calendar of events to track the future meetings of the commission and locations. There was discussion about Metro room availability as well as staffing issues with the number of commissions. The next meeting is confirmed to be at Howard school and there is discussion about trying to have the Bylaws subcommittee meet before the full Commission meeting so that we have something to review.

Metro room availability questions and commission members' ability to speak publicly about the council questions are raised and answered. Location for next meeting is confirmed for the Howard building. Location options for committee meetings were discussed.

Chair Gordon gave an update on his initial meetings with the Mayor's office staff and message and communication. It was reminded that we are developing this commission from scratch. It was discussed that our upcoming session on the bylaws is important as well as the previously discussed selection of the Subcommittee Chairs. It was also suggested that the commission create a planning calendar at an upcoming meeting to help guide the work of the group.

It was discussed to have Metro HR present at an upcoming meeting to discuss Metro's hiring processes and practices.

The next meeting is planned for November 7 pending scheduling from Metro employees. The Committee chair is going to work with liaisons from the Mayor's office to look at the planned schedule for the rest of the year.

A motion and second was made to adjourn this committee meeting.

APPROVED, this 16th day of February 2024.

Signature on File _____
Max A. Butler, Chair

Signature on File _____
Marshall McClarnon, Secretary