Alexandria Commission for the Arts
Regular Meeting
Tuesday, September 15, 2020 Virtual – 7:00 p.m.

The video recording of this meeting is available on the City of Alexandria website at http://alexandria.granicus.com/ViewPublisher.php?view_id=29&coa_clip_id=4599&coa_view_id=29

MEETING NOTES

Due to the COVID-19 Pandemic emergency, the September 15, 2020 meeting of the Alexandria Commission for the Arts is being held electronically pursuant to Virginia Code Section 2.2-3708.2(A)(3) and/or the Continuity of Government ordinance adopted by the City Council on April 18, 2020. All of the members of the Commission and staff are participating from remote locations via Zoom. The meeting can be accessed by the public through the meeting information posted on the City website: https://apps.alexandriava.gov/Calendar/Detail.aspx?si=32221. Public comment will be received at the meeting.

I. Call to Order. The meeting was called to order by Tamsin Green, Chair, at 7:02 pm. For the meeting agenda, see Attachment 1.

II. Roll Call. See Attachment 2.

III. Review of Virtual Meeting Procedures. Diane Ruggiero, Director of the City’s Office of the Arts, reviewed the City’s virtual meeting procedures.

IV. Public Comment. No public comments were offered.

V. Approval of Minutes
   a. February 18, 2020 Regular Meeting. By unanimous consent, the minutes were approved with edits.

VI. Chair Report – Tamsin Green summarized her Chair Report. See Attachment 3.

VII. Approval of the Annual Report – Brian Kelley, 1st Vice Chair, reviewed the Executive Committee’s draft Annual Report to the City Council. See Attachment 4. A motion was made by Chris Kurowski and seconded by Allison Nance to approve the draft Alexandria Commission for the Arts Annual Report to City Council with minor edits to be made by the Executive Committee. See Attachment 5. The motion passed 14-0-0.

VIII. FY21 Arts Grants Program
   a. Arts Grants Program Funding Scenarios. In response to the impact COVID-19 has had on Alexandria’s local arts organizations, the City’s Office of the Arts awarded a total of $56,000 in Arts Relief and Recovery Grants to twenty of the twenty arts organizations that applied. See Attachment 6.
   b. Discussion and Vote. Diane Ruggieri reviewed where the Commission stood in assessing the Fiscal Year 2021 Arts Program Grant recipients. Twenty-four arts organizations received a score greater than the required 75% to be available for $119,000 in Arts Program Grants. City staff proposed four funding scenarios to allocate
the limited funds. See Attachment 7. After some discussion by the commissioners, a
motion was made by Catherine Barrett and seconded by Beth Coast to approve
Funding Option D, where seventeen arts organizations received funding. See
Attachment 8. The motion passed 12-0-1 with Matthew Stensrud recusing himself
from the vote.

IX. Wrought, Knit, Labors, Legacies
   a. Presentation on Proposed Loan and Move. Because of the popularity and Alexandria-
centric nature of “Wrought, Knit, Labors, Legacies” by Olalekan Jeyifouos, the City’s
   Office of the Arts is proposing to work with the artist to keep aspects of the exhibition
   in Alexandria. As a loan from the artist, four sculptural elements would be relocated
   from the SITE/SEE installation at Waterfront Park to the lawn in front of the City’s Old
   Town Pool at 1609 Cameron Street. For Diane Ruggiero’s memo to the Alexandria
   Commission for the Arts, see Attachment 9.
   b. Discussion and Vote. A motion was made by Matthew Stensrud and seconded by
      Caroline Schreiber to approve the loan and relocation of four sculptural elements from
      “Wrought, Knit, Labors, Legacies.” See Attachment 10. The motion passed 14-0-0.

X. Office of the Arts Division Update – Diane Ruggiero gave an update of the Office of the Arts
Division Summary. See Attachment 11.

XI. Governance
   a. ARTreach Committee Chair. Commissioners voted unanimously to appoint Gayle
   Converse and Marta Ali as co-chairs of the ARTreach Committee.
   b. Nominations & Elections Process. Due to past meeting cancellations mandated by the
   City’s COVID-19 policy, Tamsin Green proposed that the commission expedited its
   nominations and elections process. See Attachment 12. Commissioners voted
   unanimously to appoint Matthew Stensrud and Catherine Barrett to the Nomination
   Committee. The committee will bring a slate of candidates for Chair, 1st Vice Chair, 2nd
   Vice Chair, and Secretary to the October regular meeting.

XII. New Business
XIII. Good of the Order and Announcements
XIV. Adjournment. Tamsin Green adjourned the meeting at 8:57.
Alexandria Commission for the Arts
Regular Meeting
Tuesday, September 15, 2020
Virtual – 7:00 p.m.

Due to the COVID-19 Pandemic emergency, the September 15, 2020 meeting of the Alexandria Commission for the Arts is being held electronically pursuant to Virginia Code Section 2.2-3708.2(A)(3) and/or the Continuity of Government ordinance adopted by the City Council on April 18, 2020. All of the members of the Commission and staff are participating from remote locations via Zoom. The meeting can be accessed by the public through the meeting information posted on the City website: https://apps.alexandriava.gov/Calendar/Detail.aspx?si=32221. Public comment will be received at the meeting.

I. Call to Order (7:00 pm)

II. Roll Call

III. Review of Virtual Meeting Procedures

IV. Public Comment

V. Approval of Minutes – 5 minutes
   a. February 18, 2020 Regular Meeting

VI. Chair Report – 5 minutes

VII. Approval of Annual Report – 5 minutes

VIII. FY21 Arts Grants Program – 45 minutes
   a. Arts Grants Program Funding Scenarios
   b. Discussion and Vote

IX. Wrought, Knit, Labors, Legacies – 20 minutes
   a. Presentation on Proposed Loan and Move
   b. Discussion and Vote

X. Office of the Arts Division Update – 30 minutes

XI. Governance – 25 minutes
   a. ARTreach Committee Chair
   b. Nominations & Elections Process

XII. New Business

XIII. Good of the Order and Announcements

XIV. Adjournment (9:30 p.m.)
## ATTENDANCE SIGN-IN SHEET
ALEXANDRIA COMMISSION FOR THE ARTS
ALEXANDRIA, VIRGINIA

Meeting: Regular or Special   Date: Tuesday, September 15, 2020   Meeting Place: Virtual(Zoom)

### COMMISSION MEMBERS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
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<tbody>
<tr>
<td>Tamsin Green, Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Brian Kelley, 1&lt;sup&gt;st&lt;/sup&gt; Vice Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Sophia Suarez, 2&lt;sup&gt;nd&lt;/sup&gt; Vice Chair</td>
<td>Present</td>
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<tr>
<td>Julie Ackerman Montross, Secretary</td>
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<tr>
<td>Catherine Ahern Barrett</td>
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<td>Marta Ali</td>
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<tr>
<td>Beth Coast</td>
<td>Present</td>
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<td>Susan Cohen</td>
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<tr>
<td>Gayle Converse</td>
<td>Present</td>
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<tr>
<td>Allison Heck</td>
<td>Absent (Approved)</td>
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<tr>
<td>Chris Kurowski</td>
<td>Present</td>
</tr>
<tr>
<td>Allison Nance</td>
<td>Present</td>
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<tr>
<td>Caroline Schreiber</td>
<td>Present</td>
</tr>
<tr>
<td>Kadhambari Sridhard</td>
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<tr>
<td>Matthew Stensrud</td>
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### CITY Staff

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<thead>
<tr>
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<th>Status</th>
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<tbody>
<tr>
<td>James Spengler, Director, RP&amp;CA</td>
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<tr>
<td>Diane Ruggiero, Deputy Director, Cultural Arts</td>
<td>Present</td>
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<tr>
<td>Cheryl Anne Colton, Program Director</td>
<td>Present</td>
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<tr>
<td>Matthew Harwood, Public Art Manager</td>
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### ONLINE GUESTS:

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<tr>
<td>14049890534</td>
<td>Michelle Kozlac</td>
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<tr>
<td>Danielle S.</td>
<td>Susan Amber Gordon</td>
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<tr>
<td>Dean Rust</td>
<td>Vonda Delawie</td>
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<tr>
<td>Ilene Zeldin</td>
<td>Kelley Organek</td>
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<tr>
<td>J. Dankins</td>
<td>Lawrence Ries</td>
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<tr>
<td>Jan Collins</td>
<td>Sara Lavan</td>
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<tr>
<td>Local Motion</td>
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**Chair Report - September 2020**

Commissioners,

I’m excited to see your faces via Zoom for the first time in many months at our September meeting!

I know our inability to meet over the past several months has at times been frustrating and confusing. I appreciate your patience as we’ve worked to make sure we’re compliant with all City guidelines regarding the meetings of Boards and Commissions.

A huge thank you as well for your continued work supporting the arts! As individuals, Alexandrians, and art lovers you continue to support artists and arts organizations locally and at the national (and in some cases international) level. That’s amazing.

I also want to especially thank:

- Caroline and Catherine for working with Diane on the Arts Relief grants.
- Sophia and Kadhambari for serving on the Arts Grant Taskforce.
- Julie for her work chairing the ARTreach committee. Julie has stepped down from this role. Please give some consideration to volunteering to serve in this role.

We have a full agenda for the September meeting. Please take the time to review the agenda and related documents. I know Zoom fatigue is a real thing and many of us are already on multiple Zoom calls a day, so please prepare accordingly so you are able to be present during the meeting.

One of the things we have not been able to address due to the pandemic is governance. Usually by this point in the year the officers elected in June would be well into their service. Since we were not able to follow our regular nominations and elections calendar, I’m proposing an expedited schedule that would have new officers elected at our next meeting in October. Please see the full memo for more details. I’m happy for this recommendation to be discussed and improved upon at the meeting! Please also consider volunteering to serve on the Nominations Committee, as an officer for the abbreviated 2020-2021 cycle, or as the ARTreach committee chair as noted above.

Related to governance, I also want to let you know that I have moved out of the city limits of Alexandria. I will continue to serve on the Commission for the rest of my term (due to end in March 2021) but am not planning on serving as an officer for the 2020-2021 cycle. Serving as Chair has been an incredible learning experience and I thank you for your support and patience over the past year and a bit.

If you have any questions, concerns, or simply have something on your mind to discuss, please feel free to reach out. I’m happy to set up a time to chat!

Best,

Tamsin Green

Chair, Alexandria Commission for the Arts
City of Alexandria
Alexandria Commission for the Arts
Annual Report
July 2019 – June 2020

Summary of Accomplishments

The mission of the Alexandria Commission for the Arts is defined by the following Roles and Responsibilities per City ordinance (Article K, Sec. 2-4-91):

- Advise Alexandria 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.
- Establish and periodically review criteria and standards for arts grant applications for city funds and accountability for the use of such funds.
- Allocate from such funds to eligible organizations and activities as may be appropriated by the City Council for such purpose.
- 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.
- Review and approve public art project plans for specific public art projects, and to review and approve artist selection and concept development.
- Create committees and task forces, as necessary, to focus on public art project development and artist selection.
- Review proposals for donations of public art and commemorative art and make recommendations to the City Council.
- Collaborate with the Alexandria Office of the Arts on public art project evaluations.
- Support public communication and outreach as related to the arts; and,
- Serve as citizen liaisons to City planning initiatives when public art is involved.

Within these guidelines as outlined by City Council the Alexandria Commission for the Arts accomplished a great deal for the arts during the 2019-2020 fiscal year.
Commission for the Arts Policy and Membership Accomplishments

Meetings

The Commission maintained a quorum of all meetings from August 2019 until February 2020, with no meeting in July 2019 and January 2020. The scheduled meeting in March 2019 and subsequent meetings were cancelled due in accordance with city policy for Covid-19. The September 2020 meeting will be the first general meeting since February, and it will be held virtually, again, in accordance with city policy for Covid-19. As the Commission has been unable to meet and conduct normal business for much of the year, this Annual Report for FY20 is shorter than in previous years. The Executive Committee is comprised of four elected officers and met regularly to set meeting agendas and priorities. The officers were initially nominated by the Nominating Committee before being voted on by the Commission. Additionally, the Commission has the Inclusivity, ARTReach, and Grants Committees.

The Commission has liaisons appointed to serve the following groups:

- Alexandria Arts Alliance
- Waterfront Commission.

The Commission created the following new Task Forces during this year:

- Public Art at Wilkes Street Park
- Public Art at West End Transit Corridor

The Commission continued to participate in and engaged with the following Task Forces during this year:

- Public Art Annual Work Plan
- Fiscal Year 2021 Grant Review
- Public Art at King Street Park at the Waterfront (Site/See)
- Torpedo Factory Art Center Community Engagement
- Public Art Artist Residency (Alexandria Renew)
- Art Purchase Awards
- Public Art at Burke Library
- Public Art at Trails and Paths
- Potomac Yards Metro
- Public Art at Duke Street Tunnel

Policy Accomplishments

- Approved the FY2020-2022 Public Art Annual Work Plan.
- Approved the artist proposal by Olalekan Jeyifous for Site/See Exhibition Series at Waterfront Park.
- Approved the artist proposal by Sto Len for the AlexRenew Artist Residency.
- Approved the third annual Arts Purchase Awards and Honorariums.
- Approved Project One Studio as artist for Burke Library Public Art Project.
Approved the creation of the Wilkes Street Park Task Force, with the appointment of Chris Kurowski and Marta Ali to serve on it.

Approved the creation of the West End Transit Corridor Task Force, with the appointment of Allison Heck and Brian Kelley to serve on it.

Approved Trails & Paths Strategy.

Approved appointment of Caroline Schreiber and Catherine Barrett to co-chair the Grants Committee.

Commission for the Arts Member Activities

Commissioners hosted the following informative speakers at regular Commission meetings: Kurt Huffman (Dir. Of School, Business, and Community Partnerships, ACPS), Sierra Latham (Alexandria Urban Planner), James Spengler (Dir. Of Dept. of Recreation, Parks and Cultural Activities), Dana Wedeles (Dept. of Recreation, Parks and Cultural Activities), Meridith McKinley (Via Partnership, LLP), Todd Bressi (Art Consultant).

Commissioners frequently attended and take part in arts and cultural activities and events throughout our great City, such as the Africa Fest in September 2019 and Dia de los Muertos at the Athenaeum in October 2019.

Commissioners individually visit additional City boards and commissions for the purposes of increasing and nurturing working relationships with various City boards and commissions.

Commissioner Matthew Stensrud presented at TED X Oronoco Bay Park in October 2019.

Goals for FY2020

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. This includes pursuing opportunities with business associations through the Creative Partnership Grant, and holding targeted briefings for civic associations, Alexandria Arts Alliance, Agenda Alexandria, City Council, and City Manager.

Inclusivity – Continue to broaden our understanding and implementation of inclusivity through the creation of an Inclusivity Committee. Topics of exploration will include ensuring that the Commission is exposed to diverse perspectives and backgrounds, being aware of what an inclusive mindset looks like, accounting for access/inclusion/diversity in all public art task forces, being aware of the demographics that will be exposed to/benefit from the public art, and ensuring grant criteria can effectively evaluate the organizations’ inclusivity.

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

Educate - Growing ourselves and our knowledge as leaders and artists and transferring that knowledge to our stakeholders (community and influencers and decision-makers). 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.

Leadership

Officers for FY2020 were:

- Tamsin Green, Chair
- Brian Kelley, 1st Vice Chair
- Sophia Suarez, 2nd Vice Chair
- Julie Ackerman Montross, Secretary

During the course of the year, membership included the following individuals:

- Tamsin Green, Public at Large/Arts Consumer
- Brian Kelley, expertise in Visual Arts
- Sophia Suarez, professional in Arts/Cultural Development
- Julie Montross, Public at Large/Arts Consumer
- Catherine Ahern Barrett, Public at Large/Arts Consumer
- Marta Ali, professional in Cityscape/Architecture
- Beth Coast, professional in Field/Arts Discipline
- Susan Cohen, expertise in Visual Arts
- Gayle Converse, Public at Large/Arts Consumer
- Allison Heck, professional in Cityscape/Architecture
- Chris Kurowski, professional in Arts/Cultural Development
- Allison Nance, expertise in Visual Arts
- Caroline Schreiber, Public at Large/Arts Consumer
- Kadhambari Sridhard, professional in Field/Arts Disciplines
- Matthew Stensrud, professional in Field/Arts Disciplines

- Matthew Harwood acted as the City staff liaison to the Commission for the Arts.

Attachments

1. Commission Committee and Liaison Reports FY 2020
2. Commission and grantees events/projects photographs FY 2020 [MISSING, PLEASE SUBMIT PHOTOS]
Grants Committee

The Grant Committee is co-chaired by Caroline Schreiber and Catherine Barrett. It created new recommendations for FY21.

ARTreach Committee

The ARTReach Committee, in collaboration with the Arts Alliance, created Alexandria’s first arts directory, the Alexandria Arts-in-Schools Directory. This directory, available online, will help Alexandria schools and other programs better connect with local artists and arts groups so as to engage artists as part of their curriculum. The Instagram account @alexandriaartscommission helps promote local art and artists. During the current Covid-19 period, the account has also featured individual commissioners who shared various forms of inspirational art under the #MondayMotivation hashtag.

Inclusivity Committee

The Inclusivity Committee held its first meeting and has created a purpose statement.

Waterfront Commission Liaison

[REPORT MISSING]
[ANY ADDITIONAL INFORMATION IN THESE REPORTS IS INVITED]
Alexandria Commission for the Arts
Annual Report
July 2019– June 2020

Commission and grantees events/projects photographs FY 2020

Photos needed
ALEXANDRIA COMMISSION FOR THE ARTS
REGULAR MEETING
Tuesday, September 15, 2020
Virtual (Zoom) – 7:00 – 10:00 pm

**Motion**

**Made By:** Chris Kurowski
**Seconded By:** Allison Nance
**Vote Count:**
- Yes--14
- No--0
- Abstained--0

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**ACA Motion**

**Agenda Item #:** VII

**Motion:**
Approve the draft Alexandria Commission for the Arts - Annual Report to City Council with minor edits to be made by the ACA Executive Committee.
City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 9, 2020
TO: ALEXANDRIA COMMISSION FOR THE ARTS
FROM: DIANE RUGGIERO, DEPUTY DIRECTOR REC, PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS
RE: ARTS RELIEF AND RECOVER GRANT

Background:
In response to the impact that COVID-19 has had on Alexandria’s local arts organizations, the City’s Office of the Arts opened fast-track applications for the Arts Relief and Recovery Grant on August 10, 2020 with applications due on August 23, 2020. The purpose of the Alexandria Arts Relief and Recovery Grant is to support and sustain the local arts economy in the City of Alexandria by providing support to local arts organizations whose programming and/or operations that have been impacted as a result of COVID-19 and the ongoing State of Emergency declared by the Governor.

Funding for the Arts Relief and Recovery Grant used funding from the FY21 grants allocation which has provided less funding for other arts grants. CARES funding was not used for this grant.

Discussion:
Twenty (20) organizations applied for funding based on the following criteria:

Eligibility
Organizations applying for the City of Alexandria Arts Relief and Recovery Grant are required to:

- be based in the City limits of Alexandria, VA;
- be a non-profit organization (please note that pass through funding will not be permitted);
- have as a core mission the creation, exhibition, presentation, production, or performance of and/or education in an arts discipline;
- have had public programs in the past; and
- be in compliance with all local, state, and federal laws.

$74,000 of the Arts Grant budget was set aside to fund this grant as outlined below:

Funding & Terms of Use
Arts Relief and Recovery funding can be used to support staff salaries, contracted personnel who are critical to the organization’s operations, facility payments, and ongoing programming. The City intends to make awards that will impact a broad constituency. There is no match requirement. Organizations are eligible to receive an Arts Program Grant in addition to this grant. Grants will be awarded on a sliding scale based on the organization’s annual operating budget:

- Budget Over $500,000 $4,000
- Budget $100,000 - $500,000 $3,000
- Budget $100,000 and under $2,000
To expedite allocation of the grant funds, Office of the Arts staff with support from ACT for Alexandria awarded funding based on the following criteria:

**Evaluation Criteria**
Each application will be reviewed and evaluated on its own merit based on the following criteria:

- the organization is fully eligible to apply for and receive the funds
- the organization intends to remain in operation in order to receive the funds and utilize funds as indicated
- the organization is in good standing with the City of Alexandria

Additionally, applications from organizations that have not received any relief support and/or are not eligible for National Endowment for the Arts, National Endowment for the Humanities, Institute of Museums and Library Services, Corporation of Public Broadcasting, Virginia Commission for the Arts, Virginia Humanities, or other relief funding were prioritized.

**Allocations**
Funding has been allocated as outlined below. Remaining funding will be used to support other grant initiatives.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Grant Amount</th>
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<tr>
<td>Alexandria Choral Society</td>
<td>$3,000</td>
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<td>Alexandria Citizens Band</td>
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<td>Alexandria Film Festival</td>
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<td>Alexandria Harmonizers</td>
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<td>Alexandria Symphony Orchestra</td>
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<td>Armed Services Arts Partnership</td>
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<td>Art League</td>
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<td>Arts on the Horizon</td>
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<tr>
<td>Brave Spirits Theatre</td>
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<td>First Night Alexandria</td>
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<td>HEARD</td>
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<td>Local Motion Project</td>
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<td>Northern VA Fine Arts Association</td>
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<tr>
<td>QuinTango</td>
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<td>Symphony Orchestra of NO VA</td>
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<tr>
<td>Upcycle Creative Reuse Center</td>
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<tr>
<td>WA Metropolitan Philharmonic</td>
<td>$3,000</td>
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**TOTAL** $ 56,000.00
City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 15, 2020
TO: ALEXANDRIA COMMISSION FOR THE ARTS
FROM: DIANE RUGGIERO, DEPUTY DIRECTOR REC, PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS
RE: FISCAL YEAR 2021 ARTS PROGRAM GRANT – FUNDING

Background:
The funding level for FY21 is expected to be $118,000 (including $4,500 from the Virginia Commission for the Arts Local Government Challenge Grant). The members of the Grants Task Force met on Monday, September 14 to review and score all eligible grant applications.

Discussion:
Arts Program Grants (up to $10,000 not to exceed 50% of total budget, cash match 1:1) support an ongoing or short-term arts program performed or presented to substantially engage or benefit the residents of the City of Alexandria and take place within the Alexandria city limits.

Staff hosted workshops and webinars prior to the original application due date in May, 2020. Due to COVID-19 and the delay in grant review, applicants were given an opportunity to update their applications in August, 2020.

The following goals have identified for the Arts Grant Program:

• 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;
• 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.

The Grants Task Force evaluates each application based on the guidelines and the following criteria:

Artistic Content (45%)
• Applicant’s work samples demonstrate high standards of artistic excellence through professional quality of craftsmanship and mastery of skills, techniques, and professional approaches to processes and presentation.
• The submitted goals and achievements over the last twelve months, as well as the planned activities during the grant period, reflect high standards of artistic excellence.
• The goals will help further the City of Alexandria’s Arts and Culture Master Plan goals.
• The applicant stands out from other arts organizations in the City, solving a problem or fulfilling a need with their proposed activities and goals.
Impact and Engagement (35%)
- Applicant’s activities provide opportunities for the citizens of the City of Alexandria to engage with the arts in a meaningful way. They have provided evidence that they have positively impacted these citizens.
- The applicant’s activities promote inclusion, diversity, and access.
- They demonstrate intentional efforts to ensure parity among their audience, participants, staff, and board.
- The applicant uses methods to effectively track participation and impact of their arts activities and uses this information to encourage growth.

Management and Budget (20%)
- Applicant’s budget is demonstrably realistic, advances their program’s goals, and is focused on realizing their mission.
- The applicant has provided evidence that their key management personnel are qualified in managing an arts organization and advancing the success of the organization and/or their programs.

Scoring is based on a scale of 1-6:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>6</td>
<td>Exceptional Exceptionously strong with no material weaknesses</td>
</tr>
<tr>
<td>5</td>
<td>Excellent Very strong with only a few minor weaknesses</td>
</tr>
<tr>
<td>4</td>
<td>Good Strong with at least one moderate weakness</td>
</tr>
<tr>
<td>3</td>
<td>Average Some strengths but several moderate weaknesses</td>
</tr>
<tr>
<td>2</td>
<td>Fair Some strengths and at least one major weakness</td>
</tr>
<tr>
<td>1</td>
<td>Poor Few strengths and numerous major weaknesses</td>
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</tbody>
</table>

- A minor weakness is defined as an easily addressable weakness that does not substantially lessen artistic quality or impact.
- A moderate weakness is defined as a weakness that lessens artistic quality or impact.
- A major weakness is defined as a weakness that severely limits artistic quality or impact.

The highest possible score for each application is 100 and funding is expected to support applications rated Exceptional or Excellent.

The Task Force reviewed and scored each application prior to their meeting. At the meeting, Task Force members discussed each grant application and were given the option to change their score based on the discussion amongst the group.

Per the ACA approved policy, applications with a score of 75 or below will not be considered for funding.
Funding Scenarios:

**Funding Option A**
Funding is based on the final score of the application and organizations that score above 75% receive funding until funding runs out. This scenario provides 100% funding for 13 organizations.

**Funding Option B**
Funding is based on the score on the application until funding runs out. This ensures that high scoring applications are recognized. This scenario provides funding for 15 organizations. This exceeds the available budget by $3,479 which will be obtained from other operating funds in the division budget.

**Funding Option C**
Provides 100% of funding request for organizations that score above 90% and 75% of funding request for organizations that score below 90 (unless their request was below $7,500) until funding runs out. This scenario provides funding for 15 organizations. This exceeds the available budget by $1,250 which will be obtained from other operating funds in the division budget.

**Funding Option D**
Provides 75% of funding request for organizations until funding runs out. This scenario provides funding for 17 organizations.

Staff supports Funding Option B as this scenario funds the most organizations, makes the best use of available funding by providing close to the requested amount, and provides a clean break between scores of 83% and 86%.
<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Final Score</th>
<th>Funding Request</th>
<th>Funding Option A</th>
<th>Funding Option B</th>
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<th>Funding Option D</th>
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<tr>
<td>Symphony Orchestra of Northern Virginia*</td>
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</tbody>
</table>

| Total Request                             | $231,250    | $114,250        | $121,479         | $119,250         | $117,563         |
| Arts Relief and Recovery Grant Awards     | -$56,000    |                 |                 |                 |                  |
| Available Budget                          | $118,000    | $118,000        | $118,000         | $118,000         | $118,000         |
| Difference                                | $113,250    | $3,750          | -$3,479          | -$1,250          | $438             |

*received Arts Relief & Recovery Grant Funding
ALEXANDRIA COMMISSION FOR THE ARTS
REGULAR MEETING
Tuesday, September 15, 2020
Virtual (Zoom) – 7:00 – 9:00 pm

Motion
Made By: Catherine Barrett
Seconded By: Beth Coast
Vote Count: Yes--12
No--0
Abstained--1

ACA Motion
Agenda Item #: VIII

Motion:
Approve Funding Option D for Fiscal Year 2021 Arts Program Grants.
(Matthew Stensrud recused himself from the vote.)

<table>
<thead>
<tr>
<th>Organizations</th>
<th>Final Scores</th>
<th>Funding Option D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts on the Horizon</td>
<td>95.50%</td>
<td>$7,500</td>
</tr>
<tr>
<td>Heard</td>
<td>94.83%</td>
<td>$7,500</td>
</tr>
<tr>
<td>Quintango</td>
<td>94.33%</td>
<td>$7,500</td>
</tr>
<tr>
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<td>94.00%</td>
<td>$7,500</td>
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<td>91.50%</td>
<td>$7,500</td>
</tr>
<tr>
<td>The Art League</td>
<td>91.00%</td>
<td>$7,500</td>
</tr>
<tr>
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<td>89.67%</td>
<td>$7,500</td>
</tr>
<tr>
<td>Alexandria Citizens Band</td>
<td>89.50%</td>
<td>$1,313</td>
</tr>
<tr>
<td>Alexandria Film Festival</td>
<td>89.17%</td>
<td>$7,500</td>
</tr>
<tr>
<td>Alexandria Harmonizers</td>
<td>88.83%</td>
<td>$7,500</td>
</tr>
<tr>
<td>Momentum Collective Inc.</td>
<td>87.83%</td>
<td>$7,500</td>
</tr>
<tr>
<td>Washington Metropolitan Philharmonic</td>
<td>87.50%</td>
<td>$7,500</td>
</tr>
<tr>
<td>Encore Stage and Studio</td>
<td>87.17%</td>
<td>$3,750</td>
</tr>
<tr>
<td>UpCycle Creative Reuse Center</td>
<td>87.00%</td>
<td>$7,500</td>
</tr>
<tr>
<td>Alexandria Symphony</td>
<td>86.33%</td>
<td>$7,500</td>
</tr>
<tr>
<td>Brave Spirit Theater</td>
<td>83.17%</td>
<td>$7,500</td>
</tr>
<tr>
<td>Northern Virginia Fine Arts Associ</td>
<td>83.00%</td>
<td>$7,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$117,563</strong></td>
<td></td>
</tr>
</tbody>
</table>
DATE:         SEPTEMBER 11, 2020
TO:          ALEXANDRIA COMMISSION FOR THE ARTS
FROM:  DIANE RUGGIERO, DEPUTY DIRECTOR, RECREATION, PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS
RE:          LOAN AND RELOCATION OF WROGHT, KNIT, LABORS, LEGACIES

Background:
In April, 2018 the Alexandria Commission for the Arts approved Olalekan Jeyifous as the artist for the second temporary public art project at interim Waterfront Park. In March, 2020 Olalekan Jeyifous completed the installation of Wrought, Knit, Labors, Legacies at Waterfront Park for the second exhibit in the Site/See temporary public art series. Due to the COVID-19 stay at home order in March the opening reception was cancelled and due to ongoing restrictions, related program initiatives have been cancelled or moved to a virtual platform.

Discussion
Given the nature and material of the artwork, staff has been working with Jeyifous on a proposed loan of the artwork to extend the exhibit so more people would have an opportunity to see it.

As staff reviewed proposed locations for the artwork various parameters were taken into consideration such as:

- The site is City-owned property
- The site is large enough to site the work appropriately
- The site it level
- The site has some relevance to the original intent of the artwork

The site at Old Town Pool met all the considerations. Additionally, the site is located in the historic Parker-Grey neighborhood and is located less than ½ mile from Freedom House, the inspiration for the artwork. The site is currently used as a passive park for picnicking and for open space for day care groups that walk to the area.

Staff proposed the park site in front of Old Town to Jeyifous who feels that the site, while not near the water and cannot accommodate the mural, is a good site for the work. He appreciated the neighborhood context and also that the school is adjacent to the site. Lek feel that it is close enough to the water to still make it relevant and understands that the mural would be included in signage and not on the site.

The City would enter into an agreement with Jeyifous for a loan of the artwork that would provide with a notice date for either party to cancel the loan within a specified amount of time.

Staff has had conversations with:
- Park Planning to understand the future use of this site. According to Park Planning there is a future plan for improvements at Old Town Pool but they are not expected to impact the park.
- Planning and Zoning to understand the zoning and code considerations. They have asked for a “minor site amendment” to show the artwork on the site.
- Audrey Davis at the Office of Historic Alexandria who feels it is a good and appropriate location for the artwork and helps to connect the Black History Museum to Freedom house. The history of the Parker Grey neighborhood provides an appropriate context for the artwork. In discussing other sites that met the above considerations, Fort Ward Park was discussed but the feeling is that this is not the appropriate artwork for that site and since they are still working to identify the unmarked graves this is not the appropriate time.
Upcoming continued outreach includes virtual community/neighborhood meetings and the Parks and Recreation Commission.

The move would be scheduled for no later than the week of November 8, 2020 in accordance with the scheduled seasonal needs of Waterfront Park.

**Recommendations**
The Site/See Task Force met on September 10, 2020 to review the proposal and voted to recommend the relocation of the artwork to the Arts Commission.

**Attachments**
Site Maps
### ALEXANDRIA COMMISSION FOR THE ARTS

**REGULAR MEETING**

**Tuesday, September 15, 2020**

Virtual (Zoom) – 7:00 – 9:00 pm

<table>
<thead>
<tr>
<th>Motion Made By:</th>
<th>Motion Seconded By:</th>
<th>Vote Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Stensrud</td>
<td>Caroline Schreiber</td>
<td>Yes--14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No--0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Abstained--0</td>
</tr>
</tbody>
</table>

### ACA Motion

**Agenda Item #: IX**

**Motion:**

Approve the loan and relocation of four sculptural elements from “Wrought, Knit, Labors, Legacies” by Olalekan Jeyifous from Waterfront Park to the lawn in front of Old Town Pool, 1609 Cameron Street.
OFFICE OF THE ARTS DIVISION SUMMARY

This summery 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 light artwork *Low Pass* by ZeroZero Collective was removed from Duke Street Tunnel on Tuesday, September 8, 2020 due to interference with the security system in the tunnel. As a temporary artwork, the end date of the installation was adjusted through administrative processes.
- The commissioned performances for *Wrought, Knit, Labors, Legacies* will move to a virtual platform. Artist Robert Woofter (Haus of Bambi) has been commissioned to create films of each of the performances to be completed in October.
- Work will begin in the Fall for the next call to artists in the *Site/See* series at Waterfront Park.
- Staff will reach out the Old Town North Alliance to discuss short, mid, and long term public art opportunities for the area.

Public Art - Quick Update:

<table>
<thead>
<tr>
<th>Public Art Project</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist Residency (AlexRenew)</td>
<td>Implementation</td>
</tr>
<tr>
<td>Burke Library</td>
<td>Developing a Concept Proposal</td>
</tr>
<tr>
<td>Transit Corridor C</td>
<td>Setting Project Goals &amp; Parameters</td>
</tr>
<tr>
<td>Wilkes Street Park</td>
<td>Setting Project Goals &amp; Parameters</td>
</tr>
<tr>
<td>Site/See 2021 (Mark Reigelman)</td>
<td>Developing a Concept Proposal</td>
</tr>
</tbody>
</table>

Staff Contact Info:

- Diane Ruggiero
  Deputy Director, RPCA
  Director, Office of the Arts
  diane.ruggiero@alexandriava.gov
  703.746.5590

- Matthew Harwood (commission liaison)
  Public Art Manager
  matthew.harwood@alexandriava.gov
  703.746.5432

- Anne O’Dell
  Regional Program Director, Public Space Activations
  anne.odell@alexandriava.gov
  703.746.5419

- 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
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, Monica Billger, Caitlin Feehan
Update
Due to COVID travel restrictions, Sto has not been able to visit Alexandria since early 2020. Sto shifted his workshops to a virtual platform and has hosted workshops and talks. He is currently working on installing an exhibit at the Torpedo Factory Art Center and other local initiatives for Fall 2020.
Next Steps
Continue to support Sto as he adapts his programs and residency to comply with state and local guidelines.
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)
Due to COVID travel restrictions, Project One Studio (P1) has not been able to visit Alexandria. Staff has worked with P1 and the library to launch a virtual community engagement process so the artists can get information from the community as they develop their concept proposal.
Next Steps
Gather community input and share with P1 for upcoming concept proposal.
Anticipated Completion
Late-2020 Spring 2021
Site/See: New Views in Old Town 2021

**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 a Concept Proposal  

**Next Steps**  
Due to COVID travel restrictions, artist Mark Reigelman has not been able to visit Alexandria. Mark has participated in conference calls with staff from the Office of Historic Alexandria, Visit Alexandria and others. If travel restrictions are lifted/lightened he will visit. Otherwise he is planning on sharing his concept with the task force in October.  

**Anticipated Completion**  
March 2021  

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, staff from ParkerRodriguez  

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

**Next Steps**  
Staff is working to identify community stakeholders for the task force.  

**Anticipated Completion**  
TBD  

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**  
Allison Heck, Brian Kelley  

**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
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 has been working with the architects on the requirements for the public art to comply with LEED green building standards and the approval of the station design. A meeting is expected in Fall 2020

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 is working with the task force to present the concept plan to community stakeholders.

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)

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. 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
<table>
<thead>
<tr>
<th><strong>Public Art Planning &amp; Project Development Process</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identifying the Project in the Annual Plan</strong></td>
</tr>
<tr>
<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>
<tr>
<td><strong>Setting Project Goals and Parameters</strong></td>
</tr>
</tbody>
</table>
| • 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 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**                         |
| • 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 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\(^1\)

- **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)
To: The Alexandria Commission for the Arts

From: Tamsin Green, Chair

Re: Nomination and Election of Officers for 2020-2021

Date: September 14, 2020

Due to the State of Emergency and changes in City policy regarding meetings of Boards and Commissions due to COVID-19, the Commission for the Arts was not able to follow the standard nominations and elections process for officers for 2020-2021.

The Commission’s bylaws outline the procedure for the nomination and election of officers: a nominating committee shall be appointed at the regular meeting in April, with said nominating committee presenting a slate at the regular meeting in May, followed by elections at the regular meeting in June.

As Chair of the Commission I am recommending that the Commission for the Arts follow an expedited nominations and elections process for officers to serve for the remainder of 2020-2021.

**I recommend a nominating committee be appointed at the regular meeting in September 2020, with said nominating committee presenting a slate at the regular meeting in October 2020, followed by elections also at the regular meeting in October.**

The Nominating Committee would be 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 October.
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 October.

Commissioners interested in serving on the Executive Committee must still submit a statement of interest to the Nominating Committee within the given timeframe. Additional nominations would be still be accepted from the floor at the October meeting. Officers elected at the regular meeting in October would take office immediately following the adjournment of the October meeting and serve through the regular meeting in June 2021.

This recommendation is reliant on the ability for the Nominating Committee to meet before the October regular meeting of the Commission.

I am recommending this shortened timeline given the uncertainty of City policies regarding meetings of Boards and Commissions due to COVID-19.