

Alexandria Commission for the Arts – Regular Meeting

Tuesday, May 16, 2023

7:00 pm

Lee Center, Conference Room #4
1108 Jefferson St., Alexandria, VA 22314

MEETING NOTES

- I. Call to Order. With a quorum present, Chair Brian Kelley began the meeting at 7:04 pm. See [Attachment 1](#) for the meeting agenda. Note: Since the last regular meeting, Arts Commissioner Sumrien Ali resigned, and newly appointed Commissioner Jason Longfellow took the oath of office.
- II. Roll Call. See [Attachment 2](#) for the Attendance Sign-In Sheet.
- III. Public Comment. There was no public comment.
- IV. Approval of Minutes/Record
 - a. Tuesday, April 18, 2023, Regular Meeting. The April minutes were approved unanimously without edits.
- V. Chair Report. Brian Kelley gave the Chair Report. See [Attachment 3](#). For the Spring Retreat agenda see [Attachment 4](#).
- VI. Committee, Liaison, and Task Force Updates
 - a. Outreach Committee – Ryan Belmore reported that there are currently three open slots for Arts Commissioners to be appointed by City Council.
 - b. City Council Committee – No report
 - c. Waterfront Commission Liaison – No report
 - d. Alexandria Arts Alliance Liaison – Jason Longfellow reported on recent Arts Alliance activities.
 - e. ACPS Update – No report
 - f. Grants Task Force. Paul Painter and Dawn Rogala reported that 31 grant applications are in the process of being scored by the Task Force.
- VII. Annual Workplan Task Force
 - a. Appointing Community Members and 1-2 Commissioners. Allison Heck moved, with a second by Dawn Rogala, to appoint Jason Longfellow and Ryan Belmore to the Annual Workplan Task Force. See [Attachment 5](#). The motion passed 8-0-0. The appointment of Community Members was tabled for further consideration.

(Diane Ruggiero encourages Commissioners to email her the names and contact information of potential Community Stakeholder for this and other Task Forces.)
- VIII. Nominations Committee.
 - a. Announce Executive Committee Slate. With the two Committee heads not in attendance, Brian Kelley presented their slate of candidates: Brian Kelley as Chair, Ryan Belmore as 1st Vice Chair, Allison Heck as 2nd Vice Chair, and Gayle Converse as

Secretary.

- IX. West End Transitway Public Art Task Force
 - a. Appointment of Project and Community Stakeholders. This item was tabled for further consideration.
- X. Office of the Arts Division Update. Diane Ruggiero gave a brief overview of on-going projects. For the full report, see [Attachment 6](#).
 - a. Presentation on the Public Arts Archive. Meika Daus shared progress made on uploading images and text of Alexandria public art onto the Public Art Archive. The Archive is a free, continually growing (wiki), online and mobile database of completed public artworks throughout the U.S. and abroad. See <https://explore.publicartarchive.org/alexandria-public-art>.
- XI. Torpedo Factory Art Center Update. Diane Ruggiero shared that Phase 1 of the artist jurying is complete. 80 artist applicants are vying for a third of the studio spaces at the Art Center.
- XII. New Business. Diane Ruggiero posted a playlist of six videos under “Site See: Two Boxes of Oranges” on the City of Alexandria, Virginia’s official government YouTube channel. The short videos combined audio interviews of artist Nina Cooke John with video clips and photos of the Site See installation.
- XIII. Good of the Order and Announcements
- XIV. Adjournment. Brian Kelley ended the meeting at 9:00 pm.

Alexandria Commission for the Arts - Meeting

Tuesday, May 16, 2023

7:00 – 9:30 pm

Lee Center

Conference Room #4

1108 Jefferson St., Alexandria, VA 22314

- I. Call to Order (7:00 pm)
- II. Roll Call (5', 7:00 – 7:05 pm)
- III. Public Comment (5', 7:05 – 7:10 pm)
- IV. Approval of Minutes/Record (5', 7:10 – 7:15 pm)
 - a. Tuesday, April 18, 2023 Regular Meeting
- V. Chair Report (10', 7:15 – 7:25 pm)
- VI. Committee, Liaison, and Task Force Updates (30', 7:25 – 7:55 pm)
 - a. Outreach Committee – Ryan Belmore (5', 7:25 – 7:30 pm)
 - b. City Council Committee – Dawn Rogala (5', 7:30 – 7:35 pm)
 - c. Waterfront Commission Liaison – Marcee Craighill (5', 7:35 – 7:40 pm)
 - d. Alexandria Arts Alliance Liaison – Gayle Converse (5', 7:40 – 7:45 pm)
 - e. ACPS Update – Betty Amron (5', 7:45 – 7:50 pm)
 - f. Grants Task Force (5', 7:50 – 7:55 pm)
- VII. Annual Workplan Task Force (10', 7:55 – 8:05 pm)
 - a. Appointing Community Members and 1-2 Commissioners.
- VIII. Nominations Committee (10', 8:05 – 8:15 pm)
 - a. Announce Executive Committee Slate
- IX. West End Transitway Public Art Task Force (10', 8:15 – 8:25 pm)
 - a. Appointment of Project and Community Stakeholders
- X. Office of the Arts Division Update – Diane Ruggiero (20', 8:25 – 8:45 pm)
 - a. Presentation on the Public Arts Archive
- XI. Torpedo Factory Art Center Update – Diane Ruggiero (5', 8:45 – 8:50 pm)
- XII. New Business (15', 8:50 – 9:05 pm)
- XIII. Good of the Order and Announcements (25', 9:05 – 9:30 pm)

Alexandria Commission for the Arts – Meeting Agenda

XIV. Adjournment (9:30 pm)

**Times are approximate. Please allow for the possibility that some items or the meeting in general may run longer than announced.*

ATTENDANCE SIGN-IN SHEET

ALEXANDRIA COMMISSION FOR THE ARTS
ALEXANDRIA, VIRGINIA

Meeting: Regular

Date: Tuesday, May 16, 2023

Meeting Place: Lee Center

COMMISSION MEMBERS:	(Please Sign Name)
Brian Kelley, Chair	<i>Brian Kelley</i>
Allison Heck, 1 st Vice Chair	<i>Allison Heck</i>
Ryan Belmore, 2 nd Vice Chair	<i>[Signature]</i>
Gayle Converse, Secretary	PHONED IN
Betty Amron	
Christina Calloway Baucom	
Marcee Craighill	
Chris Kurowski	
Jason Lonfellow	
Paul Painter	<i>P. Painter</i>
David Pritzker	<i>David Pritzker</i>
Dawn Rogala	<i>[Signature]</i>
Tiffany Williams	
CITY STAFF	
James Spengler, Director, RP&CA	
Diane Ruggiero, Deputy Director, Cultural Arts	<i>Diane Ruggiero</i>
Cheryl Anne Colton, Program Director	
Brett Johnson, TFAC Director	
Meika Daus, Public Art Senior Manager	<i>Meika Daus</i>
Matthew Harwood, Public Art Manager	<i>[Signature]</i>

Chair Report

May 2023

Introduction

While it may not seem quite yet, the Commission is gearing up for an uptick of activity. Here at the Executive Committee, we have been planning both for the monthly May meeting, but also the Spring Retreat (more on that in the next section). Additionally, our election cycle is in-progress with the Nominations Committee hard at work and we have grants to award by the June meeting, which means everyone will be reviewing the applications shortly.

Spring Retreat

A reminder that our retreat is Saturday, May 13, 10:00 – 2:00 pm at Charles Houston Recreation Center, a few days before our monthly meeting. **NOTE: Prior to the retreat, Commissioners will have a minor piece of homework:** you will want to share with the rest of the Commission a single artwork that is in the neighborhood in which you live/work in the city. It does not need to be an official work of city-owned public art. It does not need to be an artwork that you think everyone else already knows (in fact, it should be the opposite). It should be an artwork that is in some way publicly accessible, even if it is something like a sculpture on someone's front yard. It should also be something you can share by way of a photo (such as on your phone). Knowing the exact location is good, too. Artist name, title, date, etc. is all great if you can find it. As I anticipate some Commissioners may have more questions about this homework, I want to empower you to use your best judgement and pick something, but again be aware that you will need to be able to share some kind of image of the artwork with the rest of us (merely talking about the art simply will not do – bring a picture). **You want to have this prepared before the retreat.**

Please refer to the retreat agenda for a more complete accounting of what we will be doing Saturday morning.

Annual Workplan Task Force

Each cycle, we have the Annual Workplan Task Force to identify new sites for public art. Unlike public art task forces, which are created for the purpose of commissioning a single work, and which can last until completion of the work, this task force should meet only a few times over the next few months before disbanding. It is an ideal opportunity for someone who want to volunteer in a more intensive and short-term basis. We are looking for one to two Commissioners to serve. It is my hope that the Spring Retreat may help inspire the Annual Workplan Task Force in terms of some starting ideas.

Nominations Committee

The Nominations Committee will present a slate of candidates for the Executive Committee to the Commission.

Other Items

Additional items for May include a staff presentation on the Public Arts Archive going public and appointment of community stakeholders for the West End Transitway Public Art Task Force.

As always, if you have any questions or comments, please feel free to reach out to me.

Sincerely,

Brian Kelley

Chair, Alexandria Commission for the Arts

Alexandria Commission for the Arts – Spring Retreat

Saturday, May 13, 2023

10:00 am – 2:00 pm

Charles Houston Recreation Center
901 Wythe St, Alexandria, VA 22314

- I. Call to Order (10:00 am)
- II. Roll Call (5', 10:00 – 10:05 am)
- III. Ice Breaker Activity (55', 10:05 – 11:00 am)
 - a. Each Commissioner will briefly discuss what neighborhoods they live/work in Alexandria, using provided maps. Additionally, they will share an example of an artwork in the neighborhood that they think may not be well known to the rest of the Commission. This artwork does not need to be city-owned public art. It could be privately owned but should be publicly accessible. *Commissioners should prepare for this by bringing an image of the artwork (such as a photo on a phone) along with any known information (ex: artist, title, date, location) prior to the retreat.
- IV. Break Out Group Brainstorm (45', 11:00 – 11:45 am)
 - a. Break out into groups of 3-4 people based on geography (ie: people who live on the east side of the city or the west side of the city). Using provided maps and stickers mark the sites of public art, art organizations, performance venues, and other art and culture sites of interest for that area of the city. Consider including “hidden” art and culture sites such as restaurants that exhibit original art, coffeeshops that do open mic nights. The intention of this exercise is to make new connections. Such connections could be used in the future to better recruit community stakeholders and suggest possible areas of interest for future public art (such as in the Annual Art Workplan).
- V. Group Presentation Part I (15', 11:45 – 12:00 pm)
 - a. First group to present findings.
- VI. Lunch (30', 12:00 – 12:30 pm)
- VII. Group Presentation Part II (30', 12:30 – 1:00 pm)
 - a. Remaining groups to present findings.
- VIII. Field Trip (60', 1:00 – 2:00 pm)
 - a. Field trip to Alexandria Black History Museum, 902 Wythe St., across the street.
- IX. Adjournment (2:00 pm)

ALEXANDRIA COMMISSION FOR THE ARTS

REGULAR MEETING

Tuesday, May 16, 2023

Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
Allison Heck	Dawn	Yes-- 8 No-- 0 Abstained--
ACA Motion		
Agenda Item #:		
Motion:		
To appoint Ryan + Jason to the Annual Workplan Task Force.		

OFFICE OF THE ARTS DIVISION SUMMARY

This summary is a brief narrative of activities and actions that have been taken since the previous Division Update. The Office of the Arts ACA Update is also shared with other Recreation, Parks & Cultural Activities commissions and staff and becomes part of the monthly minutes for the Arts Commission.

If you have any questions or require additional information/clarification, please review the following section(s) of this report or contact the appropriate staff in the Office of the Arts.

Highlights

- The artist reception for Studio KCA has been postponed to late summer/fall. But Jason from Studio KCA will be here next week to tour the site and the city and meet with key staff and people in the city.
- The *Public Art Archive* will have an official launch on May 23, 2023.
- The Arts Program Grant Task Force will have their meeting to discuss applications on Tuesday, June 13th from 2 – 6pm. Arts Commissioners will have access to the applications on Wednesday, May 17th. As a reminder, Commissioners must review all applications prior to the funding discussion on Tuesday, June 20th.

Public Art At-A-Glance:

Public Art Project	Status
Wilkes Street Park	Developing the Concept Proposal
Old Town North Stormwater Covers	Fabrication
Colasanto Spray Park	Fabrication
Site/See 2023	Completed
Site/See 2024	Approving the Contract
South Circle Park (Block 32)	Developing the Artist Pool
West End Transitway	Setting Project Goals & Parameters

Staff Contact Info:

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Director, Office of the Arts
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Activation
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Brett Johnson
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PUBLIC ART PROJECTS

Wilkes Street Park

Lead Agency

Office of the Arts

Artist

Eto Otitigbe

Project Scope

Commission permanent public art for the redesigned park

Task Force Members

Chris Kurowski, Judy Heiser, Ana Vicinanza

Current Status (per project development process)

Developing the Concept Proposal

Next Steps

Staff is working with the artist to refine the concept and bring it back to the task force for review and discussion.

Anticipated Completion

TBD

Old Town North Stormwater Covers

Lead Agency

Office of the Arts

Artists

Yoshiko Ratliff, Matt Long, and Dana Scheurer

Project Scope

Work with the community to bring City-commissioned public art to the OTN Arts District

Task Force Members

Gayle Converse, Carolyn Griffin, Ryan Whitaker, Gavin Pellitteri

Current Status (per project development process)

Fabrication

Next Steps

The contract with the fabricator has been signed and work is allowed to proceed. Casting is expected to take 10-12 weeks.

Anticipated Completion

August, 2023

PUBLIC ART PROJECTS

Colasanto Spray Park

Lead Agency

City of Alexandria Park Planning

Artist

Béatrice Coron

Project Scope

Commission a permanent artwork for redesigned park space and gateway

Task Force Members

Beth Znidarsic, Amol Deshpande, Bernard Johnson, Gayle Reuter

Current Status (per project development process)

Fabrication

Next Steps

Béatrice has begun fabrication of the stelles. Due to procurement delays, the construction of the park may be later than originally anticipated.

Anticipated Completion

Fall, 2023 (tentative)

Site/See: New Views in Old Town 2024

Lead Agency

Office of the Arts

Artist

TBD

Project Scope

Commission new, temporary, site-specific public art for Waterfront Park at the foot of King Street for 2024.

Task Force Members

Christina Calloway, Tiffany Williams, Claire Mouldoux, Clint Mansell, Jack Browand, and Nicole McGrew

Current Status (per project development process)

Approving the Contract

Next Steps

The artists will visit Alexandria in May to tour the City and meet with key people. A reception will be held in late summer/early fall 2023.

Anticipated Completion

March 2024

PUBLIC ART PROJECTS

South Circle Park (Block 32)

Lead Agency

Office of the Arts

Project Scope

Commission an artist to join the park design team and design public art for South Circle Park.

Task Force Members

Tiffany Williams, Dawn Rogala, Tristan Wright, Robert Arzola, Don Hoover, Ana Vicinanza

Current Status (per project development process)

Developing the Artist Pool

Next Steps

The Task Force has reviewed the applications and will discuss their selection of which artist(s) to interview.

Anticipated Completion

Fall, 2023

West End Transit Corridor

Lead Agency

Transportation & Environmental Services (T&ES)

Project Scope

Work with T&ES to integrate new public art into the project.

Task Force Members

Allison Heck, Brian Kelley

Current Status (per project development process)

Setting Project Goals & Parameters

Next Steps

Staff will set a meeting with the appointed members to identify community stakeholders.

Anticipated Completion

TBD

MISCELLANEOUS PROJECT(S)

Potomac Yard Metro

Lead Agency

WMATA

Project Scope

Include public art in the new Potomac Yards metro station.

Task Force Members

N/A

Next Steps

Artist Rob Ley has been contracted for the project.

Anticipated Completion

May, 2023

Public Art Task Force Roster

Public Art Project Task Forces

The Commission for the Arts will form an ad hoc Public Art Project Task Force for each project that the Program undertakes. The ad hoc Task Force will convene on an as needed basis to advise on the development of each project.

The Task Force will: Advise Office of the Arts staff on the development of Public Art Project Plans and recommend the Plan to the full Commission; Review artist portfolios and recommend selection of an artist to the full Commission; Report to the Commission on its activities on a monthly basis, and; Review artist concepts and recommend approval of concepts to the full Commission.

Artist Residency (on hold)

1. Chris Kurowski*
2. TBD (Arts Commissioner)

Site/See: New Views in Old Town

1. Tiffany Williams*
2. Christina Calloway*
3. Jack Browand (proj. stakeholder)
4. Claire Mouledoux (proj. stakeholder)
5. Clint Mansell (comm. stakeholder)
6. Nicole McGrew (comm. stakeholder)

Old Town North Stormwater Cover Task Force

1. Gayle Converse*
2. TBD (Arts Commissioner)
3. Gavin Pellitteri (proj. stakeholder)
4. Carolyn Griffin (comm. stakeholder)
5. Ryan Whitaker (comm. stakeholder)

South Circle Park Task Force

1. Dawn Rogala*
2. Tiffany Williams*
3. Don Hoover (proj. stakeholder)
4. Ana Vicinanza (proj. stakeholder)
5. Tristan Wright (comm. stakeholder)
6. Robert Arzola (comm. stakeholder)

West End Transit (WET) Corridor

1. Allison Heck*
2. Brian Kelley*
3. TBD (proj. Stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. TBD (comm. stakeholder)

Wilkes Street Park Task Force

1. Chris Kurowski*
2. Marcee Craighill*
3. Ana Vicinanza (proj. stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. Trini Rodriguez (ex-officio)

Del Ray Gateway Task Force

1. TBD (Arts Commissioner)
2. TBD (Arts Commissioner)
3. Beth Znidersic (proj. stakeholder)
4. Amol Deshpande (LSG) (proj. stakeholder)
5. Gayle Reuter (comm. stakeholder)
6. TBD (comm. stakeholder)

*Arts Commissioner

Public Art Planning & Project Development Process

	DESCRIPTION
Identifying the Project in the Annual Plan	<ul style="list-style-type: none"> Projects are identified in the Public Art Workplan, a document developed annually by the Office of the Arts with input from the Workplan Task Force. The Public Art Workplan is approved by the Arts Commission and by City Council.
Setting Project Goals and Parameters	<ul style="list-style-type: none"> Once a project has been initiated, the Arts Commission establishes a Public Art Project Task Force specifically for that project. Office of the Arts staff, with input from the Project Task Force, develops a Public Art Project Plan. This plan includes goals, location, timeline and budget; the artist selection process and community engagement process; and a list of internal and external stakeholders for the project. The Project Plan is approved by the Arts Commission.
Developing the Artist Pool	<ul style="list-style-type: none"> Based upon the approved Project Plan, the Office of the Arts develops a pool of artists and collects qualifications for the Project Task Force to review. The pool of artists can be collected through an open competition, pre-qualified artist list, curatorial process or invitational. Artist qualifications generally include a cover letter from the artist expressing their interest in the project, a resume, and examples from the artist's portfolio with a corresponding description of each project.
Selecting the Finalists	<ul style="list-style-type: none"> The Project Task Force reviews artist qualifications based on criteria outlined in the approved Project Plan. Depending on the process in the approved Project Plan, the Project Task Force can select a single artist based upon qualifications, or a small number of finalists (generally three to five).
Selecting the Artist	<ul style="list-style-type: none"> If finalists are selected, they may be: <ul style="list-style-type: none"> Paid a stipend to develop a concept proposal and present that proposal to the Project Task Force. Interviewed by the Project Task Force. A combination of the above. The Project Task Force recommends selection of an artist to the Arts Commission based upon the Concept Proposal and/or interview.
Approving the Contract	<ul style="list-style-type: none"> The Office of the Arts develops a contract agreement with the artist. The agreement is approved by the City Manager or City Council, depending on the size of the contract.
Approving the Concept Proposal	<ul style="list-style-type: none"> The selected artist develops a Concept Proposal, if that was not a part of the artist selection phase. The Office of the Arts facilitates community engagement conducted by the artist as part of their process of developing a Concept Proposal. The Project Task Force reviews the Concept Proposal and recommends it to the Arts Commission for approval.
Approving Final Design	<ul style="list-style-type: none"> The Office of Arts conducts a review of the final design documentation provided by the artist for both technical considerations and to ensure it is in conformity with the approved concept proposal. The Office of the Arts facilitates technical reviews by other City staff as required. The Office of the Arts signs off on the Final Design.
Fabrication	<ul style="list-style-type: none"> In most cases, the artist is responsible for fabrication. The Office of the Arts monitors fabrication to ensure it is on schedule and in conformity with the approved design. In some cases, the Office of the Arts will play a more direct role in overseeing the fabrication of artwork, with the artist acting in an advisory role.
Installation	<ul style="list-style-type: none"> The Office of the Arts works with the artist, relevant City Departments, and other stakeholders to schedule and facilitate installation.

ARTICLE K - Alexandria Commission for the Arts¹¹

• **Sec. 2-4-90 - Creation, composition and organization.**

(a) There is hereby established a standing commission known as the Alexandria Commission for the Arts.

(b) The commission shall consist of 16 members to be appointed by the city council. The composition of the commission shall be as follows:

- (1) four members shall have expertise in the arts, including, but not limited to, arts educators, professional practitioners of various art disciplines and professional administrators working in the arts;
- (2) three members shall have specific expertise in visual arts either as professional practitioners of visual art, curators of visual art, or as professional arts administrators currently working in the field;
- (3) three members shall represent the public at large, as arts consumers or participants;
- (4) three members shall be professionals in fields relevant to arts and cultural development, including cultural planning, marketing, finance, funding, tourism, promotion, non profit organizational development, and real estate development;
- (5) two members shall be professionals in the field related to the visual appearance of the cityscape, such as architecture, environmental design, landscape architecture or urban design; and
- (6) one member shall be a student who resides in the city and attends a high school located in the City of Alexandria.

(c) Members of the commission shall be appointed in the manner prescribed by article A of this chapter. The members shall serve for a term of three years, except in the case of an appointment to fill the unexpired portion of a term. (Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)

• **Sec. 2-4-91 - Function; powers; duties.**

(a) The functions of the commission shall be as follows:

- (1) to advise city council with regard to policies that will strengthen the arts and further public access to the arts and cultural matters identified by the city council;
- (2) to establish and periodically review criteria and standards for arts grant applications for city funds and accountability for the use of such funds; the allocation from such funds to eligible organizations and activities as may be appropriated by the city council for such purpose;
- (3) to review the public art annual work plan as developed by the office of the arts and a work plan task force and make recommendations to the city council as part of the budget process;
- (4) to review and approve public art project plans for specific public art projects, and to review and approve artist selection and concept development;
- (5) to create committees and task forces, as necessary, to focus on public art project development and artist selection;
- (6) to review proposals for donations of public art and commemorative art and make recommendations to the city council;

- (7) to collaborate with the office of the art on public art project evaluations; and
 - (8) to support public communication and outreach as related to the arts and;
 - (9) to serve as citizen liaisons to city planning initiatives when public art is involved.
- (b) The commission is empowered to adopt rules and regulations in regard to procedure and other matters so long as the same are not inconsistent with the city code, including, but not limited to, the establishment of committees, through which to carry on its functions and purpose.
- (c) A commission chair, vice-chair and secretary shall be elected annually by the commission members at the organization meeting designated in the commission's bylaws. (Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)