Meeting Information

Objective: To address Arts Commission business.
Date: 07-19-16
Time: Begin: 7:10 p.m. End: 9:30 p.m.
Location: Conference Room #4, Lee Center, 1108 Jefferson St, Alexandria, VA
Meeting Type: Regular Monthly Meeting
Called by: Matthew Stensrud, Chair
Note Taker: Cheryl Anne Colton, Regional Program Director, Office of the Arts
Facilitator: Matthew Stensrud
Timekeeper: Matthew Stensrud
Secretary/Minutes: Kate Elkins
Attendees: Catherine Ahern, Lisa Baranello, Beth Coast, Susan Cohen, Gayle Converse, Michael Detomo, Shirley Downs, Cara Frey, Betsy Hennigan, Michelle Kozlak, Allison Nance, Matthew Stensrud, and Karen Thomas
Absent: Kate Elkins, Susan (Amber) Gordon and Allison Heck
Vacancy(s): None
Observers: Don Viehm an, Torpedo Factory Artists’ Association
City Staff: Diane Ruggiero, Deputy Director, Cultural Arts, RPCA
Catherine Ahern, Regional Program Director, RPCA
Matthew Harwood, Public Art Manager, RPCA

Agenda items

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Call to Order: Matthew Stensrud</td>
</tr>
<tr>
<td>2.</td>
<td>Public Comments: Matthew Stensrud</td>
</tr>
<tr>
<td>3.</td>
<td>Approval of Minutes: Matthew Stensrud</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>June 21, 2016 Regular Meeting</td>
</tr>
<tr>
<td>4.</td>
<td>Chair’s Report: Matthew Stensrud</td>
</tr>
<tr>
<td>5.</td>
<td>Committee, Task Force and Liaison Reports: Shirley Downs</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Arts Education Committee Susie Cohen</td>
</tr>
<tr>
<td>b.</td>
<td>Simpson Park Task Force</td>
</tr>
<tr>
<td>c.</td>
<td>Waterfront Commission Liaison</td>
</tr>
<tr>
<td>6.</td>
<td>Office of the Arts Staff Report: Diane Ruggiero</td>
</tr>
<tr>
<td>7.</td>
<td>RECESS</td>
</tr>
<tr>
<td>8.</td>
<td>New Business:</td>
</tr>
<tr>
<td>9.</td>
<td>Torpedo Factory Update: Michael Detomo and Diane Ruggiero</td>
</tr>
<tr>
<td>10.</td>
<td>Annual Report Discussion:</td>
</tr>
<tr>
<td>11.</td>
<td>Good of the Order – Announcements: Matthew Stensrud and Members of Arts Commission</td>
</tr>
<tr>
<td>12.</td>
<td>Adjournment:</td>
</tr>
</tbody>
</table>

Discussion Summary

1
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Call to Order:</strong> Mr. Matthew Stensrud welcomed everyone and began the meeting at 7:10 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>2. Public Comments:</strong> Mr. Stensrud introduced Mr. Don Viehman, Torpedo Factory Artists’ Association and invited Mr. Viehman to speak. Mr. Viehman informed the Arts Commission that he wanted to attend the meeting today, should there be any questions related to the recent email that members received relating to the Torpedo Factory Art Center’s Trademark and other intellectual properties. Mr. Viehman said he was here to help clarify items in necessary. Mr. Stensrud thanked Mr. Viehman for his presence; he then closed the public comments portion of the meeting.</td>
<td></td>
</tr>
<tr>
<td><strong>3. Approval of Minutes: June 21, 2016 Regular Meeting:</strong> Mr. Stensrud informed the members that Ms. Amber Gordon (Fiscal Year 2016 secretary) was unable to review the minutes, and with this position being in transition between June and July, he requested the approval of the June 21, 2016 be deferred to the August 16 meeting. Unanimous consent by Arts Commission members. Mr. Stensrud requested Office of the Arts staff to forward both the June 21, 2016 and the July 19, 2016 draft notes to all of the Arts Commission members for their review prior to the August 16 meeting (<strong>ACTION ITEM #1</strong>).</td>
<td></td>
</tr>
</tbody>
</table>
| **4. Chair’s Report:** Mr. Stensrud reported that since the last Arts Commission meeting he:  
  - Has had in-person or telephone meetings with almost every Arts Commission member; and Pat Miller, Torpedo Factory Art Center Board member.  
  - Mr. Michael Cohen and he participated in a Visit Alexandria photo shoot. Watch for a Visit Alexandria video where they will appear.  
  - Prepared an Executive Committee meeting synopsis which highlighted conversations and discussion items from the meeting and was sent to the Commission directly following the meeting.  
  - Compiled a proposed set of Commission for the Arts for the City of Alexandria Meeting Norms (**ATTACHMENT #1**). Mr. Stensrud thanked the Arts Commissioners who contributed ideas for these meeting norms. He asked at this point, there is no need for the Arts Commission to vote on these norms, but to review them for a future discussion and take them into consideration.  
  - Edited the proposed next steps for the Arts Commission (**ATTACHMENT #2**). He requested the Arts Commissioners review these items, and provide additional feedback.  
  - Mentioned that a “parking lot” be developed for issues that are of interest to Arts Commissioners, but needed further study or investigation prior to bringing the issues to the Arts Commissioners. Question was posed, how will the “parking lot” issues be brought to the Arts Commission meetings? It was recommended that it was the responsibility of the member who had the “parking lot” issue to bring the issue to an Executive Committee meeting. The Executive Committee members and the Arts Commissioner would determine next steps for addressing the issue. Mr. Stensrud recommended that the “parking lot” issues be listed as such in the notes prepared by staff.  
  - Reminded Arts Commissioners that he will be sending out the agenda and corresponding items out on the Friday before the monthly meeting. He requested, to facilitate a complete meeting packet be sent that he receive all committee reports or other items on that Friday morning.  
  - Thanked Ms. Karen Thomas and Ms. Shirley Downs for assisting with collecting the Arts and Economic Prosperity 5 audience intercept surveys at the July 9, USA/Alexandria Birthday Celebration. Ms. Beth Coast and Ms. Kate Elkins were also thanked and in the fall will assist with collecting other audience intercept surveys. |   |
| **5. Committee, Task Force and Liaison Reports:**  
  a. Arts Education Committee: Ms. Shirley Downs distributed a report highlighting Key New Issues from the July 7 Patrick Henry Advisory Committee meeting (**ATTACHMENT #3**). She recommended that a follow-up letter from the Arts Commission which articulated the need for additional information about the measurements for the black box theater and the issues in the report. Ms. Downs with work with Mr. Stensrud in developing the letter (**ACTION ITEM #2**). |   |
b. Simpson Park Task Force: Ms. Diane Ruggiero informed the Arts Commissioners that the Simpson Park Task Force will be meeting within the next two weeks. The Task Force will review the concept report which was prepared by May + Watkins Design (ATTACHMENT #4). The report proposed four items:
1) Climb-on Seed Pod with lily stairs, pod bridge and leaf ramp;
2) Kinetic Play and Climb-on Pod;
3) Curved Seating; and,
4) Concrete and Mosaic Climb-on Seeds.

Once the Task Force meets, they will develop their recommendation for the Arts Commission to consider at its next meeting. The next community meeting is September 8. At this meeting May + Watkins Design will present scale models for the proposed project.

c. Waterfront Commission Liaison: Ms. Susie Cohen reported there was no report as the Waterfront Commission was on a Summer Break.

6. Office of the Arts Staff Report: Ms. Diane Ruggiero distributed the July Office of the Arts Division Update (ATTACHMENT #5). Items highlighted from the update:
- **Time & Place Projects** - The Office of the Arts will be issuing contracts to the selected artists: Sheldon Scott, and the artist team of Ms. Lauren Adams and Mr. Stewart Watson. An artist reception is planned for Tuesday, August 9. The artists will begin their research. Early projects will be launched in the fall with the main projects launching in the Spring 2017.
- **Traffic Box Wraps** – Twelve traffic control boxes in the West End of Alexandria were recently wrapped with the artist designs. Staff is working with the installation team on the finishing touches. An artist reception will be held on Tuesday, July 26, from 7 pm-9 pm at Clyde’s at Mark Center. Invitations will be sent to Arts Commissioners. Additionally, the traffic control box located at the King Street Gardens Park has also been wrapped. Office of the Arts staff worked with the artist team, and the King Street Gardens Park Foundation in preparing the text and design. Arts Commissioners were encouraged to visit all of the recently wrapped traffic control boxes.
- **Old Town North Small Area Plan** – Office of the Arts staff will work with the Old Town North Small Area Plan Task Force to determine the project options. It is anticipated that the Office of the Arts staff and Arts Commission members will make a presentation to the Old Town North Small Area Plan Advisory Committee to propose some temporary public art project.
- **Annual Work plan** – The Annual Work plan Task Force met on July 18, to review the list of projects. The next Task Force meeting will consist of a tour of the spaces in the City proposed for public art projects. If Arts Commission members have ideas of public art projects, they should send them to Ms. Allison Nance, Ms. Catherine Ahern and Ms. Diane Ruggiero.
- **Cultural Plan** – Cultural Planning Group, Inc., consultants for the development of the plan have completed their “listening tour” portion of the plan. They are in the process of writing a report with some of their findings from the “listening tour.” Once the report is available, the consultants will share with the Arts Commissioners and the Arts and Culture Plan Steering Committee so they can gather additional feedback. No dates have been set for these meetings.

7. RECESS: Mr. Stensrud requested a brief recess for Arts Commissioners (5 minutes)

8. New Business: No new business was presented.

9. Torpedo Factory Update: Ms. Diane Ruggiero reported on the following items:
- As of July 1, most of the full-time Torpedo Factory Art Center staff became full-time City employees. The sick days and vacation time they received, along with their years of service while Torpedo Factory
Art Center staff were transferred over when they because City employees. Some of the Torpedo Factory Art Center staff will be leaving.

- Mr. Eric Wallner, Torpedo Factory Art Center is contracted employee reporting to Ms. Ruggiero.
- The Torpedo Factory Art Center staff met with Mr. James Spengler, Director, Alexandria Department of Recreation, Parks and Cultural Activities.
- The Torpedo Factory Art Center Board entered into a contract with the City from July – September for the management of the Torpedo Factory Art Center. The City will be reimbursed for expenses in October when it officially takes over management of the Center.
- Ms. Ruggiero has weekly two-hour meetings with the Torpedo Factory Artists’ Association and other members interested in the Torpedo Factory. Agenda items are not set, but rather timely items are brought to the meeting and discussed. Arts Commissioners are welcome to attend these meeting.
- Next step with the transition is the revising and issuing of the artists leases. The artists’ leases will be issued by the middle of August, and will be due back in September.
- The Office of the Arts is working with the Planning and Zoning Department to develop a plan for community feedback on the management and other aspects of the Torpedo Factory Art Center. The plan will be developed and implemented in September/October. Once the plan is developed, it will be shared with the Arts Commissioners. A statistically accurate survey will also be part of the plan.
- Mr. Stensrud suggested that members of the Torpedo Factory Art Center Board (TFACB) attend the September Arts Commission meeting. The purpose for this component of the meeting would be for candid questions and answers between the Arts Commission and the TFACB. He directed Mr. Detomo to discuss with the TFACB to see if they would be interested. The idea of inviting members of the Torpedo Factory Artists’ Association was also discussed.
- A public hearing on the Torpedo Factory Art Center is anticipated to gather community feedback.
- Mr. Michael Detomo distributed the Wednesday, July 20 Torpedo Factory Art Center Board Meeting Agenda as a way of provided a report as the Torpedo Factory Art Center liaison (ATTACHMENT #6).
  
  Mr. Detomo pointed out the following items from the agenda:
  - Direction for the Torpedo Factory Art Center Board – the Board has contracted with an attorney who specializes in nonprofit organizations and the law to determine if the Board should dissolve, or be in some state of hibernation.
  - Intellectual Property Assets of the Torpedo Factory Art Center – the attorney is also helping to develop a recommendation for how to and/or what to do with the Torpedo Factory Art Center’s intellectual property assets, specifically, the name which has a trademark, and the new stylized logo. The stylized logo’s trademark will recently expire.
  - A decision for the direction of the Torpedo Factory Art Center Board will trigger what can or cannot be done with the intellectual property assets of the Torpedo Factory Art Center.
  - A possible decision might be to have the City hold these intellectual property assets “in trust.”
  - All of the Torpedo Factory Art Center Board meetings are open to the public. Minutes from previous meets are posted on the Torpedo Factory Art Center’s website. Arts Commissioners are invited to attend the Torpedo Factory Art Center Board meetings.

- **Annual Report Discussion:** Mr. Stensrud reported that Ms. Allison Nance and he will spearhead the development of the Fiscal Year 2016 Annual Report. He felt the Annual Report should be from the Arts Commission rather than Office of the Arts staff. Ms. Lisa Baranello offered to assist with the proofreading/editing. Approval of the Fiscal Year 2016 Annual Report will be an action agenda item for the August 16 Arts Commission meeting (ACTION ITEM #3). Mr. Stensrud mentioned that at a future Arts Commission meeting, members will develop a plan for collecting information for the Annual Report
throughout the year. He encouraged members to keep records for when, where and what meetings they attended along with the number of hours they spend on Arts Commission related activities.

11. Good of the Order – Announcements:
   - Ms. Allison Nance informed members that Ms. Allison Heck had her baby on July 9. Both mom and the baby are doing fine. At the August 16 Arts Commission meeting, Ms. Gayle Converse will bring a card for Arts Commissioners to sign for Ms. Heck for congratulations for the new baby.
   - Ms. Gayle Converse mentioned that she is coordinating Arts Commissioners to volunteer at the Alexandria King Street Art Festival on Saturday, September 17 (10 am – 7 pm) and Sunday, September 18 (10 am – 5 pm). If Arts Commissioners are available, they should email Ms. Converse.

12. Adjournment: Mr. Matthew Stensrud mentioned that all items were addressed from the meeting’s agenda, so the meeting adjourned at 9:30 pm.

### New Action Items

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The draft notes for the Arts Commission’s June 21, 2016 and the July 19, 2016 Meetings.</td>
<td>Office of the Arts Staff to Arts Commissioners</td>
</tr>
<tr>
<td>2</td>
<td>Follow-up letter to the Patrick Henry Advisory Committee articulating the need for additional information about the measurements for the black box theater.</td>
<td>Ms. Shirley Downs and Mr. Matthew Stensrud</td>
</tr>
<tr>
<td>3</td>
<td>Approval of the Fiscal Year 2016 Annual Report</td>
<td>Arts Commissioners</td>
</tr>
</tbody>
</table>

### Other Notes & Information

1. Proposed Set of Commission for the Arts for the City of Alexandria Meeting Norms
2. Proposed Next Steps for the Arts Commission
3. Key New Issues from the July 7 Patrick Henry Advisory Committee Meeting
4. Concept Report, prepared by May + Watkins Design
5. Office of the Arts Staff Report
6. Agenda for the Wednesday, July 20 Torpedo Factory Art Center Board Meeting

**“PARKING LOT” – Future Discussion/Agenda Items:**

- Lee Center Kaufman Auditorium/Center, 7-12-16, ACA Special Meeting, Michael Detomo
- Google Group Email: ALEXCOMMISSIONARTS.ALEXANDRIAVA.GOV, Visible to the public, just copy email on all correspondence, 7-19-16, ACA Monthly Meeting, Michael Detomo (This may be a bad idea).
- ACA “Budget” do we have $ for event participation, 7-19-16, ACA Monthly Meeting, Gayle Converse.
- Field Trips, 7-19-16, ACA Monthly Meeting, Gayle Converse.

Submitted by: Cheryl Anne Colton
Reviewed by: Kate Elkins
Approved by: Alexandria Commission for the Arts

Draft Notes Sent to Secretary 07-23-16
Draft Minutes Sent to Commissioners 08-12-16
Date:
Proposed Commission for the Arts for the City of Alexandria Meeting Norms

1. If we arrive late to a meeting, we step in quickly and quietly with as little interruption and excuse making as possible.
2. During the meeting, cell phones are put on vibrate or silent, not placed on the table or displayed, and checked as infrequently as possible during the meeting. We leave the meeting should we need to check social media, surf the web, text, or talk on the phone.
3. We respect all ideas, even the crazy ones and don’t talk down to, over, or dismiss anyone’s input. A good idea that was not heard hurts the entire team.
4. We value discussion and questioning as this is how we prevent team members from feeling resentment about decisions made during the meeting and from feeling that a decision was imposed upon them after the meeting.
5. The time to discuss and question a decision and offer a better idea/proposal is before the voting begins, not after the decision has been made.
6. We listen though our body actions and with our minds for understanding and to obtain consensus. We don’t “listen” while really thinking of how to respond.
7. We do not make our presence known during the meeting by excessive paper shuffling, coughing continuously, tapping, or other distracting behavior during the meeting. We leave the meeting should this behavior become necessary.
8. Every member is responsible for asking questions to make sure everyone understands what has been stated; ask for clarification of certain points; ask why that point is important; ask what viewpoints are not represented; and ask what has not been considered that is relevant to the issue?
9. When asking questions during public hearings, we ask open ended questions by removing “should” with “how” to encourage responses around interests and generate ideas instead of polarizing responses.
10. We manage our input by stating our opinion clearly and concisely. We don’t offer soliloquys, filibusters, or commercial advertisements as our input.
Alexandria Commission for the Arts

July 2016

Next Steps

• Agenda and corresponding items sent out Friday before the meeting
• Committees and Task Forces send reports to Chair by Friday morning before the meeting
• Brief agenda prior to and brief synopsis after Executive Committee meetings
• Alter agenda format to ensure less time pressure
• Create Public Hearing and/or Special Meeting when deemed necessary by the Commission
• Commissioners attend at least one performance/show/exhibit a month
• Time before Commission meeting for new business discussion
• Commissioners try to attend at least one Executive Committee meeting a year
• Parking Lot available during meeting for questions or ideas to be addressed later
• Community Meetings → Special Meetings/Public Hearings → Regular Meeting = more public input prior to decision-making
• If an agenda item brings a ‘red flag’, alert the Chair prior to the meeting so adequate time can be made for discussion
• Casual Commission get-togethers and/or group outings to arts events
• Orientation for new Commissioners and mentors to new Commissioners
Key New Issues from the July 7 Patrick Henry Advisory Committee Meeting.

1. The proposed BB Theatre is 75 to 150 seats rather than the 340 we had been previously told.

2. There was very little detail about measurements of classroom space, storage areas, heights etc. or indications re the kind of acoustical materials proposed or where electrical outlets, and speakers would be placed or the electrical voltage planned.

3. Most of the space of the middle classroom area is taken up with storage rather than usable classroom space which robs teachers of necessary classroom space.

4. ACPS is supposed to be conferring with the classroom teachers about the proposals but have not done so yet and do not appear to have included any additional space even though the size of the school is greatly increased. In fact the size of the Music Classroom space now proposed may be less that they have now. I am checking on that issue.

5. They have put the Custodian’s Office in the area where the BBT and Music Classrooms are which takes more music classroom space away. It should not be located in this area. Classroom musical instructional space should be of a higher priority.

6. They talked about lighting and acoustics but provided no detail.

7. Christopher Lewis, the School Board Advisory Committee Member, indicated that he had pressed the Superintendent to talk to Arts professionals but they hired a consultant anyway. He told me that he had a meeting with Dr. Crawley today and intended to bring up the issue again. He has been talking to Encore.

8. It might be possible to get additional usable performance and classroom space by taking the Custodian’s Office out of this area and by shifting storage spaces to other areas in the middle Music Classroom and have a movable wall between the BBT and the middle Music Room so that it could be opened up to a larger performance when called for.

9. The ceilings are 14 ft. in the BBT and Music Room so this would allow for lights and acoustical equipment in the ceiling and to use the risers for the seats but we have to make sure they keep it.

10. They have proposed a Theatre in the Round configuration for the BBT and have not indicated that they are going to have other configurations as well. The nature and character of a BBT is to have a flexible performance space.
11. There was no information re where the practice area for dance will be nor
information about flooring in the practice area, on the stage, the cafetorium
stage nor where mirrors might be mounted.

12. There is no common wall with the cafetorium so the issue of a shared stage is
moot.

13. One bit of good news is that in the visual arts area they have proposed kiln
space so we are better off than the situation at Jefferson Houston where the Kiln
was eliminated. I have an in with one of the former visual arts teachers because
she is the daughter-in-law of a friend of ours. However she is in Africa now so I
have to reach her via email. Will let you know anything I learn from that source.

14. There will be another meeting of the Patrick Henry Advisory Group in Aug.

The Principal is away this week but will be back next week and has asked to meet
with me. Lewis also asked that I do bullets on issues and to keep him advised of
our views. A couple of the other members of the Advisory Committee also asked
for this.

Suggested action: Do a further follow up letter from the Commission. I have
been working to get additional information about measurements and other issues
from from Erika Gulick. We will see if Lewis has any success with his meeting.
Plans Review – First Floor
Concept

General:
In response to the public meeting and the strong support for climb-on artworks, kinetics sculptures and seating, we have developed a new body of work.

Our footings for these pieces will not be significant within general construction, and we are hoping that the work can be rolled into GC, so that we can provide artwork instead of infrastructure.

The following artworks range from a 12 to 15-foot kinetic sculpture to intimate climb-on mosaic seeds. We think this range will provide a significant art presence for your new park. Three of the sculptures are located on the berm. The Curved Seating and climb-on Seed would be located at the far end of the open field. We hope this will create a dialog among the art works as the visitor moves from one art installation to the next.

1. Climb-on Seed Pod with lily stairs, pod bridge and leaf ramp
This climb-on sculpture on the ridge of the north berm, would be part of the Natural Play area. The sculpture would be for both children and adults, and provide a focus for the entrance and for natural play.

2. Kinetic Play and Climb-on Pod
Kinetic sculptures are also attraction displays. This sculpture features a concrete and mosaic pod so visitors have something to touch as well as see.

3. Curved Seating
These leaf/grass benches with high backs are curved to create a sense of intimacy and enclosure and encourage social dialogue.

4. Concrete and Mosaic Climb-on Seeds
Budget allowing, two intimate sculptures will punctuate the park with color.

Above: 4. Concrete and Mosaic Climb-on Seed
Left: Bollards at Florida Atlantic University
Concept

1. Climb-in Seed Pod
Climb the berm to the lily stairs, which take you up 3 1/2 ft into the Seed Pod. Then take the ramp down as you continue your ramble on the berm. We hope to integrate this piece into the landscaping, so that the sculpture spans several topographic levels (see plan on page 6).

This piece would be created using steel pipe and mesh for the structure and decorative elements. Plates of concrete and mosaic tile would enrich the exterior of the Pod, and create a sculptural, rich, organic look.

Above: Play structure at SWFS rooftop.
2. Kinetic Play and Climb-on Pod

This 12 to 15-foot kinetic sculpture, sited at the top of the berm would mark the north entrance. The concrete and mosaic Pod at the base of the sculpture would provide a tactile, full-body experience.

This piece would be created using steel pipe, aluminum sheet and kinetic elements. The pod base would have an exterior skin of concrete with embedded mosaic tile.
3. Curved Seating and
4. Concrete/Mosaic Climb-on Seed
3. These functional benches would bring the art components to other areas of the park. The seating would have high backs and curved forms to create a sense of intimacy and enclosure and encourage social dialogue.

4. The Seed would be an intimate artwork - kid scale, that viewers can touch as well as see.

Above: Knee Wall Seating and Leaf Sculpture
## Concept Level Budget

**Notes:**
At this point, we are $6,500 over budget. If we cut the concrete and mosaic seed sculptures we make it, but the sculptural elements are still developing and we are hopeful that we can do it all.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climb-in seed pod with lily stairs and ramp</td>
<td>25,000</td>
</tr>
<tr>
<td>Kinetic Play and Climb-on Pod</td>
<td>15,000</td>
</tr>
<tr>
<td>Curved Benches @ 6,000 each X 2</td>
<td>12,000</td>
</tr>
<tr>
<td>Small concrete and mosaic climb-on Seeds @ 3,500 each</td>
<td>7,000</td>
</tr>
<tr>
<td>Foundations</td>
<td>3,000</td>
</tr>
<tr>
<td>Engineer's notes - without stamp</td>
<td>1,500</td>
</tr>
<tr>
<td>Shipping</td>
<td>3,000</td>
</tr>
<tr>
<td>Installation</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>71,500</strong></td>
</tr>
</tbody>
</table>
PUBLIC ART PROJECTS

Time & Place

Lead Agency
Office of the Arts

Project Scope
Develop a program plan for contemporary public art in historic settings as recommended in the Plan.

Project Budget
$50,000 for the public art project

Task Force Members
Beth Coast, Kate Elkins, Liz Williams, Kathy Glennon, Michele Longo, Carol Reed

Update
The Office of the Arts is issuing contracts to the selected artists: Sheldon Scott, and artist team Lauren Adams and Stewart Watson. An artist reception is being planned for Tuesday, August 9th.

Next Steps
The artists will begin their research. Early projects will launch in the fall with the main projects launching in Spring, 2017

Anticipated Completion
Fall, 2016 – Spring, 2017 (with exhibit)

Simpson Park

Lead Agency
Office of the Arts

Project Scope
Add a public artist to the design team to integrate and install public art as part of the playground restoration.

Project Budget
$30,000 for artist administrative fees, $65,000 for fabrication and installation, $5,000 for artist interviews.

Task Force Members
Betsy Hennigan, Michelle Kozlak, Paul Linehan, Laura Fries, Dana Wedeles, Elisabeth Lardner

Update
May + Watkins have provided first drafts of their project ideas based on the input from the community meeting. These will be presented to the Arts Commission in July.

Next Steps
The next community meeting is scheduled for September 8th where May + Watkins will present their ideas and scale models of the proposed projects.

Anticipated Completion
FY17
PUBLIC ART PROJECTS, cont’d

Lake Cook

Lead Agency
Office of the Arts

Project Scope
Add a public artist to the design team to integrate and install public art as part of the lake/site restoration.

Project Budget
$20,000 for phase 1 design

Task Force Members
Allison Nance, Allison Heck, Stephanie Pankiewicz, Marcy Giannunzio, Umar Shahid, Matt Landes, and Sara DeGroot

Update
The contract with the artist has been signed. The artist is working with the design team on ideas for the project.

Next Steps
Project ideas will be presented to the Task Force in the summer.

Anticipated Completion
Summer, 2017

Traffic Box Wraps

Lead Agency
Office of the Arts

Project Scope
Wrap 12 traffic control boxes in the West End of Alexandria.

Project Budget
$25,000 ($4,000 for three artists, $21,000 for wraps and installation)

Task Force Members
Betsy Hennigan, Shirley Downs, Mary Welch Higgins, Serene F. Werblood, Matt Melkerson

Update
All of the boxes have been wrapped. Staff is working with the installation team on finishing touches.

Next Steps
An artist reception will be held on Tuesday, July 26th from 7-9 at Clyde’s at Mark Center.

Anticipated Completion
Completed!!
PUBLIC ART PROJECTS, cont’d

Trails & Paths

Lead Agency
Office of the Arts
Project Scope
Incorporate public art into various trails and paths throughout Alexandria.
Project Budget
$20,000 in FY16
Task Force Members
Cara Frey, Shirley Downs
Next Steps
Staff will talk with various departments and divisions to get an update on trails and to determine options. Staff will then meet with the ACA members of the Task Force to review project goals and scope.
Anticipated Completion
TBD

Old Town North Small Area Plan

Lead Agency
Planning & Zoning, Office of the Arts
Project Scope
Incorporate public art into the planning process for the OTN SAP.
Project Budget
$25,000
Task Force Members
Lisa Baranello, Shirley Downs
Next Steps
Staff will work with the Task Force to determine project options.
Anticipated Completion
Temporary projects have been requested for Summer, 2016

Potomac Yards Metro

Lead Agency
WMATA
Project Scope
Include public art in the new Potomac Yards metro station.
Project Budget
$250,000
Task Force Members
N/A
Next Steps
WMATA is requiring public art to be included in the new Potomac Yards metro station. The funding of public art will come from the project budget. The public art will be sited on WMATA property within the metro station. WMATA will lead the process for selecting the public art.
Anticipated Completion
TBD
PUBLIC ART PROJECTS, cont’d

Duke Street Tunnel

Lead Agency
Office of the Arts

Project Scope
Update artwork in the Duke Street Tunnel

Project Budget
$20,000 (from Carlyle Vitality budget)

Task Force Members
TBD

Next Steps
As part of the Carlyle Vitality the Office of the Arts has been asked to update the temporary public art that has been in the tunnel for over 12 years. The new public art can includes two-dimensional work as well as new media works.

Anticipated Completion
TBD

PUBLIC ART MAINTENANCE

King Street Gardens Park Artwork

Lead Agency
Office of the Arts

Project Scope
Begin the development of a restoration plan for the artwork.

Update
Staff has been in discussion with the original artist team and the KSGP Foundation to about the process.

Next Steps
Staff has met with representatives from the Office of Environmental Quality (OEQ) to assess the options related to the restoration of the raingarden. They will begin their assessment this fall.

Anticipated Completion
The plan will be developed in FY16 with work lasting 5 or more years.

Brio

Lead Agency
Office of the Arts

Project Scope
Per the Public Art Condition Assessment, inspect the base of the structure and move stones into place.

Update
Staff will hire a conservator for the inspection. This work will be done in conjunction with the WWII memorial.

Next Steps
Hire a conservator to do the inspection and stone replacement.

Anticipated Completion
Unknown
Alexandria War Dead Memorial

Lead Agency
Office of the Arts

Project Scope
Per the Public Art Condition Assessment, inspect the base of the structure and move stones into place.

Update
Staff will hire a conservator for the inspection. This work will be done in conjunction with Brio.

Next Steps
Hire a conservator to do the inspection and stone replacement.

Anticipated Completion
Unknown

Public Art Condition Assessment

Lead Agency
Office of the Arts

Project Scope
Complete assessment by conservator of the public art collection to develop a public art maintenance plan.

Update
Staff is updating the list of artworks to be assessed and is working with the previous conservation team on the updated assessment.

Next Steps
Sign a contract with the vendor

Anticipated Completion
August, 2016
PROGRAMS & ACTIVITIES

Cultural Plan

Lead Agency
Office of the Arts

Project Scope
The development of a comprehensive citywide cultural arts plan that shall define the role of the City in supporting, producing, defining, and sustaining arts and culture initiatives throughout the City to accomplish the City’s broader goals.

Update
The consultant team has lead focus groups for special events and small businesses and other stakeholders. The survey has closed.

Next Steps
The consultant team will now begin development of the plan.

Grant Program

Lead Agency
Office of the Arts

Project Scope
Administering the City of Alexandria’s Arts Grant Program

Update
Grantees will be notified of the grant awards for FY17. Final checks for FY16 grants have been submitted.

Next Steps
Checks for FY17 grantees will be sent in August, 2016 for 85% of the award.

Arts & Economic Prosperity Study 5

Lead Agency
Office of the Arts

Project Scope
The City is participating in the Americans for the Arts (AftA) nationwide Arts & Economic Prosperity Study. 5. The study measures the impact of non-profit arts and culture organizations. We are required to submit at least 800 audience intercept surveys.

Task Force Members
Amber Gordon
Allison Heck

Update
The Task Force hosted a launch event on March 16 in collaboration with the Arts Forum. Randy Cohen from Americans for the Arts was on-hand to lead the discussion.

Next Steps
Get the word out about the study and begin collecting audience surveys.
PROGRAMS & ACTIVITIES, cont’d

Art Purchase Award

**Lead Agency**  
Office of the Arts

**Project Scope**  
Acquire works of art to be displayed in city buildings such as City Hall and the public libraries.

**Task Force Members**  
TBD

**Update**  
Staff has met with member of the Arts Commission.

**Next Steps**  
Staff will submit a program proposal to the Arts Commission in May.

Community Supported Arts (CSA)

**Lead Agency**  
Office of the Arts

**Project Scope**  
Built upon the traditional Community Supported Agriculture model that provides opportunities for consumers to buy seasonal food directly from local farmers, Community Supported Arts (CSA) will provide a unique way for collectors to acquire original art from regional artists. Each selected artist or artist team will be paid $1,500 to create fifty (50) original pieces of art. Each piece must be identical or similar in quality and design.

**Update**  
Shares are still selling but there are still some available. Shares will be on sale until the beginning of September.

**Next Steps**  
Staff will continue to sell the remaining shares (up to 50).

smARTspace

**Lead Agency**  
Office of the Arts

**Project Scope**  
smARTspace is an artist-in-residency program designed to provide short-term space to visual and/or performing artists and artist teams for the creation and presentation of installation art in unconventional spaces.

**Update**  
The Office of the Arts has identified ten local artists to participate in the program.

**Next Steps**  
Staff is now working with storefront property owners to secure a space.
Save the Date(s)

Wade Kramm: Dotted Space
July 23 – August 28
Torpedo Factory: Target Gallery

National Night Out (APD Event)
Tuesday, August 2nd 5pm – 8:30pm
4 Mile Run Conservatory (Arlandria)

Youth Arts Festival
Saturday, August 6th 1pm – 5pm
Mt. Vernon Recreation Center

Batala!
Saturday, August 20th 6pm
Market Square

King Street Arts Fest (FREE)
Saturday & Sunday September 17 – 18
(will include silent disco from 7pm – midnight on 9/17)

Art on the Avenue (FREE)
Saturday, October 1, 10am – 6pm
Task Force Placement

**Simpson Park Public Art**
1. Betsy Hennigan*
2. Michelle Kozlak*
3. Elisabeth Lardner (project stakeholder)
4. Dana Wedeles (project stakeholder)
5. Laura Fries (community stakeholder)
6. Paul Lineham (community stakeholder)

**Cultural Plan**
1. Beth Coast*
2. Suzie Cohen*
3. Gayle Converse*
4. Gwen Day-Fuller
5. Michelle Kozlak*
6. Dawnielle Miller
7. Robin Havens-Parker
8. John Porter
9. Jordan Potash
10. Matthew Stensrud* (ex-officio)

**Time & Place**
1. Kate Elkins*
2. Beth Coast*
3. OHA staff (project stakeholder)
4. Kathy Glennon (community stakeholder)
5. Carol Reed (community stakeholder)

**Lake Cook**
1. Allison Nance*
2. Allison Heck*
3. Dept. Project Implementation (project stakeholder)
4. Stephanie Pankiewicz (community stakeholder)
5. Marcy Giannunzio (community stakeholder)

**Traffic Box Wraps**
1. Betsy Hennigan*
2. Shirley Downs*
3. Matt Melkerson (project stakeholder)
4. Serene Werblood (community stakeholder)
5. Mary Higgins (community stakeholder)

**Grants Committee**
1. Allison Nance*
2. Lisa Baranello*
3. Arts Commissioner

**AftA Arts & Economic Prosperity Study V**
1. Allison Heck*
2. Amber Gordon*

**Trails & Paths**
1. Cara Frey*
2. Shirley Downs*
3. TBD (project stakeholder)
4. TBD (community stakeholder)
5. TBD (community stakeholder)

**Duke Street Tunnel**
1. Betsy Hennigan
2. Gayle Converse
3. City Planning & Zoning
4. Crista Waters (OTN Committee)
5. Carolyn Griffin (OTN Committee)

**Waterfront / Fitzgerald Square Public Art**
1. Susie Cohen*
2. Mike Detomo*
3. Allison Nance*
4. TBD (project stakeholder)
5. TBD (community stakeholder)
6. TBD (community stakeholder)

**Art Purchase Award**
1. (Art Commissioner)
2. (Art Commissioner)

**Torpedo Factory Board Liaison**
1. Mike Detomo*

**Old Town North Small Area Plan**
1. Lisa Baranello
2. Shirley Downs

**Waterfront Commission Liaison**
1. Susie Cohen*

*Arts Commissioner
Torpedo Factory Art Center Board Meeting
AGENDA
Wednesday, July 20, 2016
6:00 PM
Torpedo Factory Art Center, Great Hall

I. Welcome, Roll Call, Establish Quorum 6:00 PM
Directors:  (P) Mike Detomo, (VP) Michele Hohen, (T) Suzanne Willett, (S) Pat Miller, Maria Hopper,
Eric Nelson, Ann Patterson, Ralph Rosenbaum, Diane Ruggiero, Lisa Schumaier, Susan Sherwin, Marian
Van Landingham, and Patricia Washington
Attending: Eric Wallner (CEO)

II. Approval of the Agenda 6:02

III. Approval of the Minutes- June 6:05
Meeting Minutes June 15, 2016

IV. Public Comment 6:10

V. Report of the CEO Eric Wallner 6:20
CEO Monthly Report- June 2016

VI. Report of City Management Diane Ruggiero 6:25

VII. TFACB Discussion of Finality Michael Detomo 6:30
Introducing nonprofit attorney David J. Frantz
Dissolution vs. Hibernation discussion
Intellectual Property Assets update and discussion:
- Name Trademark
- Stylized Logo Trademark

VIII. Report of the Lease Committee Pat Miller 7:00
Lease Updates:
- The Art League
- Bread & Chocolate
- Torpedo Factory Artist Association
MOTION to approve City Staff Transition Agreement

IX. Report of the Finance Committee Suzanne Willett 7:15
MOTION to approve the Budget
3-Month Budget: July 1, 2016 thru September 30, 2016
Profit & Loss Statement June 2016
Balance Sheet as of June 31, 2016

X. Adjournment 7:30
Next and Final Board Meetings:
- MOTION to hold a board meeting on August 17, 2016.
- September 21, 2016
Proposed Commission for the Arts for the City of Alexandria Meeting Norms

1. If we arrive late to a meeting, we step in quickly and quietly with as little interruption and excuse making as possible.
2. During the meeting, cell phones are put on vibrate or silent, not placed on the table or displayed, and checked as infrequently as possible during the meeting. We leave the meeting should we need to check social media, surf the web, text, or talk on the phone.
3. We respect all ideas, even the crazy ones and don’t talk down to, over, or dismiss anyone’s input. A good idea that was not heard hurts the entire team.
4. We value discussion and questioning as this is how we prevent team members from feeling resentment about decisions made during the meeting and from feeling that a decision was imposed upon them after the meeting.
5. The time to discuss and question a decision and offer a better idea/proposal is before the voting begins, not after the decision has been made.
6. We listen though our body actions and with our minds for understanding and to obtain consensus. We don’t “listen” while really thinking of how to respond.
7. We do not make our presence known during the meeting by excessive paper shuffling, coughing continuously, tapping, or other distracting behavior during the meeting. We leave the meeting should this behavior become necessary.
8. Every member is responsible for asking questions to make sure everyone understands what has been stated; ask for clarification of certain points; ask why that point is important; ask what viewpoints are not represented; and ask what has not been considered that is relevant to the issue?
9. When asking questions during public hearings, we ask open ended questions by removing “should” with “how” to encourage responses around interests and generate ideas instead of polarizing responses.
10. We manage our input by stating our opinion clearly and concisely. We don’t offer soliloquys, filibusters, or commercial advertisements as our input.
Alexandria Commission for the Arts

July 2016

Next Steps

• Agenda and corresponding items sent out Friday before the meeting
• Committees and Task Forces send reports to Chair by Friday morning before the meeting
• Brief agenda prior to and brief synopsis after Executive Committee meetings
• Alter agenda format to ensure less time pressure
• Create Public Hearing and/or Special Meeting when deemed necessary by the Commission
• Commissioners attend at least one performance/show/exhibit a month
• Time before Commission meeting for new business discussion
• Commissioners try to attend at least one Executive Committee meeting a year
• Parking Lot available during meeting for questions or ideas to be addressed later
• Community Meetings → Special Meetings/Public Hearings → Regular Meeting = more public input prior to decision-making
• If an agenda item brings a ‘red flag’, alert the Chair prior to the meeting so adequate time can be made for discussion
• Casual Commission get-togethers and/or group outings to arts events
• Orientation for new Commissioners and mentors to new Commissioners
Key New Issues from the July 7 Patrick Henry Advisory Committee Meeting.

1. The proposed BB Theatre is 75 to 150 seats rather than the 340 we had been previously told.

2. There was very little detail about measurements of classroom space, storage areas, heights etc. or indications re the kind of acoustical materials proposed or where electrical outlets, and speakers would be placed or the electrical voltage planned.

3. Most of the space of the middle classroom area is taken up with storage rather than usable classroom space which robs teachers of necessary classroom space.

4. ACPS is supposed to be conferring with the classroom teachers about the proposals but have not done so yet and do not appear to have included any additional space even though the size of the school is greatly increased. In fact The size of the Music Classroom space now proposed may be less that they have now. I am checking on that issue.

5. They have put the Custodian's Office in the area where the BBT and Music Classrooms are which takes more music classroom space away. It should not be located in this area. Classroom musical instructional space should be of a higher priority.

6. They talked about lighting and acoustics but provided no detail.

7. Christopher Lewis, the School Board Advisory Committee Member, indicated that he had pressed the Superintendent to talk to Arts professionals but they hired a consultant anyway. He told me that he had a meeting with Dr. Crawley today and intended to bring up the issue again. He has been talking to Encore.

8. It might be possible to get additional usable performance and classroom space by taking the Custodian's Office out of this area and by shifting storage spaces to other areas in the middle Music Classroom and have a movable wall between the BBT and the middle Music Room so that it could be opened up to a larger performance when called for.

9. The ceilings are 14 ft. in the BBT and Music Room so this would allow for lights and acoustical equipment in the ceiling and to use the risers for the seats but we have to make sure they keep it.

10. They have proposed a Theatre in the Round configuration for the BBT and have not indicated that they are going to have other configurations as well. The nature and character of a BBT is to have a flexible performance space.
11. There was no information re where the practice area for dance will be nor information about flooring in the practice area, on the stage, the cafetorium stage nor where mirrors might be mounted.

12. There is no common wall with the cafetorium so the issue of a shared stage is moot.

13. One bit of good news is that in the visual arts area they have proposed kiln space so we are better off than the situation at Jefferson Houston where the Kiln was eliminated. I have an in with one of the former visual arts teachers because she is the daughter-in-law of a friend of ours. However she is in Africa now so I have to reach her via email. Will let you know anything I learn from that source.

14. There will be another meeting of the Patrick Henry Advisory Group in Aug.

The Principal is away this week but will be back next week and has asked to meet with me. Lewis also asked that I do bullets on issues and to keep him advised of our views. A couple of the other members of the Advisory Committee also asked for this.

Suggested action: Do a further follow up letter from the Commission. I have been working to get additional information about measurements and other issues from from Erika Gulick. We will see if Lewis has any success with his meeting.
Plans Review – First Floor
Concept

General:
In response to the public meeting and the strong support for climb-on artworks, kinetics sculptures and seating, we have developed a new body of work.

Our footings for these pieces will not be significant within general construction, and we are hoping that the work can be rolled into GC, so that we can provide artwork instead of infrastructure.

The following artworks range from a 12 to 15-foot kinetic sculpture to intimate climb-on mosaic seeds. We think this range will provide a significant art presence for your new park. Three of the sculptures are located on the berm. The Curved Seating and climb-on Seed would be located at the far end of the open field. We hope this will create a dialog among the art works as the visitor moves from one art installation to the next.

1. Climb-on Seed Pod with lily stairs, pod bridge and leaf ramp
This climb-on sculpture on the ridge of the north berm, would be part of the Natural Play area. The sculpture would be for both children and adults, and provide a focus for the entrance and for natural play.

2. Kinetic Play and Climb-on Pod
Kinetic sculptures are also attraction displays. This sculpture features a concrete and mosaic pod so visitors have something to touch as well as see.

3. Curved Seating
These leaf/grass benches with high backs are curved to create a sense of intimacy and enclosure and encourage social dialogue.

4. Concrete and Mosaic Climb-on Seeds
Budget allowing, two intimate sculptures will punctuate the park with color.

Above: 4. Concrete and Mosaic Climb-on Seed
Left: Bollards at Florida Atlantic University
1. Climb-in Seed Pod
Climb the berm to the lily stairs, which take you up 3\(\frac{1}{2}\) ft into the Seed Pod. Then take the ramp down as you continue your ramble on the berm. We hope to integrate this piece into the landscaping, so that the sculpture spans several topographic levels (see plan on page 6).

This piece would be created using steel pipe and mesh for the structure and decorative elements. Plates of concrete and mosaic tile would enrich the exterior of the Pod, and create a sculptural, rich, organic look.

*Above: Play structure at SWFS rooftop.*
2. Kinetic Play and Climb-on Pod
This 12 to 15-foot kinetic sculpture, sited at the top of the berm would mark the north entrance.

The concrete and mosaic Pod at the base of the sculpture would provide a tactile, full-body experience.

This piece would be created using steel pipe, aluminum sheet and kinetic elements. The pod base would have an exterior skin of concrete with embedded mosaic tile.
3. Curved Seating and Concrete Mosaic Climb-on Seed

3. These functional benches would bring the art components to other areas of the park. The seating would have slight backs and curved forms to create a sense of intimacy and enclosure and encourage social dialogue.

4. The Seed would be an intimate artwork - kid scale, that viewers can touch as well as see.
**Concept Level Budget**

**Notes:**
At this point, we are $6,500 over budget. If we cut the concrete and mosaic seed sculptures we make it, but the sculptural elements are still developing and we are hopeful that we can do it all.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climb-in seed pod with lily stairs and ramp</td>
<td>25,000</td>
</tr>
<tr>
<td>Kinetic Play and Climb-on Pod</td>
<td>15,000</td>
</tr>
<tr>
<td>Curved Benches @ 6,000 each X 2</td>
<td>12,000</td>
</tr>
<tr>
<td>Small concrete and mosaic climb-on Seeds @ 3,500 each</td>
<td>7,000</td>
</tr>
<tr>
<td>Foundations</td>
<td>3,000</td>
</tr>
<tr>
<td>Engineer's notes - without stamp</td>
<td>1,500</td>
</tr>
<tr>
<td>Shipping</td>
<td>3,000</td>
</tr>
<tr>
<td>Installation</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>71,500</strong></td>
</tr>
</tbody>
</table>
PUBLIC ART PROJECTS

Time & Place

Lead Agency
Office of the Arts

Project Scope
Develop a program plan for contemporary public art in historic settings as recommended in the Plan.

Project Budget
$50,000 for the public art project

Task Force Members
Beth Coast, Kate Elkins, Liz Williams, Kathy Glennon, Michele Longo, Carol Reed

Update
The Office of the Arts is issuing contracts to the selected artists: Sheldon Scott, and artist team Lauren Adams and Stewart Watson. An artist reception is being planned for Tuesday, August 9th.

Next Steps
The artists will begin their research. Early projects will launch in the fall with the main projects launching in Spring, 2017

Anticipated Completion
Fall, 2016 – Spring, 2017 (with exhibit)

Simpson Park

Lead Agency
Office of the Arts

Project Scope
Add a public artist to the design team to integrate and install public art as part of the playground restoration.

Project Budget
$30,000 for artist administrative fees, $65,000 for fabrication and installation, $5,000 for artist interviews.

Task Force Members
Betsy Hennigan, Michelle Kozlak, Paul Linehan, Laura Fries, Dana Wedeles, Elisabeth Lardner

Update
May + Watkins have provided first drafts of their project ideas based on the input from the community meeting. These will be presented to the Arts Commission in July.

Next Steps
The next community meeting is scheduled for September 8th where May + Watkins will present their ideas and scale models of the proposed projects.

Anticipated Completion
FY17
PUBLIC ART PROJECTS, cont’d

Lake Cook

Lead Agency
Office of the Arts

Project Scope
Add a public artist to the design team to integrate and install public art as part of the lake/site restoration.

Project Budget
$20,000 for phase 1 design

Task Force Members
Allison Nance, Allison Heck, Stephanie Pankiewicz, Marcy Giannunzio, Umar Shahid, Matt Landes, and Sara DeGroot

Update
The contract with the artist has been signed. The artist is working with the design team on ideas for the project.

Next Steps
Project ideas will be presented to the Task Force in the summer.

Anticipated Completion
Summer, 2017

Traffic Box Wraps

Lead Agency
Office of the Arts

Project Scope
Wrap 12 traffic control boxes in the West End of Alexandria.

Project Budget
$25,000 ($4,000 for three artists, $21,000 for wraps and installation)

Task Force Members
Betsy Hennigan, Shirley Downs, Mary Welch Higgins, Serene F. Werblood, Matt Melkerson

Update
All of the boxes have been wrapped. Staff is working with the installation team on finishing touches.

Next Steps
An artist reception will be held on Tuesday, July 26th from 7-9 at Clyde’s at Mark Center.

Anticipated Completion
Completed!!
PUBLIC ART PROJECTS, cont’d

Trails & Paths

**Lead Agency**
Office of the Arts

**Project Scope**
Incorporate public art into various trails and paths throughout Alexandria.

**Project Budget**
$20,000 in FY16

**Task Force Members**
Cara Frey, Shirley Downs

**Next Steps**
Staff will talk with various departments and divisions to get an update on trails and to determine options. Staff will then meet with the ACA members of the Task Force to review project goals and scope.

**Anticipated Completion**
TBD

Old Town North Small Area Plan

**Lead Agency**
Planning & Zoning, Office of the Arts

**Project Scope**
Incorporate public art into the planning process for the OTN SAP.

**Project Budget**
$25,000

**Task Force Members**
Lisa Baranello, Shirley Downs

**Next Steps**
Staff will work with the Task Force to determine project options.

**Anticipated Completion**
Temporary projects have been requested for Summer, 2016

Potomac Yards Metro

**Lead Agency**
WMATA

**Project Scope**
Include public art in the new Potomac Yards metro station.

**Project Budget**
$250,000

**Task Force Members**
N/A

**Next Steps**
WMATA is requiring public art to be included in the new Potomac Yards metro station. The funding of public art will come from the project budget. The public art will be sited on WMATA property within the metro station. WMATA will lead the process for selecting the public art.

**Anticipated Completion**
TBD
PUBLIC ART PROJECTS, cont’d

Duke Street Tunnel

**Lead Agency**
Office of the Arts

**Project Scope**
Update artwork in the Duke Street Tunnel

**Project Budget**
$20,000 (from Carlyle Vitality budget)

**Task Force Members**
TBD

**Next Steps**
As part of the Carlyle Vitality the Office of the Arts has been asked to update the temporary public art that has been in the tunnel for over 12 years. The new public art can includes two-dimensional work as well as new media works.

**Anticipated Completion**
TBD

PUBLIC ART MAINTENANCE

King Street Gardens Park Artwork

**Lead Agency**
Office of the Arts

**Project Scope**
Begin the development of a restoration plan for the artwork.

**Update**
Staff has been in discussion with the original artist team and the KSGP Foundation to about the process.

**Next Steps**
Staff has met with representatives from the Office of Environmental Quality (OEQ) to assess the options related to the restoration of the raingarden. They will begin their assessment this fall.

**Anticipated Completion**
The plan will be developed in FY16 with work lasting 5 or more years.

Brio

**Lead Agency**
Office of the Arts

**Project Scope**
Per the Public Art Condition Assessment, inspect the base of the structure and move stones into place.

**Update**
Staff will hire a conservator for the inspection. This work will be done in conjunction with the WWII memorial.

**Next Steps**
Hire a conservator to do the inspection and stone replacement.

**Anticipated Completion**
Unknown
Alexandria War Dead Memorial

Lead Agency
Office of the Arts

Project Scope
Per the Public Art Condition Assessment, inspect the base of the structure and move stones into place.

Update
Staff will hire a conservator for the inspection. This work will be done in conjunction with Brio.

Next Steps
Hire a conservator to do the inspection and stone replacement.

Anticipated Completion
Unknown

Public Art Condition Assessment

Lead Agency
Office of the Arts

Project Scope
Complete assessment by conservator of the public art collection to develop a public art maintenance plan.

Update
Staff is updating the list of artworks to be assessed and is working with the previous conservation team on the updated assessment.

Next Steps
Sign a contract with the vendor

Anticipated Completion
August, 2016
PROGRAMS & ACTIVITIES

Cultural Plan

Lead Agency
Office of the Arts

Project Scope
The development of a comprehensive citywide cultural arts plan that shall define the role of the City in supporting, producing, defining, and sustaining arts and culture initiatives throughout the City to accomplish the City’s broader goals.

Update
The consultant team has lead focus groups for special events and small businesses and other stakeholders. The survey has closed.

Next Steps
The consultant team will now begin development of the plan.

Grant Program

Lead Agency
Office of the Arts

Project Scope
Administering the City of Alexandria’s Arts Grant Program

Update
Grantees will be notified of the grant awards for FY17. Final checks for FY16 grants have been submitted.

Next Steps
Checks for FY17 grantees will be sent in August, 2016 for 85% of the award.

Arts & Economic Prosperity Study 5

Lead Agency
Office of the Arts

Project Scope
The City is participating in the Americans for the Arts (AftA) nationwide Arts & Economic Prosperity Study. 5. The study measures the impact of non-profit arts and culture organizations. We are required to submit at least 800 audience intercept surveys.

Task Force Members
Amber Gordon
Allison Heck

Update
The Task Force hosted a launch event on March 16 in collaboration with the Arts Forum. Randy Cohen from Americans for the Arts was on-hand to lead the discussion.

Next Steps
Get the word out about the study and begin collecting audience surveys.
PROGRAMS & ACTIVITIES, cont’d

Art Purchase Award

**Lead Agency**
Office of the Arts

**Project Scope**
Acquire works of art to be displayed in city buildings such as City Hall and the public libraries.

**Task Force Members**
TBD

**Update**
Staff has met with member of the Arts Commission.

**Next Steps**
Staff will submit a program proposal to the Arts Commission in May.

Community Supported Arts (CSA)

**Lead Agency**
Office of the Arts

**Project Scope**
Built upon the traditional Community Supported Agriculture model that provides opportunities for consumers to buy seasonal food directly from local farmers, Community Supported Arts (CSA) will provide a unique way for collectors to acquire original art from regional artists. Each selected artist or artist team will be paid $1,500 to create fifty (50) original pieces of art. Each piece must be identical or similar in quality and design.

**Update**
Shares are still selling but there are still some available. Shares will be on sale until the beginning of September.

**Next Steps**
Staff will continue to sell the remaining shares (up to 50).

smARTspace

**Lead Agency**
Office of the Arts

**Project Scope**
smARTspace is an artist-in-residency program designed to provide short-term space to visual and/or performing artists and artist teams for the creation and presentation of installation art in unconventional spaces.

**Update**
The Office of the Arts has identified ten local artists to participate in the program.

**Next Steps**
Staff is now working with storefront property owners to secure a space.
Save the Date(s)

**Wade Kramm: Dotted Space**  
July 23 – August 28  
Torpedo Factory: Target Gallery

**National Night Out (APD Event)**  
Tuesday, August 2nd 5pm – 8:30pm  
4 Mile Run Conservatory (Arlandria)

**Youth Arts Festival**  
Saturday, August 6th 1pm – 5pm  
Mt. Vernon Recreation Center

**Batala!**  
Saturday, August 20th 6pm  
Market Square

**King Street Arts Fest (FREE)**  
Saturday & Sunday September 17 – 18  
(will include silent disco from 7pm – midnight on 9/17)

**Art on the Avenue (FREE)**  
Saturday, October 1, 10am – 6pm
## Task Force Placement

### Simpson Park Public Art
1. Betsy Hennigan*
2. Michelle Kozlak*
3. Elisabeth Lardner (project stakeholder)
4. Dana Wedeles (project stakeholder)
5. Laura Fries (community stakeholder)
6. Paul Lineham (community stakeholder)

### Cultural Plan
1. Beth Coast*
2. Suzie Cohen*
3. Gayle Converse*
4. Gwen Day-Fuller
5. Michelle Kozlak*
6. Dawnielle Miller
7. Robin Havens-Parker
8. John Porter
9. Jordan Potash
10. Matthew Stensrud* (ex-officio)

### Time & Place
1. Kate Elkins*
2. Beth Coast*
3. OHA staff (project stakeholder)
4. Kathy Glennon (community stakeholder)
5. Carol Reed (community stakeholder)

### Lake Cook
1. Allison Nance*
2. Allison Heck*
3. Dept. Project Implementation (project stakeholder)
4. Stephanie Pankiewicz (community stakeholder)
5. Marcy Giannunzio (community stakeholder)

### Traffic Box Wraps
1. Betsy Hennigan*
2. Shirley Downs*
3. Matt Melkerson (project stakeholder)
4. Serene Werblood (community stakeholder)
5. Mary Higgins (community stakeholder)

*Arts Commissioner

### Grants Committee
1. Allison Nance*
2. Lisa Baranello*
3. Arts Commissioner

### AfTA Arts & Economic Prosperity Study V
1. Allison Heck*
2. Amber Gordon*

### Trails & Paths
1. Cara Frey*
2. Shirley Downs*
3. TBD (project stakeholder)
4. TBD (community stakeholder)
5. TBD (community stakeholder)

### Duke Street Tunnel
1. Betsy Hennigan
2. Gayle Converse
3. City Planning & Zoning
4. Crista Waters (OTN Committee)
5. Carolyn Griffin (OTN Committee)

### Waterfront / Fitzgerald Square Public Art
1. Susie Cohen*
2. Mike Detomo*
3. Allison Nance*
4. TBD (project stakeholder)
5. TBD (community stakeholder)
6. TBD (community stakeholder)

### Art Purchase Award
1. (Art Commissioner)
2. (Art Commissioner)

### Torpedo Factory Board Liaison
1. Mike Detomo*

### Old Town North Small Area Plan
1. Lisa Baranello
2. Shirley Downs

### Waterfront Commission Liaison
1. Susie Cohen*
Torpedo Factory Art Center Board Meeting

AGENDA

Wednesday, July 20, 2016
6:00 PM
Torpedo Factory Art Center, Great Hall

I. Welcome, Roll Call, Establish Quorum 6:00 PM
   Directors: (P) Mike Detomo, (VP) Michele Hober, (T) Suzanne Willett, (S) Pat Miller, Maria Hopper, Eric Nelson, Ann Patterson, Ralph Rosenbaum, Diane Ruggiero, Lisa Schumaier, Susan Sherwin, Marian Van Landingham, and Patricia Washington
   Attending: Eric Wallner (CEO)

II. Approval of the Agenda 6:02

III. Approval of the Minutes- June 6:05
   □ Meeting Minutes June 15, 2016

IV. Public Comment 6:10

V. Report of the CEO 6:20
   □ CEO Monthly Report- June 2016
   □ Eric Wallner

VI. Report of City Management 6:25
   □ Diane Ruggiero

VII. TFACB Discussion of Finality 6:30
   □ Introducing nonprofit attorney David J. Frantz
   □ Dissolution vs. Hibernation discussion
   □ Intellectual Property Assets update and discussion:
     • Name Trademark
     • Stylized Logo Trademark
   □ Michael Detomo

VIII. Report of the Lease Committee 7:00
   Lease Updates:
     • The Art League
     • Bread & Chocolate
     • Torpedo Factory Artist Association
   □ MOTION to approve City Staff Transition Agreement
   □ Pat Miller

IX. Report of the Finance Committee 7:15
   □ MOTION to approve the Budget
   □ 3-Month Budget: July1, 2016 thru September 30, 2016
   □ Profit & Loss Statement June 2016
   □ Balance Sheet as of June 31, 2016
   □ Suzanne Willett

X. Adjournment 7:30
   Next and Final Board Meetings:
     • MOTION to hold a board meeting on August 17, 2016.
     • September 21, 2016