

Full Commission Meeting Minutes

12/14/17 4:00pm – 6:00pm
200 I Street SE, DC 20003
OCTO: Fifth Floor, RM 5403

Attending Commissioners: Kay Kendall, CHAIR; Alma Gates, Stacie Banks, Susan Clampitt, Edmund Fleet, Haili Francis, Darrin Glymph (Call-in), MaryAnn Miller, Elvi Moore, Maria Rooney, Cicie Sattarnilasskorn, Jose Ucles, Gretchen Wharton

Not In Attendance: Commissioner(s) Rhona Friedman, Lawrence Green, Miles Gray, Josef Palermo

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley, Heran Sereke-Brhan, Ebony Brown, Earica Busby, Lauren Dugas Glover, David Markey, Dominique Marsalek, Patrick Realiza, Jeffrey Scott

The Full Commission meeting of the Commission on the Arts and Humanities (CAH) was called to order on December 14, 4:02pm, at 200 I St. SE, DC 20003, Room 5403.

Adoption of the December Agenda

- Chair Kendall introduced the agenda as presented. Commissioner Sattarnilasskorn moved to adopt the agenda. The motion was seconded by Commissioner Wharton.
 - The motion carried; Unanimous.*

Adoption of the November minutes

- Chair Kendall introduced the minutes of November Full Commission meeting.
- Commissioner Miller moved to adopt the minutes as presented. The motion was seconded by Commissioner Ucles.
 - The motion carried; Unanimous.*

Chairperson's Report

- Chair Kendall complimented the successful execution by CAH of the December 11 Arts Education Symposium at the Library of Congress (LOC), which was co-presented with LOC.
- Chair Kendall noted the public funeral honoring the late DC Poet Laureate, Dolores Kendrick, which occurred on November 29.
- Chair Kendall acknowledged Commissioners for their continued work in the District during the 2017 calendar year.

Finance Committee Report

- Commissioner Moore introduced the budget overview (as of December 8) for FY18.
- Detail overview was provided on each grant program, the approved budget, executed grants, and available balance.
- Moore noted that CAH Executed \$10.1M in grant contracts and that over \$2.2M had been distributed toward recent grantees.
- Line 22: \$50K may need to be reprogrammed to contracts to support multiple art exhibitions in the 200 I street gallery.
- Line 24: \$150K may need to be reprogrammed to contracts to support public art projects and restoration projects.
- Line 25: \$125K may need to be reprogrammed to support public art installation(s) for the 202 Arts and Music Festival.
- Director Espinoza noted that the budget overview is a reflection of intended awards but does not reflect actual funds to individual grantees because the payment process includes many steps. He presented a flow chart to illustrate the processing of payment distribution for commissioners. He suggested that should any commissioner have or receive questions about the timeline for releasing funds, they are asked to refer the petitioner to CAH.

Grants Committee Report

- Commissioner Wharton introduced a draft version of the grants policy for a vote by the Commissioners.
- Commissioner Wharton **requested an amendment** to number one of the grants policy, adding that "applicants will be notified by CAH staff."
- Commissioner Rooney asked for clarification on step two.
- Commissioner Wharton **requested an amendment** to number two, adding "for review and approval."

- Commissioner Miller moved to accept the policy with amendments. Commissioner Francis seconded.
 - *Motion carried; Unanimous.*
- Commissioner Wharton introduced the grant recommendations for voting:
 - Lift Off – All in favor:
 - *Motion carried; Unanimous.*
 - PEF (I) cycle 2 - cohort I - All in favor:
 - *Motion carried; Unanimous.*
 - PEF (O) - cycle 1 - All in favor:
 - *Motion carried; Unanimous.*
 - PEF (O) - cycle 2 – All in favor:
 - Commissioner(s) Clampitt and Sattarnilasskorn recused;
 - *Motion carried; Unanimous.*
 - SCG – All in favor:
 - *Motion carried; Unanimous*
 - SCG - organization - All in favor:
 - *Motion carried; Unanimous*

Public Art Committee Report

- Commissioner Gates introduced the public art grant recommendations for voting:
 - Chair Kendall shared images of pending public art installations.
 - PABC – All in favor:
 - *Motion carried; Unanimous*

Arts Education Committee Report

- Arts Education Coordinator, David Markey, reported that about 180 members of the public attended the Art Education Symposium at the Library of Congress on December 11.
- A survey of those in attendance will be distributed by the communications team to gather public feedback on the event.

Events Committee Report

- Commissioner Miller announced the upcoming dedication of the Marion Barry Statue in March.
- Commissioner Ucles thanked Commissioners for the nominations received for FY18 Mayors Arts Awards special honors.

Executive Director's Report

- Executive Director Espinoza submitted a written report.
- Espinoza noted that an event is being planned by a community member in honor of the late DC Poet Laureate, Dolores Kendrick at Busboys and Poets on January 14 (U Street location). More information will be distributed closer to the date via DCBC email.
- Espinoza announced CAH contractors currently aiding the grants department and a new intern at CAH.
- Arts Education Coordinator David Markey noted that CAH takes part in hosting an annual internship fair with area organizations in order to engage in comprehensive community outreach. This year the internship fair will take place at Arena stage. Please direct questions on internships to him.
- The Grants Process Improvement Plan (GPIP) is currently underway and is intended to provide analysis and process improvement of CAH's grant making protocols for continued best service to the public .
- Public art has a grant application on December 15, 2017) for the summer 2018 curatorial opportunities. The slate of applicants will be presented to Commissioners at the next Full Commission meeting.
- In 2018, CAH will begin a year-long podcast project on arts and humanities in the district as a highlight of CAH's work over the past 50 years, as well as, to highlight local artists and practitioners. Ideas for possible titles of the podcast series and guests are welcome. Please share any ideas with Dominique Marsalek by email.

New and Unfinished Business

- Chair Kendall announced a new item for discussion with Vice-Chair Banks as discussion facilitator and recused herself.
- Vice-Chair Banks requested that Executive Director Espinoza present the issue to the Full Commission.
- Director Espinoza explained that on November 1st, CAH received an appeal request from an applicant regarding their denial of the facilities and buildings grant program. CAH recommended that the Commissioners reconsider the application for funding.
- Commissioner Sattarnilasskorn asked whether the recommendation is to fund the full amount or a pro-rated amount.
- Commissioner Wharton noted that grants committee recommended funding the request.
- Director Espinoza noted that the recommended funding was for a pro-rated amount.
- Vice-Chair Banks motioned for a vote on the appeal for funding the amount recommended.

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- All in favor
 - *Motion carried: Unanimous*
 - Director Espinoza announced that CAH will move forward with issuing the grant to the applicant.
 - Chair Kendall returned to the meeting.
 - Chair Kendall announced that the **next Full Commission meeting will be January 18, 2018.**
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Adjournment

- The meeting was adjourned at 5:28PM.