

## Alexandria Commission for the Arts – Special Meeting

Tuesday, December 12, 2023

7:00 pm

Torpedo Factory Art Center, Overlook Room  
105 North Union Street., Alexandria, VA 22314

### MEETING NOTES

- I. Call to Order. Chair Brian Kelley began the meeting at 7:00 pm with a quorum present. See [Attachment 1](#) for the meeting agenda.
- II. Roll Call. See [Attachment 2](#) for the Attendance Sign-In Sheet. Note: Hosai Rasuli was appointed by the City Council in November and took the oath as the new student Arts Commissioner.
- III. Public Comment. There was no public comment.
- IV. Approval of Minutes.
  - a. Tuesday, November 14, Special Meeting. The Arts Commission approved the November minutes without edits.
- V. Chair Report. Brian Kelley gave the Chair Report. See [Attachment 3](#).
- VI. Committee, Liaison, and Task Force Updates.
  - a. City Council Committee. Dawn Rogala and Tiffany Williams. No report.
  - b. Alexandria Arts Alliance Liaison. Gayle Converse reported on recent Arts Alliance's activities.
- VII. Grants Task Force. Brian Kelley gave an overview of the role and responsibilities of the Grants Task Force.
  - a. Appoint Commissioners. Dawn Rogala moved, with a second by David Pritzker, to appoint Catherine Dehoney and Robin Jordan to the Grants Task Force. See [Attachment 4](#). The motion carried 14-0-0.
- VIII. Office of the Arts Staff Updates
  - a. Torpedo Factory Art Center Update. Meika Daus gave a Torpedo Factory Center update. See [Attachment 5](#).
- IX. New Business
  - a. Arts Commissioners discussed participating in the Ballyshanners St. Patrick's Day Parade on Saturday, March 2. Jason Longfellow currently possesses the Arts Commission's parade banner.
- X. Good of the Order and Announcements
- XI. Adjournment. With no further business to conduct, Brian Kelley ended the meeting at 8:19 pm.

## Alexandria Commission for the Arts - Meeting

\*Special Meeting - Tuesday, December 12, 2023

7:00 – 8:15 pm

Torpedo Factory Art Center

Overlook Room

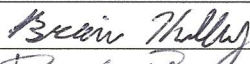
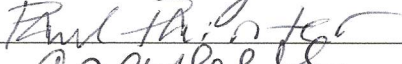

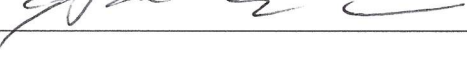

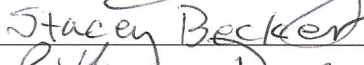
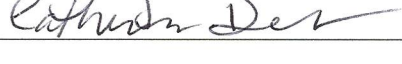
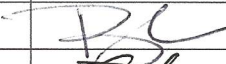

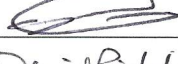
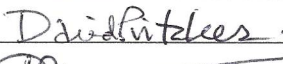
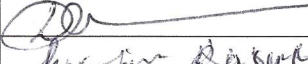



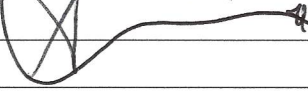
105 N Union St, Alexandria, VA 22314

- 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 (5', 7:10 – 7:15 pm)
  - a. Tuesday, November 14, Regular Meeting
- V. Chair Report (10', 7:15 – 7:25 pm)
- VI. Committee, Liaison, and Task Force Updates (10', 7:25 – 7:35 pm)
  - a. City Council Committee – Dawn Rogala (5', 7:25 – 7:30 pm)
  - b. Alexandria Arts Alliance Liaison – Gayle Converse (5', 7:30 – 7:35 pm)
- VII. Grants Task Force (15', 7:35 – 7:50 pm)
  - a. Appoint Commissioners
- VIII. Office of the Arts Staff Updates (10', 7:50 – 8:00 pm)
  - a. Office of the Arts Division Update – Meika Daus/Matthew Harwood
- IX. New Business (5', 8:00 – 8:05 pm)
- X. Good of the Order and Announcements (10', 8:05 – 8:15 pm)
- XI. Adjournment (8:15 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: Special Date: Tuesday, December 12, 2023 Meeting Place: Torpedo Factory Art Center

COMMISSION MEMBERS:	(Please Sign Name)
Brian Kelley, Chair	
Paul Painter	
Allison Heck, 2 <sup>nd</sup> Vice Chair	
Gayle Converse, Secretary	
Christina Calloway Baucom	
Stacey Becker	
Catherine Dehoney	
Marcee Craighill	
Robin Jordan	
Chris Kurowski	
Jason Longfellow	
David Pritzker	
Dawn Rogala	
Hosai Rasuli	
Tiffany Williams	
<b>CITY STAFF</b>	
James Spengler, Director, RP&CA	
Diane Ruggiero, Deputy Director, Cultural Arts	
Cheryl Anne Colton, Program Director	
Brett Johnson, TFAC Director	
Meika Daus, Public Art Senior Manager	
Matthew Harwood, Public Art Manager	



# Chair Report

December 2023

## Introduction

For our December meeting, we are doing things a little differently. We are meeting at the Torpedo Factory Art Center for the first time in what must be several years. It will be a shorter agenda and shorter meeting, to be followed by a holiday after party to which all (and anyone else would like to join us) are invited. We welcome our newest Commissioner, Hosai Rasuli, who occupies our position for ACPS high school student. Also, I want to thank everyone who joined us in the Scottish Walk on Saturday, December 2. Many thanks to Jason Longfellow for his work planning our participation in the parade with the Alexandria Arts Alliance.

## Meeting at the Torpedo Factory

Our meeting will be in the Overlook Room at the top floor of the Torpedo Factory. While Diane Ruggiero will not be at the meeting, while she attends the City Council meeting up the street in City Hall (discussing, of all things, the Torpedo Factory), we will have Meika Daus and Matthew Harwood. If you are arriving by car and thinking about parking, staff recommends that you use the Republic Parking Garage at 220 North Union between Cameron and Queen. It costs \$5 after 5 pm, and is a better price than other lots nearby.

## Grants Task Force

While we do not necessarily have to make the appointment this month, given that the agenda is lean, I would like it if we had at least one action item to justify the meeting. This month, I would like to appoint two Commissioners to the Grants Task Force. Traditionally, yes, we do like to appoint one returning and one new Commissioner to this Task Force, though we do not have to. In brief review, the Grants Task Force reviews and scores Program Grant applications. All Commissioners will need to read and review these applications prior to approving the grants funding, however.

## Holiday After Party

We are planning to have a very casual after party at Daniel O’Connell’s Irish Restaurant & Bar (112 King St, Alexandria, VA 22314; hereafter: O’Connell’s). Again, all are invited. The party will start immediately following the adjournment of the Commission meeting.

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

## SPECIAL MEETING

Tuesday, December 12, 2023

Torpedo Factory Art Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
<i>Dawn Rogala</i>	<i>David Pitzker</i>	Yes-- <i>14</i> No-- <i>0</i> Abstained--
<b>ACA Motion</b>		
<b>Agenda Item #:</b>		
<b>Motion:</b> <i>To appoint Catherine Delaney            + Robin Jordan to the            Grants Task Force</i>		

## 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 RFQ (Request for Qualifications) for public art at the West End Transitway is live! To review the call (or send it to friends) click [here](#). The deadline to apply is January 8.
- Artist Eto Otitigbe gave a presentation about himself at the orientation for the “new” Wilkes Street Park Public Art Task Force. Eto is developing his concept proposal and is expected to share it with the Task Force in early 2024.
- The scope of work for the *Time & Place* curator has been developed and shared with candidates. If you know anyone who might be a good candidate, please let us know and we can send them the information. The deadline to apply is December 20, 2023.

### Public Art At-A-Glance:

Public Art Project	Status
Wilkes Street Park	Developing the Concept Proposal
Colasanto Spray Park	Fabrication
Site/See 2024	Approving the Final Design
South Circle Park (Block 32)	Approving the Contract
West End Transitway	Developing the Artist Pool
Torpedo Factory Garage Door Mural	Developing the Artist Pool
Time & Place 275 <sup>th</sup> and 250 <sup>th</sup>	Setting Project Goals & Parameters
Del Pepper Community Resource Center	Appoint Commissioners to Task Force

### Staff Contact Info:

Diane Ruggiero  
Deputy Director, RPCA  
Director, Office of the Arts  
diane.ruggiero@alexandriava.gov  
703.746.5590

Daniel Guzman  
Regional Program Director, Events & Public Space  
Activation  
daniel.guzman@alexandriava.gov  
703.746.5419

Matthew Harwood (commission liaison)  
Public Art Manager  
matthew.harwood@alexandriava.gov  
703.746.5432

Cheryl Anne Colton  
Regional Program Director, Cultural Resources  
cherylanne.colton@alexandriava.gov  
703.746.5565

Meika Daus  
Public Art Sr. Manager  
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703.746.5420

Brett Johnson  
Curator for Artistic Advancement  
brett.johnson@alexandriava.gov  
703.746.4577

# 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, Marcee Craighill, Ana Vicinanza

**Current Status (per project development process)**

Developing the Concept Proposal

**Next Steps**

The park will experience further design development which will require additional community engagement and a redesign of the artwork. Staff will work to identify community members to serve on the Task Force.

**Anticipated Completion**

TBD



## 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 Znidersic, 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, 2024 (revised)





# PUBLIC ART PROJECTS, cont'd

## Site/See: New Views in Old Town 2024

**Lead Agency**

Office of the Arts

**Artist**

StudioKCA

**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 Mouledoux, Clint Mansell, Jack Browand, and Nicole McGrew

**Current Status (per project development process)**

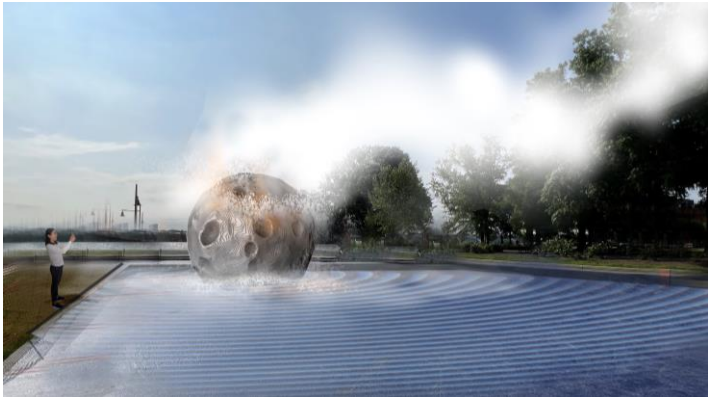
Approving the final design.

**Next Steps**

Once the final design is approved, fabrication will begin.

**Anticipated Completion**

March 2024



## South Circle Park (Block 32)

**Lead Agency**

Office of the Arts

**Artist**

DeWitt Godfrey

**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)**

Approving the Contract

**Next Steps**

The contract has been routed for signature and DeWitt has begun working with the design team.

**Anticipated Completion**

Early 2024 (design)



# PUBLIC ART PROJECTS, cont'd

## West End Transit Corridor

**Lead Agency**

Transportation & Environmental Services (T&ES)

**Artist(s)**

TBD

**Project Scope**

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

**Task Force Members**

Allison Heck, Brian Kelley, Gus Ardura, Donna Fossum, Reginald Arno

**Current Status (per project development process)**

Developing the Artist Pool

**Next Steps**

The RFQ (request for qualifications) has been posted on Café (callforentry.org). Artist deadline is January 8, 2024. The Task Force will receive the applications on Friday, January 12<sup>th</sup> for review and scoring.

**Anticipated Completion**

TBD

## Torpedo Factory Art Center Garage Door Mural

**Lead Agency**

Office of the Arts

**Artist**

TBD

**Project Scope**

Paint a mural on the new garage door on Union Street at Torpedo Factory Art Center.

**Task Force Members**

Marcee Craighill, Paul Painter, Taylor Chauncey, Saya Behnam, Jacqueline Michel, Lisa Schumaier, Matt Wise

**Current Status (per project development process)**

Developing the artist pool.

**Next Steps**

With the approved project plan, the RFQ is being developed by staff and will be posted on Café (callforentry.org)

**Anticipated Completion**

Late Spring, 2024



**PUBLIC ART PROJECTS, cont'd**

Time & Place Alexandria's 275<sup>th</sup> & America's 250<sup>th</sup>

**Lead Agency**

Office of the Arts

**Artist(s)**

TBD

**Project Scope**

Commission public art projects that foster exploration and dialogue about our region's history and its continued reverberations within our community today specifically tied to Alexandria's 27<sup>th</sup> anniversary in 2024 and America's 250<sup>th</sup> anniversary in 2026.

**Task Force Members**

TBD

**Current Status (per project development process)**

Setting Project Goals & Parameters

**Next Steps**

Appoint Task Force members.

**Anticipated Completion**

April – October 2024 and 2026



Del Pepper Community Resource Center

**Lead Agency**

Office of the Arts

**Artist**

TBD

**Project Scope**

Commission an original work of public art for the main lobby and adjoining wings of the Center.

**Task Force Members**

TBD

**Current Status (per project development process)**

Setting Project Goals & Parameters

**Next Steps**

Identify and appoint Task Force members.

**Anticipated Completion**

TBD

## 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.

#### **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)

#### **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)

#### **TFAC Garage Door Mural Task Force**

1. Marcee Craighill\*
2. Paul Painter\*
3. Lisa Schumaier (proj. stakeholder)
4. Saya Behnam (proj. stakeholder)
5. Taylor Chauncey (comm. stakeholder)
6. Jaqueline Michel (comm. stakeholder)

#### **Pepper Center Task Force**

1. TBD (Arts Commissioner)
2. TBD (Arts Commissioner)
3. TBD (proj. stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. TBD (comm. stakeholder)

#### **West End Transit (WET) Corridor**

1. Allison Heck\*
2. Brian Kelley\*
3. Reginald Arno (proj. stakeholder)
4. Donna Fossum (comm. stakeholder)
5. Gus Ardura (comm. stakeholder)

#### **Wilkes Street Park Task Force**

1. Chris Kurowski\*
2. Marcee Craighill\*
3. Ana Vicinanza (proj. stakeholder)
4. Sydney Strickland (proj. stakeholder)
5. Tanya Quinteros (comm. stakeholder)

#### **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)

#### **Time & Place Task Force**

1. Jason Longfellow\*
2. Gayle Converse\*
3. Ana Vicinanza (proj. stakeholder)
4. Katherine Glennon (comm. stakeholder)
5. Turner Houston (comm. stakeholder)

\*Arts Commissioner

## Public Art Planning & Project Development Process

	DESCRIPTION
<b>Identifying the Project in the Annual Plan</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Setting Project Goals and Parameters</b>	<ul style="list-style-type: none"> <li>Once a project has been initiated, the Arts Commission establishes a Public Art Project Task Force specifically for that project.</li> <li>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.</li> <li>The Project Plan is approved by the Arts Commission.</li> </ul>
<b>Developing the Artist Pool</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The pool of artists can be collected through an open competition, pre-qualified artist list, curatorial process or invitational.</li> <li>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.</li> </ul>
<b>Selecting the Finalists</b>	<ul style="list-style-type: none"> <li>The Project Task Force reviews artist qualifications based on criteria outlined in the approved Project Plan.</li> <li>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).</li> </ul>
<b>Selecting the Artist</b>	<ul style="list-style-type: none"> <li>If finalists are selected, they may be: <ul style="list-style-type: none"> <li>Paid a stipend to develop a concept proposal and present that proposal to the Project Task Force.</li> <li>Interviewed by the Project Task Force.</li> <li>A combination of the above.</li> </ul> </li> <li>The Project Task Force recommends selection of an artist to the Arts Commission based upon the Concept Proposal and/or interview.</li> </ul>
<b>Approving the Contract</b>	<ul style="list-style-type: none"> <li>The Office of the Arts develops a contract agreement with the artist.</li> <li>The agreement is approved by the City Manager or City Council, depending on the size of the contract.</li> </ul>
<b>Approving the Concept Proposal</b>	<ul style="list-style-type: none"> <li>The selected artist develops a Concept Proposal, if that was not a part of the artist selection phase.</li> <li>The Office of the Arts facilitates community engagement conducted by the artist as part of their process of developing a Concept Proposal.</li> <li>The Project Task Force reviews the Concept Proposal and recommends it to the Arts Commission for approval.</li> </ul>
<b>Approving Final Design</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The Office of the Arts facilitates technical reviews by other City staff as required.</li> <li>The Office of the Arts signs off on the Final Design.</li> </ul>
<b>Fabrication</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>Installation</b>	<ul style="list-style-type: none"> <li>The Office of the Arts works with the artist, relevant City Departments, and other stakeholders to schedule and facilitate installation.</li> </ul>

**ARTICLE K - Alexandria Commission for the Arts<sup>(1)</sup>**

• **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)