

**Alexandria Commission for the Arts
Regular Meeting**

Tuesday, February 19th ,2019
Lee Center --- 7:00pm

MEETING NOTES

For the Attendance Sign-In Sheet for commissioners, City staff and guests in attendance, see [Attachment 1](#).

- I. Call to Order (7:03 pm) Chair Matthew Stensrud called the meeting to order. For the meeting agenda, see [Attachment 2](#).
- II. Public Comment – There was no public comment.
- III. Presentation by the Beautification Commission - Denise Tennant, Chair of the Beautification Commission, gave an overview of her organization. There is interest from the Beautification Commission in working with the Arts Commission in the future. Chris Kurowski will follow up with Denise Tennant about future communication.
- IV. Visit from Wendi Kaplan, City of Alexandria Poet Laureate – Wendi Kaplan talked about the accomplishments made during her tenure as the Alexandria Poet Laureate. For her final report, [see Attachment 2.5](#).
- V. Approval of Minutes
 1. January 15th Regular Meeting – The minutes were approved with no edits by unanimous consent.
- VI. Chair Report – Matthew Stensrud gave his Chair report. See [Attachment 3](#). Signed copies of the Alexandria Commission for the Arts Commissioner Handbook were distributed. See [Attachment 4](#). Notes from the February 2019 Retreat were handed out. See [Attachment 5](#).
- VII. Micro and Creative Partnership Grants – Diane Ruggiero reviewed her Memo to the Commission. [See Attachment 6](#).
 1. After discussion, a motion was made by Chris Kurowski and seconded by Julie Montross to approve staff recommendations for the Microgrants and Creative Partnership Grant Recommendation. Artists Jane Collins, Shamila Karamchandai, Sheila Moses, Kelley Organek, Tom Teasley and Margaret Wohler would each received a non-matching Microgrant of up to \$1000. At this time, no organization was to be awarded a Creative Partnership Grant. The call would remain open. FiberSpace was encouraged to edit and resubmit their application. The motion passed 10-0-3. See [Attachment 7](#).

VIII. Committees and Task Force Updates

1. AlexRenew Task Force –Chris Kurowski gave an update. The artist call received 44 qualified applications. The task force is currently going through the scoring process to make a final recommendation to the Commission.

2. Literary Task Force – Kadhambari Sridhar and Tamsin Green gave a report on the search for a new Poet Laureate. They received 12 applications. Five were invited for a sit-down interview. Of those five, three will be chosen as semi-finalists before selecting the winner. The question of increasing the Poet Laureate's stipend was raised and set aside for further discussion at the next meeting.

3. Composition Committee – Allison Nance reviewed a draft memo from the committee to the Arts Commission. See [Attachment 8](#). Commissioners discussed the memo, especially regarding the number of commission members, the effect on task force appointments, the need for Commissioners with public art expertise, and the desire to continue to focus on Commissioner diversity. No immediate action was taken. Matthew Stensrud will check with the City Clerk to get a better sense of what degree of change in composition is likely to be considered by City Council.

4. Waterfront Commission – Susie Cohen gave a report. The Waterfront Commission is writing a letter to City Council regarding budget priorities. Matthew Stensrud will resend the Art Commission's December letter regarding budget priorities to City Council.

IX. Office of the Arts Division Update - Matthew Harwood gave a quick overview of Office of the Arts activities relevant to the Arts Commission. See [Attachment 9](#).

X. Appointments –

1. Appoint Citizen Members to Public Art Work Plan Task Force - Matthew Stensrud reviewed a memo from staff to the Arts Commission recommending candidates for appointment as Community Stakeholders. See [Attachment 10](#).

After discussion, it was decided to vote on the candidates individually. A motion was made by Allison Heck and seconded by Caroline Schreiber to appoint Cara Smith to the Task Force. See [Attachment 11](#). The motion passed 11-0-1. A motion was made by Julie Montross and seconded by Allison Nance to appoint Marie Plishka to the Task Force. See [Attachment 12](#). The motion passed 11-0-1. A motion was made by Sophia Suarez and seconded by Chris Kurowski to appoint Lisa Baranello to the Task Force. See [Attachment 13](#). The motion passed 6-3-3.

In addition, a motion was made by Allison Nance and seconded by Kadhambari Sridhar to recommend that staff bring forward an additional candidate for consideration for the Public Art Annual Workplan Task Force. The candidate must have expertise in the Visual Arts, as specified in the Public Art Implementation Plan. See [Attachment 14](#). The motion passed 12-0-0.

XI. Retreat Recap –

1. Appoint Commissioners to Committees – The Commission created the Inclusivity Committee and a yet-to-be-named committee dedicated to advocacy, outreach, and education. The Education committee, Advocacy and Outreach committee, and Social Media committee were disbanded. With the approval of the Arts Commission, commissioners were appointed to committees.

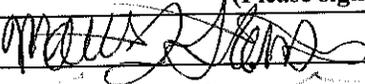
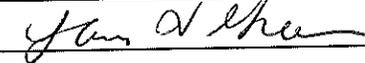
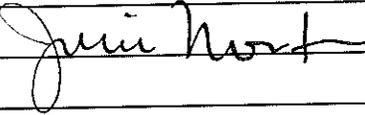
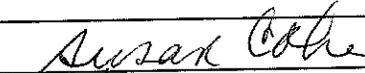
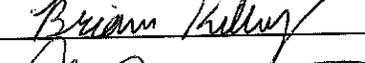
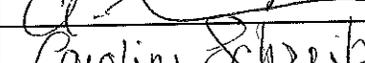
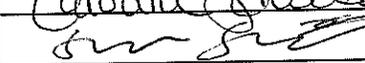
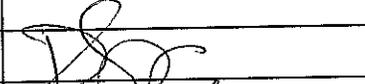
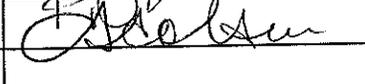
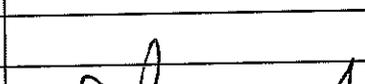
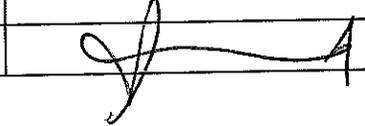
XII. Good of the Order and Announcements

XIII. Adjournment (10:15pm)

ATTENDANCE SIGN-IN SHEET
ALEXANDRIA COMMISSION FOR THE ARTS
ALEXANDRIA, VIRGINIA

Meeting Date: 2/19/2019
Regular/Special

Quorum Meeting Place: Lee Center

MEMBERS OF COMMISSION:	(Please sign name.)
Matthew Stensrud, Chair	
Gayle Converse, 1 st Vice Chair	
Chris Kurowski, 2 nd Vice Chair	
Tamsin Green, Secretary	
Julie Montross	
Marta Ali	
Catherine Barrett	
Beth Coast	
Susan Cohen	
Allison Heck	
Brian Kelley	
Allison Nance	
Caroline Schreiber	
Shaan Shuster	
Kadhambari Sridhar	
Sophia Suarez	
Recreation, Parks & Cultural Activities Staff:	
James Spengler, Director	
Diane Ruggiero, Deputy Director, Cultural Arts	
Cheryl Anne Colton, Program Director	
Brett Johnson, Director, TFAC	
Anne O'Dell, Regional Director, E&PSA	
Matthew Harwood, Public Art Manager	

TYPICAL AGENDA

- (Time: _____) I. Call to Order
 II. Minutes of Previous Meeting
 III. Announcements and/or Guest(s)
 III. Reports:
 IV. Special Orders
 V. Unfinished Business
 VI. New Business
 VII. Other Announcements
 (Time: _____) VIII. Adjournment

(Guest(s) Attendance, over)

Wendi R. Kaplan
Poet Laureate, City of Alexandria

“Poetry is a life-cherishing force.
For poems are not words, after all, but fires for the cold, ropes let down to the lost, something as
necessary as bread in the pockets of the hungry.”
-Mary Oliver

February 18, 2019

Dear Matthew and Members of the Alexandria Commission for the Arts,

What an amazing journey this has been. I thank you for this immense privilege of being the Poet Laureate for Alexandria.

This journey began 3 years ago in 2016 when I shared with the Alexandria Arts Commission that:

I would like to invite people into conversation, to create community by knowing each other through words, through poetry. By sharing poetry we love, by writing poetry together, by listening to each other and broadening our perspectives.

This intention quickly evolved into the theme for my tenure: Building Bridges and Creating Community.

Since I was appointed Poet Laureate:

I have done over 61 poetry readings.

I have collaborated with 6 people and groups in doing projects.

I have done over 17 workshops for people in writing poetry. Most were focused on building bridges. Others were working with kids on identity with acrostic poetry, diversity, inclusion, community, finding the light in the dark, dreams, teens and their dreams.

In addition I have acted as a judge in 12 competitions. Those include writings “For Love of Country” with the Alexandria Library, the school Reflections contests, the elementary school poets and poet laureate submissions as well as, of course, the DASHing Words In Motion contest.

I have written 8 articles for the Alexandria Gazette.

I have collaborated with amazing educators. Lynda Gallagher at Tucker elementary, Bridget Tomich at TC Williams, Suzanne Lank with ACPS and the amazing librarian, LaGina Gross, at Minnie Howard. These folks are jewels in our schools and highlight poetry in their work.

Brack Stoval, the head librarian at Duncan Library has always supported poetry and me and given me space to do readings and workshops there.

Community poets and poetry lovers have supported the work I have done and are always up to sharing: these include Ms. Doreetha of Old Town, Ms. Jane Cotton in the West End, KaNikki Jakarta and Marquis

Mix, Christopher Thomas, my Palestinian sisters Samar Najia and Zeina Azzam, Serena Wills, Renee Adams of the Poetry Fence, and many others.

Collaborators such as the musician and playwright Neal Learner, dancers Silvia Hendi, Janet Storms, Sara Lavan, Mary Jo Smet and the Choreographers Collaboration Project have been inspirations and visionaries. Nancy Belmont who does community art and interactive installations has been energizing.

There was a full circle moment for me when I wrote a poem for and addressed a crowd in Market Square in September of 2017 honoring those who had suffered and even died as a result of domestic violence where I realized that I had been instrumental, along with Dr. Carol Becker and Vola Lawson, in creating a domestic violence program in Alexandria. My work with them began in 1982, 35 years before the vigil in 2017. To be there to honor the people who have been touched by domestic violence and who work to combat it every day and to bring it to light was a great gift for me.

Thank you again for allowing me to be a voice for poetry, for inclusion, for connection in our city of Alexandria.

With heartfelt gratitude,
Wendi

August 2016:

1. First column of Poetry Conversations is printed in The Gazette
<http://www.alexandriagazette.com/news/2016/aug/03/alexandria-poetry-conversations-peace-wild-things/>
2. Collaboration with CCP (8/3/16)
3. First Thursday in Del Ray (8/4/16): Poetry Conversations/20 people including 3 police officers for a while!
4. Interviewed by weight watchers magazine re: poetry and poetry therapy as self healing
5. Alexandria Youth Arts Festival (8/6/16): I had a booth with poetry. Mostly kids from 5-9 came. We read and wrote Acrostic poems (some I scribed bc they could not write).
6. Met with Katherine Young (8/8/16): discussed possible collaborations
7. Poetry at Duncan Library: (8/27/16). What a fiery group! Our theme was: Where I'm From (from the George Ella Lyons poem) They have requested monthly gatherings
8. Have also written and/or spoken to several people about possible collaborations or poetry events (Mayor Silberberg, Justin Wilson, Renee Adams, Police Chief Cook and others)

September 2016

1. Second column in the Gazette about the poetry fence in Del Ray:
<http://www.alexandriagazette.com/news/2016/sep/22/column-alexandrias-poetry-fen>

[ce/](#)

2. Read poetry at National Recovery Month Community Celebration, to help raise awareness of mental health and substance abuse. September 21, 2016 at the Lee Recreational Center.

3. Participated in reading and choosing poetry winners for the Alexandria Library Writing Contest: "For Love Of Country" (for rising 7th, 8th and 9th graders). This was in September 2016.

4. Did a reading and a talk at the Beatley library for the Awards Ceremony of "For Love of Country". October 2, 2016

October 2016

1. Poetry at Duncan (10/15/16): Theme: "I, Too" poetry sharing about diversity. (about a dozen people)
2. Poetry Reading (10/22/16): Watergate at Landmark Writers Fair
3. Gazette Column—Whimsical Poetry and John Porter
<http://www.connectionnewspapers.com/news/2016/nov/01/john-porter-shares-whimsical-poetry/>
4. Met with Cheryl Anne Colton 10/31/16

November 2016

1. Poetry about Safety and Building Bridges (private home 11/13/16)
2. Meeting with Renee Adams and Lucy Goddin (from Ivy Hill Cemetery) about community poetry possibilities (11/14)
3. Worked with TC students as they prepare for a Poetry Out Loud Contest (11/21/16 in conjunction with Ms. Tomich, a teacher at TC)
4. Judged final Literature entries for the Alexandria Schools Reflections Contest (with Kathy Petrini 11/21/16)

December 2016

1. Attended and judged the Poetry Out Loud competition at TC Williams High School (12/15/16)
2. Poetry Reading 12/3/16 at Arabesque/Durant Arts Center
3. Reading 12/16/16 for "Be The Light" community sculpture in Del Ray
4. Corresponding with several people to do future collaborations, readings and events.

January 2017

1. Column in Alexandria Gazette: Poetry And Art Live In Alexandria (1/5/17)
<http://connectionarchives.com/PDF/2017/010417/Alexandria.pdf>
2. Reflections Judging for Alexandria Schools/Special Ed writings (Kathy Petrini)
3. More Regional Reflections Judging.

4. Completed a four month long poetry project (including reading, research and writing) on a poem about George Washington entitled "The Man and The River: Washington's Way"
5. Attended an "Meet the Artists" event for Arabesque at the Durant Center on January 8, 2017.
6. Poetry Event at Martha Washington Library: I was invited to read by Plan B Press (Steven Allen May). January 10, 2017.
7. Met with the Alexandria Arts Commission, Education Committee on January 18 at the invitation of Shirley Downs.
8. Meeting with LaGina Gross, Minnie Howard Librarian on January 19, 2017. We discussed my participating in her Poetry Café for April as well as other poetic possibilities.
9. Samuel Tucker presentation and sharing of poetry with Ms. Lynda Gallagher's third grade class on January 25.
10. January 27, 2017 attended the Regional Poetry Out Loud competition at Signature Theater.
11. continued meetings and planning for future events including for National Poetry Month.
12. Poem in Alexandria Gazette: Washington's Way
<http://www.alexandriagazette.com/news/2017/jan/27/man-and-river-washingtons-way/>

February 2017

1. Reading at Del Ray Artisans: Sweet Treats and Poetry (2/14/17)
2. Presentation to City Counsel with the George Washington Birthday Celebration Committee (2/14/17)
3. Continued communication with Samar regarding Zajal collaboration poem.
4. DASHing Words in Motion: meeting with the selection committee to choose this years winners (2/15/17)
5. Setting up a poetry event with St. Stephens for their 9th Annual Sustainability Conference
6. Working with a GW Middle School teacher on working with her students and poetry
7. Setting up for Sexual Assault Awareness Month Poetry Slam (with Ashley Blow of Alexandria Sexual Assault Center)
8. Collaboration with Silvia Hendi of CCP for a reading of one of my poems combined with her dance and another artists music. For April 1
9. Reading a poem that a senior dance group will be performing to on May 6. (with Janet Storm)

March 2017

1. Met with Janet Storm re: dance and poetry performance (3/8/17)
2. Rehearsals with CCP (3/9 and 3/26 and 3/31)
3. Met with Sara Lavan re: poetry and dance collaboration (3/16)

April 2017

1. Performed with CCP poetry and dance (4/1/17)
2. Met with a committee from ACPS to judge poems for Poetry In the Schools Contest (4/5/17)
3. DASHing Words In Motion reading at City Hall for the DASH Board (4/12/17)
4. Poetry Reading and judging at Busboys and Poets for Sexual Assault Awareness Month (4/18/17)
5. Reading at Minnie Howard at the Poetry Café (4/21/17)
6. Poetry Month and DASHing Words reading and gathering at the Durant Arts Center (4/21/17)
7. Poetry reading and award presentation to the Elementary Poet Laureate for Poetry in the Schools (4/26/17)
8. Poetry reading and gathering at the Athenaeum called "Generating Hope" (4/27/17)
9. Alexandria Earth Day Celebration/poetry reading (4/29/17)
10. Column in Alexandria Gazette/"Poetry Month Blooms In Alexandria" (4/20/17)
<http://connectionarchives.com/PDF/2017/041917/Alexandria.pdf>

May 2017

1. Practice with Senior Dance and Poetry performance/Janet Storm ((5/1/17)
2. Meet with Neal Learner re: *The first Great Del Ray Poetry Slam* (5/4/17)
3. Read poetry and performed in collaboration with dancers: "Finding Us Here: Life in Dance, Poetry, and Music" at St. Aidans Episcopal Church (5/6/17)
4. "Honoring Mothers with Poetry" gathering and reading at Durant Arts Center (5/12/17)

June 2017

1. Practice with Sara Lavan and her 4th grade dancers/poem and dance (6/10/17)
2. Dance/Poetry Performance with Sara Lavan and her troupe. (6/11/17)
3. Column in Alexandria Gazette/"A New Poetic Voice" (6/14/17)
<http://connectionarchives.com/PDF/2017/061417/Alexandria.pdf>
4. Column in Alexandria Gazette/"The Great Del Ray Poetry Slam" (6/21/17)
<http://connectionarchives.com/PDF/2017/062117/Alexandria.pdf>
5. Poetry Reading at the Durant Arts Center/*Voices of Love and Hope: Building Bridges With Poetry*. Wendi R. Kaplan and Joy Roulier Sawyer (6/23/17)
6. The First Great Del Ray Poetry Slam at FireFlies Restaurant (6/24/17)

July 2017

1. 1. talk and planning collaboration with Janet Storm and CCP (7/6/17)
2. Alexandria Birthday/Poetry Performance with the Rev. Dr. David Schulz (7/8/17)
3. Joined poet KaNikki Jakarta/poetry writing (7/15/17)

September 2017

1. Read poetry at a celebration for a local psychotherapist (9/8/17)
2. Joined some Palestinian and Arab women writers to share writing and stories/building bridges: 9/17/17)
3. Practice with CCP for another dance/poetry collaboration (9/21/17)
4. Banned Books Read-Out! (I read poetry: Gwendolyn Brooks and Shel Silverstein) Athenaeum. 9/26/17.
5. Silent Witness Alexandria Candlelight Vigil and Memorial Program. Market Square. Raising awareness of Domestic Violence and those killed by domestic violence. Read a poem written for the event. 9/28/17.
6. Judged poetry for the Alexandria Library, "Love of Country" competition.

October 2017

1. Met with Cheryl Anne about poet laureate ideas (10/5/17)
2. Performed with CCP at Immanuel Episcopal Church (10/7/17)
3. Read poems about building bridges and domestic violence at a reading at the Athenaeum called "Awareness" (10/8/17)
4. Evening of Live Poetry at Fireflies Restaurant with "Community" theme (10/13/17)
5. Met with Susan Drachsler with Friends of the Alexandria Mental Health Center about poetry and mental health issues (10/17/17)

November 2017

December 2017

1. Evening of Live Poetry at Fireflies Restaurant : Honoring the Light and Dark! (12/8/17).
2. Reflections Judging (12/4/17).

January 2018

1. Poetry Reading at St. Elmo's Café. 1/17/18
2. 1/19/18?

February 2018

1. Dash Bus Poetry Meeting 2/12/18.
2. Dance/Poetry rehearsal 2/17/18. (CCP)

March 2018

1. Poetry Reading at St. Elmo's Café. 3/9/18.
2. Meeting with Cheryl Anne Colton. 3/12/18.

April 2018

1. Poetry Reading at First Thursday in Del Ray/Hats! 4/5/18.
2. Poetry Reading at the Athenaeum. 4/5/18.
3. Poetry Reading at Duncan Library with Renee Adams. 4/7/18.
4. Poetry Workshop with Palestinian poets. 4/7/18.
5. CCP/rehearsal. 4/8/18.
6. Poetry Reading at St. Elmo's Café. 4/13/18.
7. Gathering of Poets: Beatley Library. 4/14/18.
8. CCP Performance. 4/14/18.
9. Poetry Reading for Sexual Assault Awareness. Metro Stage. 4/17/18.
10. Poetry Month Reading. Durant Center. 4/20/18.
11. Poem In Your Pocket Day! Reading. 4/24/18.
12. Elementary Poet Laureate. 4/25/18.

May 2018

1. Poetry Reading at St. Elmo's Café. 5/11/18.
2. Poetry and Tea: Mother's Day poetry reading. 5/12/18.
3. Poetry workshop: Building Bridges. Durant Center. 5/14/18.
4. Poetry Workshop: Diversity. Durant Center. 5/21/18.

June 2018

1. Meeting with Jane Collins/Heard. 6/4/18.
2. Poetry: Celebrating Pride and Diversity. Durant Center. 6/8/18.
3. Poetry Reading at St. Elmo's Café. 6/15/18.

July 2018

1. Poetry Reading for Alexandria's Birthday! 7/7/18.
2. Poetry Café: a special summer reading at St. Elmo's Café. 7/8/18.

September 2018

1. Barnes and Noble. Poetry Reading. 9/4/18
2. 9/9/18
3. Meeting with Cheryl Anne Colton. 9/11/18.
4. Poetry Workshop: Building Cultural Bridges. Durant Center. 9/17/18
5. Meeting with Jane Collins/Heard.
6. Poetry Reading at St. Elmo's Café. 9/21/18.
7. Writing Workshop with KaNikki Jakarta 9/22/18.
8. Banned Books Reading at Athenaeum. 9/24/18
9. Teen Poetry Workshop with Victoria Rodriguez. Duncan Library. 9/29/18.
10. Poetry Reading at a private home 9/29/18.

October 2018

1. 1.Meeting with Cheryl Anne Colton. 10/3/18.
2. Guest House/Heard 10/4/18
3. Guest House/Heard 10/11/18
4. Del Ray Poetry Reading at St. Elmo's Café. 10/12/18
5. Poetry Workshop with Teens/Falling Into Poetry Project/Teens with Victoria Rodriguez. Duncan Library. 10/13/18.
6. Poetry Workshop: Building Cultural Bridges. Durant Center. 10/15/18
7. Guest House/Heard 10/18/18

November 2018

1. Poetry Workshop: Building Cultural Bridges. Durant Center. 11/5/18
2. Palestinian Poetry Workshop
3. Del Ray Poetry Reading: Eco-Justice. St. Elmo's Café. 11/16/18

December 2018

1. Poetry workshop: Building Cultural Bridges. Durant Center (12/3/18)
2. Guest House/Heard: Poetry: Finding Hope in the Dark (part 1) 12/4/18
3. Fall Into Poetry Meeting/ Durant Center 12/12/18
4. Guest House/Heard: Poetry: Finding Hope in the Dark. 12/13/18
5. Del Ray Poetry Reading at St. Elmo's. 12/14/18
6. Falling Into Poetry/Teens Presentation. Durant Center. 12/17/18

January 2019

1. Meeting with Cheryl Anne Colton (1/7/19)
2. Reading at Busboys and Poets (1/7/19)
3. St. Elmo's poetry reading. I was the featured poet. (1/25/19)
4. Poetry Workshop on bridges and diversity at Emanuel Episcopal Church/Russell Road. (1/27/19).
5. Poet Laureate Selection Committee Meeting (1/28/19).

February 2019

1. St. Elmo's poetry reading. (2/8/19).
2. PL Interviews (2/11/19).
3. Celebration for Building Bridges and Creating Community at the Durant Center (2/15/19).

In the Works!

1. PL Interviews continuing (2/28/19)
2. Poetry at the Guest House (March 7,14, 21 and 29 2019).
3. St. Elmo's poetry reading (3/8/19).
4. Elementary School poetry judging (3/18/19) and reading (4/24/19)
5. Reading at the Athenaeum with a Swiss Writer about the Holocaust, Using Words and Bridging cultures and lessons. (4/18/19).
6. Alexandria Earth Day: April 27, 2019/Reading

Alexandria Commission for the Arts

Regular Meeting

Tuesday, February 19th, 2019

Lee Center --- 7:00pm

AGENDA

- I. Call to Order (7:00pm)
- II. Public Comment
- III. Presentation by Beautification Commission
- IV. Visit from Wendi Kaplan, City of Alexandria Poet Laureate
- V. Approval of Minutes – 5 minutes
 1. January 15th Regular Meeting
- VI. Chair Report – 10 minutes
- VII. Micro and Creative Partnership Grants – 20 minutes
 1. Motion on Creative Partnership Grant Recommendation
- VIII. Committees and Task Force Updates – 40 minutes
 1. AlexRenew Task Force – Beth Coast and Chris Kurowski
 2. Literary Task Force – Kadhambari Sridhar and Tamsin Green
 3. Composition Committee – Allison Nance and Marta Ali
- IX. Office of the Arts Division Update, Matthew Harwood – 10 minutes
- X. Appointments – 5 minutes
 1. Appoint Citizen Members to Public Art Work Plan Task Force
- XI. Retreat Recap – 15 minutes
 1. Appoint Commissioners to Committees
- XII. Good of the Order and Announcements – 5 minutes
- XIII. Adjournment (9:15pm)

**Alexandria Commission for the Arts
February 19th 2019 Regular Meeting
Chair Report
Submitted by Matthew Stensrud**

Some Things Of Note:

Hellos and Goodbyes - A big welcome to Julie Montross and Sophia Suarez! Both have joined the Commission since my last Chair Report, and we are incredibly excited to have them!

Retreat Recap - Thank you to all who joined for the Commission retreat on Saturday, February 9th. I think I speak for most when I say it was an exciting and invigorating day, not to mention every single Commissioner attended! Thank you to Tamsin for recapping the values and goals - you can find this document in the new Commission for the Arts Google Folder.

Google Drive - The Commission now has a folder on Google Drive where you can find all the documents for the upcoming meeting. Each month will have its own folder with the goal of this creating a one-stop shop for all Commission materials. If you ever have difficulty opening an item or accessing something, let me know immediately and I will work to resolve the issue as quickly as possible.

Saint Patrick's Day Parade - The parade is upcoming on Saturday, March 2nd. Thank you to all who have saved the date and planned to attend! Gayle Converse will be in touch prior to the parade with all the details.

On the Agenda:

Micro and Creative Partnership Grants - Staff has shared a memo on the micro and creative partnership grants. The Office of the Arts approved 5 micro grants and is recommending approval for 1 creative partnership grant. For reference to this process, you can refer to an October 12, 2019 memo from staff that states that micro grants are approved by staff and then notification is provided to the Commission. The Commission recommends approval of creative partnership grants. We will be considering one proposed project that staff has recommended approval for, as the others did not meet the qualifications to be considered. All applications for both grants are available in the Google Drive folder for review.

Appoint Committees - At our retreat, the Commission recommended combining existing committees into a new structure: an Inclusivity Committee and a new, yet to be named committee for education, outreach, and communication (first meeting to be held on Wednesday, March 6th at 7pm). Consider which committee you would like to join, or both, as we will be appointing Commissioners this evening. The Commission will also entertain a motion to disband the Arts Education, Social Media, and Advocacy and Outreach Committees.

Social Media Tips

Join us on Facebook and Instagram!

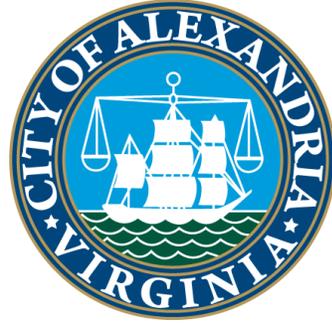
Facebook --- <https://www.facebook.com/AlexandriaArtsCommission/> **436 likes +11 since December '18**

Instagram --- <https://www.instagram.com/alexandriaartscommission/> **1,235 followers +56 since December '18**

Upcoming Dates

Regular Meeting, Tuesday, March 19th at 7pm, Lee Center

*New Education, Outreach and Communication Committee Meeting, Wednesday, March 6th, 7pm,
Location TBD*



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.

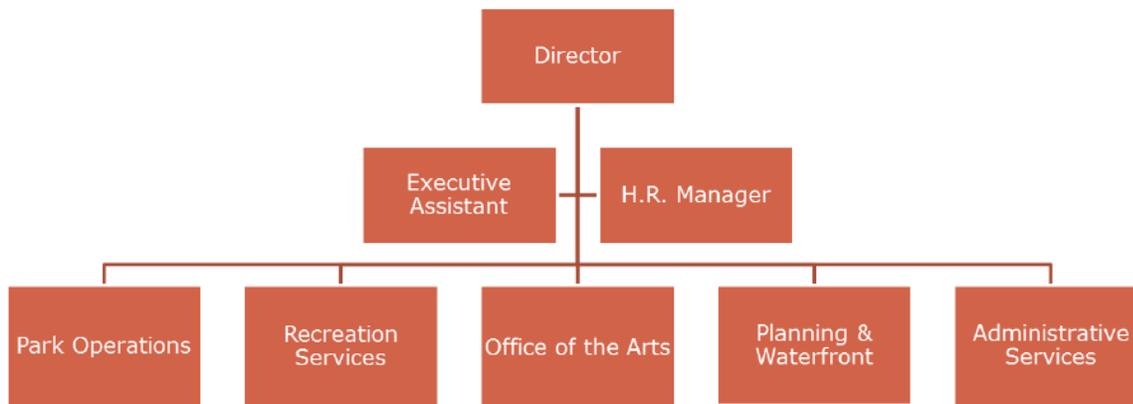
Values

- *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



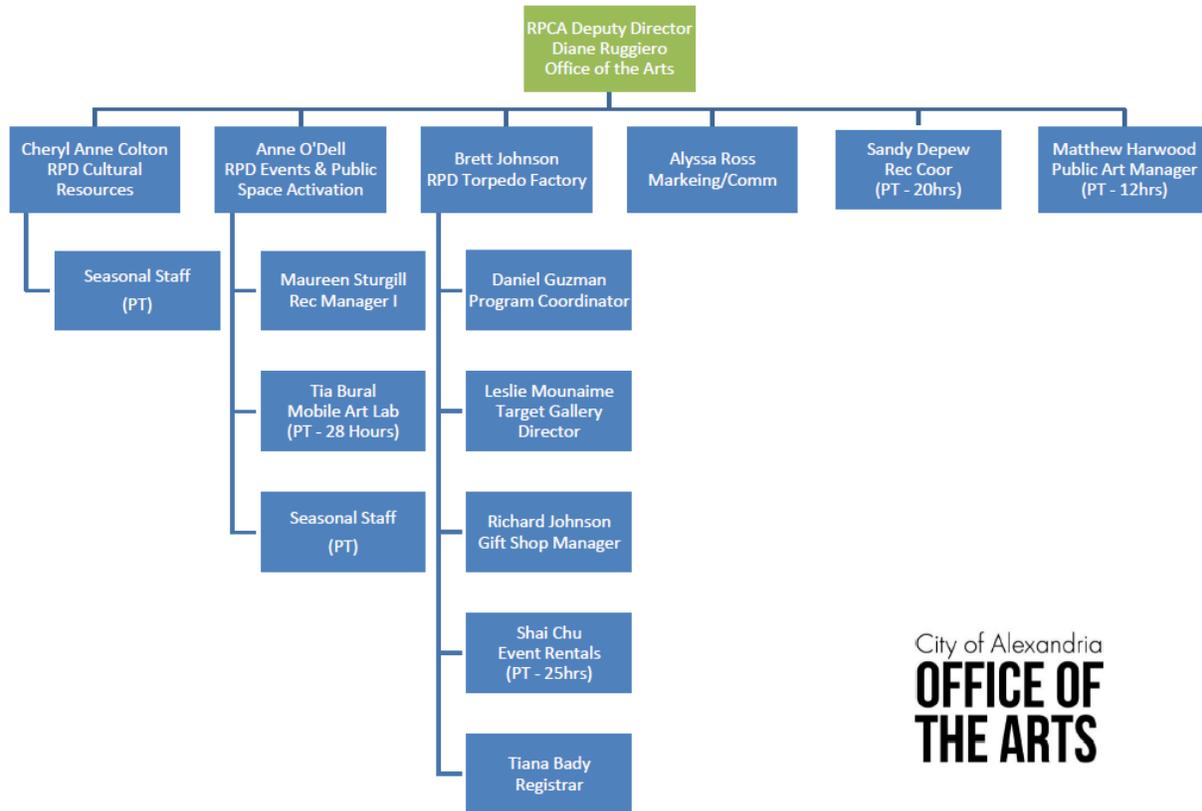
Office of the Arts | General Information & Organizational Chart

[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

- [Matthew Harwood](#), public art manager, Office of the Arts
Recreation, Parks & Cultural Activities Department
703.746.5432
- [Diane Ruggiero](#), deputy director, Office of the Arts
Recreation, Parks & Cultural Activities Department
703.746.5590



ALEXANDRIA
COMMISSION
FOR THE ARTS

Alexandria Commission for the Arts Value & Goal Exercise February 2019 Retreat

Engage & Collaborate

In order to enhance Alexandria as an arts destination, we value collaboration and engagement, including all corners of the city, while expanding our outreach to the global arts community.

Inclusivity

Definition: intentional, ongoing effort to ensure that diverse individuals fully participate, including decision making.

Goal Statement: continue to broaden our understanding and implementation of inclusivity

Next step: form an inclusivity committee

Success looks like:

- ACA is exposed to diverse perspectives and backgrounds
- Be aware of what an inclusive mindset looks like
- Public art: expectation that access/inclusion/diversity is a part of all public art task forces
- Public art: be aware of demographic that will be exposed/benefit from the public art
- Grants: are grant criterias accurately asking and evaluating the organizations' inclusivity

Challenges:

- We don't have final say in selection of commissioners
- We don't always have a say in who applies for public art and grants

Innovative

Integrate art, technology, and the unique history of Alexandria to create a compelling experience. This year, focus on prioritizing this in the work plan.

Use the work plan process as a way to set the stage for integrating HAT into future projects

Art + technology + history = HAT!

- How to use current tech to create something new
- Messaging historical inspiration
- Engaging new demographics
- forward-thinking

Challenges:

Communication

Steps: discuss with staff; make this a priority in our projects; bring in the consultants involved in the work plan.

Success: we will have examples to point to.

Educate

Value description: Growing ourselves and our knowledge as leaders and artists and transferring that knowledge to our stakeholders (community and influencers and decision-makers)

Goal/Success Measure: The Commission will participate in at least one professional development (PD) activity this calendar year and develop an educational briefing that commissioners are comfortable giving to stakeholders

Challenges:

- Scheduling
- Commissioner comfort level with public presentations
- How to handle questions from stakeholders
- Time management
- Down selecting topics for a streamlined (5-6 slide) presentation

Additional Ideas discussed to further this specific goal or the Educate value more broadly:

- Timing is critical. If we engage Americans for the Arts (or other) to develop us further on grants, let's do so with the grant cycle in mind. This is a good example of the value of having the ACA calendar
- Consider field trips to enhance our knowledge as commissioners
- Educate ourselves on what RPCA priorities align to our goals
- Importance of council member connections
- Look for additional City activities that the Commission could become embedded in (e.g. Planning Commission) that impact ACA work. For example, when are Small Area Plans emerging and what does ACA need to do to ensure its role on the SAPs
- ACA briefings could be targeted at Civic Associations, Arts Alliance, Agenda Alexandria (previous example), City Council, City Manager
- Pursue opportunities with Business Associations through the Creative Partnership Grant
- Training/education opportunities with the Office of the Arts should be considered, better understood

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 15, 2019
TO: ALEXANDRIA COMMISSION FOR THE ARTS
FROM: DIANE RUGGIERO, DEPUTY DIRECTOR PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS
RE: FISCAL YEAR 2019 ARTS GRANTS

Background:

As part of the FY19 grant cycle, the Arts Commission agreed to set aside \$13,500 for a “community engagement grant”. In accordance with the approved Arts and Culture Master Plan, two new grant opportunities that support the goals and recommendations in the Plan have been developed.

Discussion:

Microgrants: up to \$1,000 non-matching

Arts & Culture Master Plan Goal 3.2.7 - Neighborhood Celebrations Program Fund: Create a fund for community-led celebrations encouraging cross-cultural exchange and widening access opportunities for residents and visitors. This provides funding along with management and technical support from the Office of the Arts. Part of the program will include a database of information to strengthen the capacity of the program.

Microgrants will be awarded up to \$1,000, no cash match required. Artists 18 years and older can submit projects and/or programs that are free, and open to the public and benefit the City of Alexandria residents. Successful applications will demonstrate that the project supports community representation and cultural respect, encourage cultural diversity and/or enhance underserved communities, neighborhoods or populations of the City of Alexandria. The Office of the Arts strongly encourages artists and artists teams to apply. Individual artists who are affiliated with organizations that have received Fiscal Year 2019 grant funding may apply for a Microgrant. However, the microgrant may not be used for a project that is fully or partially funded by the organizations previously awarded Fiscal Year 2019 grant.

Collins, Jane - Heard - workshop w/homeless & transition clients
Approved

Karamchandai, Shamila - 6 Workshops
Awarded

Moses, Sheila - 1 workshop/8 students
Awarded

Organek, Kelley - Caring for Our Waterways
Awarded

Teasley, Tom - World Percussion
Awarded

Wohler, Margaret - pop-up naturalist mural
Awarded

Barinholtz, Matt - Futuremakers - GW Middle School Pop-up drawbots
Denied – only with three classes from one school

Ellis, Senior Moments - outreach with Beatley library
Denied – use of grant funds was to purchase equipment

Lavan, Sara - Local Motion Project
Denied – awarded an Operating Grant

Gaiarin, Mary Beth - Painting Parker Gray
Denied – didn't engage the community

Creative Partnership Grants: up to \$2,500 with a 2:1 cash match

Arts & Culture Master Plan 3.2.5 - Special Opportunities, Risk and Innovations Fund: Create a fund to incentivize entrepreneurial activity, develop innovative programs, and in special circumstances, to build programmatic or organizational capacity. A competitive grant is awarded each cycle and is open to existing arts organizations, other organizations providing or considering cultural programming, as well as one-time projects developed by non-cultural organizations. These are one-time investments in ideas, regardless of organizational budget size. It is recommended that individuals be eligible as well as organizations.

Creative Partnership Grants will be awarded for \$2,500, applicants will be required to provide \$5,000 cash match. Funding is for Alexandria nonprofit organizations or businesses to engage artists to create new art-centered projects in a variety of media which benefit the community. Nonprofit organizations that have received a grant for Fiscal Year 2019 from the Office of the Arts are not eligible to apply.

FibreSpace, Mural Commerce Street
Provisional Approval – need additional budget information

Del Ray Artisans - Producing/Expanding Programs
Denied – no artist involvement, too consistent with normal operations

Port City Playhouse, 2 cabarets/1 mainstage
Denied – no artist involvement, too consistent with normal operations

Motion made by:	Motion seconded by:	Vote count
C. KUROWSKI	J. MONTROSS	Yes— 10 No— 0 Abstained— 3

ACA Motion

Agenda Item #:
Motion:

APPROVE STAFF RECOMMENDATIONS
FOR FY 19 MICROGRANT AND
CREATIVE PARTNERSHIP GRANTS

Discussion notes:
(continue on other side of page if necessary)

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 19, 2019

TO: ALEXANDRIA COMMISSION FOR THE ARTS

FROM: COMPOSITION COMMITTEE, AD-HOC COMMITTEE OF THE COMMISSION FOR THE ARTS

RE: DRAFT PROPOSAL FOR UPDATED COMMISSION COMPOSITION

Background

The composition of the Commission for the Arts currently consists of sixteen members, from arts professionals to visual artists to architects and urban planners to consumers of art. This composition was last updated shortly after the Public Art Implementation Plan in January 2015. At that time, the Public Art Committee was combined with the Commission for the Arts, while continuing to maintain a structure of sixteen members, with the addition of Public Art Committee members Susie Cohen, Gayle Converse, Allison Heck, and Betsy Hennigan. This led the Commission to grow briefly; through attrition, the Commission returned to sixteen members by the end of that year.

The City of Alexandria Arts and Culture Master Plan, approved by City Council in December 2015, has within it two goal subsets within goal 5 directed to the Commission for the Arts. Goal 5.6 is to “Build the Commission for the Arts membership to be reflective of Alexandria’s geographic and demographic diversity” (p. 42). Goal 5.6.1 states to “update the current Commission for the Arts profile including specific criteria for geography, demographics, industry, and knowledge/skill base” (p. 42). The implementation plan of this goal is an “ad hoc committee for the Alexandria Commission for the Arts to focus on profile and on-boarding” (p. 59). The Chair of the Commission and staff have been working on an on-boarding presentation and began this orientation in fall 2018. The Composition Committee was appointed by the Commission for the Arts in late 2018 to address this goal and propose a new composition to best achieve this goal.

The members of this committee include: Allison Nance, Marta Ali, Kate Elkins and Margaret Wohler. Diane Ruggiero from the Office of the Arts and Matthew Stensrud, Chair of the Commission, also attended the committee meetings to facilitate the discussion.

Recommended Commission Composition:

The Composition Committee considered geography, demographics, industry and knowledge/skill base. Regarding geography and demographics, the committee suggests the

Commission create a form letter to send to City Council when an opening occurs to remind Council to consider and value the diversity each potential applicant could bring to the Commission with regards to geography, race, ethnicity, age, gender, disability, sexual orientation and other attributes.

The committee discussed at-length the current ordinance structure regarding the industry and knowledge/skill base areas and compared it to the necessary skills needed for Commissioners to fulfill expectations, from public art and arts grant evaluation to arts and culture policy to knowledge of city planning processes to collaboration and public relations in regards to arts and culture.

Through these discussions, the committee has put forward a proposed composition, outlined below. The committee also considered the size of the Commission and, in some cases, has proposed two possibilities for the number of Commissioners in a specific position. The committee also discussed the current task force structure and suggests the Commission consider appointing one Commissioner to task forces when appropriate, as opposed to always appointing two.

The Commission shall consist of XX members to be appointed by the City Council. The composition of the commission shall be as follows:

- 1) *Three/Four members shall have specific expertise in visual arts as:*
 - a) *professional visual artists*
 - b) *professional curators of visual art*
 - c) *professional administrators currently working in the field of visual art.*
- 2) *Three members shall have expertise in the arts, including, but not limited to:*
 - a) *professional practitioners of various art disciplines, such as performing, visual, and literary arts*
 - b) *professional administrators working in the arts, such as non-profit arts organizations, grant writing, fundraising, public relations, and policy makers in the arts.*
- 3) *One/Two members shall have specific expertise in arts education, ideally holding a professional license in arts education.*
- 4) *Two members shall have specific expertise in the field related to the visual appearance of the cityspace, such as:*
 - a) *architecture*
 - b) *environmental design*
 - c) *landscape architecture*
 - d) *urban planning and design.*
- 5) *One member shall be a rising sophomore or junior high school student who resides in the City and attends a high school located in the City of Alexandria.*

OFFICE OF THE ARTS DIVISION SUMMARY

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

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

Highlights

- The conservation assessment is complete. The report is scheduled to be completed by early 2019 and will be presented to the Arts Commission.
- The Annual Workplan Task Force will begin meeting in March and the workplan will be brought to the Arts Commission in May, 2019.
- SAVE THE DATE: Mirror Mirror public reception Saturday, March 23, 2pm – 9pm (VIP Reception: Friday, March 22 6pm – 9pm by invitation)

Public Art - Quick Update:

Public Art Project	Status
Artist Residency (AlexRenew)	Selecting the Artist
Burke Library	Setting Project Goals & Parameters
Trails & Paths	Setting Project Goals & Parameters
Mirror Mirror at Waterfront Park	Fabrication
Duke Street Tunnel (ZeroZero Collective)	Fabrication

Staff Contact Info:

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Director, Office of the Arts
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Matthew Harwood (commission liaison)
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Cheryl Anne Colton
Regional Program Director, Cultural Resources
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703.746.5565

Brett Johnson
Regional Program Director, Torpedo Factory Art
Center
brett.johnson@alexandriava.gov
703.746.4577

PUBLIC ART PROJECTS – PLANNING/DESIGN PHASE

Trails & Paths

Lead Agency

Office of the Arts

Project Scope

Develop a plan to implement public art along trails and paths in the city.

Task Force Members

Allison Heck

Current Status (per project development process)

Setting Project Goals & Parameters

Update

The consultant team is developing the draft of the plan and will coordinate a conference call to review the plan before presenting to the Commission in February/March.

Next Steps

The task force will review the final draft of the plan and then it will come to the Commission.

Anticipated Completion

Ongoing

AlexRenew Public Art Residency

Lead Agency

Office of the Arts

Project Scope

Hire a curator/consultant to develop a public art artist in residency program with AlexRenew.

Task Force Members

Beth Coast, Chris Kurowski, Matthew Clark, Lisa Van Riper, Caitlin Feehan

Current Status (per project development process)

Setting Project Goals & Parameters

Update

The Task Force has received the applications and has started their review and preliminary scoring.

Next Steps

The Task Force will meet on February 26 to review the highest scoring artist and make a selection.

Anticipated Completion

Round 1 – Fall, 2019



Burke Library

Lead Agency

Office of the Arts

Project Scope

Outdoor public art at Burke Library.

Task Force Members

Catherine Barrett, Brian Kelley, library staff

Current Status (per project development process)

Setting Project Goals & Parameters

Next Steps

The Task Force will meet on February 28 to finalize the project plan and discuss the artist selection process.

Anticipated Completion

Late 2019

New Waterfront Park, 2020

Lead Agency

Office of the Arts

Project Scope

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

Task Force Members

Allison Nance, Susan Cohen, Claire Mouledoux, Clint Mansell, Jack Browand

Current Status (per project development process)

Selecting the Artist

Next Steps

The Task Force has selected the top two artists from the first call to participate in conference calls with the Task Force to discuss their possible interest and approach for the site in 2020.

Anticipated Completion

March, 2020

PUBLIC ART PROJECTS – FABRICATION/CONSTRUCTION PHASE

Mirror Mirror at Waterfront Park

Lead Agency

Office of the Arts

Project Scope

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

Task Force Members

Allison Nance, Susan Cohen, Claire Mouledoux, Clint Mansell, Jack Browand

Current Status (per project development process)

Fabrication/Construction

Update

SOFTlab has started fabrication on the artwork. Construction at the site is behind schedule due to weather delays. Installation is scheduled to begin March 11.

Next Steps

Staff will work with the mural artist and SOFTlab to prepare the site for installation (scheduled to begin on March 11, 2019)

Anticipated Completion

March, 2019 (1st installation)



Duke Street Tunnel

Lead Agency

Office of the Arts

Project Scope

Update artwork in the Duke Street Tunnel

Task Force Members

Betsy Hennigan, Gayle Converse, Katherine Carraway, Tamsin Green, Kim Barnes

Current Status (per project development process)

Fabrication

Update

ZeroZero Collective will begin fabrication and installation of the project in early 2019.

Next Steps

Staff will work with the artist on installations.

Anticipated Completion

Early 2019

MISCELLANEOUS PROJECTS

Potomac Yards Metro

Lead Agency

WMATA

Project Scope

Include public art in the new Potomac Yards metro station.

Task Force Members

N/A

Next Steps

WMATA will select their members for the public art jury.

Anticipated Completion

TBD

Public Art Task Force Roster

Public Art Project Task Force

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

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

Artist Residency (AlexRenew)

1. Beth Coast*
2. Chris Kurowski*
3. Matthew Clark (comm. stakeholder)
4. Alex Renew Staff (proj. stakeholder)

Art Purchase Award

1. Allison Nance*
2. Allison Heck*
3. Maya Contreras (proj. stakeholder)
4. Joyce Frank (comm. stakeholder)
5. Nina Carpenter (comm. stakeholder)

Trails & Paths

1. Allison Heck*
2. TBD (proj. stakeholder)
3. TBD (proj. stakeholder)
4. TBD (comm. stakeholder)
5. TBD (comm. stakeholder)

Duke Street Tunnel

1. Gayle Converse*
2. Tamsin Green*
3. Katherine Carraway (proj. stakeholder)
4. Betsy Hennigan (comm. stakeholder)
5. Kim Barnes (comm. stakeholder)

Burke Library

1. Catherine Barrett*
2. Brian Kelley*
3. Kyle Maier (proj. Stakeholder)
4. Kathleen Schloeder (proj. stakeholder)
5. Shirley Downs (comm. stakeholder)
6. Renee Dipilato (ex-officio)

King St Park @ Waterfront

1. Susie Cohen*
2. Allison Nance*
3. Jack Browand (proj. stakeholder)
4. Claire Mouledoux (comm. stakeholder)
5. Clint Mansell (comm. stakeholder)

Annual Workplan Task Force

1. Marta Ali*
2. Caroline Schreiber*
3. Cara Smith (comm. stakeholder)**
4. Lisa Baranello (comm. stakeholder)**
5. Marie Plishka (comm. stakeholder)**

*Arts Commissioner

**Pending Approval

Public Art Planning & Project Development Process

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

ARTICLE K - Alexandria Commission for the Arts¹¹

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

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

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

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

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

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

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

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

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

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

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 15, 2019

TO: ALEXANDRIA COMMISSION FOR THE ARTS



FROM: DIANE RUGGIERO, DEPUTY DIRECTOR, RECREATION, PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS

RE: PUBLIC ART ANNUAL WORKPLAN TASK FORCE APPOINTMENT

Background:

Per the Public Art Implementation Plan:

Each year, the Public Art Program will adopt an Annual Workplan. The Workplan outlines which new projects the program will initiate, indicating where the projects are located, and what the proposed budgets will be. The Workplan takes a multiyear view, in that it indicates which projects are being carried over from previous year, and identifies three years into the future what goals and projects should be considered, even though future-year projections are subject to change. This three-year projection would mirror the City's internal "business plan" process.

The Workplan is prepared by staff in collaboration with a Workplan Task Force, reviewed by the Commission for the Arts, and approved by City Council as part of the budget process. The process of developing, approving and implementing the Workplan is analogous to basic approach to approving and implementing other components of the City's Capital Improvement Program.

Meetings of the Annual Workplan Task Force and the Commission for the Arts at which the workplans are reviewed and recommended for inclusion in the City's Capital Budget are open to the public and to public comment.

Prior to the convening of the Task Force, the Public Art Program should hold an annual open house at which recently completed projects and projects in development are presented in an informal manner, and during which members of the community can discuss their own ideas and priorities for public art.

Roles & Responsibilities:

The Commission for the Arts will form an Annual Workplan Task Force that convenes for a limited time each year to collaborate with the staff on the development of the Public Art Program's Annual Workplan.

The Task Force should consist of seven members. Up to two members should be drawn from the Commission for the Arts, including a member of the Commission's executive committee; at least three members shall have professional expertise in visual art as a visual artist, arts administrator or curator; and at least one member should have professional expertise in a field of environmental design, such as urban design, city planning, architecture or landscape architecture. To the extent possible, members should be drawn from all geographic areas of the city. In order to achieve the proper balance of skill sets with a limited number of members, some Task Force members may be counted in more than one category.

The Office for the Arts will develop an application process and the Commission for the Arts will select Task Force members from the pool of qualified applicants. Members of the Task Force will serve until that year's Workplan is complete, and must reapply and be reappointed to serve on a future Workplan Task Force. The Commission may remove a Task Force member who fails to participate in the Task Force's work.

The Task Force will:

- *Review and assess opportunities for public art projects in the coming year.*
- *Advise staff on priority projects for funding and staff resources in the upcoming fiscal year and on potential projects for the next two subsequent fiscal years*
- *Report to the Commission on its activities on a monthly basis*
- *Support the presentation of the Workplan to the Commission*

Discussion

The Arts Commission will appoint two Commissioners to the Task Force. As additional members, the Office of the Arts proposes:

Community Stakeholders

Lisa Baranello

Lisa is a former member of the Alexandria Commission for the Arts and is the Founder and President of FundSource, a consultancy focused on nonprofit management and organizational development for small and medium-sized nonprofits based in Old Town North in Alexandria, VA. Skilled at aiding new organizations and setting up and launching new development programs and departments, Lisa provides expert organizational, strategic, capacity building, and fundraising strategies that empower groups with the tools they need to thrive.

Prior to joining the nonprofit world full-time, Lisa spent ten years working on Capitol Hill in both the United States Senate and the United States House of Representatives, most recently as Deputy Chief of Staff for a Member of Congress. It was here that a commitment to service was formed and continues to this day. She is the current Chair of the Association of Fundraising Professionals (DC Chapter) NOVA Affinity Group. Lisa is also Fundraising Expert with Network for Good's DonorPath service.

Marie Plishka

As a Business Development Associate with Alexandria Economic Development Partnership (AEDP), Marie assists businesses that are interested in locating to Alexandria. She also works with community partners and stakeholders on placemaking activities around the city to increase the quality of life for residents and create a vibrant atmosphere for businesses. One of her primary responsibilities is the Pop-Up ALX program, which seeks to help entrepreneurs & artists find temporary space in Alexandria to test the market for their product and to introduce more creativity to the city. Before joining AEDP, Marie worked at the International Economic Development Council, where she developed the programming content for conferences and webinars on various local and regional economic development topics.

Cara Smith

Cara is a registered Landscape Architect with Larder/Klein in Alexandria, Virginia, and a resident of Alexandria. Cara has been involved in many of LK planning and design efforts since she started working at the firm in 2010 including the recent Simpson Park Playground renovation. Cara completed a Masters of Landscape Architecture from the Virginia Polytechnic Institute and State University in 2010. Prior to pursuing a graduate degree, Cara earned a certificate in Landscape Design from the University of Richmond. She received a Bachelor of Arts degree from the College of William and Mary with a double concentration in Studio Art and Hispanic Studies.

Staff Recommendation

Staff recommends appointment of the above Community Stakeholders to the 2019 Public Art Annual Workplan Task Force.

Motion made by:	Motion seconded by:	Vote count
Allison Heek	Caroline Schreiber	Yes— 11 No— Abstained— 1

ACA Motion

Agenda Item #:

Motion:

Appoint Cara Smith to Work Plan Task Force

Discussion notes:

(continue on other side of page if necessary)

Motion made by:	Motion seconded by:	Vote count
Julie Montross	Allison Nance	Yes— 11 No— Abstained— 1
ACA Motion		

Agenda Item #:

Motion:

Julie Montross moved to appoint Marie Plishka to the Public Art Annual Workplan Task Force

Discussion notes:

(continue on other side of page if necessary)

Motion made by:	Motion seconded by:	Vote count
Sophia Suarez	Chris Kurowski	Yes— 6 No— 3 Abstained— 3

ACA Motion

Agenda Item #:

Motion:

Motion to appoint Lisa Baranello
to the Public Art Annual Workplan
Task Force.

Discussion notes:

(continue on other side of page if necessary)

Motion made by:	Motion seconded by:	Vote count
Allison N	Kadhambari Sridhar	Yes— 12 No— / Abstained— /

ACA Motion

Agenda Item #:

Motion:

Motion to recommend staff bring forward an additional member for the Public Art Annual workplan taskforce with expertise in visual arts, as specified in the Public Art Implementation Plan.

Discussion notes:

(continue on other side of page if necessary)