



MINUTES

DC COMMISSION ON THE ARTS & HUMANITIES EXECUTIVE COMMITTEE MEETING WEDNESDAY MAY 18, 2022

Call to Order

A meeting of the Executive Committee of the Commission on the Arts and Humanities was called to order at 5:01 pm, Wednesday, May 18, 2022, in open session via the Cisco Webex virtual meeting platform, with Chairperson Reggie Van Lee presiding.

MEMBERS PRESENT

Reggie Van Lee, *Chairperson and Executive Committee Chair*; Maggie Fitzpatrick, *Vice Chairperson and Public Art Committee Chair*; Kymber Menkiti, *Treasurer and Finance Committee Chair*; Hector Torres, *Secretary*; Gretchen Wharton, *Grants Committee Chair*; Quanice Floyd, *IDEA Committee Chair*; Rhona Wolfe Friedman, *Governance Committee Chair*

MEMBERS ABSENT

None

STAFF ATTENDING

Heran Sereke-Brhan, *Executive Director*; David Markey, *Deputy Director*; Jeffrey Scott, *Chief of Staff*

Roll Call to Establish Quorum

The roll was called, and a quorum was determined to be present.

Land Acknowledgment

The Chair read the acknowledgment of the ancestral lands of the Nacotchtank and Piscataway Peoples.

Capital Projects Funding

The Chair stated he had been contacted by Council Chairman Mendelson regarding the possibility of grants to fund large capital projects of up to \$10 million. The Chair noted that the current agency budget could not support grants of that size, and so such a program would require additional funding, but grants would need to be awarded in an equitable process. After discussion, the Chair asked staff to prepare a draft response for Chairman Mendelson.

PR Firm Engagement

The Chair stated that he hoped this committee with other commissioners would be able to meet periodically with the recently contracted public relations firm, Bayne LLC, to make sure their recommendations and actions aligned with overall goals for CAH. After discussion, Chief of Staff Scott stated he would relay the comments back to the consultants and work to schedule a meeting time with the committee.

Financials Deep Dive

Treasurer Menkiti stated that more visibility and clarity can be added to the agency's budgets through the committee meetings, allowing each committee to develop funding agendas and then decide what can be funded based on what becomes available.

Office Hours for Commissioners

The Chair led a discussion on commissioner office hours for the public to attend. After discussion, it was agreed that commissioner office hours would be held the first Tuesday of every month, from noon to 2 p.m. at the CAH offices at 200 I Street SE, and from 5 to 7 p.m. via online virtual meeting platform, with sign-up forms for the public available online in advance.

Performance Feedback with Senior Staff

The Chair stated that he had heard feedback and concerns from some staff about not feeling motivated, individuals receiving preferential treatment, and complaints that may not have been addressed the right way. The Chair stated he wanted the Executive Committee to be able to share their point of view regarding challenges or opportunities to help get to a solution. Vice Chairperson FitzPatrick stated that clarity was needed regarding the process by which commissioners relay feedback they've received to the executive director. Governance Chair Friedman stated that the Governance Committee would be writing a manual that would address communications, commissioner feedback, public feedback, and the interaction between commissioners and staff; this would also address onboarding for new commissioners and establish processes for how information is distributed between staff and commissioners.

Unfinished Business for Next Meeting

The Chair noted that the meeting had come to the end of its allotted time, and the remaining agenda items —“Handling of Sponsorship Requests” and “Establishment of Working Protocols and Procedures” — would be taken up under Unfinished Business at the next meeting of the Executive Committee.

Adjournment

The meeting was adjourned at 6:06 p.m.