

## Alexandria Commission for the Arts Regular Monthly Meeting

### Meeting Information

<b>Objective:</b>	To address Arts Commission business.		
<b>Date:</b>	12-15-15	<b>Time:</b>	Begin: 7 pm End: 8:28 pm
<b>Location:</b>	Lee Center, 1108 Jefferson St., Alexandria, VA	<b>Meeting Type:</b>	Regular Monthly Meeting
<b>Called by:</b>	Matthew Stensrud, Chair	<b>Note Taker:</b>	Cheryl Anne Colton, Regional Program Director, Office of the Arts
<b>Facilitator:</b>	Matthew Stensrud	<b>Timekeeper:</b>	Matthew Stensrud
<b>Attendees:</b>	Catherine Ahern , Beth Coast, Susan Cohen, Gayle Converse, Michael Detomo, Kate Elkins, Cara Frey, Susan (Amber) Gordon, Allison Heck, Betsy Hennigan, Michelle Kozlak, David Martin, and Matthew Stensrud		
<b>Absent:</b>	Shirley Downs and Allison Nance		
<b>Vacancy(s):</b>	1 vacancy, member of the public		
<b>Observers:</b>	None		
<b>City Staff:</b>	Diane Ruggiero, Deputy, Cultural Arts, RPCA Cheryl Anne Colton, Regional Program Director, RPCA		

### Agenda items

### Presenter

Agenda items	Presenter
<b>1.</b> Call to Order	Matthew Stensrud
<b>2.</b> Public Comment	Matthew Stensrud
<b>3.</b> Approval of Minutes a. November 17, Regular Meeting and Public Hearing	Matthew Stensrud
<b>4.</b> Chair's Report	Matthew Stensrud
<b>5.</b> Committee, Task Force and Liaison Reports a. Arts Education Committee b. Advocacy and Outreach Committee c. Waterfront Commission Liaison d. Torpedo Factory Liaison e. Arts Forum Liaison f. Cultural Plan Task Force g. Simpson Park Task Force	Kate Elkins Gayle Converse Shirley Downs Michael Detomo Michelle Kozlak Beth Coast Betsy Hennigan
<b>6.</b> Simpson Park Task Force a. Motion to Appoint Citizen Members	Matthew Stensrud
<b>7.</b> Time and Place Task Force a. Motion to Appoint Citizen Members	Betsy Hennigan
<b>8.</b> Grants Task Force a. Appoint Commission members	Matthew Stensrud and Amber Gordon
<b>9.</b> Arts Donation Fund a. Review of Staff Memo b. Discussion c. Motion to Approve Memo	Matthew Stensrud and Diane Ruggiero

10.	Office of the Arts Staff Report	Diane Ruggiero
11.	New Business	Matthew Stensrud and Members of Arts Commission
12.	Good of the Order – Announcements	Matthew Stensrud and Members of Arts Commission
13.	Adjournment	

### Discussion Summary

1.	Matthew Stensrud welcomed Catherine Ahern as the newest member of the Arts Commission. Ms. Ahern shared insights on why she wanted to join the Arts Commission. Each member then introduced themselves and mentioned what committee or task force they serve on.
2.	Public Comment: None.
3.	Approval of Minutes November 17, 2015 was approved by consensus.
4.	<p>Chair’s Report: Matthew Stensrud gave the following report to the Arts Commission:</p> <ul style="list-style-type: none"> <li>• The Winter Retreat will be held Saturday, January 23, 2016 at the Lee Center. The Retreat will run from 9 am until 1 pm. In advance of the Retreat the Executive Committee will send out a survey for all members to complete. Also, the Executive Committee requested that each commissioner develop three questions or items that they wish to have discussed at the Retreat. This information will be due back to Matthew Stensrud by Monday, January 4.</li> <li>• Matthew Stensrud said that in the past the Arts Commission held a holiday social. In lieu of this social, he invited members to go to South Side Restaurant immediately after the meeting for a holiday get-together.</li> </ul>
5.	<p>Committee, Task Force and Liaison Reports:</p> <p>a. Arts Education Committee – Beth Coast gave the report (<b>ATTACHMENT #1</b>). Arts Education report was distributed. Highlights from the report:</p> <ul style="list-style-type: none"> <li>• Kelley Organek, new member added to the Arts Education Committee.</li> <li>• All City High School Art Exhibition dates are March 11 through April 10. The opening reception will be held on April 1.</li> <li>• Alexandria Library received a “Curiosity Creates” and “STEAMtivity” grant programs. The Arts Education Committee will assist with sending out information about the program.</li> <li>• Michelle Kozlak and Susie Cohen reported information from the Cultural Planning Steering Committee meeting. They will continue to report on how the plan might impact art education programs in the City.</li> <li>• The Committee is also assisting with getting the word out for the DASHing Words in Motion and the search for a new Poet Laureate.</li> <li>• Andrew Watson, Fine Arts Specialist, Alexandria City Public Schools will be the guest at the March Arts Education Committee meeting.</li> </ul> <p>b. Advocacy and Outreach Committee – Gayle Converse distributed the Committee’s report (<b>ATTACHMENT #2a</b>). Ms. Converse mentioned that Betsy Hennigan prepared a comprehensive calendar for the Arts Commission (<b>ATTACHMENT #2b</b>). Ms. Converse and Ms. Hennigan shared the calendar information. Ms. Converse reported on the November City Council retreat. From that retreat, it was obvious that the “arts” were not a top priority in the City. The new City Council will be sworn in on Monday, January 4 at TC Williams High School. This event is open to the public. It was suggested that outreach to the City Council should be done immediately with the understanding that Allison Silberberg is the Mayor Elect and Willie Bailey will be a new City Council member. Outreach to City Council should occur</p>

	<p>before the City Manager introduces the City’s budget. Ms. Converse mentioned that she has an advocacy statement prepared last year that could be used during the outreach and advocacy efforts for the Fiscal Year 2017 budget. Matthew Stensrud requested that the calendar be shared monthly. It will be included with the agenda and other materials sent prior to the monthly meetings. There was a thought too, that this document could be placed on “google docs.” Mr. Stensrud mentioned he would investigate this option and report back to the Commission (<b>ACTION #1</b>).</p> <ul style="list-style-type: none"> <li>c. Waterfront Commission Liaison –Shirley Downs was not in attendance, so this was struck from the agenda.</li> <li>d. Torpedo Factory Art Center Liaison – Michael Detomo reported that the Cultural Planning Group (CPG), consultants for developing a Torpedo Factory Business Plan provided their preliminary report to the board of the Torpedo Factory. One of the major components to the business plan was to create a 501 © (3) nonprofit organization, which is an independent body to oversee the Torpedo Factory. This is a big change from it is current managed. The final report is due back to the Torpedo Factory in February. If Arts Commissioners wish provide insights to this plan/report, they should contact Mr. Detomo or Eric Wallner. Mr. Detomo will send the Arts Commissioners a copy of CPG’s the preliminary report.</li> <li>e. Alexandria Arts Forum – Michelle Kozlak reported that the Alexandria Arts Forum will hold the January 21 meeting to discuss efforts for the Spring2ACTION program. The meeting will be held from 12 noon until 2 pm at Convergence. In February, the Arts Forum will have a meet-up in connection with the Alexandria Singers Cabaret. The Forum is in the process of drafting a letter to the Alexandria City Public School’s School Board, specifically concerning the need for a more affordable venue for arts groups. Ms. Kozlak will keep the Arts Commission informed as this initiative develops.</li> <li>f. Cultural Plan – Beth Coast reported that the meeting for the Cultural Planning Steering Committee was held on Monday, December 7, 4:30 pm – 6 pm at the Police Department headquarters. Ms. Coast said that at the meeting the Committee members conducted some brainstorming for the ideal outcomes they are expecting from the Cultural Plan. She mentioned that the week of February 22, the CPG will be facilitating a series of one-on-one interviews, open houses, community/town hall meetings along with focus groups. Current plans include 4 events per day (February 24-27). At least one open house will be in Spanish. More information about the plan will be shared shortly after the first of the year. If there is other language that interpreters need to be found for, please inform Office of the Arts staff. Some venues that could be used for these meetings might have a fee associated with renting. In this case, please make the Office of the Arts staff aware of this situation.</li> <li>g. Simpson Park Task Force – Betsy Hennigan said that the design team has not yet been selected. Once the design team is in place, a representative from the team will serve on the Task Force.</li> </ul>
6.	<p>Simpson Park Task Force –Matthew Stensrud shared that the Office of the Arts staff prepared a memorandum for the appointments to the Simpson Park Task Force (<b>ATTACHMENT #3</b>). He said he recommended Paul Linehan because of his involvement in the neighborhood near the park. Diane mentioned that Laura Fries was also very active with the Simpson Dog Park improvements. Dana Wedeles, Urban Planner with the RPCA and a Simpson Park design team representative are also recommended to be placed on the Task Force. Kate Elkins made a motion to appoint the Community and Project Stakeholders to the Simpson Park Task Force as recommended by the Office of the Arts staff (<b>MOTION #1</b>).</p>
7.	<p>Time and Place Task Force –Beth Coast and Kate Elkins serve on this Task Force. Diane Ruggiero distributed a staff memorandum which provided background for the Time and Place Task Force (<b>ATTACHMENT #4</b>). Amber Gordon made a motion to approve the appointment of</p>

	the Community and Project Stakeholders to the Time + Place Task Force ( <b>MOTION #2</b> ).
8.	Grants Task Force Appointments – Diane Ruggiero distributed a staff memorandum which provided background information for the Grants Task Force ( <b>ATTACHMENT #5</b> ). Matthew Stensrud said he would like to appoint the Arts Commission members to the Task Force. He mentioned that Allison Nance said she will serve as the Grant Committee Observer for the process; however, this will mean that another Arts Commissioner will need to serve on the Task Force. Mr. Stensrud mentioned that he wanted to only appoint the Arts Commissioners who were at the meeting, and that the other Arts Commissioners and the Community members could be appointed at the January meeting ( <b>ACTION #2</b> ). Amber Gordon made a motion to appoint Mike Detomo, Matthew Stensrud and Catherine Ahern to the Grants Task Force ( <b>MOTION #3</b> ).
9.	Art Donation Fund – Matthew Stensrud mentioned that the Executive Committee has been in conversation with Diane Ruggiero to determine the best use of the Art Donation Fund. It was determined that having a gallery program with an Art Purchase Award could be a good option. Diane Ruggiero distributed a staff memorandum which outlined the Art Purchase Award program ( <b>ATTACHMENT #6</b> ). The works of art purchased would be part of the City’s collection. City would be responsible for insurance and maintenance of the works. The staff memorandum recommended 2-D works of art to be purchased. Currently, there is interest to have the works be in City Hall. Other venues will be explored, as the program develops. It was suggested that the Advocacy and Outreach Committee use this as one of their public relations initiatives. Betsy Hennigan made a motion to have the Advocacy and Outreach Committee work with staff to further develop the program outline ( <b>MOTION #4</b> ).
10.	Office of the Arts Staff Report – Diane Ruggiero distributed the Office of the Arts Division Update for December ( <b>ATTACHMENT #7</b> ). Diane Ruggiero reported that staff did submit a 5% reduction in the Office of the Arts’ operating budget as requested by the City Manager’s Office. She mentioned that the Capital Improvement Projects (CIP) budget it is being requested to fully fund at the approved City Council level. These funds were deleted from the Fiscal Year 2016 budget. Matthew Stensrud mentioned it would be important to outreach to City Council members to encourage them to fully fund the CIP budget, before the budget is presented to City Council. Mr. Stensrud will prepare bullet points that could be included used in emails, conversations and letters to City Council members. He will send this information out within the next week or so to members of the Arts Commission ( <b>ACTION #3</b> ). It was suggested that the Arts Commission members be present at the January 16 City Council Public Hearing.
11.	Good of the Order – Announcements <ul style="list-style-type: none"> <li>• Art League received a \$15,000 check for a tweet about Diet Coke. A Coke themed sculpture was on display in Waterfront Park over last weekend.</li> <li>• The Recreation, Parks and Cultural Activities’ Recreation Services Division will be producing a “Night of Stars” Performing Arts Festival on January 22 (<b>ATTACHMENT #8</b>). Members of the Arts Commission are invited to assist as ushers, backstage assistants, and group coordinators.</li> <li>• Several holiday markets have occurred, or will be occurring: Friends of the Women Commission’s Holiday Market at the Charles Houston Recreation Center; the Del Ray Artisans’ Holiday Market; and European Holiday Market at the John Carlyle Square.</li> </ul>
13.	Adjournment, Matthew Stensrud mentioned that all items were addressed from the meeting’s agenda, so the meeting adjourned at 8:28 pm.

	<b>New Action Items</b>	<b>Responsible</b>	<b>Due Date</b>
1.	Monthly updates to the Comprehensive Calendar for the Arts Commission.	Gayle Converse and Matthew Stensrud	Monthly with Materials for meeting
2.	Appointment of Arts Commissioners and Community Members to the Fiscal Year 2017 Grants Task Force.	Arts Commission	January Meeting
3.	Prepare bullet points that could be included used in emails, conversations and letters to City Council members.	Matthew Stensrud	Next few weeks

**Other Notes & Information**

1. Arts Education report 2a). Advocacy and Outreach Committee report 2b). Alexandria Commission for the Arts' Comprehensive Calendar 3. Simpson Park Task Force Staff Memorandum 4. Time+Place Task Force Staff Memorandum 5. Fiscal Year 2017 Task Force Staff Memorandum 6. Art Purchase Award Staff Memorandum 7. Office of the Arts Division Update 8. "Night of Stars" Performing Arts Festival			
<b>Submitted by:</b>	Cheryl Anne Colton	<b>Draft Sent</b>	12-17-15
<b>Submitted by:</b>	Alexandria Commission for the Arts	<b>Minutes Approved:</b>	01-19-16

## Art Ed Committee Meeting Minutes

December 9th 2015/ 7:00 pm

Durant Center

In attendance at December Meeting:

Beth Coast, Susie Cohen, Kate Elkins, Michelle Kozlak, Kelley Organek, Joan Singer

2016 Meeting Dates: 7pm/ Durant Center

Wednesday, March 9th

Wednesday, June 8th

Wednesday, September 7th

Wednesday, December 7th

I Welcomed new member, Kelley Organek: Kelley introduced new UpCycle program - Partnering with public and private school-aged children (Cora Kelly, SSSAS MS, kindergarten students)

II Celebrated New Federal Legislation to officially include the ARTS!!! WooHoo!! Thank you to Shirley for all of her hard work.

III All City High School Art Exhibit Updates:

-Dates have been set 3-11 to 4-10 with an awards reception set for Friday, April 1st at 7:00pm (please attend)

-Prizes have been secured from several local and national vendors. Kelley volunteered a student membership to UpCycle as an additional prize

IV Alexandria Library: **Curiosity Creates** Kate will push out so members can send out to various distribution lists (Attached)

V Held a brief discussion on the Cultural Plan and updates on how the plan might impact art education in the city (Michelle, Beth, and Susie each reported out)

-Space issue for community organizations

-walking trails as part of waterfront plan that would connect 3 cultural centers connecting along waterfront that communicate arts history of city.

-Maker spaces: complement Torpedo Factory.

VI DASHing Words in Motion Poetry Contest

Kate will push out so members can send out to various distribution lists

VII Items for March 9th Quarterly Meeting: We will invite the new Art Ed Curriculum Specialist for ACPS to our March meeting.

-- Adjourned at 8:20 pm

## **Art Ed Committee Meeting Minutes**

December 9th 2015/ 7:00 pm

Durant Center

### **Alexandria Library receives Curiosity Creates grant from American Library Association (ALA)**

Alexandria, VA December 2, 2015 – Alexandria Library received a \$7,500 “Curiosity Creates” grant from the American Library Association (ALA)’s Association for Library Service to Children (ALSC) and Disney. Out of 400 applications, the Library received one of the prestigious grant awards and is the only Virginia library among the recipients. The grant is for creating programs that encourage creativity in children, particularly programs that reach low-income, immigrant, and under-served areas.

Beatley Central will be doing a series of 21 programs under the collective name “STEAMtivity” – a compound of STEAM (science, technology, engineering, arts, and math) and creativity. These programs will be both low-tech and high-tech and encourage children to be creative, explore their own interests and ideas, collaborate, and have fun while learning in the STEAM areas. Programming began in November and will carry on through May 2016.

The grant money will be used to purchase laptop computers, iPad minis, MaKey MaKeys, Arduino kits, littleBits snap circuits, Lego Mindstorms Robot kits, and Strawbees building supplies. All materials will be kept by the Library after the grant period is over and will be used for continued programming.

Upcoming STEAMtivity programs in December are a partner program with Alexandria’s Mobile Art Lab (Monday, December 7 at 7:00pm), a Ping Pong Ball Run Challenge (Tuesday, December 15 at 7:00pm with supplies from UpCycle CRC), and Fun With MaKey Makeys (Tuesday, December 22 at 2:00pm).

For more information on the Curiosity Creates grant and upcoming STEAMtivity-related programs, please contact Diana Price at [703-746-1735](tel:703-746-1735).

**Alexandria Commission for the Arts  
Advocacy & Outreach Committee  
Regular Meeting Report  
December 15, 2015  
G. Converse, chair, Advocacy & Outreach Committee**

**1. Advocacy**

- a. attended morning session November 21, 2015 Alexandria City Council Retreat
- b. attended November 8, 2015 Alexandria City Council meeting (Council went into closed session)

**II. Ideas**

Letter to City Council

*Designed to enhance visibility of ACA and create increased Budget renewal:*

- a. Chair's letter from November 20, 2015

<http://www.alexandriava.gov/Council>

*\* We encourage City Council to keep the funding for Office of the Arts in the Operating Budget and Public Art in the CIP at current levels*

*\* This is necessary to support the current Public Art Plan approved by Council last December*

*\* This is necessary to support the in-process Cultural Plan, which will be presented to Council in 2016*

*\* Alexandria consistently ranks as an arts destination and a continual decrease of funding will affect this status*

*\* Over 100 performing arts groups and galleries currently reside or perform in Alexandria*

*\* Arts generates \$70 million in economic impact every year in Alexandria*

**III. Collaboration**

- a. Letter sent to *Visit Alexandria*
  - o Mercy in Alexandria tours
  - o Medical Heroism in Alexandria Tour

**IV. ACA Calendar**

- a. Motion for Approval

**V. Arts Orgs Events**

a. Del Ray Artisans

20th Annual Del Ray Artisans Fine Art & Fine Craft Holiday Market -- open for the first 3 weekends in December. Hours are Fridays 6-9pm, and Saturdays & Sundays 11am-6pm.

DEL RAY ARTISANS GALLERY IN THE COLASANTO CENTER, 2704 MOUNT VERNON AVENUE, ALEXANDRIA / Dec 14- Dec 20, 2015

b. Art League

- KATHLYN AVILA: "NO ORDINARY WOMAN" (ceramics) Dec 14, 2015 - Jan 4, 2016
- First Night -- Children and adults are invited to make a sketchbook to take home, participate in a drawing activity or make a pencil sculpture. All who participate also take home a drawing pencil so they can continue to fill their sketchbook. This is a free activity. 1:30 pm to 4:30 pm

c. Athenaeum

- Notes on the State of Virginia Opening Reception December 20, 2015 - 4:00pm opening reception on *Notes on the State of Virginia*, featuring works by Suzanne Stryk based on Thomas Jefferson's book of the same name.
- *First Night Alexandria: Dead Men's Hollow December 31, 2015 - 7:30pm Dead Men's Hollow is a local female-infused bluegrass band. Performances at 7:30, 8:30, 9:30*

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Month	Milestone Date	Category	Title	Activity	Responsible Lead	Notes
November	20 Nov 2015	Task Force	Simpson	Review RFQs and Select Top 3 Artists	Staff, Hennigan, Kozlak	
	28 Nov 2015	Task Force	Simpson	Notify Applicants of Selection	Staff	
December	4 Dec 2015	Event	First Friday	Seasonal Celebration	Commission and Staff	
	13 Dec 2015	Task Force	Simpson	Interview Top 3 Artists	Staff, Hennigan, Kozlak	
	15 Dec 2015	Business	ACA Monthly Mtg	Host Monthly Meeting	Commission and Staff	
	15 Dec 2015	Task Force	FY 17 Grants	Appoint Grants TF	Commission and Staff	
	31 Dec 2015	Event	First Night Alexandria	First Night Alexandria headquarters at Durant Arts Center	Commission and Staff	
January	Jan 2016	Event	VA Commission for the Arts Conference			
	1 Jan 2016	Business		New City Council Members take office		Added just FYI and keeping important events on our radar
	1 Jan 2016	Business	Commission Appts	Review upcoming commission term expirations	Commission	Perhaps we add this twice a year just so we keep this info on our radar.
	3 Jan 2016	Task Force	Simpson	Host Kick Off Meeting	Staff, Hennigan, Kozlak	
	4 Jan 2016	Task Force	FY 17 Grants	Launch Request for Applications	Staff	Deadline 26 Feb 2016
	10 Jan 2016	Task Force	Poet Laureate	Deadline for applications	Staff	
	11 Jan 2016	Task Force	DASHing Words Motion	Submission Deadline	Staff	
	11 Jan 2016	Task Force	FY 17 Grants	Conduct Webinars and Workshops	Staff	11, 13, 21 Jan and 3, 8, 17 Feb
	16 Jan 2016	Task Force	DASHing Words Motion	Meet to review entries and make recommendations	Task Force - David and Kara	
	16 Jan 2016	Task Force	Poet Laureate	Meet to review applications and select candidates to be interviewed	Task Force - David and Kara	
	19 Jan 2016	Task Force	DASHing Words Motion	Considers TF recommendations	Commission	
	20 Jan 2016	Business	ACA Monthly Mtg	Host Monthly Meeting	Commission and Staff	
	23 Jan 2016	Business	Retreat	All Day Commission Priorities Retreat	Commission and Staff	
	27 Jan 2016	Task Force	Poet Laureate	Interview candidates and make recommendation	TF - David and Kara and Staff	
February	1 Feb 2016	Task Force	DASHing Words Motion	Send winning poem to Alex Transit Co's Graphics Person	Staff	
	1 Feb 2016	Task Force	Traffic Boxes	Launch Request for Qualifications	Staff	
	4 Feb 2016	Task Force	Simpson	Host Presentation of Conceptual Alternatives Meeting	Staff, Hennigan, Kozlak	
	5 Feb 2016	Event	First Friday	Title/ Activity: Mari Gras in Alexandria	Commission and Staff	
	16 Feb 2016	Business	ACA Monthly Mtg	Host Monthly Meeting	Commission and Staff	
	16 Feb 2016	Task Force	Poet Laureate	Considers TF recommendations	Commission and Staff	
	26 Feb 2016	Task Force	FY 17 Grants	Applications due	Staff	
March	1 Mar 2016	Task Force	Traffic Boxes	Review Applications and Select Artists	Staff and TF - Betsy and Shirley	
	4 Mar 2016	Event	First Friday	Title/ Activity: Family Art Night	Commission and Staff	
	4 Mar 2016	Task Force	FY 17 Grants	Conduct TF orientation	Staff	
	4 Mar 2016	Task Force	Simpson	Host Presentation of Selected Alternative Meeting	Staff, Hennigan, Kozlak	
	6 Mar 2016	Task Force	Traffic Boxes	Notify Applicants of Selection	Staff	
	16 Mar 2016	Business	ACA Monthly Mtg	Host Monthly Meeting	Commission and Staff	
	April	1 Apr 2016	Event	Event	All City High School Fine Arts Exhibit	Commission
1 Apr 2016		Event	First Friday	Title/ Activity: Fool's Day Merriement	Commission and Staff	

	1 Apr 2016	Task Force	DASHing Words Motion	Kickoff event and poem displayed on DASH buses and trolleys	Commission and Staff	Event runs thr May 31
	1 Apr 2016	Task Force	Traffic Boxes	Host Public Meeting	Staff and TF - Betsy and Shirley	
	4 Apr 2016	Task Force	Simpson	Host Final Presentation Meeting	Staff, Hennigan, Kozlak	
	6 Apr 2016	Task Force	FY 17 Grants	Submit grant scores	TF and Staff	
	11 Apr 2016	Task Force	FY 17 Grants	Conduct public review of grant applications and scoring	TF and Staff	
	13 Apr 2016	Task Force	FY 17 Grants	Present recommendations to Grant Committee	TF and Grant Committee	
	19 Apr 2016	Business	ACA Monthly Mtg	Host Monthly Meeting	Commission and Staff	
	19 April 2016	Business	Exec Cmte Election	Appoint Exec Cmte nominating committee	Commission	
	19 Apr 2016	Event	Event - AOA	Discuss ACA Role	Commission and Staff	
	19 Apr 2016	Event	First Friday	Discuss ACA Role	Commission and Staff	
	19 Apr 2016	Task Force	FY 17 Grants	Approve Grant TF Recommendations	Commission	
<b>May</b>	1 May 2016	Business	Annual Report	Draft Annual Report	Commission - Identify by name	Covers 1 July 15 to 30 Jun 16
	1 May 2016	Task Force	FY 17 Grants	Present Grant Recommendations to City Council	Staff	
	6 May 2016	Event	First Friday	Title/ Activity: Taste of Cinco de Mayo	Commission and Staff	
	10 May 2016	Business	Exec Cmte Election	Deadline for interest to serve for upcoming year	Commissioners	NLT 2nd Tuesday in May
	17 May 2016	Business	ACA Monthly Mtg	Host Monthly Meeting	Commission and Staff	
	17 May 2016	Business	Exec Cmte Election	Present new slate of officers		
<b>June</b>	3 June 2016	Event	First Friday	Title/Activity: Family Art Night	Commission and Staff	
	17 Jun 2016	Business	Annual Report	Review Annual Report	Commission and Staff	
	21 Jun 2016	Business	ACA Monthly Mtg	Host Monthly Meeting	Commission and Staff	
<b>July</b>	1 Jul 2016	Task Force	FY 17 Grants	Send award letters	Staff	
	19 Jul 2016	Business	ACA Monthly Mtg	Host Monthly Meeting	Commission and Staff	
<b>August</b>	16 Aug 2016	Business	ACA Monthly Mtg	Host Monthly Meeting	Commission and Staff	
	30 Aug 2016	Business	Annual Report	Submit ACA Annual Report	Staff	
<b>September</b>	15 Sep 2016	Event		King Street Festival for the Arts	Commission	
	20 Sep 2016	Business	ACA Monthly Mtg	Host Monthly Meeting	Commission and Staff	
	22 Sep 2016	Event	AOA	Arts on the Avenue	Commission	
<b>October</b>						
<b>November</b>	10 Nov 2016	Business	City Council Mtg	2nd Tuesday	Commission	Mtgs held 2nd and 4th Tues. Sep-Jun; I will add exact dates for whole year. Perhaps commissioners sign up to attend this and other recurring meetings so we can track that someone (or two ) goes.
	21 Nov 2016	Business	City Council Public Mtg	3rd Saturday	Commission	Mtgs held 3rd Saturday
	24 Nov 2016	Business	City Council Mtg	4th Tuesday	Commission	Mtgs held 2nd and 4th Tues. Sep-Jun
<b>December</b>	1 Dec 2016	Event	First Friday	Just a place holder. Add MAL activities on the calendar?		
<b>??</b>	When? More than once?	Business	City Council Meeting	Commission Presents Updates on Commission Activities to Council	Ad and Out Committee	Place holder


City of Alexandria, Virginia

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**MEMORANDUM**

**DATE:** DECEMBER 14, 2015  
**TO:** ALEXANDRIA COMMISSION FOR THE ARTS  
**FROM:** DIANE RUGGIERO, DEPUTY DIRECTOR, RECREATION, PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS  
**RE:** SIMPSON PARK TASK FORCE

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**Background:**

The City of Alexandria Office of the Arts has issued a call to artists and artist teams to submit their qualifications to be considered for a public art project as part of the Simpson Park Playground and Passive Space Renovation.

The Selected Artist/Artist Team (Artist) will join an interdisciplinary project team (Design Team) that is contracted to provide the landscape architectural design services for the Simpson Park Playground and Passive Space Renovation.

**Discussion**

Betsy Hennigan and Michelle Kozlak are currently serving on the Project Task Force. As additional members, the Office of the Arts proposes:

Community Stakeholders

Paul Linehan

Paul is a licensed architect and very active in the Simpson Park community. He has been instrumental in the community improvements at the Simpson Dog Park. He and his wife Patrice live at 401 E. Monroe Ave in Del Ray.

[Laura Fries](#)

Laura is a writer/reviewer of film and TV entertainment of over 20 years. Her reviews have appeared in Variety, Parent's Choice, and Alexandria News. She also has a shop on Etsy (Wax Nostalgic).

Project Stakeholders

Design Team (to be hired by January, 2016)

Dana Wedeles, Urban Planner, RPCA

**Staff Recommendation**

Staff recommends appointment of the above Community Stakeholders and Project Stakeholders to the Simpson Park Task Force.

## City of Alexandria, Virginia

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### MEMORANDUM

**DATE:** DECEMBER 14, 2015  
**TO:** ALEXANDRIA COMMISSION FOR THE ARTS  
**FROM:** DIANE RUGGIERO, DEPUTY DIRECTOR, RECREATION, PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS  
**RE:** TIME + PLACE TASK FORCE

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#### **Background:**

The City of Alexandria Office of the Arts has contracted Meridith McKinley from Via:Partnership to develop the overall exhibition strategy for a multi-year program and to develop and implement the pilot project which is schedule for Spring/Summer 2016.

Time + Place is a partnership between the Office of the Arts, the Office of Historic Alexandria (OHA) and other partners. The program would include periodic, curated exhibitions of temporary public art projects in a variety of media that examine aspects of the city's history. Artists would be given the opportunity to draw on the historic and archaeological resources that the City has available, or be challenged to look for meaningful locations elsewhere throughout the city.

#### **Discussion**

Beth Coast and Kate Elkins are currently serving on the Project Task Force. As additional members, the Office of the Arts proposes:

##### Community Stakeholders

###### [Katherine Glennon](#)

Katherine is the former Cultural Affairs Specialist with Arlington County and is now a Design Patent Examiner with the US Patent and Trade Office (PTO). Katherine is an Alexandria resident.

###### [Carol Ann Reed](#)

Carol is an artist with a studio at her home in Old Town. Carol also served on the Arts Commission from 1990-1995.

##### Project Stakeholders

Gretchen Bulova, Museum Director

Office of Historic Alexandria, Gadsby's Tavern Museum & Stabler-Leadbeater Apothecary Museum

Michele Longo, Curator of Education

Office of Historic Alexandria, Gadsby's Tavern Museum & Stabler-Leadbeater Apothecary Museum

#### **Staff Recommendation**

Staff recommends appointment of the above Community Stakeholders and Project Stakeholders to the Time + Place Task Force.

City of Alexandria, Virginia

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**MEMORANDUM**

**DATE:** DECEMBER 14, 2015  
**TO:** ALEXANDRIA COMMISSION FOR THE ARTS  
**FROM:** DIANE RUGGIERO, DEPUTY DIRECTOR, RECREATION, PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS  
**RE:** FY17 GRANT TASK FORCE

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**Background:**

The City of Alexandria Office of the Arts provides an opportunity for arts organizations and artists to apply for operating, program, and special opportunity grants for programs that happen within the city of Alexandria.

**Discussion**

Per the policy approved by the Alexandria Commission for the Arts the Grants Task Force shall consist of nine members, with the following representation: up to four representatives of the Commission for the Arts, at least two community stakeholders, and at least six members with professional expertise in the arts as an artist or arts administrator in each of the artistic disciplines reflected in the Arts Grant Program (i.e., music, dance, literature, theatre, the visual arts, and interdisciplinary).

Some Task Force members may be counted in more than one category (e.g., a Commissioner with professional expertise in the arts would be counted in two categories). The minimum number of panelists allowable for a Task Force grant review meeting is five.

Staff is proposing the following roster for the FY17 Grants Task Force:

Grant Committee Observer: TBD

1. Mike Detomo\*
2. Allison Nance\*
3. Matthew Stensrud\*
4. TBD (arts commission)
5. Scott Price, Regional Director, Northern Virginia Office Senator Warner (community stakeholder)
6. Converse West, Employee, Police Department (community stakeholder)
7. Joanna Ormesher, Cultural Arts and Marketing Director, City of Fairfax
8. Signe Friedrichs, Executive Director, Council for the Arts of Herndon (tentative)
9. Barbara Cram, President, Falls Church Arts (tentative)

**Staff Recommendation**

Staff recommends appointment of the above roster for the FY17 Grants Task Force.

## City of Alexandria, Virginia

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**MEMORANDUM**

**DATE:** DECEMBER 14, 2015  
**TO:** ALEXANDRIA COMMISSION FOR THE ARTS  
**FROM:** DIANE RUGGIERO, DEPUTY DIRECTOR, RECREATION, PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS  
**RE:** ART PURCHASE AWARD

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**Background:**

In 2004 the Art in City Hall program was created as bi-annual juried exhibition which provided opportunities for artists to show and sell their works. Juried awards were given with each Art in City Hall planning partner (Art League, Del Ray Artisans, the Torpedo Factory Artist Association, SpringFiber Workshop and the Alexandria Department of Recreation, Parks and Cultural Activities) contributing \$200 each towards the award. In the beginning of the program, the Alexandria Department of Recreation, Parks and Cultural Activities also sponsored the opening receptions.

The success of the Art in City Hall exhibitions and additional interest from other City Departments to have art pieces in their offices lead to more locations identified for displaying art. As the number of exhibit venues grew, the program was renamed "City Galleries" which featured artwork by individual artists in spaces such as the City Manager's conference room, the Planning and Zoning conference room, and the RPCA Director's office while Art in City Hall continued to be a collaboration with the Art League, The Del Ray Artisans, and the Torpedo Factory.

The artists in the City Gallery locations rotated every six months, with installations and de-installations occurring by the artists, staff or interns. A City Galleries Committee was created to assist staff with identifying artists and managing the galleries. The Committee consisted of members from the Alexandria Commission for the Arts, the Art League and the Del Ray Artisans.

**Discussion**

Over the past two years, the Office of the Arts was informed by some of the exhibit venues that due to building renovations and venue program changes the opportunity for displaying art in some locations was no longer available. Feedback from the artists showed that the level of exposure they required, the risk assumed in exhibiting their work and the length of time required to make their work available the program was not benefitting them, either. As the Department's budget was cut, the Art League became the primary organizer for the exhibits in City Hall as well as the sponsor for the opening receptions.

This, along with limited financial and staff resources and the identification for the need to sustain a gallery program, the Office of the Arts staff began evaluating the City Galleries program.

Surrounding jurisdictions such as Washington, DC, Arlington, and Fairfax have purchased original works of art to display in public buildings and offices. Program sizes and coordination vary based on staff and budget (some have been discontinued due to budget cuts) and collections range in size from 500 works (Montgomery County) to over 2,500 works (DC Commission for the Arts and Humanities).

With the Public Art Implementation Plan approved there is an opportunity to compliment the plan by developing a purchase program that would grow the City's collection of two-dimensional works of art to be displayed in public buildings and offices within city buildings. An emphasis would be made to secure works by Alexandria-based artists and

would enable the Office of the Arts and the Alexandria Commission for the Arts to work with galleries throughout the city to identify artists and artworks thereby supporting the local economy.

Funding for the program has been identified through the “Arts Donation Account” within the city that was used to collect donations for previous Office of the Arts programs and events such as the Alexandria Film Festival and the Alex Awards. Currently the available funding is \$34,102.90. Using the unidentified donations for a purchase award program would be in compliance with the donations received.

**Staff Recommendation**

Staff recommends that the Alexandria Commission for the Arts assign a committee to work with staff to further develop the program outline and goals and that the Commission recommend that the donation account funds to be used for this program.

## 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

#### **Update**

A free lecture has been scheduled for Wednesday, January 27 at 7pm at the Lyceum with speakers:

Franklin Vagnone, ED Historic House Trust of NYC; Lauren Adams, artist (fan project for Trust New Art); Heather Rounds, co-founder of Rotating History Project; and Wilmer Wilson, IV, artist

#### **Next Steps**

Assemble the remaining task force members and work with the consultant team to issue an invitational.

#### **Anticipated Completion**

Spring, 2016 (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

#### **Update**

76 RFQ/applications were received through Café. Arts Commission to appoint remainder of Task Force.

#### **Next Steps**

Once design team is hired Task Force will be assembled to review all of the applications and score for top two/three. Top candidates will be brought to Alexandria to meet with the Task Force and visit the project site.

#### **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

**Update**

Staff has met with the Office of Environmental Quality (OEQ) and the Department of Project Implementation (DPI).

**Next Steps**

Staff will meet with the ACA members of the Task Force to review project goals, potential task force members, and scope. Office of the Arts will issue a 30-day call in January to begin the artist selection process.

**Anticipated Completion**

Early Fall, 2016



### Traffic Box Wraps

**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**

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

**Task Force Members**

Betsy Hennigan

Shirley Downs

**Update**

Staff has spoken with T&ES (Transportation & Environmental Services) and has obtained permission to do the project again. Staff is obtaining quotes from vendors for the wraps.

**Next Steps**

Staff will meet with the ACA members of the Task Force to review project goals, scope, location, and potential task force members. Office of the Arts will issue a 30-day call in January to begin the artist selection process.

**Anticipated Completion**

Spring, 2016 (with National Public Works Week)

## **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

### Warwick Pool

**Lead Agency**

Office of the Arts

**Project Scope**

Incorporate public art into the redesign of Warwick Pool.

**Project Budget**

\$20,000 for phase 1 design

**Task Force Members**

1.

2.

**Next Steps**

Staff will meet with the ACA members of the Task Force to review project goals, scope, and potential task force members. Office of the Arts will issue a 30-day call in January to begin the artist selection process.

**Anticipated Completion**

Spring, 2017

## **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



## **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**

CPG was in town December 7-9. During this trip the consultant team met with the Steering Committee as well as other organization and community leaders.

**Next Steps**

CPG will be in town to continue meeting with organization and community leaders and prepare the "Festival of Ideas" for February 24-27.

### Grant Program

**Lead Agency**

Office of the Arts

**Project Scope**

Administering the City of Alexandria's Arts Grant Program

**Update**

Staff has been working with IT to get the applications uploaded in time to go live on January 4, 2016.

**Next Steps**

Applications will go live on January 4, 2016.

### Poet Laureate/Dashing Words

**Lead Agency**

Office of the Arts

**Project Scope**

Selection of the city's Poet Laureate and the call for poems for Dashing Words

**Task Force Members**

Kate Elkins

David Martin

**Update**

Staff has been working on the calls to poets for both programs and expects to have them issued in November. One Task Force will be assembled for both programs. Staff has added \$500 to the Poet Laureate annual honorarium for them to facilitate public programs and workshops.

**Next Steps**

ACA will appoint the task force and applications will be received in January.

## **PROGRAMS & ACTIVITIES, cont'd**

### Mobile Art Lab

#### **Lead Agency**

Office of the Arts

#### **Project Scope**

Activating public space with innovative arts programming and connecting art with people. Performance measures include: how many hours of programming per week (goal = 15-20), how many artists have we hired, (2-5 per week), and geographic diversity (how many different locations has the Lab visited). Although the program requires some planning, they are meant to serve as pop-up style programs that go to where the people are and not require people to travel to the programs. Similar programs may be offered multiple times but in different locations. All programs are free and accessible.

### Save the Date(s)

#### **Time + Place: A Conversation About Art, History & Community**

Wednesday, January 27 at 7pm at The Lyceum

Guest Speakers: Franklin Vagnone, ED Historic House Trust of NYC; Lauren Adams, artist (fan project for Trust New Art); Heather Rounds, co-founder of Rotating History Project; and Wilmer Wilson, IV, artist

A panel discussion to help kick-off the Time + Place project.

#### **First Fridays at Durant**

February 5                      Mardi Gras in Alexandria

March 4                         Family Art Night

April 1                         Fool's Day Merriement

May 6                         Taste of Cinco de Mayo

June 3                         Family Art Night

Advance reservations: \$5 resident; \$10 nonresident. At the door: \$10 resident; \$15 nonresident

#### **Celebrating Poetry in the City of Alexandria:**

Solo Reading: Tori Lane Kovarik, Poet Laureate, City of Alexandria

Thursday, March 31, 2016 at 7 pm at the Durant Center

Free

To kick-off National Poetry Month and to acknowledge Tori Lane Kovarik's contributions to the Alexandria community, Ms. Kovarik will read a selection of her works and works of others.

#### **2016 gospelFEST – Alexandria, VA**

Friday, May 20, 6:00 pm – 9 pm

Saturday, May 21, 11 am – 1 pm

Durant Center

Two glorious days of singing Gospel music in its rich genre of gospelized spirituals, contemporary, traditional, choral, call and response, and praise workshop music sung by local choirs while helping the hungry in Alexandria's community. Bring a nonperishable food item for the Alexandria Food Pantry. Adult supervision required.

Advance: \$5 resident, \$10 nonresident; At door: \$10 resident, \$15 nonresident

## Save the Date(s) continued

### **“Bagels and Bach”**

April 3, May 1, June 5

11 am – 1 pm

Durant Center

Classical music and brunch, what better way to enjoy a Sunday morning? A variety of local quartets, quintets, or sextets will be showcased. Music will be provided by local musicians. Light brunch provided. Light brunch provided.

Advance: \$10 resident, \$15 nonresident; At door: \$15 resident, nonresident \$20

### **Alexandria Arts Academy**

3 pm – 6pm Mondays – Tuesdays – Wednesdays April 11 through June 3, 2016 for ages 7 -10

Durant Center

Budding artists will have artistic experiences in three arts disciplines – Dance, Theatre and Visual Arts. The Academy includes learning group and solo dance routines, play-acting and theatrical readings; and drawing, painting and collage making. Culminating the experience will be sharing their talents at the annual Youth Arts Festival.

Advanced registration required. Fee: \$200 resident, \$250 nonresident

## Task Force Placement

### **Simpson Park Public Art**

1. Betsy Hennigan\*
2. Michelle Kozlak\*
3. TBD (project stakeholder)
4. TBD (community stakeholder)
5. TBD (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. TBD (project stakeholder)
4. TBD (community stakeholder)
5. TBD (community stakeholder)

### **Lake Cook**

1. Allison Nance\*
2. Allison Heck\*
3. TBD (project stakeholder)
4. TBD (community stakeholder)
5. TBD (community stakeholder)

### **Traffic Box Wraps**

1. Betsy Hennigan\*
2. Shirley Downs\*
3. TBD (project stakeholder)
4. TBD (community stakeholder)
5. TBD (community stakeholder)

### **Warwick Pool \*\*NEW\*\***

1. TBD
2. TBD

\*Arts Commissioner

### **Grants Task Force**

Grant Committee Observer: TBD

1. Mike Detomo\*
2. Allison Nance\*
3. Matthew Stensrud\*
4. TBD (arts commission)
5. TBD
6. TBD
7. TBD
8. TBD
9. TBD

### **AftA Arts & Economic Prosperity Study V**

1. Allison Heck\*
2. Amber Gordon\*
3. Matthew Stensrud\*

### **Trails & Paths**

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

### **Poet Laureate & Dashing Words**

3. Kate Elkins\*
4. Cara Frey\*
5. TBD
6. TBD
7. TBD

### **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)

### **Torpedo Factory Board Liaison**

1. Mike Detomo\*

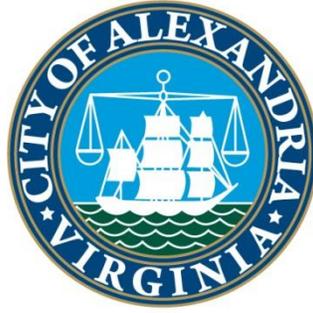
### **Waterfront Commission Liaison**

1. Shirley Downs\*

The Office of the Arts staff works collaboratively with the Department of Planning and Zoning to manage the development conditions through which a developer is expected to include public art in their development. The public art review process is carefully integrated into the overall development review process to provide predictability to the developer, staff and the general public.

The Office of the Arts staff participates in interagency reviews, the drafting of conditions, reviewing of artist selection and concept development, ensuring that conditions have been met, and monitoring for compliance. Below is a list of the projects that Staff has provided comments for within the past month.

Project	Phase	Public Art or Payment in Lieu (PIL)	Condition/Notes
Alfred Street Baptist Church	Concept 1	N/A	Per the City's Public Art Policy, places of worship and their accessory uses are exempt from the public art contribution.
ABC/Giant	Completeness	Public Art	Prior to the next submission applicant will meet with staff from P&Z and the Office of the Arts to discuss how public art may be integrated into the site.
3663 Stephenson Avenue (Habitat for Humanity)	Concept 1	N/A	Per the City's Public Art Policy, non-profit affordable housing is exempt from the public art contribution.
800 N. Washington Street	Preliminary	PIL	Per the City's Public Art Policy, the applicant shall provide a monetary contribution at a rate of \$.30 per gross square foot (with a maximum contribution of \$75,000 per building) to be used toward city-acquired public art within the Small Area Plan planning area.
699 N. Patrick Street (ARHA Ramsey Homes)	Standard Conditions	N/A	Per the City's Public Art Policy, ARHA and non-profit affordable housing is exempt from the public art contribution.



## **“Night of Stars” Performing Arts Festival**

The “Night of Stars” Performing Arts Festival will provide opportunities for youth to participate in a themed performing arts program. The festival will allow individual recreation center groups (OSTP) to perform up to an 8 -10 minute one-act performances. The festival is not a competition.

<b>Theme</b>	<b><u>“Moving and Grooving into the New Year!”</u> - OSTP’s January theme and part of “Let’s Move” overall theme</b>
<b>Cast Members</b>	<b>City of Alexandria residents only Boys/Girls - Ages 5 - 17 years old</b>
<b>Date</b>	<b>Friday, January 22, 2016</b>
<b>Show Time</b>	<b>7 - 9 pm</b>
<b>Location</b>	<b>TC Williams High School Auditorium</b>
<b>Cost</b>	<b>Free - Ages 5 &amp; under, \$2 - Ages 6 - 12, \$5 Ages 13 &amp; up</b>
<b>Transportation</b>	<b>Buses provided from recreation centers for performance participants and staff only. Parents must pick up their children at TC Williams</b>
<b>Arrival Time for Groups at TC Williams</b>	<b>6 pm - Allows for final preparations with make-up, costumes, props, scenery &amp; etc.</b>
<b>Attendance</b>	<b>All groups should stay until the final curtain call. Audience members may leave at any point, provided they are do so between performances</b>

<b>Food</b>	<b>Each location will be responsible for feeding their performers at their locations before boarding the buses to TC Williams</b>
<b>Master of Ceremonies</b>	<b>TBD</b>
<b>Performance Types</b>	<b>Variety (Musical, Drama or Comedy) – cannot be religious oriented or used to express personal feelings or beliefs</b>
<b>Selected Play Summary</b>	<b><u>Due Date: Thursday, November 12, 2015</u> One page summary of the performance, lighting, sound &amp; technical needs and initial list of performers and group leaders</b>
<b>Play Time Limit</b>	<b>8 – 10 minutes per performance</b>
<b>Group Practices</b>	<b>Each site will determine practice times/days</b>
<b>Costumes, scenery, props, and make up</b>	<b>Provided by each group</b>
<b>Scenery</b>	<b>Limited – due to time constraints and must be set up by group</b>
<b>Lighting &amp; Sound</b>	<b>Technician will be contracted</b>
<b>Video Taping</b>	<b>Will be videotaped by staff – copies made for each location</b>
<b>Playbill</b>	<b><u>Due date by December 18, 2015</u> One Playbill Board – featuring location, performance title, pictures and names of all cast members in costume.</b>
<b>Marketing &amp; Promotion</b>	<b>Flyers, posters, media releases, announcements, Facebook, Twitter, department brochure, newsletter &amp; etc.</b>
<b>Recognition</b>	<b>Participants will receive a special certificate</b>
<b>Questions</b>	<b>Contact Mac Slover at 703.746.5407 - <a href="mailto:mac.slover@alexandriava.gov">mac.slover@alexandriava.gov</a> or anyone of the Program Committee members</b>

## Alexandria Commission for the Arts

### Motion Tracker

	<b>Motion</b>	<b>Made By</b>	<b>2nd</b>	<b>Vote</b>
1.	<p><b>Agenda Item:</b> #6, Simpson Park Task Force Appointment of Citizen members.</p> <p><b>Motion:</b> Appoint Community Stakeholders Paul Linehan and Laura Fries and Project Stakeholders Dana Wedeles, Urban Planner, RPCA and Design Team representative once hired to the Simpson Park Task Force.</p> <p><b>Discussion:</b> None</p>	Kate Elkins	Beth Coast	<p><b>Yes</b> – Unanimously Approved (13 members voting)</p> <p><b>No</b> –</p> <p><b>Abstain</b> –</p>
2.	<p><b>Agenda Item:</b> #7, Time and Place Task Force Appointment of Citizen members.</p> <p><b>Motion:</b> Appoint Community Stakeholders Katherine Glennon and Carol Ann Reed and Project Stakeholders Gretchen Bulova, Museum Director and Michele Longo, Curator of Education to the Time and Place Task Force.</p> <p><b>Discussion:</b> None</p>	Amber Gordon	Allison Heck	<p><b>Yes</b> – Unanimously Approved (13 members voting)</p> <p><b>No</b> –</p> <p><b>Abstain</b> –</p>
3.	<p><b>Agenda Item:</b> #8, Grants Task Force Appointment of Commission members.</p> <p><b>Motion:</b> Appoint Mike Detomo, Matthew Stensrud and Catherine Ahern to the Fiscal Year 2017 Grants Task Force.</p> <p><b>Discussion:</b> Postpone the appointment of other Arts Commissioners and the Community members until the January 2016 meeting</p>	Amber Gordon	Betsy Hennigan	<p><b>Yes</b> – Unanimously Approved (13 members voting)</p> <p><b>No</b> –</p> <p><b>Abstain</b> –</p>

Meeting date: 12-15-15

Meeting Type: Regular Monthly Meeting

## Alexandria Commission for the Arts

4.	<p><b>Agenda Item: #9, Art Donation Fund</b></p> <p><b>Motion:</b> To have the Advocacy and Outreach Committee work with staff to further develop an art purchase program outline.</p> <p><b>Discussion:</b> 2-D works of art to be purchased. Other venues will be explored, as the program develops.</p>	Betsy Hennigan	Susie Cohen	<p><b>Yes – Unanimously Approved (13 members voting)</b></p> <p><b>No –</b></p> <p><b>Abstain –</b></p>
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## Alexandria Commission for the Arts

### Action Items

	<b>Action Item</b>	<b>Responsible</b>	<b>Due Date</b>	<b>Status</b>
1.	Dates, agendas and locations for Arts Commission monthly and Committee meetings.	Chair of Arts Commission and Chairs of Committees	Required 3 business days prior to meetings	Ongoing
2.	Continue conversations with the Arts Forum, the Arts Commission and the Office of the Arts as the Fiscal Year 2017 budget is prepared.	Matthew Stensrud and Arts Commission	Ongoing	Ongoing
3.	Assignments for securing locations were made: Pending confirmation of locations: January – Allison Nance; February – staff; May – Shirley Downs; June – Beth Hennigan. Booked locations: March – to be held at Convergence - Beth Coast; April – to be held in Sister Cities Conference room 1101, City Hall - staff	As noted	Minimum of Two weeks before monthly meeting	
4.	Simpson Park Task Force – Appointment of member.	Arts Commission	December Meeting	Completed
5.	Some salient messaging pointes for City Council to Arts Commissioners. Commissioners can then send emails to City Council members with these points	Matthew Stensrud and Arts Commissioners	November 20	Completed