

Alexandria Commission for the Arts

Commissioner Handbook

Approved January 2019

Alexandria Commission for the Arts

Commissioner Handbook

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Welcome to the Alexandria Commission for the Arts!

Congratulations on your appointment! We are delighted that you have chosen to serve on the Commission and look forward to working with you to enhance and enrich the arts for all of Alexandria.

This handbook is designed to acclimate new members of the Commission and to provide answers to common questions. Of course, fellow Commissioners and staff from the Office of the Arts are always here to assist!

The Commission for the Arts consists of sixteen members with various backgrounds—arts educators, visual artists, performing artists, graphic designers, curators, landscape architects, non-profit professionals, arts consumers and more—all essential to the successful advocacy of arts initiatives. The Office of the Arts serves as our liaison to the City, a department that lies within Recreation, Parks and Cultural Activities.

We meet on the third Tuesday of every month for vibrant discussions on current arts programming and possibilities in the City. From arts grants to public art projects to policy, we cover the gamut and at first it can seem a bit overwhelming. Please, always reach out if you ever need clarification on something before us and use this opportunity to get to know the arts in Alexandria intimately. Attend concerts, visit galleries, explore our City's parks, converse with artists—the ideas are endless.

As Chair, you'll receive frequent emails from me, as I always try to keep Commissioners in the loop. At any moment, feel free to contact me for coffee, for a quick chat, or however else I can assist you as you acquaint yourself with our duties.

Thank you again for your commitment to the arts and to making Alexandria a vibrant place to live, work and play. I look forward to your insight as we work together now and into the future!

Best,



Matthew Stensrud, M. Mus.
Chair, Alexandria Commission for the Arts
mstensrud@gmail.com
513-703-8012

City of Alexandria | **Strategic Plan**

 [PDF: Alexandria City Strategic Plan FY2017 to FY2022](#)

From the City of Alexandria: “On January 28, 2017, the Alexandria City Council unanimously adopted a Strategic Plan for Fiscal Years 2017 through 2022. The plan was updated in November 2017, with new action items that will get the City closer to the goals for 2022. The Plan is being used by City Council and staff to guide the City’s direction and priorities for the next five years.”

 **The following pages includes the Strategic Plan’s section on Arts and Culture: “Flourishing Arts, Culture and Recreation”**

City of Alexandria | Mayor and City Council Information

 [City Website: Mayor and City Council Information](#)

From the City of Alexandria: “As the governing body of the City of Alexandria, City Council determines the needs to be addressed and the degree of service to be provided by the administrative branch of the City government.

The Mayor is elected on a separate ballot from the other members of Council every three years, at the same election. The Mayor presides over meetings of the Council and serves as the ceremonial head of government. The Mayor does not have the power to veto Council action.

To reach the Mayor and Members of City Council, call 703.746.4500, or send a [group e-mail](#) to the Mayor and Members of City Council.”

Here are the 2019-2022 Mayor and City Council names and links to contact them individually:

- [Mayor Justin Wilson](#)
- [Vice Mayor Elizabeth Bennett-Parker](#)
- [Councilman Canek Aguirre](#)
- [Councilman John Chapman](#)
- [Councilwoman Amy Jackson](#)
- [Councilwoman Redella “Del” Pepper](#)
- [Councilwoman Mohamed “Mo” Seifeldein](#)

Additional City Council Contact Information

City Council					
Official Title / Name	Official's Email	Official's Phone	Assistant / Deputy	Assistant's Phone	Assistant's Email
Mayor Justin Wilson	justin.wilson@alexandriava.gov	** No gov't cell (o) 703-746-4500	Mark McHugh	(c) 571-414-7249	mark.mchugh@alexandriava.gov
Vice Mayor Elizabeth Bennett-Parker	elizabeth.bennettparker@alexandriava.gov	(c) 703-215-5562 (o) 703-746-4500	Cassidy Ketchem	(c) 571-414-1627	cassidy.ketchem@alexandriava.gov
Councilman Canek Aguirre	canek.aguirre@alexandriava.gov	(c) 703-215-5555 (o) 703-746-4500	**Not yet selected	N/A	N/A
Councilman John Taylor Chapman	john.taylor.chapman@alexandriava.gov	(c) 571-329-3738 (o) 703-746-4500	Lashawn Timmons	(c) 571-414-7248	lashawn.timmons@alexandriava.gov
Councilwoman Amy Jackson	amy.jackson@alexandriava.gov	(c) 703-215-5558 (o) 703-746-4500	Brittany Williams	(c) 571-414-1797	brittany.williams@alexandriava.gov
Councilwoman Redella “Del” Pepper	del.pepper@alexandriava.gov	(c) 703-888-9317 (o) 703-746-4500	Shelli Gilliam	(c) 703-447-3510	shelli.gilliam@alexandriava.gov
Councilman Mohamed “Mo” Seifeldein	mo.seifeldein@alexandriava.gov	(c) 703-215-5559 (o) 703-746-4500	Wagieda Elhag	(c) 571-414-1345	wagieda.elhag@alexandriava.gov
City Clerk & Clerk of Council Gloria Sitton	gloria.sitton@alexandriava.gov	(o) 703-746-4550	Alexis Lacy	(o) 703-746-4550	alexis.lacy@alexandriava.gov

City of Alexandria | **City Manager Information**

 [City Website: City Manager Information](#)

From the City of Alexandria: “The Alexandria City Manager is appointed by the City Council to be the chief administrative officer of the City. The City Manager carries out the policy directives of the City Council and manages the daily operations of City government. The City Manager oversees the preparation of the annual operating and capital budgets, an annual report and other such periodic financial and administrative reports as may be required for submission to the City Council. The City Manager appoints all heads of departments and employees of the City, except those in elected, judicial and school positions.

The City Manager's administrative staff oversees the preparation and review of all City Council docket items, requests, and Council Retreat materials. The administrative staff also serves as a liaison with City departments and with other governmental entities receiving funding from the City, but not reporting to the City Manager, and generally administers the City government.”

Current City Manager: *Mark Jinks*

Current Deputy City Managers: *Emily Baker, Debra Collins, Laura Triggs*

Contact the City Manager at mark.jinks@alexandriava.gov

City of Alexandria | **Budget**

 [City Website: Budget](#)

Upcoming [FY2020 Budget Calendar](#) (click the link for times and location information)

- February 19th: Proposed Budget Presentation and Work Session #1
- February 21st: Public Budget Presentation
- February 27th: Budget Work Session #2
- March 6th: Budget Work Session #3
- March 11th: Budget Public Hearing
- March 13th: Budget Work Session #4
- March 20th: Budget Work Session #5
- March 27th: Budget Work Session #6
- April 3rd: Budget Work Session #7
- April 8th: Budget Work Session #8
- April 29th: Budget Work Session #10
- May 1st: Budget Adoption

[FY2020 Budget Documents](#)

[Current Year's Approved Operating Budget and CIP](#)

 The following pages include the Office of the Arts from the FY2019 Operating Budget and Public Art Acquisition and Public Art Conservation from the current Capital Improvement Program (CIP)

1. [Office of the Arts](#) (Operating Section 12: Healthy and Thriving Residents, subsection RPCA)
2. [Public Art Acquisition](#) (CIP Section 10: Community Development, subsection City-Wide Amenities)
3. [Public Art Conservation](#) (CIP Section 10: Community Development, subsection City-Wide Amenities)

Department of Recreation, Parks, and Cultural Activities | **Mission, Vision and Values and Strategic Plan**

 [City Website: Mission, Vision and Values and Strategic Plan](#)

 [PDF: RPCA Strategic Plan: 2018-2023](#)

Mission

We enrich the City of Alexandria by creating meaningful experiences through public space, cultural activities, and programming.

Vision

We will improve the well-being of every person in our community by connecting them to each other and their environment.

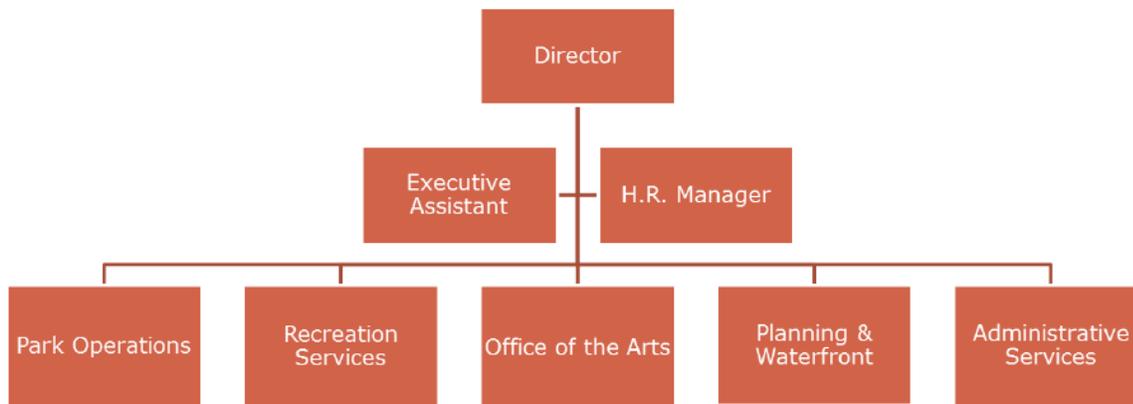
Values

- *Equity.* We are committed to equitable access to parks, facilities, and programs.
- *Exceptional Customer Experiences.* We provide service that is responsive, professional, courteous, and accountable.
- *Safety.* Our parks and facilities are safe, clean, and accessible.
- *Continuous Learning.* We believe in lifelong learning for ourselves and our community.
- *Integrity.* We are honest, fair, and respectful in all interactions.
- *Civic Responsibility.* As public servants, we strive to better the world around us.

Department of Recreation, Parks, and Cultural Activities | Organizational Chart

[City Website: Department of Recreation, Parks and Cultural Activities](#)

RPCA's Organization



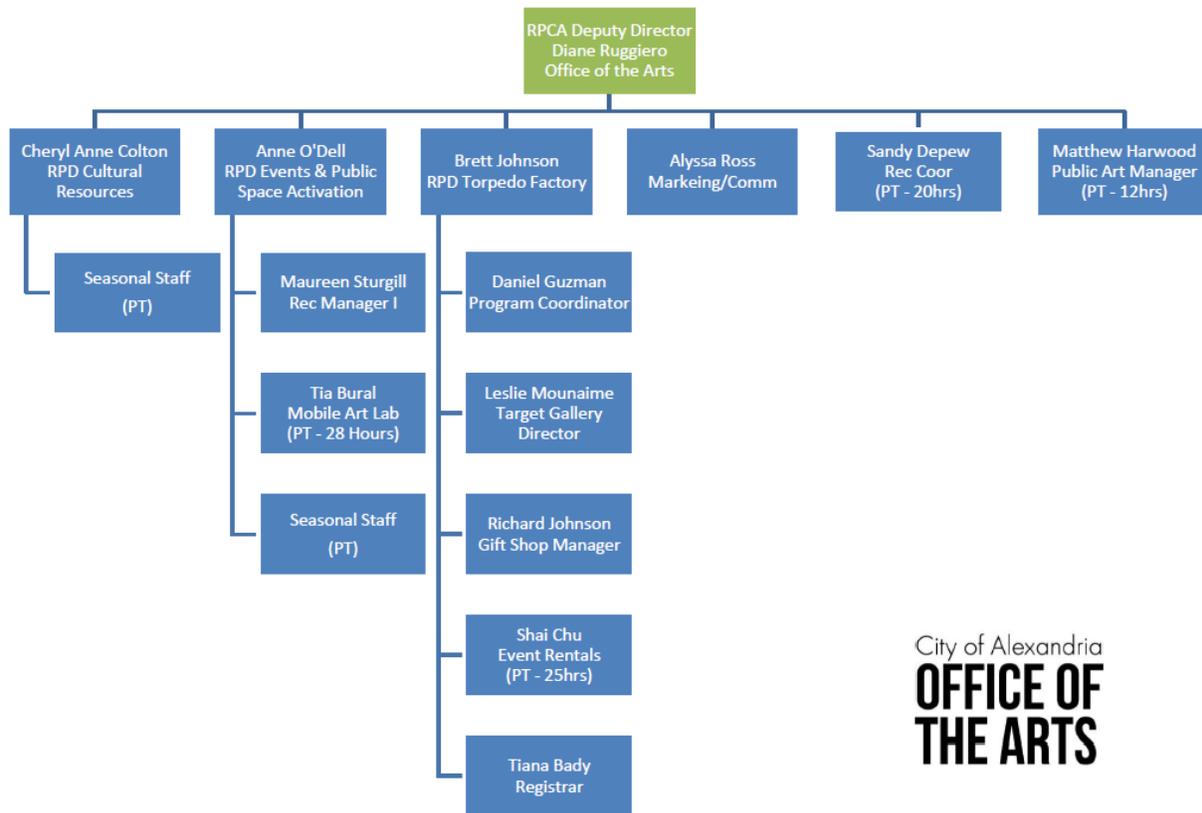
Office of the Arts | General Information & Organizational Chart

[City Website: Office of the Arts](#)

General Information

From the City of Alexandria: “The Office of The Arts promotes the value of arts and culture in Alexandria by nurturing, investing in and celebrating the creative contributions of artists and arts organizations. Through engaging the community, encouraging participation, and facilitating access to the arts, the Office of the Arts works with local artists and arts organizations to build a vibrant community for all of the City’s residents, workers and visitors.”

Organizational Chart



City of Alexandria
**OFFICE OF
THE ARTS**

Office of the Arts | City Approved Arts Plans

City Approved Arts Plans

Both the Public Art Implementation Plan & Policy and the Arts and Culture Master Plan were unanimously approved by the Commission for the Arts after an intensive crafting process before approved by City Council.

[PDF: Public Art Implementation Plan & Policy](#)

From the City of Alexandria: “In 2012, the Alexandria City Council adopted a policy to grow the City's public art into an inspired and engaging program that reflects the City's unique history, people, cultural identity, and future aspirations. To support this growth, the City has commissioned the development of a Public Art Implementation Plan which was approved by City Council in December 2014.

The Public Art Implementation Plan is a comprehensive, community-based plan that outlines a vision, goals and objectives for the public art program in Alexandria. The Plan sets priorities for the goals and funding of projects; provides a framework for the shared financial and professional resources needed; and defines the procedures for decision-making and oversight needed for public art projects to be successful.”

[PDF: Arts and Culture Master Plan](#)

Goal 1: Achieve equity, inclusion and access for arts, cultural, and creative endeavors.

Goal 2: Facilitate opportunities for innovation and collaboration.

Goal 3: Support and foster a sustainable and diverse community of the arts.

Goal 4: Be a convener and facilitator for artistic and cultural expression

Goal 5: Raise community awareness of the Office of the Arts as it continues to evolve as a leadership agency.

From the City of Alexandria: “The City of Alexandria’s Office of the Arts engaged Cultural Planning Group (CPG) to develop a comprehensive, citywide cultural arts plan that shall define the role of the Office of the Arts in supporting, producing, defining, and sustaining arts and culture initiatives throughout the city to accomplish the City’s broader goals. On Saturday December 17, 2016 City Council approved the Arts and Culture Master Plan as recommended by the Alexandria Commission for the Arts and the Arts and Culture Plan Steering Committee.”

The Process

From the City of Alexandria: “This plan resulted from an extensive engagement process in which over 200 individual residents participated in a series of open houses and community meetings; more than 100 individuals participated in two town halls – one to launch the process and one to share findings and draft goals and strategies; 90-plus cultural leaders, business leaders, individual artists participated in

discussion groups and in-depth interviews; and over 500 people completed an on-line survey. The appendix of this plan includes a community engagement summary.”

What do we mean by arts and culture?

From the City of Alexandria: “There are different meanings for the terms “arts” and “culture” and their meanings often change in different contexts. This plan adopts an expansive, inclusive definition of the arts and culture. It includes:

- A range of arts, cultural and creative sectors: fine arts, as well as popular, traditional and commercial arts.
- A range of people: visual and performing artists, craftspeople, makers, creative workers, designers, culinary artists, arts educators, cultural practitioners, avocational artists, and consumers.
- A range of cultural events: performances, exhibitions, festivals, and celebrations.

“Culture” is most often defined in anthropological terms.¹ It includes traditions, historical resources, community heritage and forms of expression valued, practiced, and preserved by a community. Culture shapes how we view the world and is integrated into all aspects of daily life. It comes alive through creativity, whether participating as an audience member, maker, creator, patron or consumer. And, importantly, when public spaces are vibrant and full of the life of a community.

Arts, culture, and creativity are among a community’s most powerful assets. They distinguish each community and allow residents to better understand and celebrate the uniqueness of their lives. Arts, culture, and creativity are a competitive tool, strengthening many elements of civic life, including the economy, workforce development, education, youth development, neighborhood development, redevelopment, sustainability, and cultural equity. An increasing body of research documents how thoughtful cultural policy is essential to civic health. Cultural planning is a primary tool for organizing the best use of this critical asset. This plan fundamentally views cultural planning as holding up a mirror to the Alexandria community and reflects the community’s diverse needs, aspirations, history and capacities.”

Alexandria Commission for the Arts | **Creation, Composition and Organization by City Ordinance**

The Composition as outlined below is currently under review by the Commission's ad-hoc Composition Committee with a proposal expected in Spring 2019.

 [As established by ordinance Article K, Sec. 2-4-90 - Sec. 2-4-91:](#)

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

(b) The Commission shall consist of 16 members to be appointed by the City Council. The composition of the Commission shall be as follows:

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

Alexandria Commission for the Arts | **Functions, Powers and Duties** by City Ordinance

 [Code of Ordinances: ARTICLE K – Alexandria Commission for the Arts](#)

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

1. to advise City Council with regard to policies that will strengthen the arts and further public access to the arts and cultural matters identified by the City Council;
2. to establish and periodically review criteria and standards for arts grant applications for city funds and accountability for the use of such funds; the allocation from such funds to eligible organizations and activities as may be appropriated by the city council for such purpose;
3. to review the public art annual work plan as developed by the office of the arts and a work plan task force and make recommendations to the city council as part of the budget process;
4. to review and approve public art project plans for specific public art projects, and to review and approve artist selection and concept development;
5. to create committees and task forces, as necessary, to focus on public art project development and artist selection;
6. to review proposals for donations of public art and commemorative art and make recommendations to the city council;
7. to collaborate with the office of the arts on public art project evaluations; and
8. to support public communication and outreach as related to the arts and;
9. to serve as citizen liaisons to city planning initiatives when public art is involved.

(b) The commission is empowered to adopt rules and regulations in regard to procedure and other matters so long as the same are not inconsistent with the city code, including, but not limited to, the establishment of committees, through which to carry on its functions and purpose.

(c) A commission chair, vice-chair and secretary shall be elected annually by the commission members at the organization meeting designated in the commission's bylaws. (Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)

The Commission meets on the third Tuesday of each month at 7 p.m., at the Lee Center (1108 Jefferson Street, Alexandria, VA 22314) unless otherwise posted on the City Calendar. All meetings are open to the public.

Alexandria Commission for the Arts | **General Overview of Functions: FY2018 Annual Report**

Within the guidelines as outlined by City Council, the Alexandria Commission for the Arts accomplished a great deal for the arts during the 2017-2018 fiscal year.

Meetings

- The Commission maintained a quorum at all meetings and met every month of the 2017-2018 fiscal year. Additionally, the Commission held retreats in August 2017 and February 2018. The Commission's standing Executive Committee meets monthly as well and four additional standing committees meet on a regular basis: Advocacy and Outreach, Arts Education, Social Media, and Grants. Further, each standing committee has at least one member of the community serving in addition to current Commissioners.
- The Commission has liaisons appointed to serve the following groups: Alexandria Arts Alliance and Waterfront Commission.
- The Commission supported, worked with, and engaged the following Task Forces during this year:
 - Public Art at Simpson Park
 - Public Art at Lake Cook
 - Torpedo Factory Art Center Community Engagement
 - Public Art at Duke Street Tunnel
 - Public Art Annual Work Plan
 - Grant Review Task Force
 - DASHing Words in Motion
 - Public Art at Trails and Paths
 - Public Art at Burke Library
 - Public Art Artist Residency (Alexandria Renew)
 - Public Art at King Street Park at the Waterfront
 - Art Purchase Awards
 - Voting Sticker Project

Policy Accomplishments

- Bylaws for the Alexandria Commission for the Arts were created and submitted to the City for approval in May 2018, with City approval granted in June 2018.
- The Commission took action on the following:
 - Approved Duke Tunnel Project artwork and timeline
 - Reviewed Office of the Arts-initiated Durant Center space rental restructure
 - Created, approved and submitted Commission Bylaws to the City
 - Approved Commission participation in annual City-wide event to increase public awareness for the Commission for the Arts: Scottish Christmas Walk
 - Approved City arts grants for operating and program funding for FY2018 through the award of 23 grants to local artists and arts organizations dedicated to providing meaningful artistic programming to the Alexandria community in conjunction with the City's goals and the goals of the Arts and Culture Plan

- Reviewed the Arts and Cultural District portion of the Old Town North Small Area Plan and endorsed it in concept in letters to the Planning Commission and City Council
- Approved the appointment of Brian Kelley and Marta Ali to Annual Work Plan Task Force
- Approved artwork for Art Purchase Awards
- Approved Alexandria Voter Sticker Art Project for 2018 November elections
- Approved letter and advocated in support of Special Events Policy change at King Street Waterfront Park
- Approved letter and advocated in support of full funding of the Capital Improvement Program for Public Art and a sustainable and meaningful Arts Grant program

Member Activities

- Commissioners frequently attend and take part in arts and cultural activities and events throughout our great City
- Commissioners initiate fact-finding “Council Coffees” with City Council members and candidates
- Commissioners individually visit additional City boards and commissions for the purposes of increasing and nurturing working relationships with various City boards and commissions
- Commissioners often host informative speakers at regular Commission meetings
- Commissioners conducted Torpedo Factory Community Engagement surveys at 2018 *Art on the Avenue*
- Commission retreat August 24, 2017
- Commission retreat February 17, 2018

Goals for FY2018

- The Commission for the Arts strives to increase the visibility and awareness of the arts in Alexandria, reach and serve underserved populations and connect with the community through new and exciting ways, including implementation of the Art and Culture Master Plan and Public Art Implementation Plan. This includes the following goals for FY2018:
- Create awareness and enthusiasm for how art affects and influences all parts of life, beginning with the 2018 Voting Stickers public art project;
 - Revamp the Arts Grant Program by streamlining the application and creating new grants that highlight innovation and Alexandria’s culturally diverse populations;
 - Seek out opportunities for Commissioners to frequently and meaningfully connect with the public on arts opportunities in Alexandria;
 - Connect substantially with arts educators and schools, including Alexandria City Public Schools, and further relationships between arts organizations and students;
 - Streamline Commission roles through further defined expectations and processes;
 - Explore and encourage increased City resources devoted to the arts;
 - Advise City Council and the City on improving arts input in City planning processes;
 - Discover the arts-related interests, suggestions and questions of City Council; and,
 - Extend City public art outreach, support and education to additional populations.

Leadership

- Officers for FY2018 were:
 - Matthew Stensrud, Chair

- Allison Nance, First Vice Chair
- Catherine Barrett, Second Vice Chair
- Karen Thomas, Secretary
- Officers for the upcoming year were elected at the June 2018 meeting:
 - Matthew Stensrud, Chair
 - Gayle Converse, First Vice Chair
 - Chris Kurowski, Second Vice Chair
 - Tamsin Green, Secretary
- During the course of the year, membership included the following individuals:
 - Marta Ali, appointed June 2018
 - Lisa Baranello, resigned November 2017
 - Catherine Barrett
 - Beth Coast
 - Susie Cohen
 - Gayle Converse
 - Michael Detomo, resigned March 2018
 - Shirley Downs
 - Kate Elkins
 - Susan Amber Gordon
 - Tamsin Green
 - Allison Heck
 - Brian Kelley, appointed May 2018
 - Chris Kurowski, appointed December 2017
 - Sara Lavan
 - Allison Nance
 - Shaan Shuster, appointed November 2017
 - Matthew Stensrud
 - Karen Thomas, resigned, April 2018
 - Paige Vondenkamp resigned, October 2017
- Matthew Harwood acted as the City staff liaison to the Commission for the Arts.

Alexandria Commission for the Arts | **Bylaws**

Bylaws

ARTICLE I. CREATION, COMPOSITION AND ORGANIZATION

The Creation, Composition and Organization of the Alexandria Commission for the Arts is authorized by the Alexandria, Virginia - Code of Ordinances, Article K – Alexandria Commission for the Arts, Sec. 2-4-90 – Creation, Composition and Organization.

ARTICLE II. FUNCTION, POWERS AND DUTIES

The Function, Powers and Duties of the Alexandria Commission for the Arts is authorized by the Alexandria, Virginia - Code of Ordinances, Article K – Alexandria Commission for the Arts, Sec. 2-4-91 – Function, Powers and Duties.

ARTICLE III. MEETINGS OF MEMBERS

Section 1. Regular Meetings

Regular meetings of the members are held monthly on the third Tuesday of the month at 7pm, as outlined by the City.

Section 2. Annual Retreat

The commission holds a minimum of one and a maximum of two retreats annually, with the agenda(s) to be set by the Executive Committee. The retreat date and time is scheduled by a simple majority of the Commission with at least three business days' notice.

Section 3. Special Meetings

Special meetings may be called by a simple majority of the Commission with at least three business days' notice.

Section 4. Notice of Meetings

Notice of each meeting shall be posted on the City website by staff no less than three business days before the meeting.

Section 5. Quorum

A quorum for a meeting of the members shall consist of more than 50% of the non-vacant membership.

Section 6. Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place as long as a quorum is present.

ARTICLE IV. OFFICERS AND ELECTIONS

The officers of this Commission shall be the Chair, Vice Chair, and Secretary. A Second Vice Chair may also serve if so deemed by the Commission at the annual election of officers. All officers must have the status of active members of the Commission.

Section 1. Officers

Section 1A. Chair

The Chair presides at all meetings of the Commission. The Chair has the following responsibilities:

- 1) They preside at all meetings of the Commission and Executive Committee.
- 2) They provide a written Chair Report at each Commission regular meeting.
- 3) They provide updates to the Commission between meetings as necessary.
- 4) They stay in contact with Office of the Arts staff as needed between meetings.
- 5) They create an agenda for each Commission and Executive Committee meeting and provide these agendas to the Commission at least three business days prior to the meeting.
- 6) They serve in an Ex-Officio capacity on the Visit Alexandria board.

Section 1B. First Vice Chair

The First Vice Chair is vested with all the powers and will perform all the duties of the Chair during the absence of the Chair. The First Vice Chair has the following responsibilities:

- 1) They attend all Executive Committee meetings.
- 2) They stay in contact with the Chair as needed between meetings.
- 3) They assist in the creation of an agenda for each Commission meeting.

Section 1C. Second Vice Chair

The Second Vice Chair is vested with all the powers and will perform all the duties of the Chair during the absence of the Chair and First Vice Chair. The Second Vice Chair has the following responsibilities:

- 1) They attend all Executive Committee meetings.
- 2) They stay in contact with the Chair as needed between meetings.
- 3) They assist in the creation of an agenda for each Commission meeting.

Section 1D. Secretary

The Secretary has the following responsibilities:

- 1) They attend all Executive Committee meetings.
- 2) They stay in contact with the Chair as needed between meetings.
- 3) They review all minutes from Commission meetings, edit as necessary, and disseminate to the Commission for review at least three business days prior to the meeting.
- 4) They create an action item list during each Commission meeting and disseminate to the Executive Committee within a week of the meeting.

Section 1E. Election of Officers

The Election of Officers follows these guidelines:

The Commission elects the previously stated positions on an annual basis at its regular meeting every June. Once elected, the elected Commissioners take their position immediately following the adjournment of the June meeting.

The Commission appoints an ad-hoc Nominating Committee on an annual basis at its regular meeting every April. This committee consists of three Commissioners, none of which are currently on the Executive Committee.

The Nominating Committee is tasked with the following duties:

- 1) Create a deadline for interest in serving on the Executive Committee, to be no later than the second Tuesday of May
- 2) Inform the Commission of this deadline with proper advance notice
- 3) Following the deadline, meet as a committee to discuss the names of those interested and recommend a slate of nominees
- 4) Present this slate at the Commission's regular meeting in May

Commissioners interested in serving on the Executive Committee must submit a statement of interest to the Nominating Committee within the given timeframe.

Additional nominations will be accepted from the floor at the June meeting.

Each position is elected individually by voice vote. Any Commissioner can request a roll call vote for the position currently being considered by the Commission. If a roll call vote is requested, the Secretary of the Commission will call the roll, record the vote, repeat the vote for accuracy, and present the vote to the Commission.

Following the election of the Executive Committee members at the June meeting, the Nominating Committee is dissolved.

If any Executive Committee member is unable to complete their term of office, the Chair of the Commission for the Arts, with approval from the Executive Committee, will have the power to fill the vacancy until the regular June election.

Should the Chair position become vacant, the First Vice-Chair would assume the position of Chair.

Section 1E-1. Term Limits

A Commissioner may serve in the role of Chair for a maximum of six terms. If necessary, the Commission may waive this term limit by a majority vote.

Section 1E-2. Prerequisites for Chair

A Commissioner may only serve in the role of Chair if having served on the Commission for one year prior to election.

ARTICLE V. COMMITTEES AND LIAISONS

Section 1. Standing Committees

The Commission has two standing committees, the Executive Committee and the Grants Committee.

Section 1A. Executive Committee

The officers serve as the members of the Executive Committee. The Committee meets on the first Tuesday of each month at 7pm.

Section 1B. Grants Committee

The Grants Committee meets at least quarterly to establish and periodically review criteria and standards for arts grant applications for city funds and accountability for the use of such funds; the allocation from such funds to eligible organizations and activities as may be appropriated by the city council for such purpose. Following committee meetings, the committee Chair will provide a written report to the Commission outlining committee activities and provide recommendations to the Commission on matters that require voting.

Section 2. Additional Committees

The Commission may create and disband additional committees as needed by a majority vote. The Commission appoints all Chairs and committee members. Following committee meetings, committee Chairs will provide a written report to the Commission outlining committee activities. Committees will provide recommendations to the Commission on matters that require voting.

Section 3. Liaisons

A Commissioner may serve as a liaison for up to six years on another board or commission. A liaison follows these guidelines:

- 1) Report on discussions and motions pertaining to arts-related activities.
- 2) Bring all discussions and motions to the Commission for guidance before voting.
- 3) Present to the other group/board/commission following approval of the Executive Committee.
- 4) Shall not serve on the Executive Committee of the other group/board/commission.

Section 1A. Waterfront Commission. The liaison will serve in an official capacity. The Commission will appoint the liaison to the Waterfront Commission as needed, at least once every three years.

Section 1B. Alexandria Arts Alliance. The liaison will serve in an Ex-Officio capacity. The Commission will appoint the liaison to the Alexandria Arts Alliance annually.

ARTICLE VI. AMENDING BYLAWS

The Bylaws may be amended as needed with the affirmations of at least 9 members or a majority of the full Commission membership, whichever is greater, at any regular meeting.

ADOPTION OF BYLAWS

We, the undersigned, are all active Commissioners and we consent to, and hereby do, adopt the foregoing Bylaws as the Bylaws of this Commission for the Arts for the City of Alexandria.

ADOPTED AND APPROVED by the Commission on this ____ day of _____, 20____.

Matthew Stensrud, Chair, Commission for the Arts

ATTEST: Tamsin Green, Secretary, Commission for the Arts

Commission for the Arts | **Annual Calendar**

 [Google Doc: Annual Calendar](#)

This calendar reflects the typical timeline of Commission business in a given fiscal year. The timeline is subject to change. See the next page for upcoming budget and grants calendar dates.

July

- Fiscal Year begins
- New Grant Period begins
- Annual Report work begins (for previous year)

August

- Annual Report draft due

September

- Annual Report submitted
- EVENT: Kings Street Arts festival

October

- Next year budget priorities discussed
- Grant process approval for next fiscal year
- EVENTS: Arts on the Avenue, National Arts & Humanities Month

November

- Budget priorities memo to City
- EVENT: National Novel Writing Month

December

- Grants information communicated
- EVENT: Scottish Walk

January

- Grant Applications open
- EVENT: First Night

February

- Grant Applications close

March

- Grant taskforce reviews grants
- Youth Art Month

April

- Nominating Committee selected
- Grants reviewed and voted on
- EVENTS: Dashing Words in Motion, National Poetry Month

May

- Nominating Committee presents officer slate
- City Budget approved by City Council
- EVENTS: Dashing Words in Motion

June

- Commission elections
- Next year's meeting schedule approved
- Fiscal year ends

Commission for the Arts | **Budget and Grants Calendar**

Upcoming [FY2020 Budget Calendar](#)

(click the link for times and location information)

- February 19, 2019: Proposed Budget Presentation and Work Session #1
- February 21: Public Budget Presentation
- February 27: Budget Work Session #2
- March 6: Budget Work Session #3
- March 11: Budget Public Hearing
- March 13: Budget Work Session #4
- March 20: Budget Work Session #5
- March 27: Budget Work Session #6
- April 3: Budget Work Session #7
- April 8: Budget Work Session #8
- April 29: Budget Work Session #10
- May 1: Budget Adoption

FY2020 Grants Timeline

Operating and Program Grants (July 1, 2019 – June 30, 2020)

- February 1, 2019: Grants go live
- March 29: Applications due
- February 1 – March 31: Workshops and Webinars
- April 1 – 5: Staff eligibility review
- April 6 – May 5: Task Force review and scoring
- May 6 or 13: Task Force meeting
- May 21: Arts Commission funding recommendation
- July: Grant Award Letters Sent

Micro and Creative Partnership Grants (Jan 1, 2020 – September 30, 2020)

- September 13, 2019: Grants go live
- November 27: Applications due
- September 13 – November 5: Workshops and Webinars
- November 25 – 29: Staff Review
- December 17: Arts Commission notification
- January 1, 2020: Grant Award Letters Sent

Alexandria Commission for the Arts | **Commission Committees**

The following is from the FY2019 Annual Report and each Committee's business.

Advocacy and Outreach Committee

The Committee assists with Commission communications, supports City arts events and meetings and works to enhance the visibility of the Commission and the arts throughout Alexandria. The Advocacy and Outreach Committee organized the Commission's participation in the 2017 Scottish Christmas Walk. Commissioners marched the parade route pulling, pushing and carrying hand-crafted penguins created by a Torpedo Factory artist and made by the City's youngest citizens.

Arts Education Committee

The Education Committee strives to support and promote the value of arts and culture by nurturing, celebrating and investing in high quality arts experiences in our community and our schools. The Committee has worked with Alexandria City Public Schools (ACPS) regarding two projects, the first of which supports visual and performing ACPS arts educators. Torpedo Factory artists and performance art facilitators plan to conduct professional development workshops to expand and enhance the skills of the teachers. Additionally, the committee has worked with ACPS on the development of a directory of arts organizations which the school system may utilize to provide arts education and enrichment for in-school, after-school and summer student programs. The Committee also continued its endorsement of the planning of the popular annual juried All-City High School Art Show.

Grants Committee

The Alexandria Commission for the Arts has a standing Grants Committee, comprised of Commissioners as well as community volunteers with relevant expertise. The Grants Committee oversees the grants application procedures and makes grants policy recommendations to the Commission. Each year, a Grants Task Force is appointed, which is comprised of Commissioners as well as community volunteers with expertise in arts non-profit management and grant making. The Grants Task Force reviews all of the eligible grant applications from nonprofit arts organizations. On April 10, 2017, the FY18 Grants Task Force met to discuss and score the grant applications. These scores were used by the Grants Committee and Staff to present funding recommendations to Commission.

Social Media Committee

In February 2018, the Alexandria Commission for the Arts established a Social Media Committee to manage the Commission's new Facebook and Instagram accounts. The goal of this Committee is to foster Alexandria's arts and cultural reputation by showcasing our City's offerings; educating our followers on the importance of the arts to our community, the role of the Commission, and ways to get involved; in an effort to further connect with organizations, artists, art lovers, patrons, and City influencers. We are pleased with initial response to our social media presence. We now have approximately 400 followers on Facebook and 1,050 followers on Instagram and have high levels of engagement with both artists and arts patrons in our City. Want to keep up with us? Our handle is @AlexandriaArtsCommission on both platforms.

Commission for the Arts | **Public Art Projects**

[PDF: Public Art Annual Workplan FY16 - FY18](#)

Each summer the Alexandria Commission for the Arts appoints a task force that convenes for a limited time and collaborates with staff on the development of the Public Art Program's Annual Workplan. Prepared each year, the Annual Workplan outlines which new projects the Public Art Program will initiate, indicating where the projects are located and what the proposed budgets will be. It indicates which projects are being carried over from previous years and identifies two years into the future what goals and projects should be considered, even though future-year budgets and projections are subject to change.

The Public Art Annual Workplan outlines projects that the City's Public Art Program will undertake in FY17 - FY19, indicating where the projects will be located and what the proposed project budgets will be. The Alexandria Commission for the Arts reviews and approves the workplan at their meeting each September.

[City Website: Current Public Art Projects](#)

- [AlexRenew Artist Residency](#)
- Burke Library
- Trails and Paths
- [King Street Park at the Waterfront](#)
- Simpson Park
- [Duke Street Tunnel](#)

Previous Public Art Projects

- [Traffic Control Box Wraps 2015](#)
- [Traffic Control Box Wraps 2016](#)
- [Time & Place: Gadsby's Tavern Museum](#)

Ongoing Project

- Art Purchase Award
 - *The City of Alexandria is purchasing original art to add to the City's art collection and to display in City-owned buildings. This project is funded outside of the CIP through a separate fund.*

Commission for the Arts | **Arts Grants Program**

Arts Grants Program

From the City of Alexandria: “The goals of the grant program are:

- To strengthen Alexandria's creative capacity by providing its residents with diverse opportunities to meaningfully engage with the arts;
- To improve the capacity and stability of Alexandria-based arts organizations to create, perform, and present works of artistic excellence and innovation through organizational support and program funding; and
- To create a vibrant urban environment by supporting diverse individual artists, organizations, and other entities in the creation, performance, and presentation of high-quality works of art across the City of Alexandria.

Each year, approximately \$180,000 in City funds is awarded based on competitive grant evaluation process. All grants require a 1:1 cash match.”

Commission for the Arts | **Membership Information and Roster as of January 2019**

Leadership

- Matthew Stensrud, chair
- Gayle Converse, first vice chair
- Chris Kurowski, second vice chair
- Tamsin Green, secretary

List of Members

- Marta Ali, professional in Cityscape/Architecture
- Catherine Barrett, Public at Large/Arts consumer
- Beth Coast, professional in Field/Arts Disciplines
- Susan Cohen, expertise in Visual Arts
- Gayle Converse, first vice chair, Public at Large/Arts Consumer
- Tamsin Green, secretary, Public at Large/Arts Consumer
- Allison Heck, professional in Cityscape/Architecture
- Brian Kelley, expertise in the Visual Arts
- Chris Kurowski, second vice chair, professional in Arts/Cultural Development
- Julie Montross, Public at Large/Arts consumer
- Allison Nance, expertise in Visual Arts
- Caroline Schreiber, Public at Large/Arts consumer
- Shaan Shuster, student member
- Kadhambari Sridhar, professional in Field/Arts Disciplines
- Matthew Stensrud, chair, professional in Field/Arts Disciplines
- Sophia Suarez, professional in Arts/Cultural Development

City Staff Contact

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