



DRAFT SNOHOMISH COUNTY ARTS COMMISSION MEETING MINUTES

MEETING DATE: Monday, April 17, 2023

Visitors are invited to attend virtually at the link below:

ZOOM MEETING LINK:

<https://zoom.us/j/5942865801>

Meeting ID: 594 286 5801

One tap mobile

+1.253.215.8782 5942865801# US (Tacoma)

+1.206.337.9723 5942865801# US (Seattle)

I. CALL TO ORDER AND ROLL CALL, Nicole Ng-A-Qui, Chair

Meeting called to order at 6:30 p.m.

1. Welcome and Introductions
2. Commissioners Ratzel, Gates, and Cole were absent

II. MINUTES APPROVAL- (March 2023) Nicole Ng-A-Qui, Chair

Motion: Approve March 20, 2022, meeting minutes. **MSP**

III. UNFINISHED BUSINESS - Nicole Ng-A-Qui, Chair

1. Retreat held March 24, 2023

Motion: Approve arts commission retreat meeting minutes. **MSP**

- a. Retreat discussions included assigning chairs to the commission committees. Commission will wait until the more members are present to name the chairs.
- b. Each line item in the 2023 work plan will have a committee, with the three new committees added. Each member will chair their own committee (primary) and will also sit on another committee (secondary).

Motion: The arts commission now has seven committees: (1) marketing and community events, (2) outreach, and education (SnoCAN!), (3) acquisitions and preservation, (4) Future of Arts and Culture Project, (5) grants and funding, (6) budget and (7) internal operations / structures. **MSP**

2. Updates to commission mission, vision and foundational principles updated language
 - c. Staff will inquire if the OSJ reviewed the original document and will ask for review of the updates and will send updated language about anti-racism, natural inclusivity for review.

- d. David asked if there is a process for the commission to make updates to their vision, mission, and goals for service. Tom said while the document isn't in code, it is a priority that language about equity, diversity, and inclusion be reviewed by the OSJ.
3. Ideas for staffing models were discussed. As the commission has become more active, more staff support is needed. As volunteers the commission would like a quid pro quo for staff time.
- a. Sharon said it is fairly late to hire a seasonal this year, Annique reflected that a staff with more advanced skillset would be important.

IV. Committee Reports - Nicole Ng-A-Qui, Chair

1. Acquisitions and Preservation

- a. No Updates

2. Grants and Funding: David Lotz

- a. The commission finished the grant round and reviewed two projects that were not included in the round by administrative error.
- b. The commission discussed restructuring the grant and criteria (language / focus areas) in the annual grant and needs-based.
- c. The arts grant pot is getting larger, so Annique is checking with PA find out about any compliance issues, etc.
- d. David reported that eight arts grant recipients also received awards from the Paul Allen Foundation Grant, ARPA, ArtsFund, there is a lot of funding available.
- e. David would like to know if the grant funds can go to private individuals, and others that are not non-profits and agencies. Annique will check with PA.
- f. There is concern that agency and non-profit applicants eligible for larger grants, are swooping in and leaving many worthy applicants out of consideration.
- g. David requested an official presentation be conducted for the 2024 grant season in addition to the CAN to allow applicants to ask questions and learn how to fill out the grant, like the ORR did.
- h. Nicole reported the county ARPA grant received 27 applications in all. The total awards for both tracks (Non-profit and Festivals and Events) are projected to be less than \$600k of the \$1.6M.
- i. The Office of Recovery and Resiliency (ORR) may do another round, but not promised. Potentially they would consider changing various designations to make it easier for more to apply. The funds have 18 months to get out.

Motion: Add \$1800 to 2023 grant fund to cover the Hispanic Concert Series. **MSP**

3. Education and Outreach: Kate MacKenzie

- a. The last CAN discussed the creative economy. Next meeting is Thursday April 27th, Shannon Halberstadt and Wendy Poischbeg will be featured speakers.
- b. The Inspire Washington Cultural Futures Road Show is set for May 25th from 5:30 to 7 p.m. in the Blue Heron Room at the Port of Everett. CP Dunn and Wendy Poischbeg are speakers.
- c. Kate will work with Annique to get refreshments.
- d. The roadshow will replace the CAN meeting in May, next meeting will be in June.
- e. Kate will get event info from Inspire WA to staff for a county media advisory. With the Senate passed HB 1575, the local media might report on the story.
- f. Tom will check with Exec's office about attending and/or saying a few words at the event.

4. Marketing and Community Events: Kari Johnson

- a. Kari spoke with 4 Culture about their preferred method of digital marketing.
- b. They do a quarterly newsletter that focuses on internal meetings and promotions about grant programs, instead of immediate announcements. Social media algorithms are constantly changing, and the pay-to-play landscape is becoming more prevalent.
- c. Kari may decide to do a quarterly commission newsletter to see what the response is.
- d. The search for a Sno. Co. community calendar option to get the word out about all the great things happening that is compliant with county protocols and policies.
- e. Annique shared IT is hands off external websites owned by departments that are outside the county system. Staff do need only use content reflective of county mission and vision. Hopefully this will make it easier to find a calendar module that can fit into the Squarespace site (preferably with review and approve functionality).

5. Staff Reports: Sharon Swan (paraphrased)

- a. Sharon reported that revenues anticipated for 2023 are lower than projected. Planning for a budget of \$100k is rather high. The county doesn't do \$10M capital projects every year. Capital is generally in the \$5M range. It is uncertain if the parks department will do its capital project this year, it's been put off for two years already.
- b. Sharon explained the budget cycle process that ends in mid to late June for the following year (this is the last year that the county will do annual budgets, next year it will shift over to biennial budget structure). Council votes in September.

c. Fair finance staff look at revenues and 2024 budget projections. The 2024 arts fund projection will likely be available in mid-June.

d. David would like to know if it's possible if an amount can be encumbered for the arts program so a reliable number can be determined.

6. Staff Report: Tom Teigen (paraphrased)

a. Tom wished to thank the commission for all its hard work this year. He hopes that three-digit budgets will be achievable in the future and anticipates the fund will receive monies from all capital projects in 2024.

b. Tom answered Kate's question about if the commission would present to the council again this year. Tom said commissions are always welcome to make presentations to exec and council to share what their commission does and their priorities. Timing can be thought of along with the purpose of the presentation, sometimes these are better to do earlier in the year. Presentations during budget time, can be difficult and aren't always called by the council chair, as CP Dunn did last year.

Staff Report: Annique Bennett (paraphrased)

a. Annique asked timelines for the budget committee meetings for the 2024 recommended workplan and to consider impacts of less staff time.

b. She clarified that the 2023, \$100k work plan was created in 2022 before staff time was reduced to .25 per week, and each line item was large enough for professional service agreements such as consultants, marketing firms, etc. staff would manage on behalf of the commission.

c. Annique suggested an option for 2023 could be to downsize projects to fit into microservice agreements up to \$5k. She explained the commission isn't obligated to spend the budget down, it won't be lost, it will roll over into next year.

d. Annique said only the \$40k in grant funds are encumbered in the arts fund in 2023 now, so all, none, or some of the remainder of the 2023 budget could be rolled over for 2024.

V. New Business - Nicole Ng-A-Qui, Chair

1. Technology training – commissioners are frustrated with the folder structure in the one drive, citing broken links, and disorganized folders. They would like IT to come and help them with this and suggest products for the commission website. Staff can facilitate that.

VI. GOOD OF THE ORDER, Nicole Ng-A-Qui, Chair

1. Lia attended a middle school musical production and was moved by how powerfully the students performed.
2. Lake Stevens hosted a city-wide art competition a student led competition – Kate's son won.
3. Art Walk in Everett is Thursday

Meeting adjourned 8:10 p.m.

Next meeting: May 23, 2022