Alexandria Commission for the Arts
Regular Monthly Meeting

Meeting Information

Objective:	To address Arts Commission business.		
Date:	08/18/15	Time:	Begin: 7:03 pm End: 9:22 pm
Location:	Durant Arts Center 1605 Cameron Street Alexandria, VA	Meeting Type:	Regular Monthly meeting
Called by:	Allison Nance, First Vice Chair Michael Detomo, Second Vice Chair	Note Taker:	Cheryl Anne Colton Regional Program Director Office of the Arts/Recreation, Parks and Cultural Activities
Facilitator:	Allison Nance and Michael Detomo	Timekeeper:	Michael Detomo
Attendees:	Beth Coast, Susan Cohen, Pamela Corsini, Michael Detomo, Shirley Downs, Kate Elkins, Amber Gordon, Allison Heck, Betsy Hennigan, David Martin, Allison Nance		
Absent:	Gayle Converse, Patricia Shaffer and Matthew Stensrud		
Vacancy(s):	One, High School Student Position		
Observers:	Catherine Ahern, Citizen; Kimberly Gordon, FAME Community; and Vernon Miles, Alexandria Gazette Packet		
City Staff:	Karen Snow, City Attorney Office Jackie Henderson, City Clerk's Office Diane Ruggiero, Deputy, Cultural Arts, RPCA Cheryl Anne Colton, Regional Program Director, RPCA Matthew Harwood, Public Art Manager, RPCA		

	Agenda items	Presenter
1.	Call to Order	Allison Nance
2.	Public Comment	Allison Nance
3.	City Clerk and Legal Orientation	Karen Snow and Jackie Henderson
4.	Approval of Minutes – June 16, 2015	Allison Nance
5.	Chair's Report	None
6.	Committee, Task Force and Liaison Reports a. Arts Education Committee i. Motion to Approve Committee Plan b. 2015-2016 Annual Work Plan Task Force Update c. Del Ray Private Art Project Update	 Kate Elkins Allison Nance Amber Gordon
7.	Discussion of Upcoming Opportunities a. King Street Arts Festival b. Art on the Avenue c. Commission Handout d. Motion(s) from Discussion	Allison Nance, Michael Detomo and members
8.	Annual Report a. Review of Draft Report and Discussion b. Motion to Approve 2014-2015 Annual Report	Allison Nance, Michael Detomo, Diane Ruggiero, and members
9.	Cultural Plan a. Discussion of Possible Appointees	Allison Nance, Michael Detomo, Diane Ruggiero, and members
10.	2015-2016 Commission Calendar a. Review of Meeting Schedule b. Discussion of Moving September Meeting	Allison Nance, Michael Detomo, Diane Ruggiero, and members

	c. Motion to Approve Regular Meeting Schedule 2015-2016	
11.	Office of the Arts Staff Report	Diane Ruggiero and Cheryl Anne Colton
12.	Good of the Order - Announcements	Allison Nance, Michael Detomo and members
13.	Adjournment	Allison Nance

Discussion Summary

1.	No additional report.
2.	No comments from public.
3.	Karen Snow, City Attorney presented a Freedom of Information Act (FIOA) and Conflict of Interest PowerPoint Presentation (Attachment #1). Jackie Henderson, City Clerk provided additional insights relating to FIOA and holding of Commission meetings. She also distributed a summary of Parliamentary Procedures (Attachment #2) Both responded to specific questions for FIOA issues and public meetings held by members of Commission.
4.	Approval of Minutes – June 16, 2015, Minutes were approved (Motion #1)
5.	No Chair's Report.
6.	Committee, Task Force and Liaison Reports a. Arts Education Committee i. Motion to Approve Committee Plan, Motion was approved (Motion #2) b. 2015-2016 Annual Work Plan Task Force Update, Meeting 08-19-15 review of FY 16, 17 and 18 public art project. Annual Work Plan to come to Arts Commission at September meeting for approval. Members welcome to attend and provide comments for priorities for the Work Plan c. Del Ray Private Art Project Update, Project is moving forward. Rendering distributed (Attachment #3).
7.	Discussion of upcoming opportunities: King Street Arts Festival, Art on the Avenue, and Commission Handout. How should the Arts Commission participate in these upcoming opportunities? Poll was conducted of members who will be in town and available for King Street Arts Festival and Art on the Avenue. Suggestion to have same representation at both events. Mobile Art Lab will be at King Street Arts Festival, Arts Commissioners welcome to volunteer for the Lab. Reported that the Communications and Outreach Committee are developing a handout highlighting the Arts Commission. The handout be printed via in-kind sources and will be available at these events. Motion(s) from Discussion (Motion #3)
8.	Review of the Draft FY 15 Arts Commission Annual Report (Attachment #4). Edits provided per section. Commission members should take a more active and proactive role for development of the Annual Report. More photographs should be included. Additional information about grant programs funded should also be included. Suggestion was to have an annual calendar of projects/items that members need to be aware of and their deadlines. A new paragraph was suggested for the "In Memoriam" for Sydney-Chanele Dawkins. Motion for Annual Report was approved (Motion #4)
9.	The City-wide Cultural Plan will have a 9 member Task Force, of which, 4 slots are for Arts Commission members. Members should provide names of individuals who might be interested in serving on this Task Force along with reasons why they should serve to Diane Ruggiero within next couple of weeks. Members of the Task Force will serve 18 months.
10.	Proposal to move of the September regular monthly meeting due to scheduling conflicts. Date selected, Wednesday, September 23, 7 pm, Durant Arts Center. (Motion #5)
11.	The Office of the Arts report was distributed (Attachment #5). A schedule for the Arts and Economic Prosperity V study sponsored by Americans for the Arts was distributed (Attachment #6). Staff shared additional report for the Arts Grant Program (Attachment #7). To assist the Arts Commissioner in preparing their Committee minutes, a template for the minutes was distributed (Attachment #8).
12.	a. "Supper Under the Stars" sponsored by the King Street Gardens Park Foundation and the Old Town Business Association will be held Friday, September 25, 6 pm – 9 pm, in King Street Gardens Park. b. "Art All Night" will be held in DC on Saturday, September 26 from 7 pm – 3 pm. c. Lucy Medley, Student Commissioner resigned. Her position will be posted within the next few weeks.

13.	Adjournment (Motion #6)

New Action Items		Responsible	Due Date
1.	Dates, agendas and locations for Arts Commission monthly and Committee meetings.	Chair of Arts Commission and Chairs of Committees	Required 3 business days prior to meetings.
2.	Input to Annual Work Plan	Members of Arts Commission	08-19-15
3.	Coordinating of volunteer schedules for King Street Arts Festival and Art on the Avenue.	Kate Elkins, Beth Coast and Executive Committee.	Now until 09-19-15, 09-20-15 and 10-03-15
4.	Participation in both King Street Arts Festival and Art on the Avenue Events.	All members who are in town for these events	09-19-15, 09-20-15 and 10-03-15
5.	Additional Photographs to be included in FY 2015 Annual Report	Michael Detomo and Allison Nance to send photos to Diane Ruggiero	08-24-15
6.	Descriptions of FY 2016 grant programs funded to be included in Annual Report.	Pamela Corsini	08-24-15
7.	Annual calendar of projects/items that Arts Commission needs to be aware of.	Executive Committee working with Office of the Arts staff	09-23-15
8.	Arts Commission's acknowledgement of Sydney-Chanele Dawkins contributions to arts community. Reach-out to Dawkins family to determine what is most appropriate.	Executive Committee	09-23-15
9.	Names of individuals who might be interested in serving on the Cultural Arts Task Force should be sent to Diane Ruggiero within next two weeks.	Members of Arts Commission	09-01-15
10.	Student Arts Commissioner position, names of students to apply should be forwarded to the City Clerk's Office.	Members of Arts Commission	Once position is posted. Applications due on or before the deadline.

Other Notes & Information

New template for keeping minutes will be used for Arts Commission regular monthly meetings.
Attachments:

1. Freedom of Information Act (FOIA) and Conflicts of Interest PowerPoint Presentation
2. Summary of Parliamentary Procedures
3. Del Ray Plaza Hand-out
4. Draft Fiscal Year 2015 Arts Commission Annual Report
5. Office of the Arts Staff Report – August 2015
6. Arts and Economic Prosperity V Study Schedule
7. Arts Grant Program – Staff Report
8. Template for Executive Committee Meeting Minutes

Submitted by:	Cheryl Anne Colton	Draft Sent Date:	08-20-15
Submitted by:		Minutes Approved:	

Motion Tracker

	Motion	Made By	2nd	Vote
1.	Agenda Item: Approval of Minutes – June 16, 2015 Meeting Motion: To approve the Arts Commission's June 16 minutes. Discussion: None	Kate Elkins	Amber Gordon	Yes – Unanimously approved (12 members) No – Abstain –
2.	Agenda Item: Approval of Arts Education Annual Work Plan: Motion To approve the Arts Education's work plan as distributed at the June 16, 2015 meeting. Discussion: None	Susie Cohen	Beth Coast	Yes – Unanimously approved (12 members) No – Abstain –
3.	Agenda Item: Arts Commission's participation in King Street Arts Festival and Art on the Avenue. Motion: The Arts Commission should participate at both the King Street Arts Festival and Art on the Avenue. Discussion: All members who are in town should participate in these events.	Susie Cohen	Pamela Corsini	Yes – Unanimously approved (12 members) No – Abstain –
4.	Agenda Item: Arts Commission's Fiscal Year 2015 Annual Report. Motion: To approve the overall content for the Arts Commission's Fiscal Year 2015 Annual Report. Discussion: None, Staff will insert comments edits collected and will send final draft to Arts Commission members.	Kate Elkins	Betsy Hennigan	Yes – Unanimously approved (12 members) No – Abstain –

	Motion	Made By	2nd	Vote
5.	Agenda Item: Moving September Regular Monthly Meeting. Motion: To move the September Regular Monthly Meeting to Wednesday, September 23, 2015. Discussion: Those members who are unable to attend because date changed will have an excused absence for the meeting. September meeting will be held at the Durant Arts Center	Amber Gordon	Kate Elkins	Yes – Unanimously approved (12 members) No – Abstain –
6.	Agenda Item: Adjournment of Meeting Motion: To adjourn the August 18 meeting. Discussion: None.	Susie Cohen	David Martin	Yes – Unanimously approved (12 members) No – Abstain –

Action Items

	Action Item	Responsible	Due Date	Status
1.	No old Action Items noted at the August 18, 2015 Arts Commission meeting.			
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

ATTACHMENT #1

City of Alexandria, Virginia

Freedom of Information Act (FOIA) and Conflicts of Interest

Alexandria Commission for the Arts

What will we discuss?

- ✓ Overall Rules – keeping us straight!
  - FOIA meeting
  - Document rules

Overall Rules - FOIA

- The Virginia Freedom of Information Act (or FOIA) has two main components.
- Laws related to citizen access to public records.
- Laws related to citizen access to meetings of public bodies.
- The Act is found under Code of Virginia § 2.2-3700 through §2.2-3714.

Overall Rules - FOIA

- What are public records?
  - "[A]ll writings and recordings . . . regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business."
  - "Records that are not prepared for or used in the transaction of public business are not public records."

Overall Rules - FOIA

- What is a public body?
  - "[A]ny legislative body, authority, board, bureau, commission, district or agency . . . of any political subdivision of the Commonwealth, including cities, . . . municipal councils, . . . and planning commissions; . . . and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds."
  - "It shall include . . . any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body."
  - "It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members."
  - **The Alexandria Commission for the Arts is a public body under FOIA**.

Overall Rules - FOIA

- Under FOIA what are the City's general obligations related to public records?
  - To retain records related to the public business for the required retention period.
  - And to provide those records for inspection upon request by a citizen.

Overall Rules - FOIA

- Under FOIA what are the obligations of Commission for the Arts' members related to public records?
  - You must retain all records related to the business of the Commission.
  - Any record that is not maintained by or provided to you by staff.
  - Examples
    - Commission dockets and applications
    - Emails (Personal accounts discussing Commission business)
    - Letters

Overall Rules - FOIA

- What is a meeting of a public body?
  - Under FOIA the Commission for the Arts is a public body.
  - A meeting is defined as ". . . when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708 or 2.2-3708.1, as a body or entity, or as an informal assemblage of (i) as many as three members . . . of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body."

Overall Rules - FOIA

- Under FOIA, what are the obligations of Commission members related to public meetings?
  - Any gathering of 3 or more members of the Commission is a meeting, if the members are discussing Commission business.
  - In order to hold a meeting under FOIA the following requirements must be met.
    - Public notice must be provided three working days prior to the meeting
    - The information being provided to the members must be made available to the public
    - The meeting must be open to the public
    - Minutes of the meeting must be prepared

Overall Rules - FOIA

- Under FOIA, what are the obligations of Commission members related to public meetings?
  - Social events
    - Three or more members may attend social events and converse with one another, so long as:
      - No part of the event involves the discussion of public business and
      - The gathering was not planned for that purpose.

Overall Rules - FOIA

- Under FOIA, what are the obligations of Commission members related to public meetings?
  - Electronic Communication
    - In its 2012 decision, in Hill v. Fairfax County School Board, the Virginia Supreme Court stated that:
      - "[T]he key difference between permitted use of electronic communication, such as e-mail, outside the notice and open meeting requirements of [the] FOIA, and those that constitute a 'meeting' under [the] FOIA, is the feature of simultaneity inherent in the term 'assemblage.'"
      - "[T]he dispositive inquiry to be made by the trier of fact is 'how the e-mail is used.'"

Overall Rules - FOIA

- May we conduct meetings by conference telephone calls, video conferencing or other electronic communication or allow some people to attend a meeting by those methods?
  - No. A quorum of the Commission must be physically present for meeting to occur.

Overall Rules - FOIA

- The Chair of the Commission appoints two members of the Commission to satisfy an issue. Since there aren't three members of the Commission involved, is it permitted for them to discuss public business by telephone?
  - No. Ordinarily two members of a large public body may discuss public business outside of a public meeting. Once two members are officially designated as a committee, however, the committee becomes a separate public body bound by FOIA, including restrictions on telephone meetings.

Overall Rules - FOIA

- Do “work session”, “retreats”, “executive committee meetings” and similar informal sessions have to be open meetings?
  - **Yes!** If the public body’s business will be discussed, FOIA applies regardless of the form of the meeting or the label the Commission gives it.
  - Meetings must be public, even if no votes are taken or no discussions made.

Overall Rules - FOIA

- If the Commission members “hang around” meeting space after meeting is adjourned, continuing to talk informally among themselves and with other people who were present about subjects that came up during the meeting, is that illegal?
  - Although this practice may be common, it could get you in trouble. One local government was sued regarding this. The FOIA Advisory Council concludes that such extended discussions may violate FOIA if more than two members of the public body are present.

Overall Rules - FOIA

- Can individual members who can't get to the meeting attend by phone or video link?
  - If there is a quorum, other members not needed for quorum may participate by phone or video link in 3 special limited situations
    1. An emergency preventing the member's attendance arises on the day of the meeting, the member advises the Commission and the Commission votes to allow member to participate.
    2. The member has a permanent disability or physical condition that prevents his/her attendance and advises chair of Commission; or
    3. A member of a Regional public body lives more than 60 miles from the meeting location and the public body votes to permit person to attend by phone or video.

    - No. Above may be used by same member only for 25% of the meetings or twice in a calendar year. In all 3 situations the Commission must include in its minutes the location from which the absent member is participating and reason for remote participation.
    - The Commission must also insure that the comments of the member participating remotely can be heard by everyone physically at meeting.

Overall Rules - FOIA

- Members of the Commission have been communicating with each other by email, some other members have said this is an illegal meeting. What are they talking about?
  - There has been increasing debate about the propriety of members of public bodies using email to discuss public business. This is a complicated issue and there has been disagreement. However, members of the Commission should use great caution when communicating with each other about public business by email. Any simultaneous or nearly simultaneous exchanges of emails, particularly if message replies are sent to all members at the same time and the email exchange produces agreement or some action to be taken by the Commission may be subject to challenge. Group emails are fine for handling logistical matters such as comparing schedules and selecting meeting dates, but they should not be used to avoid public debate on genuine issues or to turn public meetings into merely perfunctory exercises.

Overall Rules - FOIA

- May the Chair of the Commission poll the members of the Commission individually, by telephone, email or in person to determine his or her views on a matter?
  - Yes. FOIA specifically permits individual conversations or contacts in person or by telephone or email with members of the Commission to determine their position on a matter of public business. But because FOIA requires all public business to be transacted in public meetings, this type of informal poll cannot authorize any official action requiring a vote of the public body. Voting can only be done at a public meeting.

Overall Rules - FOIA

- Can a chairman rule that members of the public could not speak on a matter that the Commission has discussed or at a recent meeting. Does this violate FOIA?
  - No. FOIA does not guarantee that the public is allowed to speak on every subject discussed at every public meeting, it only guarantees the public's right to be present.
  - Other statutes may require public bodies to hold public meetings at which the public is allowed to speak. If this is the case, the chair can place reasonable time limits on speakers and declare speakers out of order if they do not observe limits and/or stray away from the subject being discussed.

Overall Rules - FOIA

- May we use secret ballots to elect officers?
  - No. FOIA prohibits any voting by written or secret ballot.

Overall Rules - FOIA

- How public does Commission's meeting location have to be?
  - Use common sense. Public has to be able to access and have right to use cameras and recording devices.

Overall Rules - FOIA

- Electronic Communication
  - This rule is applicable to other forms of electronic communications, including chat rooms, instant messaging, texting, etc.
  - The rule means that the closer in time that electronic communications are sent and responded to by 3 or more members of the Commission, the more likely that a meeting could be found.
  - In order to avoid problems, it is advisable:
    - To NOT reply all to emails
    - To NOT respond to or email more than one other Commission member at a time
    - Alternatively, if you have something you would like to say to the entire Commission, then you can always wait to and say it at the next Commission meeting

Overall Rules - FOIA

- May we prohibit cameras or recording devices at our meetings?
  - No. FOIA guarantees any person the right to record, photograph or film any part of a meeting required to be open to the public.

Questions?

Karen Snow

Karen.Snow@alexandriava.gov

703.746.3750

City of Alexandria – Summary of Parliamentary Procedure
City Council, Planning Commission, and other Boards and Commissions

1. *Main motion* – Requires a second; is debatable; yields to other motions; requires a majority vote unless otherwise specified by law.

2. *Motion to amend* – Requires a second; debatable; requires majority vote; may apply to main motion and motions to limit debate, refer, postpone indefinitely, amend and fix time of next meeting; must be "germane" to the motion it seeks to amend.

3. *Substitute motion* – A substitute motion is a motion to amend that changes the main motion by substituting an entire sentence or paragraph. Nevertheless, must be germane to main motion.

4. *Motion to table* – Requires a second; not debatable; majority vote; applies to main motions, appeals and reconsiderations. Same rules for motion to take from the table.

5. *Motion to postpone to a certain day* – Requires a second; debatable only on the issue of postponement; majority vote.

6. *Motion to postpone indefinitely* – Requires a second; debatable; majority vote required. A matter that has been postponed indefinitely may not be brought up again during the same meeting except by motion to reconsider the motion to postpone indefinitely.

7. *Motion to refer* (to a committee or person) – Requires a second; debatable; majority vote required; may be subject to motions to amend, reconsider or close debate.

8. *Motion to reconsider* – Requires a second; debatable (unless the motion to which it applies was undebatable); majority vote; cannot apply to a motion to adjourn or motion to table. Motion must be made by a member who voted on the prevailing side during the same meeting in which that matter was originally considered.

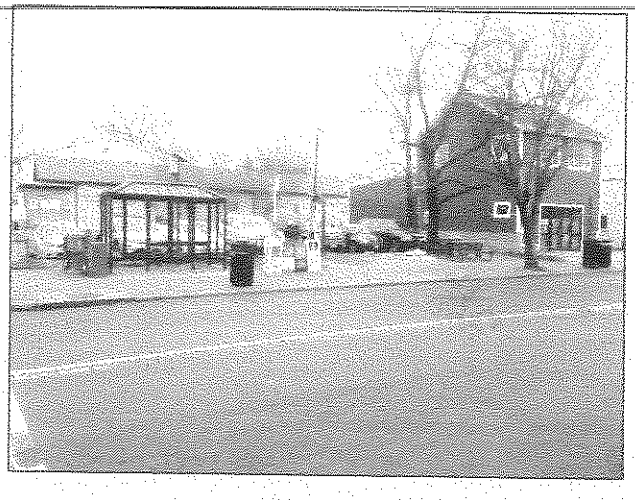
9. *Motion to suspend the rules* – Requires a second; not debatable; requires two-thirds vote unless otherwise specified in bylaws.

10. *Motion to adjourn* – Requires a second; not debatable (unless no time has been set for the next meeting); majority vote.

11. *Withdrawal of motion* – Does not require a second; not debatable; majority vote required.

DEL RAY PLAZA

- Location: Mount Vernon Avenue in Del Ray neighborhood
  - High pedestrian volumes
  - Transit accessible
  - Bikeshare
  - Retail
- The space: Dirt space between sidewalk and parking lot
- Current use: A few tables, bus stop, gathering space



- The plan: Expand sidewalk to provide pedestrian plaza with table, chairs and planters

DEL RAY PLAZA

PUBLIC ART PROGRAM

Contemporary Art in Historical Context Program Development

Lead Agency
Office of the Arts
Project Scope
Develop a program plan for contemporary public art in historic settings as recommended in the Plan.
Update
Via Partnership (Meridith McKinley) has been hired to develop the program plan and to curate the first exhibit in Spring, 2016. Meridith met with staff from the Office of Historic Alexandria (OHA) and visited the museums/sites that OHA operates.
Next Steps
Meridith will continue with her research as she develops the plan.
Anticipated Completion
Fall, 2015 (exhibit in Spring, 2016)

Eisenhower West Small Area Plan (EWSAP)

Lead Agency
Office of the Arts
Project Scope
Hire an artist/curator/consultant to facilitate the discussion of public art as part of the SAP development.
Update
The overall scope of the small area plan has changed considerably and no longer an option for an artist/curator/consultant to facilitate the discussion of public art as part of the SAP development.
Next Steps
This project has been put on indefinite hold.
Anticipated Completion
Unknown

Simpson Park

Lead Agency
Office of the Arts
Project Scope
Add a public artist to the design team to integrate and install public art as part of the playground restoration.
Update
Staff has met with Park Planning to develop the RFP (Request for Proposals) for the park design in advance of the RFQ (Request for Qualifications). **Next Steps**
Appoint Task Force and staff to write RFQ.
Anticipated Completion
FY17

CULTURAL PROGRAMS

Cultural Plan

Lead Agency
Office of the Arts
Project Scope
The development of a comprehensive citywide cultural arts plan that shall define the role of the City in supporting, producing, defining, and sustaining arts and culture initiatives throughout the City to accomplish the City's broader goals.
Update
The City has hired Cultural Planning Group (CPG) to develop the plan. The consultant team has been doing research over the summer and will begin the public part of the process in September.
Next Steps
Develop a timeline and a Steering Committee/Task Force.

Grant Program

Lead Agency
Office of the Arts
Project Scope
Administering the City of Alexandria's Arts Grant Program
Update
FY15 reports were received. Two groups did not receive final funding due to non-compliance with the grant requirements.
Next Steps
Staff is working with IT on the FY17 grant applications and on having the reviewer information and final reports online.

Save the Date

First Fridays at Durant Art Center:
Friday, October 2, Family Art Night
Friday, November 6, Sadie Hawkins Dance
Friday, December 4, Season of Celebrations

Arts & Economic Prosperity V—Preliminary Schedule

DUE DATE	RESPONSIBLE PARTY	TASK REQUIRED
9-30-2015	Study Partners	The signed project contract is due to Americans for the Arts.
10-31-2015	Study Partners	The initial payment of one third of the participation fee is due to Americans for the Arts.
11-30-2015	Americans for the Arts	Welcome packets are distributed to all Study Partners that include the survey instruments, detailed instructions for the data collection effort, and background information about the study.
01-01-2016	Study Partners	Surveying begins at cultural events taking place in each of the participating communities using the Audience Expenditure Survey.
04-15-2016	Study Partners	The comprehensive list of eligible nonprofit arts and cultural organizations is due to Americans for the Arts. The first quarterly batch of Audience Expenditure Surveys is due to Americans for the Arts.
05-01-2016	Americans for the Arts	The web-based Organizational Expenditure Survey is disseminated by Americans for the Arts to all of the eligible nonprofit arts and culture organizations that are indentified in each study region. (Partners in some states will be able to utilize data from the Cultural Data Project. Data collection will still be required from organizations that do not submit a verified CDP profile.)
05-31-2016	Americans for the Arts	The initial deadline for the Organizational Expenditure Survey to be submitted to Americans for the Arts by all eligible nonprofit arts and culture organizations (in non-CDP states).
07-15-2016	Study Partners	The second quarterly batch of Audience Intercept Surveys is due to Americans for the Arts. The final deadline for completion of the Organizational Expenditure Surveys (in non-CDP states).
08-31-2016	Study Partners	The second payment of one third of the participation fee is due to Americans for the Arts.
10-15-2016	Study Partners	The third quarterly batch of Audience Expenditure Surveys is due to Americans for the Arts.
01-15-2017	Study Partners	The final quarterly batch of Audience Expenditure Surveys is due to Americans for the Arts.
02-15-2017	Americans for the Arts	Data entry of all survey data is completed.
03-31-2017	Americans for the Arts	Data analysis and input-output modeling is completed for all participating study regions.
04-30-2017	Americans for the Arts	Study Partners receive a private URL from which to download their customized final reports and other valuable project materials.
5-31-2017	Study Partners	The final payment of one third of the participation fee is due to Americans for the Arts.
June 2017	Americans for the Arts	The local and national findings from *Arts and Economic Prosperity V* are released by Americans for the Arts in collaboration with all of our Study Partners.

City of Alexandria, Virginia

MEMORANDUM

DATE: AUGUST 17, 2015
TO: MEMBERS, ALEXANDRIA COMMISSION FOR THE ARTS
FROM: DIANE RUGGIERO, DEPUTY DIRECTOR, CULTURAL ARTS
CHERYL ANNE COLTON, REGIONAL PROGRAM DIRECTOR
RECREATION, PARKS AND CULTURAL ACTIVITIES
RE: OFFICE OF THE ARTS GRANT PROGRAM

Background:

The Office of the Arts administers the City Arts Grant Program. This Staff Report provides the outcomes from the review of the Fiscal Year 2015 Final Report forms, along with recommended changes language changes for the Fiscal Year 2017 Guide to Funding.

Fiscal Year 2016 grantees were asked what program changes (if any) and ways in which the organizations will fund the shortfall due to the decreased. A summary of these program changes is part of this Report.

Finally, the Virginia Bronze Handbell Ensemble of Northern Virginia and the Washington Metropolitan Philharmonic Orchestra were asked to submit an updated calendar noting the City of Alexandria concerts. These updated calendars are attached. Both organizations are projecting that more than 5 concerts will be held in the City of Alexandria.

Fiscal Year 2015 Final Report Outcomes:

All but two grantees were able to meet the grant obligations outlined in their Fiscal Year 2015 grant applications. The grantees who did not meet their obligations were:

> The Karen Reedy Dance Company's Fiscal Year 2015 project grant stated the Company would produce seven dance performances in the City of Alexandria along with the creation of a film. Their Final Report however noted that they created a film and their performances were at Dance Place, Washington, DC, not in the City of Alexandria. The Project Grant funds can only be used for performances that take place within the City of Alexandria. Karen Reedy Dance Company did not inform the Office of the Arts of the changes to their grant. This site specific requirement was not met, so the Fiscal Year 2015 final grant payment of $857 was not issued.
>
> The Washington Balalaika Society received a Fiscal Year 2015 operational grant. In their Final Report they stated that 26 concerts were performed outside the City of Alexandria and 3 concerts in the City of Alexandria. Operational grant funds require that at least 50% of the performances be held in Alexandria for the grant year; or must have performed no fewer than five public programs and/or events in the City of Alexandria. The Washington Balalaika Society also, did not inform the Office of the Arts of the changes to their grant. This requirement was not met, so their final grant payment of $774 was not issued.

Discussion - Final Report Forms: Grantees that do not successfully complete their Final Report forms are not eligible for the next grant cycle. The challenge with this language is that the Fiscal Year 2016 grants have already been awarded. This is not an issue for the Karen Reedy Dance Company, because

they did not apply for a Fiscal Year 2016 grant. The Washington Balalaika Society will however was approved to receive a Fiscal Year 2016 grant.

Recommendations: The language in the Fiscal Year 2015 Guide to Funding does not clearly define "next grant cycle," staff recommends that the Washington Balalaika Society Fiscal Year 2016 grant be awarded in full. Staff further recommends that for the Fiscal Year 2017, the language in the Guide to Funding should be changed to: *"If an applicant fails to complete a satisfactory final report form or have an outstanding final report form or issue from a previously-awarded grant, the applicant will not receive a grant for the next grant cycle, even if the Arts Commission previously awarded the grant."*

Fiscal Year 2016 Program Changes Due to Decrease in Grant Award:

Twenty-three of the 26 (88% of grantees) Fiscal Year 2016 grantees stated that there would not be changes to their programming because of the decrease in the Fiscal Year 2016 grant award (See attachment #1). These grantees will make-up the shortfall in the grant award through a variety of sources: increasing ticket sales or individual contributions; using funds from endowment; decreasing in number of outside musicians hired; seeking alternative performance venue; developing different rental fee agreement, reducing transportation expenses and/or artists' salaries. Three of the Fiscal Year 2016 grantees (12% of grantees) stated that program changes will need to occur because of the decrease in the Fiscal Year 2016 grant award. These program changes are:

> Alexandria Film Festival (program grant) will curate regional films rather than international films. This will result in the reduction of travel costs and fees for the films.
>
> Eclipse Chamber Orchestra (operating grant) will add a concert at the Lyceum, but move their George Washington Masonic Memorial concert to St. Luke's Church, Mc Lean, VA. They will however, still have 8 concerts in the City of Alexandria, as state in their grant application.
>
> Heloisa Ecurero (special opportunity grant) will produce two rather than four performances, thereby, reducing the related costs for two performances.

Discussion - Fiscal Year 2016 Program Changes: The Fiscal Year 2016 grantees have shown resilience, even though they are receiving a decrease in their grant award. The additional questions added to the Certification forms which allowed staff to compile the summary of program changes and methods grantees will be using to cover the shortfall of funding.

Recommendations: The Arts Commission's established standard funding allocation guidance in the Arts Grant Policy will be used for consideration of Fiscal Year 2017 grant awards. This guidance is that funds will be allocated to awardees using their percentage score as the formula; and no applications will be funded whose scores are 75% or lower. The guidance may provide more funds to applicants who have scores above 75%.

In addition to this guidance, staff recommends to include a question in the application that asks about how the programming will be impacted if the grant award was fully or partial funding. The questions added to the Fiscal Year 2016 certification form will remain on the form for the Fiscal Year 2017 forms.

Updated Fiscal Year 2016 Programming Calendars:

The Virginia Bronze Handbell Ensemble of Northern Virginia applied for a program grant to fund programs performed in Alexandria. With their submitted calendar of programs only included locations for 4 of 9 events. A revised calendar notes all of the locations for the 9 events (Attachment #2).

The Washington Metropolitan Philharmonic Association also applied for a program grant to fund programs performed in Alexandria. Their submitted calendar of programs only included locations for 19 of 23 performances. A revised calendar notes all of the locations for the events (Attachment #3).

Attachments:

1) Chart OutlineFiscal Year 2016 Program Changes Due to Decrease in Grant Award
2) Virginia Bronze Handbell Ensemble of Northern Virginia Updated FY 2016 Calendar
3) Washington Metropolitan Philharmonic Association's Updated FY 2016 Calendar

ATTACHMENT #1

Office of the Arts

Fiscal Year 2016 Grant Awards

Changes to Programming

	TYPE	FINAL GRANT AWARD	Date Received	Program Changes Made Due to Decrease	How Grantee will Make-up Decrease Amt of Grant
Alexandria Choral Society	Op	$6,722.00	7/30/2015	None	Conduct additional fundraising, hire outside muscians for 1 rather than 4 concerts
Alexandria Film Festival	Prog	$4,897.00	8/10/2015	Yes, regional films instead	Reduction of travel costs and fees for curated International Films
Alexandria Harmonizers	Op	$10,548.00	7/29/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Alexandria Singers	Prog	$6,047.00	7/29/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Alexandria Symphony Orchestra	Op	$10,548.00	7/28/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Art League	Op	$13,796.00	8/10/2015	None	Will raisie $1,200. Might reduce # of free activities/programs and level of Arts Festival
Arts on the Horizon	Prog	$7,624.00	7/22/2015	None	Reduce the contractors' expense
Del Ray Artisans	Op	$7,547.00	8/13/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Eclipse Chamber Orchestra	Op	$8,448.00	8/3/2015	Yes, (8) performances in Alexandria same	GWMM Concert to St. Luke's Church, Mc Lean, reduce $1,900. Increase Lyceum concerts
Heloisa Ecurero	Sp Op	$2,547.00	7/30/2015	Yes, reduction of 2 performances rather than 4	Expenses relating to 2 performances removed from budget
First Night Alexandria	Op	$10,548.00	7/21/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Focus Music	Prog	$1,297.00	7/23/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Friday Morning Music Club, Inc.	Prog	$4,847.00	8/3/2015	None	shortfall will be picked-up through endowement
Jane Franklin Dance Company	Prog	$6,047.00	7/22/2015	None	Alternative venue for Schelsinger Center, slight reduction amount paid to artists
MetroStage	Op	$10,548.00	8/10/2015	None	Shortfall will be picked-up through budget (contibutions)
Northern Virginia Fine Arts Association	Op	$9,047.00	7/31/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Port City Playhouse	Op	$4,047.00	7/30/2015	None	No co-production mentor program. Venue split rental fee and trim marketing of season
QuinTango	Op	$9,047.00	7/30/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Tom Teasley	Sp Op	$1,517.00	8/5/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Torpedo Factory Art Ctr	Op	$9,047.00	7/20/2015	None	Shortfall will be picked-up through budget (contibutions)
Upcycle Recycle Reuse Center	Op	$10,548.00	8/10/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Virginia Bronze	Prog	$3,047.00	8/12/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Virginia Opera	Prog	$5,047.00	8/10/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Washington Balalaika Society	Prog	$5,047.00	8/10/2015	None	Shortfall will be picked-up through budget, musical/administrative expenses reduction.
Washington Metro Philharmonic Assoc.	Prog	$7,048.00	7/31/2015	None	Shortfall will be picked-up through budget (ticket sales/contibutions)
Margaret Wohler	Sp Op	$1,047.00	7/30/2015	None	Reduction of transportation and artist's salary donated
		$176,500.00			

ATTACHMENT # 2

PROGRAM CALENDAR OF EVENTS

Date	Event	Location	Anticipated Audience	Ticket Price
September 2015	Supporting Workshop @ First Baptist Alexandria	First Baptist Church Alexandria 2932 King St, Alexandria, VA 22302	50	Pro Bono
Otober 2015	VAB Season Concert 1 - Fall	George Washington Masonic Memorial Theater	180	$8
December 2015	VAB Season Concert 2 - Holiday	George Washington Masonic Memorial Theater	220	$8
December 2015	VAB *Resonance* Concert (small ensemble)*	Currently advertising availabiliy of this new group - scheduling in progress - expect booking in Sept/October	90	Flat Fee
Dec. 31, 2015	First Night Alexandria (anticipated)	First Night venue - Downtown Baptist Church, Alexandria	350	Included with First Night Admission
January 2016	Ringer Skills Workshop	Location to be finalized in Sept/Oct based on registration (Downtown Baptist Church, Alexandria, and Trinity Presbyterian Church are leading possibilities)	60	$15
March 2016	VAB Season Concert 3 - Spring	George Washington Masonic Memorial Theater	160	$8
Feb/March 2016	VAB Resonance Workshops with ASO Sympatico - weeklong workshops before and after school for one week - Asif Majid, ASO Sympatico Director, and Carol Feather Martin, Representing VB/R, are finalizing details now.	John Adams School	150 students participating	Pro Bono
Feb/March 2016	Performance at conclusion of workshop week by ASO Sympatico and VAB Resonances	John Adams School and public location in Alexandria (Asif Majid working now on location)	300	Pro Bono
June 2016	VAB Season Concert 4 - Early Summer	George Washington Masonic Memorial Theater	180	$8
	**Resonance* will play additional concerts as we are able to schedule them or as bookings are requested.			

Total Anticipated Audience **1540**

Requested Amount

Cost Per Person Impacted by this application **$0.0**

(requested amount/anticipated attendance)

2015-16 Alex Question 3 WMPA Performance Calendar corrected.xlsx

Date	Event	Location	Anticipated Audience	Ticket Price
5-Jul-15	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
~~12-Jul-15~~	~~Summer Chamber Concert~~	The Lyceum, Old Town Alexandria	~~120~~	~~Free~~
19-Jul-15	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
26-Jul-15	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
2-Aug-15	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
9-Aug-15	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
16-Aug-15	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
23-Aug-15	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
30-Aug-15	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
6-Sep-15	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
13-Sep-15	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
18-Oct-15	WMYO Concert	George Washington Masonic National Memorial	300	$20; 18 and under free
25-Oct-15	WMP Concert	George Washington Masonic National Memorial	175	Free
13-Dec-15	WMP Concert	George Washington Masonic National Memorial	300	$20; 18 and under free
13-Dec-15	WMYO/WMOC Joint Concert	TBD-Alexandria	250	Free
14-Feb-16	WMP Concert	George Washington Masonic National	300	$20; 18 and under free
13-Mar-16	WMYO/WMOC Joint Concert	TBD-Alexandria	250	Free
17-Apr-16	WMP Concert	George Washington Masonic National Memorial	300	$20; 18 and under free
15-May-16	WMYO/WMOC Joint Concert	TBD-Alexandria	250	Free
5-Jun-16	WMP Concert	George Washington Masonic National Memorial	300	$20; 18 and under free
12-Jun-16	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
19-Jun-16	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
26-Jun-16	Summer Chamber Concert	The Lyceum, Old Town Alexandria	120	Free
			4105	

Alexandria Commission for the Arts
Executive Committee Meeting

Meeting Information

Objective:	To address Arts Commission business in preparation for the regular monthly meeting, and set the agenda for the meeting.		
Date:	[00/00/0000]	Time:	[Begin: time End: time]
Location:	[Meeting Location]	Meeting Type:	[Identify Type of Meeting}
Called by:	[Name]	Note Taker:	[Name]
Facilitator:	[Name]	Timekeeper:	[Name]
Attendees:	[List Names]		
Absent:	[List Names]		
Observers:	[List Names]		
City Staff:	[List Names]		

Agenda items		Presenter
1.	[Agenda Item #1]	[Name]
2.		
3.		
4.		

Discussion Summary

1.	[Discussion Summary #1]
2.	
3.	
4.	

New Action Items		Responsible	Due Date
1.	[New Action Item #1]	[Name]	[Add Date]
2.			
3.			
4.			

Other Notes & Information

Submitted by:	[Name]	Minutes Approved:	[Add Date]

Alexandria Commission for the Arts

Motion Tracker

	Motion	Made By	2nd		Vote
1.	Agenda Item Motion Discussion			Yes – No – Abstain –	
2.	Agenda Item Motion Discussion			Yes – No – Abstain –	
3.	Agenda Item Motion Discussion			Yes – No – Abstain –	
4.	Agenda Item Motion Discussion			Yes – No – Abstain –	

Meeting date: _____ Meeting Type: _____

Action Items

	Action Item	Responsible	Due Date	Status
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Meeting date: _____ Meeting Type:_____