

Full Commission Meeting Minutes

5/25/2017

4:00 pm to 6:00 pm

Deliberative Meeting

CAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Susan Clampitt; Haili Francis; Alma Gates; Darrin Glymph (Phone); MaryAnn Miller (Phone); José Alberto Uclés; Gretchen Wharton; C. Brian Williams; Maria Rooney; Edmund Fleet; Stacie Banks

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Earica Busby; Lauren Dugas Glover; Jeffrey Scott; Dominique Marsalek; Patrick Realiza; Regan Spurlock; Rhea Beckett; David Markey

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on May 25, 2017 at 4:00 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Chair Kendall motioned to adopt the agenda as presented. The motion was seconded.
 - The motion carried. Unanimous

Adoption of the March Minutes

- Chair Kendall motioned to adopt the minutes of the April 27 Full Commission meeting and the May 1 Special Commission Meeting.
- The motion was seconded.
 - The motion carried. Unanimous

Chairperson's Report

- Chair Kendall addressed the need to determine upcoming scheduling concerns for the Full Commission.
 - The following dates were presented:
 - **June 22** WILL be the date for the next Full Commission Meeting (as well as the Annual Meeting):
 - Chair Kendall would like to host the meeting earlier and would like the date to align with the Annual Meeting.
 - **July 27** will NOT be a Full Commission Meeting. Instead, the Executive Committee will meet to discuss any pressing issues or concerns.
 - No time or location has been determined. The meeting could be potentially off site.
 - Commissioner Gates motioned to adopt the July Executive Meeting and dismiss the scheduled Full Commission Meeting. The motion was seconded by Commissioner Clampitt.
 - The motion carried. Unanimous
 - The September Full Commission Meeting will be on **September 13 at 10 AM** (due to a baseball game in the evening and the Mayor's Arts Awards on the following day).

Committee Reports

- Bylaws Committee:
 - Commissioner Glymph announced that the most recent proposed amendment to CAH's is intended to comply with the open meetings act and would incorporate all the provisions allowable under the act.
 - Commissioner Glymph requested a motion to vote and accept this requested amendment.
 - Commissioner Miller motioned to accept requested amendment.
 - The motion was seconded by Commissioner Gates.
 - The motion carried. Unanimous.
- Events/Mayor's Arts Awards Committee:

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- Commissioner Miller announced the:
 - Labor Day Weekend Music Festival on September 1 -3 for which the call for artists has been distributed.
 - Commissioner Miller announced the upcoming Annual Meeting on June 22.
 - Chair Kendall explained that the time of the Annual Meeting has yet to be announced.
- Chair Kendall requested clarity on the final name of SummerSet DC, formerly Music on the Mall.
 - CAH Chief of External Affairs Jeffrey Scott explained that the upcoming SummerSet DC events are being marketed with the tag line "Lunch Time Music Series on the Mall."
- Mr. Scott updated the Full Commission on the 202 Festival:
 - The call for artists closed last week and CAH is currently in the process of reviewing applications.
- Executive Director Espinoza shared that there is currently a fair amount of support from the Department of Parks and Recreation for the upcoming 202 Festival.
- Commissioner Miller requested that the SummerSet DC logo with tagline be emailed to the Full Commission for their information.
- Finance Committee:
 - CAH Financial Analyst Earica Busby reported that the Public Art Department is working on programming to meet the current budget plan. Ms. Busby explained that there will be a more comprehensive report on this for the Full Commission next month.
 - Chair Kendall announced that Commissioner Gates will be working with Executive Director Espinoza and staff on proposals for Public Art.
 - Ms. Busby explained updates in the Finance Report from the last meeting and noted that the bottom line in grants has changed from \$17.1 million to \$16.3 million due to compliant use of funds from grants to contracts and cited instances.
- Grants/Panels Committee:
 - Commissioner Clappitt announced that pending grants have been approved as of the last Full Commission meeting.
 - Commissioner Clappitt explained that grantees have been notified with an intent to fund letter.
 - Commissioner Clappitt announced that tomorrow, May 26, will be the first deadline for fellowship grants.
 - Commissioner Williams provided feedback to the Grants Team:
 - As a Commissioner in ward 6, Commissioner Williams has heard from a few art organizations in his Ward whose funding was reportedly delayed.
 - Commissioner Williams requested that CAH ensure communication is clear between grantees and the organization.
 - Commissioner Wharton asked that a clarifying email be sent to awardees on status of payment.
 - Financial Analyst Busby highlighted the grant payment process.
 - Interim Grant Director Spurlock explained that the process is outlined for grantees in the grant agreement. The payments are currently processed within 30 days from invoice.
- Public Art Committee:
 - Commissioner Gates announced an update on the mural project: Brooklyn Manor, which is currently being renovated.
 - Commissioner Gates announced an upcoming call for artists on the RIA Event Space Mural Project: Thursday, June 1 through Friday, June 30.
- Nominations Committee:
 - Commissioner Banks read from the bylaws to remind Commissioners that June is when Officers will be elected. A list of committee chairs and members will be presented at the June meeting.
 - Commissioner Banks requested a motion for a waiver on the two year limit of officer terms for the upcoming fiscal year. The waiver will provide stability during a time of transition. This waiver will allow the Commission to extend current terms for one year.
 - Commissioner Ucles motioned to accept the waiver as presented. The motion was seconded by Commissioner Wharton.
 - *The motion carried. Unanimous.*
 - Chair Kendall clarified that there will be a slate of officers to vote on next meeting and committees will be presented for next year.

Executive Director's Report

- Executive Director called attention to his written report submitted and highlighted a couple of points:
 - Paragraph 3:
 - The FY17 NEA Grant Award will be awarded to the Commission for FY18 grant making and operations.
 - The current FY2018 federal budget presented by President Trump still contains a significant budget reduction for the NEA, thus funding for CAH from the NEA remains in question for FY19.
 - Paragraph 4:
 - The Comprehensive Plan administered by Office of Planning has a significant section on arts and culture.
 - CAH has been working on developing this section with the Office of Planning. CAH has presented some modifications.
 - Any private citizen can request modifications. The Office of Planning has extended the deadline for modification requests from private citizens. Anyone interested can visit their website to do so.
- Executive Director Espinoza expressed gratitude for the hardworking staff at CAH. ED Espinoza shared a message from the public praising a particular staff member.
- Chair Kendall motioned for a Roll Call Vote to enter into Executive Session.
 - Roll Call voting:
 - Commissioner Clampitt – Yes
 - Commissioner Francis – Yes
 - Commissioner Gates – Yes
 - Commissioner Glymph – Yes
 - Commissioner Miller – Yes
 - Commissioner Uclés – Yes
 - Commissioner Wharton- Yes
 - Commissioner Williams – Yes
 - Commissioner Rooney – Yes
 - Commissioner Fleet – Yes
 - Commissioner Banks - Yes
 - *The motion carried. Unanimous.*

Executive Session:

- Chair Kendall motioned for a Roll Call Vote to leave Executive Session following discussion of Grants Determinations.
 - Roll Call voting:
 - Commissioner Clampitt – Yes
 - Commissioner Francis – Yes
 - Commissioner Gates – Yes
 - Commissioner Glymph – Yes
 - Commissioner Miller – Yes
 - Commissioner Uclés – Yes
 - Commissioner Wharton- Yes
 - Commissioner Williams – Yes
 - Commissioner Rooney – Yes
 - Commissioner Fleet – Yes
 - Commissioner Banks – Yes
 - *The motion carried. Unanimous.*

Adjournments

- The meeting was adjourned following the Executive Session at 6:15pm.