

5.26.16 Minutes



Full Commission Meeting Minutes

5/26/2016

3:30 pm to 4:00 pm-Public Comment Period

4:00 pm-6:00 pm-Deliberative Meeting

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alfonso; Susan Clampitt; Edmund Fleet; Alma Gates; Darrin Glymph; MaryAnn Miller; Elvi Moore; Maria Rooney; José Alberto Uclés (phone); Gretchen Wharton; C. Brian Williams (phone)

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Earica Busby; Steven Mazzola; Patrick Realiza; Kyra Saffran; Derek Younger

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on May 26, 2016 at 3:42 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 April 28th Minutes

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

Public Comment Period

- Mr. JR Russ addressed the Commissioners by sharing his involvement with the Commission in the past as a former employee, and in the District as a whole.
- Mr. Russ inquired about obtaining a public status update on what has been accomplished during the year.
- Chair Kay Kendall responded by noting that she does not want a Strategic Plan that sits on the shelf. She and Executive Director Arthur Espinoza, Jr. plan to review and work on the Strategic Plan along with Deputy Director Michael Bigley.
- Mr. Chris Jennings, Executive Director of Shakespeare Theatre Company thanked the Commission for the development of the new Heritage Grant Program by detailing how it helps to properly plan and decrease administrative needs within his organization.
- Chair Kendall thanked Mr. Jennings for his appreciative words.

Chairperson's Report

- Chair Kay Kendall mentioned that the September meeting has been changed to September 8th. The vote to determine grants funding for FY17 will take place at that time.
- Chair Kendall thanked commissioners for being in compliance with BEGA's Financial Disclosure Statements.

Executive Director's Report

- Executive Director Arthur Espinoza, Jr. shared that he and EOR Grants Program Manager, Khalid Randolph have been conducting site visits with grantees, including Theatre Alliance, Project Create and Ngoma Dance.
- Executive Director Espinoza mentioned that smaller organizations shared that this is the first time someone from DCCAH has come to visit them in an informal capacity. This speaks to the work the Commission plans with Heritage Grant Program, employees to enter the field to build valuable relationships with arts and humanities grantees.

5.26.16 Minutes



- Executive Director Espinoza explained that challenges are not always financial but also include areas beyond grantmaking, such as capacity building and professional development.
- Executive Director Espinoza noted the General Counsel position has been stalled, but hopes that the position will be filled within the next 30 days.
- Chair Kendall asked if Executive Director had full support since it is a new position.
- Executive Director Espinoza answered yes, because the Agency has a unique way of operating and it runs into complications from time to time.
- Executive Director Espinoza noted that the Arts Communications Specialist position just closed. The title will change to Department Director of Marketing and Communications. Over 190 applications were received and the job announcement was featured on the Mayor's weekly memo. This was previously a contract position and will now be staffed full-time.
- Executive Director Espinoza explained these are the last two open full-time employee (FTE) positions in FY16.
- Executive Director Espinoza stated that a Public Art contract position is open.
- Executive Director Espinoza explained Key Performance Indicators (KPI) are operating standards that are about goal settings, and are frequently reviewed throughout the year. Ongoing KPIs are part of the progress report that Deputy Director Michael Bigley has been working to update.
- Chair Kendall noted goals are set by Office of the Deputy Mayor for Planning and Economic Development.
- Chair Kendall lauded Executive Director Espinoza for all he does as he has to report to multiple people.
- Commissioner MaryAnn Miller inquired how many times per year KPIs need to be reported.
- Executive Director Espinoza stated quarterly.
- Executive Director mentioned that this is the optimal time to review the strategic plan collectively.
- Chair Kendall agreed and compared it to Bylaws as something that needs to be reviewed and may change each year.
- Commissioner Darrin Glymph asked how many of DCCAH's employees are FTEs.
- Executive Director stated there is funding for 19 FTEs.
- Commissioner Glymph inquired how many FTE positions have been filled this year.
- Executive Director Espinoza answered that a total of 6 new FTE positions have been added this fiscal year, but some positions were already filled by contractors who transitioned into FTEs.
- Executive Director Espinoza reviewed tentative FY17 budget increase, and stated there are many ideas for increased budget enhancement, and he will find out more in July.
- Executive Director Espinoza noted the month of September has been designated as Creative Economy Month, and that the Mayor's Arts Awards are to take place during this time.
- Executive Director Espinoza shared that the 202 Festival will be held September 10th at Canal Park instead of Yards Park, and that it is still awaiting comment from the Mayor's Office.
- Executive Director Espinoza announced a new program called Labor Day Weekend at the Lincoln Theatre, developed to support musicians and contribute to Creative Economy Month. The program is a three day music series featuring complimentary programming each night.
- Executive Director Espinoza expressed his hope to announce FY17 grantees in September as part of Creative Economy Month.
- Special Assistant Derek Younger stated DC Africa Festival date has changed; it will no longer take place on September 10th.
- Commissioner Gretchen Wharton announced Art Night is September 24th.
- Chair Kendall inquired about the Commission's involvement with Art Night.
- Executive Director Espinoza stated the Agency will support Department of Small and Local Business Development with their Main Streets Program as an intradistrict transfer.

5.26.16 Minutes



- Executive Director Espinoza reminded the Commission that the National Center for Creative Aging Summit is September 24-27 with an event at I Street Galleries.
- Executive Director Espinoza shared Opera in the Outfield at Nationals Stadium is September 24th.

Office of Poet Laureate

- Poet Laureate Dolores Kendrick stated her book, *The Women of Plums: Poems in the Voices of Slave Women*, has been in publication for 27 years.
- Poet Laureate Kendrick shared production plans of *The Women of Plums: Poems in the Voices of Slave Women*. Her recent script is projected to be staged on July 21st at the Lincoln Theatre, under the direction of Special Events team members Ebony Brown and Jakenna Martin and Office Manager Carolyn Parker.
- Poet Laureate Kendrick mentioned she will begin readings in the Mayor's Office later this year, probably in October.

Committee Reports

- Arts Education:
 - Commissioner MaryAnn Miller attended Arena Stage's Voices of Now performance.
 - Commissioner Susan Clampitt shared that she was at an Arena Board meeting this past week, and expressed that Commissioner Miller's attendance was appreciated.
- Finance:
 - Commissioner Elvi Moore followed up with last meeting's Finance vote by noting AHFP grantees have been notified of additional funding, but GIA grantees have not been notified yet as the final amount has not been determined.
 - Commissioner Moore mentioned discussion on possibly increasing the budget during last week's Finance Committee meeting.
 - Commissioner Darrin Glymph lauded Finance Manager, Earica Busby for the new Finance Report layout.
- Grants:
 - Commissioner Susan Clampitt expressed her enthusiasm in having Benjamin Douglas as part of the Grants Department.
 - Commissioner Clampitt stated the Agency is closing in on grants deadlines.
 - Commissioner Clampitt reminded Commissioners that Heritage Grant Program recipients are not allowed to apply for any other grants except for UPSTART and the Facilities and Building programs.
 - Commissioner Clampitt shared statistics from a recent survey that was taken on application process: 84% said application was easy or very easy, 88% said it matched expectations or was better than expected and 90% found the online portal very user friendly.
 - Commissioner Clampitt commended the Commissioners who served on panels, as it is a very important function at the Agency.
 - Commissioner Clampitt noted that there were more AHFP: Theatre applications than AHFP: Dance.
 - Commissioner Kim Alfonso volunteered to be a panelist for AHFP: Theatre.
- Public Art:
 - Commissioner Alma Gates stated the Howard Theatre Walk of Fame and the Zero Street Harassment panels recently took place, and noted that the Zero Street Harassment Initiative is not a Commission project, but that DC Department of Transportation asked for support and help in selecting the artwork.
 - Commissioner Gates mentioned the second Barry Statue Commission panel will take place in June, and The Washingtonia Collection panel will meet next Friday.
 - Commissioner Gates shared that the Agency has been approached by Golden Triangle BID to commission a public art project on K Street, NW.

5.26.16 Minutes

- Commissioner Gates lauded Executive Director Espinoza for working hard on getting the Golden Triangle BID project into our budget since there is no longer a capital budget.
- Executive Director Espinoza shared that the Commission worked with Golden Triangle BID in the past.
- Executive Director Espinoza brought attention to a packet highlighting an area on K Street at the Gateway intersection that leads onto Connecticut Avenue in working towards enhancing area. As a BID project, it does not fall under a PABC grant since it is larger in scope.
- Executive Director Espinoza explained the project would cost \$500K over two years, and DCCAH's investment would be half of that.
- Executive Director Espinoza expressed his recommendation is that a motion be moved forward on this.
- Chair Kendall motioned for vote. Commissioner José Alberto Uclés seconded.

The motion carried. Unanimous.

Panel Recommendations

- Commissioner Alfonso shared that she and Commissioner Brian Williams recently found out they are hatched at the Board of Ethics and Government Accountability (BEGA) training.
- Commissioner Glymph mentioned the Hatch Act relates to both Officials and Employees in preventing them from being involved in political activities, such as fundraisers.
- Commissioner Williams noted that while at the mandatory BEGA training, there was some confusion regarding DCCAH's classification, as it was listed twice, under Commissions that are both covered and not covered by the Hatch Act.
- Chair Kendall and Executive Director Espinoza assured the Commissioners that they would look into the Hatch Act to obtain clarification as to where the Commission stands.

New Business and Announcements

- There were no panel recommendations presented.

Unfinished Business

- There were no panel recommendations presented.

Adjournment

- The meeting was adjourned at 5:26 pm.