Alexandria Commission for the Arts
Regular Meeting
Tuesday, October 15, 2019
Lee Center – 7:00 p.m.

MEETING NOTES
For the Attendance Sign-In Sheet for commissioners, City staff and guests in attendance, see Attachment 1.

I. Call to Order (7:11 pm) – For the meeting agenda, see Attachment 2.

II. Public Comment
  a. Margaret Wohler updated the commission on the 13th Annual Alexandria Film Festival to be held November 7-10 at the AMC Hoffman Theater and Beatley Library. See Attachment 3.

III. Presentation by Anthony “Kurt” Huffman, Director of School, Business, and Community Partnerships, ACPS
Kurt Huffman gave an overview of the Alexandria City Public Schools (ACPS) policy for businesses and organizations wishing to provide collaborative support to the City’s public schools. For the ACPS Partnership Agreement, see Attachment 4.

Mr. Huffman shared details about partnership opportunities with ACPS. The arts is one area where ACPS has limited partnerships in place. Mr. Huffman also can help organizations identify grant opportunities.

IV. Approval of Minutes
  a. August 20, 2019 Regular Meeting - By unanimous consent, the minutes were approved without edits.
  b. September 17, 2019 Regular Meeting - By unanimous consent, the minutes were approved without edits.

V. Chair Report – Tamsin Green gave her monthly Chair Report. See Attachment 5.

VI. Grants Discussion
  a. Melinda Kernc, Chair of the Alexandria Arts Alliance, shared her organization’s Focus Group Insights of the City’s FY20 Grant Cycle. See Attachment 6. Ms. Kernc shared that Arts Alliance members would love to see Commissioners come to more events to see their work. She also shared that Arts Alliance members were concerned that the number of organizations who received grant funding was less than last year. Commissioners are invited to attend Arts Alliance membership meetings.

  b. FY21 Grants Timeline - Tamsin Green reviewed the City’s grants process.
Two new co-chairs have been named to the Grants Committee and they plan to meet before November commission meeting. Commissioners interested in sitting on the grants committee should speak to the chairs.

Currently the Office of the Arts Staff is working on getting a new grants system. Co-chairs will meet with staff during the 1st week of November to walk through proposed new system.

A new grants task force will be assigned in January or February.

c. Discussion ensued on how to make improvements to the City’s Grant Cycle.

One commissioner noted that a number of organizations she spoke to has suggested using the Virginia Commission of the Arts’ application as a model.

Commissioners also reflected that the current application includes duplicate questions, and additional grant writing training would be beneficial. Commissioners also noted that many of these improvements have been noted before.

VII. Site/See 2020

Commissioners asked how the historical relevance of the piece(s) will be shared with the public. Taskforce members said this is still undecided.

A commissioner asked for taskforce to communicate with the commission on Mr. Jeyifous’s return visit and information gathering sessions.

A commissioner asked if the city will plan to continue to have accompanying performance art pieces, in an interacting manner, with the new piece(s). Members of the taskforce suggested they thought that this would continue.

VIII. Office of the Arts Division Update – Matthew Harwood gave an overview of the Office of the Arts Division Update for October. See Attachment 8.

IX. Ad Hoc Nominating Process Review Committee – Tamisn Green reviewed a memo from Catherine Barrett, Chair, 2019 Nominating Committee regarding the 2019 Executive Committee Nominations. See Attachment 9.

The 2019 nominating committee made the suggestion that a committee be established to look at our current nominations process. Further discussion to take place at November commission meeting.
Tamsin Green, Commission chair, is looking for interested persons to sit on the proposed committee. Meetings would likely take place in the winter and it was suggested that an executive committee member sit on this committee along with a member of the previous nominating committee.

X. Committees and Task Force Updates
a. ARTreach Committee – Julie Montross gave a report. See Attachment 10.
b. Inclusivity Committee – Allison gave a report. See Attachment 11.
c. Grants Committee – no report given.
d. AlexRenew Task Force – no report given.
e. Burke Library Task Force – Brian Kelley gave an update. There will be an October 30th meeting with artists and the taskforce hopes to select an artist following that meeting.
f. Pat Miller Square Task Force – no report given.
g. Waterfront Commission Liaison – Susie Cohen gave an update.
h. Alexandria Arts Alliance Liaison – no report given.

XI. Fall Advocacy Priorities Update
a. Budget Priorities – Tamsin Green reviewed what Office of the Arts budget priorities the commission would recommend to the City Manager.
b. Small Area Plans – Tamsin Green revisited the Arts Commission’s mandated involvement with developing upcoming Small Area Plans.

XII. Retreat Next Steps – Tamsin Green planned on setting a date in February for the Arts Commission’s annual retreat.

XIII. FY20 Calendar Review – See Attachment 12.

XIV. New Business - none

XV. Good of the Order and Announcements

A commissioner shared a reminder of the general election coming up on November 5th.
Same commissioner made note that 2020 will see the marking of the 100 years of women’s right to vote

XVI. Adjournment (8:45 pm)
## Attendance Sign-In Sheet

**Alexandria Commission for the Arts**  
**Alexandria, Virginia**

### Members of Commission:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Tamsin Green, Chair</td>
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<tr>
<td>Brian Kelley, 1st Vice Chair</td>
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<td>Sophia Suarez, 2nd Vice Chair</td>
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<tr>
<td>Julie Montross, Secretary</td>
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<tr>
<td>Marta Ali</td>
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<tr>
<td>Catherine Barrett</td>
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<tr>
<td>Beth Coast</td>
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<tr>
<td>Susan Cohen</td>
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<tr>
<td>Gayle Converse</td>
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<tr>
<td>Allison Heck</td>
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<td>Chris Kurowski</td>
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<td>Allison Nance</td>
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<tr>
<td>Caroline Schreiber</td>
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<td>Kadhambari Sridhar</td>
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<tr>
<td>Matthew Stensrud</td>
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<td><strong>Recreation, Parks &amp; Cultural Activities Staff:</strong></td>
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<tr>
<td>James Spengler, Director</td>
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<tr>
<td>Diane Ruggiero, Deputy Director, Cultural Arts</td>
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<tr>
<td>Cheryl Anne Colton, Program Director</td>
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<tr>
<td>Brett Johnson, Director, TFAC</td>
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<tr>
<td>Anne O’Dell, Regional Director, E&amp;PSA</td>
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<tr>
<td>Matthew Harwood, Public Art Manager</td>
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### TYPICAL AGENDA

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<tr>
<th>Time:_______</th>
<th>I. Call to Order</th>
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<tr>
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<td>II. Minutes of Previous Meeting</td>
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<td>III. Announcements and/or Guest(s)</td>
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<td>IV. Reports:</td>
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<td>V. Unfinished Business</td>
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<td>VI. New Business</td>
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<td>VII. Other Announcements</td>
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<td>VIII. Adjournment</td>
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(Guest(s) Attendance, over)
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<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Margaret Wohler</td>
<td>Alexandria Filmfest</td>
<td><a href="mailto:wohlerf@verizon.net">wohlerf@verizon.net</a></td>
</tr>
<tr>
<td>Karen J. Schmitt</td>
<td>Del Ray Aesthans</td>
<td><a href="mailto:grants@delrayaesthans.org">grants@delrayaesthans.org</a></td>
</tr>
<tr>
<td>Kurt Huffman</td>
<td>ACPS</td>
<td><a href="mailto:kurt.huffman@acps.k12.us">kurt.huffman@acps.k12.us</a></td>
</tr>
<tr>
<td>Michelle Kozlak</td>
<td>Arts On The Horizon</td>
<td><a href="mailto:mkoszlak@artsonthehorizon.org">mkoszlak@artsonthehorizon.org</a></td>
</tr>
<tr>
<td>Melinda Kerns</td>
<td>Alexandria Symphony</td>
<td><a href="mailto:kernc@aleksym.org">kernc@aleksym.org</a></td>
</tr>
<tr>
<td>Joshua Hart</td>
<td>Alexandria Chorale Society</td>
<td><a href="mailto:gedmg@alexandriachorale.org">gedmg@alexandriachorale.org</a></td>
</tr>
<tr>
<td>Caroline Mousset</td>
<td>Washington Met.Phi.Apn</td>
<td><a href="mailto:carolinemousset@wmpamusic.org">carolinemousset@wmpamusic.org</a></td>
</tr>
<tr>
<td>Liv Caruso</td>
<td></td>
<td><a href="mailto:ulysses.james@wmpamusic.org">ulysses.james@wmpamusic.org</a></td>
</tr>
<tr>
<td>Lawrence Ries</td>
<td></td>
<td><a href="mailto:larryriess@wmpamusic.org">larryriess@wmpamusic.org</a></td>
</tr>
<tr>
<td>Kelley Organek</td>
<td>Upcycle Creative House</td>
<td><a href="mailto:kelleyorganek@hotmail.com">kelleyorganek@hotmail.com</a></td>
</tr>
<tr>
<td>Jane Collins</td>
<td>Presented</td>
<td><a href="mailto:jake.collins@gmail.com">jake.collins@gmail.com</a></td>
</tr>
<tr>
<td>Drew Canin</td>
<td>DRA</td>
<td><a href="mailto:President@DrLdyAesthans.org">President@DrLdyAesthans.org</a></td>
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Alexandria Commission for the Arts
Regular Meeting
Tuesday, October 15, 2019
Lee Center – 7:00 p.m.

I. Call to Order (7:00 pm)
II. Public Comment
   a. Margaret Wohler, Alexandria Film Festival
III. Presentation by Mr. Anthony “Kurt” Huffman, Director of School, Business, and Community Partnerships, ACPS – 10 minutes
IV. Approval of Minutes – 5 minutes
   a. August 20, 2019 Regular Meeting
   b. September 17, 2019 Regular Meeting
V. Chair Report – 5 minutes
VI. Grants Discussion – 30 minutes
   a. Statement from Melinda Kernc, Chair of the Alexandria Arts Alliance
   b. FY21 Grants Timeline
   c. Discussion
VII. Site/See 2020 – 10 minutes
   a. First Look: Proposal from Olalaken Jeyifous
VIII. Office of the Arts Division Update – 10 minutes
IX. Ad Hoc Nominating Process Review Committee – 10 minutes
X. Committees and Task Force Updates – 30 minutes
   a. ARTreach Committee
   b. Inclusivity Committee
   c. Grants Committee
   d. AlexRenew Task Force
   e. Burke Library Task Force
   f. Pat Miller Square Task Force
   g. Waterfront Commission Liaison
   h. Alexandria Arts Alliance Liaison
XI. Fall Advocacy Priorities Update – 5 minutes
   a. Budget Priorities
   b. Small Area Plans
XII. Retreat Next Steps – 5 minutes
XIII. FY20 Calendar Review – 5 minutes
XIV. New Business – 5 minutes
XV. Good of the Order and Announcements – 5 minutes
XVI. Adjournment (9:30 p.m.)
Celebrating Independents for 13 years!

13th Annual
Alexandria Film Festival

November 7–10

Locations include
AMC Hoffman Theater
Beatley Central Library

AlexFilmFest.com
@alexandriafilmfestival
@alexfilmfest

Ticketed and Free Events!
ACPS PARTNERSHIP AGREEMENT

This Partnership Agreement ("Agreement") is intended to memorialize an agreement to provide collaborative support of and for the Alexandria City Public Schools ("ACPS") and its students by the business or organization identified as a "Partner", for the purposes, and on the terms, outlined below. It is not intended to create a partnership in the legal sense, nor to confer on one party the authority to obligate, or speak for, the other.

CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Partner Information</th>
<th>ACPS Information</th>
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<tr>
<td>Legal Partner Name:</td>
<td>ACPS Dept./School Name:</td>
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PROPOSED SCHOOLS

Please indicate the proposed school(s) for the program:

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<tr>
<th>Division Wide</th>
<th>Elementary</th>
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- ECC
- Charles Barrett
- Cora Kelly
- Lyles Crouch
- John Adams
- Douglas MacArthur
- James K. Polk
- J.H.
- Ferdinand T. Day
- Matthew Maury
- Mt. Vernon
- Patrick Henry
- George Mason
- Samuel W. Tucker
- Williams Ramsay
- Francis C. Hammond
- G.W.
- T.C. Williams
- T.C. Satellite
- Detention CTR.
- Chance For Change

TYPE OF ORGANIZATION

- Business  
- Public Entity  
- Faith-Based  
- Non-Profit  
- Other

If other, please specify:

TYPE OF SUPPORT

- Academic  
- Social/Emotional  
- Physical Health/Wellness  
- Cultural  
- Creative/Arts  
- Other (Specify)

If other, please specify:
EDUCATIONAL PURPOSE OF PARTNERSHIP

Support to be provided by partner:

Support requested of ACPS by partner:

Goals and benchmarks for this partnership shall include:

Successful Outcomes of partnership shall be evidenced by:
TERM

This agreement shall become effective on the date of the last signature and shall continue for a period of 5 years. This agreement shall be subject to review by the parties annually and shall continue thereafter, provided, however, that either party shall have the right to terminate this agreement upon 60 days written notice to the other.

GENERAL PROVISIONS OF PARTNERSHIP

1) A. Termination: ACPS has the right to terminate this Agreement at any time and for reasonable cause by giving sixty (60) days written notice signed by the party terminating the Agreement and being sent to the other party.

B. If this Agreement is terminated due to a violation of the conditions provided below or ACPS Policy, copy of which will be furnished to Provider upon signing of this Agreement, no other agreement for a partnership will be entered into between ACPS and the Partner whose agreement has been terminated for at least one (1) year.

2) Use of Trademarks, Copyrights and Trade Names: This Agreement does not give the Partner any ownership rights or interest in ACPS logos, trade names or trademarks. Likewise, this Agreement does not give ACPS any ownership rights in the Partner’s name, program descriptions, or logo.

3) Advertising: ACPS must approve in writing and in advance its identification as a partner or co-sponsor in any and all publicity materials that the Partner may seek to disseminate. Any advertising by the Partner must be consistent with ACPS Policy KJ.

4) Photo Consent: The Partner assumes the responsibility for obtaining any necessary written consent of any student or employee whose likeness may appear in any materials disseminated by the Partner.

5) Student Data: All student data shall be considered to be confidential under this Agreement as well as under the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g et seq., and any other federal or state statutes or regulations pertaining to student records, and will only be released in accordance with the applicable laws and regulations. All student data received by the Partner shall be maintained by the Partner in a secure location, and shall immediately be returned to ACPS in its entirety upon request by ACPS.

6) The Partner hereby acknowledges and agrees that any confidential documents and/or data that the Partner may receive in the course of the partnership outlined herein shall not be disclosed, discussed or transferred to any third party not party to this Agreement, and any student data or information given to the Partner shall only be disclosed to employees of the Partner and ACPS employees who have a legitimate educational interest in the information.

7) Curriculum Materials: Any curriculum materials provided to the Partner by ACPS pursuant to this Agreement will be held to the same standards as ACPS curriculum materials.

8) Participation: Any participation by any student or School Board employee in any activity established pursuant to this Agreement shall be purely voluntary.

9) Usage Schedule: In the scheduling of events pursuant to this Agreement, both parties agree to honor each other’s scheduled events to the greatest extent reasonably possible and not to disrupt each other’s scheduled programs. Should an unforeseen event occur which precludes a joint-use activity or program from occurring; ACPS will reasonably try its best to accommodate the program at an alternate ACPS location, site or room. For special events, the Program or Provider must complete an additional ACPS building use agreement in accordance with ACPS Policy KG to request written permission from ACPS to use any space not previously approved for use by the Provider or any time not previously reserved for assigned space. Such requests must be submitted no later than thirty (30) days prior to the event.

10) Exclusive Use: Nothing in this Agreement shall create any exclusive rights for the Partner or prohibit ACPS from entering into agreements to utilize programs or services of other partners or providers.

11) Background Check and Security Provisions: The Partner shall inform its employees, representatives and agents that their placement in an ACPS school or facility will be contingent upon the results of a criminal background check, background
verification as well as a Sex Offender Registry Search in accordance with ACPS policies and procedures for ACPS volunteers and employees. The failure to successfully pass ACPS’ background check shall serve as grounds for immediate dismissal or removal of that employee, agent or representative from any program administered on an ACPS site or facility. The Partner shall require all new volunteers to complete the ACPS screening at their orientation. For continuing Tutor/Mentor volunteers, the Partner shall ask each to complete the screening and shall work with ACPS to check that the volunteers have completed the screening.

12) **Non-discrimination:** The Alexandria City School Board is committed to nondiscrimination with regard to race, color, gender, sex, age, religion, disability, national origin, ancestry, sexual orientation, genetic information, pregnancy, marital status, status as a parent or political affiliation. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals with whom the Board does business. Please direct all inquiries regarding ACPS’ non-discrimination policies to: Alexandria City Public Schools, Chief Human Resources Officer, 1340 Braddock Place, Alexandria, Virginia 22314.

13) **Partner’s Liability and Insurance Requirements:** Under no circumstances shall ACPS be responsible for the acts or omissions of Partner’s representatives, agents and employees, committed during the commission of any duty or service performed under this Agreement, which may cause harm or injury to persons that are not parties to this Agreement. The Partner acknowledges that ACPS and its agents and employees have sovereign immunity and that such immunity may not extend to Partner or its representative, agents or employees. ACPS, at its sole discretion, may require insurance in conjunction with this partnership. If requested, the Partner shall provide a Certificate of Insurance or otherwise furnish adequate proof of insurance to ACPS, naming the Alexandria City School Board as an additional insured.

14) **Indemnification and restitution:** The Parties agree to save, defend, hold harmless and indemnify each other, and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards, and commissions from and against any and all claims made for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, demands or exposure, however caused, resulting from, arising out of, or in any way connected with the indemnifying Parties’ negligent acts or omissions, including the negligent acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the work called for by the Partner Documents. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Agreement. If, after notice by the Party requiring indemnification, the other Party fails or refuses to fulfill its obligations contained in this section, the Party required to indemnify shall be liable for and reimburse the other for any and all expenses, including but not limited to, reasonable attorney’s fees incurred and any settlements or payments made.

15) **Legal Compliance:** The Partner shall make every effort to emphasize to each staff member or employee involved with all ACPS activities the importance of conforming and adhering to all applicable executive orders, federal, state and local laws, rules and regulations and policies in effect which govern ACPS when performing services or engaging in activities pursuant to this Agreement.

16) **Certifications as to employees, etc.:** Partner agrees to direct its employees, agents or representatives engaging in activities on ACPS property pursuant to this Agreement to comply with ACPS Policy GBEA, concerning a drug-free workplace, for all work conducted on ACPS property. Partner certifies that neither it, nor any of its employees, representatives, or agents who will have direct contact with ACPS students or provide services on ACPS property has been convicted of: (i) a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and/or (ii) a crime of moral turpitude. Partner certifies that it does not, and shall not during the performance of this Agreement; knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

17) **Relationships of Parties:** Neither the Partner nor its employees, representatives, agents may be considered employees, servants, agents of, or party to any joint ventures, under any circumstances, with ACPS.

18) **Faith Based Organizations:** ACPS and Provider do not discriminate against faith-based organizations.

19) **Force Majeure:** The Provider shall not be held responsible for failure to perform the duties and responsibilities imposed by this Provider if such failure is due to fires, riots, rebellions, natural
disasters, wars, or an act of God beyond control of the Contractor, and outside and beyond the scope of the Contractor’s then current, by industry standards, disaster plan, that make performance impossible or illegal, unless otherwise specified in the Provider.

20) **Survival of Terms:** In addition to any numbered sections in this Agreement which specifically state that the term or paragraph survives the expiration or termination of this Agreement, the following sections if included in this Agreement also survive: INDEMNIFICATION, RECORDS and USE OF TRADEMARKS, COPYRIGHTS AND TRADE NAMES.

21) **Non-exclusivity of Remedies:** All remedies available to ACPS under this Agreement are cumulative, and no such remedy shall be exclusive of any other remedy available to ACPS at law or in equity.

22) **Amendments:** Unless otherwise specified herein, this Agreement shall not be amended except by written amendment executed by persons duly authorized to bind the Provider and ACPS

**PROHIBITIONS**

The Activities provided under this Agreement shall not involve or give the appearance of involving any activity, which pertains to any of the following:

A. promotion of hostility or violence;

B. an attack on ethnic, racial, or religious groups;

C. discrimination prohibited by any law or School Board policy;

D. promotion of the use of drugs, alcohol, tobacco, or firearms;

E. promotion of sexual, obscene, or pornographic activities; or

F. promotion of any image that is not in keeping with the established goals and purposes of the School Board;

G. exploitation of any student or School Board employee;

H. unauthorized collection of personal information, including names, addresses or telephone numbers of students or School Board employees because of the partnership; or

I. arbitration; it is expressly agreed that nothing under this Agreement shall be subject to arbitration, and any references to arbitration are expressly deleted from this Agreement.
Hello, Commissioners!

I hope you’ve been enjoying the fall weather! Thank you to everyone who participated in committee or task force meetings over the past month.

**For October’s Meeting**  
While there are no plans or projects up for approval in October, the agenda is still quite full!

At this meeting we’ll have an initial conversation around the FY21 Grants cycle. There is no proposal for approval – this is a chance to make sure that feedback is shared prior to the development and implementation of the FY21 cycle.

We’ll also see [Olalaken Jeyifous’ proposal for Site/See 2020](#)! Staff will be sharing the proposal with various groups for feedback (including the Parks & Rec Commission, Waterfront Commission, Visit Alexandria, and OHA Staff) before coming back to the Arts Commission for approval in November.

Other topics include an updates from the [Inclusivity Committee](#) and [ARTReach Committee](#), and appointing commissioners to an ad hoc committee to review the nominations and election process. The ad hoc committee will be asked to come back to the Commission in December with a proposal.

**For November’s Meeting**  
Looking ahead, November’s meeting is going to be very full, so please anticipate a slightly longer meeting. To keep the meeting length manageable, I’m also proposing that we have limited committee and task force updates in November. Dana Wedeles will be discussing the RCPA Strategic Plan and the 2019 Needs Assessment, we’ll have additional time for grants discussion, get an update on the Public Art Implementation Plan, and review several public art projects.

I’ll see you at the meeting!

Thanks,  
Tamsin
Memo: Alexandria Office of the Arts and Alexandria Arts Commission
Copy:   Tamsin Green, Alexandria Arts Commission Chair
        Diane Ruggiero, Deputy Director, Recreation, Parks & Cultural Activities Department
        Director, Office of the Arts

I have attached results from a focus group held on September 10, 2019 regarding the 2019-2020 City of Alexandria Grants cycle, conducted by the Alexandria Arts Alliance. Participants included both applicants that received funding and those that did not receive funding. Suggestions are included about ways to improve the process, and I have also attached the June 2018 survey results about the 2018-2019 Grants cycle. I plan to attend the Arts Commission meeting on Tuesday, September 17, 2019 and make a statement on behalf of the Alexandria Arts Alliance.

Please distribute this memo with attachments to all commissioners and applicable Office of the Arts staff. If you have any questions, please don't hesitate to contact me.

Sincerely,

Melinda Kernc
President, Alliance Arts Alliance board
kernc@alexsym.org
Focus Group Insights: September 10, 2019
Alexandria Arts Alliance
Topic: 2019-2020 City of Alexandria Grant Cycle

Focus group participants represented music, visual art and dance disciplines, groups that were granted funding and groups that were not granted funding for the 2019-2020 City of Alexandria grant cycle. All participants submitted applications for the current grant cycle.

More than half (60%) were undecided if they will apply for a grant in the 2020-2021 cycle and cited the following reasons:

- Lengthy, tedious application
- Questions asked do not allow applicants to address the needs of the city
- No constructive, automatic feedback
- Process of determining funding is not determined in advance

All participants (100%) were familiar with the city’s current strategic plan, and felt the plan informed their organizations’ programming and long-term planning. Although 100% of participants had attended the grant workshop provided by the Office of the Arts, in its current format, the workshop was not beneficial to completing a successful application.

All applicants (100%) spent 13 days or more (104 hours or more) of volunteer or staff time to complete their applications. When compared to grants of similar award amounts from other granting entities, the time spent to complete the application is not relative to the grant amount offered, according to those polled.

Suggestions to improve future grant processes:

- Transparent explanation of rubric to applicants and panelists
- Consider changing rubric scale for easier scoring
- Remove redundancies and shorten application
- One-page feedback written summary to every applicant
- Clear explanation of “What is a program?” including the distinction between operating, program and project applications
• Consider reviewing the application, rubric and process of Virginia Commission for the Arts as a model; all participants identified VCA as an example of best practices

Resources the Office of Arts can provide:

• Workshop identifying metrics collection that is meaningful and specific
• Grant workshop that focuses on a successful application and funding priorities for the City of Alexandria
• Provide a sample or spotlight example of a grant that was funded
• Constructive help from staff answering questions during the application process

How the Alexandria Arts Commission can assist:

• Thorough training of panelists on use of rubric
• Bias training for panelists
• Disclose who are the panelists in advance
• Encourage panelists and commissioners at large to attend arts events in Alexandria; arts groups are willing to offer complimentary tickets to commissioners so they are familiar with the arts within the city
Alexandria Commission for the Arts Grant Survey Report  
June 2018

Background
The Alexandria Arts Alliance surveyed its membership about the Alexandria Commission for the Arts FY2019 grant process as part of the Arts Alliance’s commitment to advocacy for the arts in Alexandria. This report contains survey data, themes and recommendations for better supporting artists and groups seeking funding and improving the annual grant process.

Overall Themes
• All respondents attended a Grant Training Workshop, and many found it useful and staff helpful.
• While the online application was clear and easy to use, many applicants shared concerns about the length of the grant application and the amount of time required to complete it.
• Based on comments made by the grant panel during public hearings, concerns were raised that panel members were not sufficiently knowledgeable about the City of Alexandria, its arts organizations and arts ecosystem. It appeared that the application and attachments alone were either not utilized or were insufficient in helping panelists fully understand and assess the Alexandria applicants.
• Concerns were shared that two qualified arts groups were not funded.

Recommendations
• Develop a short application form, similar to the Virginia Commission for the Arts grant application process, for artists and groups that have qualified for funding during the previous fiscal year. A long form would be required every three years.
• Provide hands-on grant writing workshops. The Arts Alliance is committed to sponsoring a grant writing workshop, perhaps in collaboration with ACT for Alexandria.
• Provide opportunities for applicants to submit a draft application early in the process and receive feedback before the final application is due.
• Provide applicants more information about the Arts & Culture plan identifying the specific goals and strategies that are of the highest priority for the grant year.
• Assemble a grant panel that is familiar with Alexandria, its arts groups and arts ecosystem, and perform site visits as part of the grant review process and/or as part of the follow-up of funded artists/organizations during the funding year.
• *Arts Alliance members and funded artists/organizations will be encouraged to provide complimentary tickets and/or opportunities for arts commissioners to attend events and observe their programs.*
• Dedicate all of the city’s allocation for the arts grant to the Operational and Program grants. Find other sources to fund special initiatives.
• Consider funding scenarios where all qualified organizations receive some level of funding.
• Offer applicants who were not funded feedback meetings with a member of the grant panel or staff to go over the panel notes so that they can learn from the process.
• Provide a communications plan to promote the funded arts groups and projects to include recognition at a Council meeting, press release, community award presentation, video and other visual means on the City website.

**Survey Data**
There were 24 artists and arts groups who applied for funding through the FY2019 Commission for the Arts Grant Program. Of those applicants, 20 were eligible to receive funding and 18 were funded through the grant program. The survey received 18 responses, and of those, 16 applied for a grant for FY 2019, indicating that the survey data was supplied by 2/3 of the artists and arts groups that participated in the grant program. Operational Grants were requested compared to Program Grants at a rate of 4:1. The majority of applications were written by executive directors, and the grant amount provided a median 8.5% of the applicants’ budgets.

Is your arts organization based in the City of Alexandria or if you are an artist, do you reside in the City of Alexandria?
• Yes – 100%

Did you or your arts organization apply for an organizational or project grant from the Alexandria City Commission for the Arts this year (for FY 2019)?
• Organizational – 70%
• Program – 18%
• Did not apply – 12%

Check all public grant meetings that you attended and provide feedback in the comments box:
• Grant Training Workshop in January or February – 100%
• April 9 - Grant Task Force Review Meeting – 67%
• April 17 - Funding Recommendations Made by Arts Commission – 54%
• May 15 - Grant Awards Announced – N/A: survey went out before this meeting happened
Comments:
• Grant Training workshop does not cover questions that arise while writing the grant.
• Grant Task Force lacked knowledge of Alexandria arts organizations.

Who writes the grant for your organization/project (volunteer, executive director, grant writer, etc.)?
• Executive Director - 63%
• Volunteer or Board Member – 25%
• Development Officer or Grant Writer – 12%

How did your grant amount compare from last year (FY2018) to this year (FY2019) to last year? Level of Funding:
• Increased – 20%
• Decreased – 40%
• N/A – 40%

Comments:
• Level of funding was about the same (2).
• First time applying (2).
• Don’t know yet (2).
• Lower score this year.

What percentage of your budget is provided by this grant?
• Responses range from .003 to 50%.
• The median was 8.15%.

What about the grant process went well this year?
• Online application is clear and easy to submit (7).
• Good training (2).
• Staff is helpful.
• Submitted early.
• Organization had good internal resources to write the grant.
• Being able to attend in workshops and task force meetings.
• Received funding.

What about the grant process needs to be improved?
• Application is too long, request fewer attachments (3).
• Recommend a short form or three year cycle like VCA (3).
• Repetitive questions (2).
• Ensure RFP documents are consistent (2).
• Grant panel did not seem to understand/know Alexandria groups (2).
• Two qualified arts groups did not receive funding (2).
• Grant funds reduced by plans for Community Engagement Grant
• Clarify rubric and what receives a high score.
• Unfair to have large and small organizations compete for the same pool of money.
• Redundant to submit paper copy.
• Interested in more feedback about how to improve organization’s application.
• Engage more Alexandrians in grants task force.
• Expand character count so more information can be included in online application.

Please share any additional thoughts you have about the Alexandria Commission for the Arts grant program.
• Application takes too much time (3).
• The grant program helps our organization and the community (2).
• Grant panel discussion about work samples revealed that artistic excellence was not conveyed (2).
• Financial data and fiscal year alignment causes challenges, lower scores (2).
• Overall a fine process.
• Staff is supportive.
• Commission members do an excellent job evaluating the applications.
• Arts Commissioners should attend more arts events.
• Concerns about qualified groups not being funded.
• Office of the Arts should promote its investment in the funded artists and organizations, and show the community where the money is going.
• Thank you for your hard work!
Site/See Exhibition Series
at Waterfront Park

Olalekan Jeyifous
2020
Task Force Members

- Susie Cohen, Arts Commission
- Allison Nance, Arts Commission
- Jack Browand, Project Stakeholder, City of Alexandria (Park Planning)
- Claire Mouledoux, Community Stakeholder (Visit Alexandria)
- Clint Mansell, Community Stakeholder (Principle Gallery)

Diane Ruggiero, Meridith McKinley, Aliza Schiff
Project Goals

- Amplify Alexandria’s reputation as an of-the-moment arts destination on the water with a new work of art that captures the public’s imagination and is unlike anything else that can be experienced in the region.
- Highlight Waterfront Park as a new civic space that gives prominence to the location where the mercantile city meets the river.
- Bring a new work of art to Alexandria that is informed by the context of the site.
- Foster engagement and interaction with a contemporary work of art on Alexandria’s historic waterfront.
- Attract visitors to experience a dramatic, visually compelling and unique work of art.
- Encourage repeat visits with work that has a presence during the day and the evening.
Artisan Selection Process

- Task Force selected SOFTlab as 2019 artist.
- Task Force reconvened in February 26, 2019 and selected Lek Jeyifous as 2020 artist and Mark Reigelman as 2021 artist, both from original invitational call, after interviewing both artists.
- Selection of both artists was approved by the Commission for the Arts.
<table>
<thead>
<tr>
<th>Task</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Force reviews and recommends Project Plan</td>
<td>Nov 2017</td>
</tr>
<tr>
<td>Commission approves Project Plan</td>
<td>Dec 2017</td>
</tr>
<tr>
<td>Staff drafts Request for Qualifications (RFQ)</td>
<td>Dec 2017</td>
</tr>
<tr>
<td>Staff, consultants, Task Force members recommend artists</td>
<td></td>
</tr>
<tr>
<td>Final List submitted to Task Force for review</td>
<td></td>
</tr>
<tr>
<td>Staff issues RFQ.</td>
<td>January 2018</td>
</tr>
<tr>
<td>Artists submit materials.</td>
<td>February 2018</td>
</tr>
<tr>
<td>Materials organized and sent to Task Force for review.</td>
<td></td>
</tr>
<tr>
<td>Task Force meets and recommends Lek Jeyifous for 2020 and Mark Reigelman for 2021, after interviewing both artists.</td>
<td></td>
</tr>
<tr>
<td>Artist contract</td>
<td>April 2019</td>
</tr>
<tr>
<td>Artist conducts site visit, begins to develop Concept Proposal</td>
<td>May 2019</td>
</tr>
<tr>
<td>Technical Review of Concept Proposal</td>
<td>Sept 2019</td>
</tr>
<tr>
<td>Artist presents Concept Proposal to Task Force. Task Force recommends approval to Commission.</td>
<td>October 2019</td>
</tr>
<tr>
<td>Staff presents Concept Proposal to Waterfront Commission, Parks Commission, staff of Office of Historic Alexandria and other relevant City departments and community organizations.</td>
<td>October 2019</td>
</tr>
<tr>
<td>Commission for the Arts approves concept.</td>
<td>November 2019</td>
</tr>
<tr>
<td>Artist develops final design documents and submits for approval.</td>
<td>Nov/Dec 2019</td>
</tr>
<tr>
<td>Artist fabricates and installs work.</td>
<td>March 2020</td>
</tr>
</tbody>
</table>
Lek’s Site Visit
May 22 & 23, 2019

- Public Reception at Blackwall Hitch – Presentation by Lek and phone polling activities.
- Meetings with OHA staff, VisitAlexandria staff, City staff.
- Walking tour of Waterfront Park and Old Town, including TFAC, museums.
- Driving tour of Alexandria, including Masonic Temple, neighborhoods.
- Time at the site.
Concept Proposal
SITE SEE 2020: INTRINSIC NARRATIVES

My proposal considers the rich and complicated industrial and merchant history of this port city as inextricably tied to its involvement in the domestic slave trade and as home to one of the largest slave markets in the country. These two facets exist as interwoven threads in the fabric of this city and its evolution from a village of farms and plantations to a prosperous port of entry and major center for shipping and manufacturing, on to the residential community that it is now. One cannot commemorate Alexandria's historical achievements: its symbols of wealth, and commerce, without acknowledging how the participation in the domestic slave trade and the labor of its subsequently freed black communities, contributed to the economic prosperity of the city.

Apropos of current conversations around re-imagining the confederate monument and in acknowledging these interconnected narratives, my approach is to distill the symbols of the city's merchant and manufacturing history: its factories, tobacco warehouses, breweries, and nearby railways, to simple icons and illustrations that can be combined with other symbols and icons that reflect the city's involvement in the slave trade, the quest for freedom and the freed black communities. The highlighting of combined narratives occurs in both the ground plane design at the site which visually references “Freedom Quilts” as well as in a set of four sculptural seating platforms that adorn the landscape and feature ornate metal profiles of stoic figures facing the water.
GROUND DESIGN: CARTESIAN TAPESTRIES

In referencing the "Freedom Quilts" in the ground plane design I am not invoking them in terms of the contested hypothesis that the coded block patterns were used to impart secret information about the Underground Railroad but their role in the tradition of craft, artistic interpretation, and folklore; aspects that are important to creative storytelling and the oral tradition. I'm additionally fascinated with how these quilts visually present as abstracted cartographic images that, when combined with other relevant symbols or iconography, can act as a key legend, identifying important references to the industrial and merchant history of this city in dialogue with its incontrovertible past as home to a major slave market and a substantial free black community.

The result is to create not only an informative but a colorful, rich and vivid surface pattern from which the sculptural profiles arise from and work in concert with as engaging and interactive seating elements that subtly reflect the city's connected histories.
VISUAL ASSETS: UNDERGROUND RAILROAD [QUILT BLOCKS] + INDUSTRY/MERCHANT HISTORY
FIRST PROFILE

WATER-JET CUT ALUMINUM or STEEL
(Powder-Coated Finish)
SECOND PROFILE

WATER-JET CUT ALUMINUM or STEEL [POWDER-COATED FINISH]
SCULPTURE DESIGN: DIMENSIONS AND MATERIALS

BENCH BASE [9' x 9']

WATER-JET CUT ALUMINUM or STEEL
[POWDER-COATED FINISH]

LED LIGHT STRIP
Site/See Exhibition Series
at Waterfront Park

The End
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

- Artist tours and interviews for three of the artist finalists for Burke Branch Library will be on October 30th.
- The last scheduled date for Mirror Mirror is Sunday, November 3, 2019.
- Olalekan (Lek) Jeyifous presented his proposal for Site/See 2020 to the project task force, who unanimously recommended approval. Staff will be sharing the proposal with other boards and commissions before bringing it to the Arts Commission for approval in November.
- ZeroZero Collective has started the art installation at Duke Street Tunnel. The Carlyle Community Council cleaned the ceiling of the tunnel and staff worked with the artists to install stronger lights instead of painting the ceiling.

Public Art - Quick Update:

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<th>Public Art Project</th>
<th>Status</th>
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<td>Developing a Concept Proposal</td>
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<tr>
<td>Burke Branch Library</td>
<td>Selecting the Artist</td>
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<tr>
<td>Trails &amp; Paths Plan</td>
<td>Setting Project Goals &amp; Parameters</td>
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<tr>
<td>Site/See 2020 (Olalekan Jeyifous)</td>
<td>Approving the Concept Proposal</td>
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<tr>
<td>Duke Street Tunnel (ZeroZero Collective)</td>
<td>Fabrication</td>
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<tr>
<td>Transit Corridor C</td>
<td>Setting Project Goals &amp; Parameters</td>
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<tr>
<td>Wilkes Street Park</td>
<td>Setting Project Goals &amp; Parameters</td>
</tr>
</tbody>
</table>

Staff Contact Info:

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

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

Anne O’Dell
Regional Program Director, Public Space Activations
anne.odell@alexandriava.gov
703.746.5419
PUBLIC ART PROJECTS – PLANNING/DESIGN PHASE

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
Update
Sto presented his research focus to the task force in September and will continue to visit once per month to develop his project proposal for approval by the Arts Commission in January/February.
Next Steps
Sto will visit with AlexRenew each month to continue his research.
Anticipated Completion
Round 1 – Fall, 2020

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, Shirley Downs
Current Status (per project development process)
Selecting the artist
Next Steps
The Task Force has met to review the top scoring applicants and selected three finalists. The finalists will visit Alexandria in October and interview with the Task Force. The Task Force recommendation is scheduled to come to the Commission in November.
Anticipated Completion
Late 2020
PUBLIC ART PROJECTS – PLANNING/DESIGN PHASE, cont’d

Site/See: New Views in Old Town 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)
Developing the Concept Proposal
Next Steps
Olalekan will develop his proposal and is expected to be presented to the Arts Commission in October 2019.
Anticipated Completion
March, 2020

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.
Next Steps
Gather feedback and present to the Commission.
Anticipated Completion
Ongoing

Wilkes Street Park

Lead Agency
Park Planning & Planning & Zoning
Project Scope
Commission public art for the new park.
Task Force Members
Marta Ali, Chris Kurowski
Current Status (per project development process)
Setting Project Goals & Parameters
Next Steps
Staff will set a meeting with the appointed members to identify community stakeholders.
Anticipated Completion
TBD
PUBLIC ART PROJECTS – PLANNING/DESIGN PHASE, cont’d

West End Transit Corridor

Lead Agency
Transportation & Environmental Services (T&ES)

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

Task Force Members
Marta Ali, Chris Kurowski

Current Status (per project development process)
Setting Project Goals & Parameters

Next Steps
Staff will set a meeting with the appointed members to identify community stakeholders.

Anticipated Completion
TBD
PUBLIC ART PROJECTS – FABRICATION/CONSTRUCTION PHASE

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 has begun fabrication and installation of the project.

Next Steps
Staff will continue to work with the artist on installations.

Anticipated Completion
Fall, 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
The Committee met in May to review the WMATA process for public art at Potomac Yard Metro. WMATA will develop the call to artists and have it for review at the end of the summer to be posted after Labor Day.

Anticipated Completion
TBD

Pat Miller Square

Lead Agency
Pat Miller with support from Office of the Arts

Project Scope
Public art for Pat Miller Square in Del Ray

Task Force Members
N/A

Next Steps
The artist has been identified and a contract is in development.

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 Schroeder (proj. stakeholder)
5. Shirley Downs (comm. stakeholder)
6. Rose Dawson (ex-officio)

Site/See: New Views in Old Town
1. Susie Cohen*
2. Allison Nance*
3. Jack Browand (proj. stakeholder)
4. Claire Mouledoux (comm. stakeholder)
5. Clint Mansell (comm. stakeholder)

West End Transit (WET) Corridor
1. Allison Heck*
2. Brian Kelley*
3. TBD (proj. Stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. TBD (ex-officio)

Wilkes Street Park
1. Marta Ali*
2. Chris Kurowski*
3. TBD (proj. Stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. TBD (ex-officio)

*Arts Commissioner
### Public Art Planning & Project Development Process

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identifying the Project in the Annual Plan</strong></td>
<td>- 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.</td>
</tr>
</tbody>
</table>
| **Setting Project Goals and Parameters** | - 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** | - 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 invitation.  
- 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** | - 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** | - If finalists are selected, they may be:  
  - 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** | - 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** | - 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 the Final Design** | - 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** | - 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** | - 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 Arts

 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)
MEMO

TO: Alexandria Commission for the Arts

FROM: Catherine Barrett, Chair, 2019 Nominating Committee

RE: 2019 Executive Committee Nominations

DATE: May 10, 2019

The 2019 Nominating Committee, appointed on March 19, was made up of Catherine Barrett (Chair), Beth Coast and Allison Heck. The Committee met twice to discuss the process, and solicited nominations from the Commission via email. The Committee heard back from four interested Commissioners, and followed up with each person with short one-on-one conversations. The Nominating Committee is pleased to present the following slate for the ACA’s next Executive Committee, to be voted on at the June meeting:

Chair – Tamsin Greene

First Vice Chair – Brian Kelley

Second Vice Chair – Sophia Suarez

Secretary – Julie Montross

The Nominating Committee enthusiastically endorses each of these individuals and sincerely appreciates their commitment to the arts in Alexandria and their willingness to lead.

Further Discussion: In this particular instance, the Nominating Committee only received one interested response for each position, but we did have discussions about how to handle competitive election scenarios. There were differing opinions on how this could and should be handled, and we feel that it needs to be discussed by the Commission prior to the 2020 Nominating and Election process.

For ease of discussion, the relevant section of the Commission’s bylaws is as follows:

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.
ARTreach Committee Report

October 10, 2019

There was no meeting between the September Commission meeting and now, however there are a couple of things to report on:

1. On October 1st, in partnership with Alexandria Arts Alliance, we deployed the call for submissions for The Alexandria Arts-in-Schools Directory. I have gotten a number of emails from organizations expressing interest in submitting their information – as well as a few clarification questions. To date we have 5 submissions and three in-progress. The deadline for submissions is October 30, 2019.

2. Americans for the Arts sent out a call to action on October 9th asking their supporters to contact their senators to ask for their support in matching several arts funding allocations that were already approved over the summer in the House of Representatives. You can view the funding status details of these key appropriation bills here: federal funding chart.

Americans for the Arts makes it quite simple to send a note to your senators – simply click here to visit the form.
Purpose Statement: The Inclusivity Committee of the Alexandria Commission for the Arts (ACA) understands that artistic expression builds community identity and sense of place. In Alexandria, the ACA is committed to improving access to the arts to areas that typically have not been the main recipients of arts programming or grants in the past. The Inclusivity Committee will serve as ACA’s subject matter experts in methods to improve inclusivity through policies and practices, engage community partners and boards to build bridges to all Alexandrians, and serve as conduits for continual education on inclusivity for ACA Commissioners and Task Force Members.

Background: The ACA recognizes that trends indicate that arts organizations typically locate in more affluent, less-diverse areas despite the fact such organizations tend to have more significant impacts in more diverse, less advantaged areas. During the ACA 2019 Winter Retreat the Commission committed to forming an Inclusivity Committee with the goal to continue and broaden the ACA’s understanding and implementation of inclusivity. For the purposes of the effort, “inclusivity” was defined intentional, ongoing effort to ensure that diverse individuals fully participate, including decision making. The Inclusivity Committee has chosen to broaden this definition slightly to encourage and advocate for inclusive practices in recruiting those with power to make decisions (e.g. ACA Commissioner, Task Force Members), addressing barriers in policies and practices that hinder inclusivity, and encouraging tactics, education, and advocacy efforts that further the city and the ACA’s goal of implementing inclusive programs.

ACA’s commitment to inclusivity aligns with national and state-led efforts to address inclusivity in the arts. America for the Arts adopted a statement on Cultural Equity, followed by the Virginia Commission of the Arts Statement on Cultural Equity. These statements recognize that members of arts industry must make a conscious effort to bring inclusion into their processes and practices. The City of Alexandria has included both also made steps to align inclusivity and the arts through Goal 1 of the Arts and Cultural Master Plan, “ACHIEVE EQUITY, INCLUSION AND ACCESS FOR ARTS, CULTURAL, AND CREATIVE ENDEAVORS.” The Inclusivity Committee specifically aligns its purpose to Objectives 1.2 and 1.3 within this strategic goal identified below:

- **1.2**: Work to eliminate access barriers to arts and cultural programming for all residents, communities, and groups including underserved constituencies (homeless, veterans, seniors, and intellectually and physically disabled populations).
- **1.3**: Encourage and support programs celebrating cultural, ethnic, and racial diversity throughout Alexandria in traditional and non-traditional spaces.

These commitments were furthered in Alexandria’s 2017-2022 Strategic Plan vision for the future of being an “Inclusive City” with “Flourishing Arts, Culture, and Recreation.” The ACA Inclusivity Committee believes that efforts through the Office of the Arts, in partnership with the ACA, can help realize this vision through robust implementation Goal 1 of the Arts and Cultural Master Plan.

Areas of Effort: The Inclusivity Committee recognizes that initial efforts in this space need to be achievable and strategic. In the Committee’s initial meeting different options for first year activities were discussed. The Committee will hone these activities down at its next meet and begin an exploration and subsequent execution plan.
Inclusivity Committee
Alexandria Commission for the Arts

- Reach out to experts in inclusivity and the arts to provide best practices to the ACA to further inclusive decision-making.
- Reach out to groups and artists that traditionally have not applied for grants or interacted with the city to determine how to better attract diversity in proposals as well as technical assistance requirements for these groups (Would be done in concert and consultation with the Grants Committee).
- Determine “diversity deserts” in ACA and Arts Outreach and tailor messaging to encourage all Alexandrians to feel included in arts and cultural activities, events, and decisions (Would be done in concert with the ARTreach Committee).
- Be advocates for inclusivity in the arts in ACA meetings and all decisions, including engaging with, as appropriate, the City’s Race and Social Equity Officer on spaces where we can focus ACA’s efforts to further inclusivity (Would be in concert and consultation with the Office of the Arts Staff and the Executive Committee).
FY20 ACA Calendar – DRAFT October 2019

This is not an exhaustive calendar and is very much subject to change. The Executive Committee will share any updates or changes each month. Public Art and other approvals will appear on the monthly agenda as they are ready.

<table>
<thead>
<tr>
<th>Month</th>
<th>Key Topics/Discussions/Actions</th>
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<tbody>
<tr>
<td>August 2019</td>
<td>Annual Report (Sept 6 Submission Deadline)</td>
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| September 2019| - Office of the Arts Division Overview  
- Fall advocacy priorities (including FY21 Budget Priorities) |
| October 2019  | - Appoint ad hoc Nominating Process Review Committee  
- FY21 Grants Discussion (no proposal or vote) |
| November 2019 | - Review of Strategic Plan of Department of Recreation, Parks, and Cultural Activities & 2019 Needs Assessment  
- Review of Public Art Implementation Plan  
- FY21 Grants Discussion (recommendation if ready – likely Dec)  
- Trails & Paths Proposal  
- Site/See 2020 Proposal  
- Set date for February Retreat |
| December 2019 | - Additional FY21 Grants discussion if necessary for approval  
- Receipt & discussion of recommendation from ad hoc Nominating Process Review Committee |
| January 2020  | - Review of Arts and Culture Master Plan  
- Approve any changes as related to elections/nominations process |
| February 2020 | Commission retreat |
| March 2020    | Nominating Committee Selected (if required)                                                     |
| April 2020    | Set aside time to review grants before May meeting                                             |
| May 2020      | - Slate presented (if required)  
- Grants funding discussion and decision                                                        |
| June 2020     | Elections                                                                                     |