

Alexandria Commission for the Arts - Regular Meeting

Tuesday, May 17, 2022

7:00 p.m.

Lee Center Gold Room, 1st Floor
1108 Jefferson St., Alexandria, VA 22314

MEETING NOTES

- I. Call to Order. With a quorum present, Chair Brian Kelley called the meeting to order at 7:02 pm. For the meeting agenda, see [Attachment 1](#).
- II. Roll Call. See [Attachment 2](#) for the Attendance Sign-In Sheet.
- III. Public Comment. No public comment.
- IV. Approval of Minutes/Record
 - a. April 17, 2022, Regular Meeting. The minutes were approved with edits.
- V. Chair Report. Brian Kelley gave the Chair Report. See [Attachment 3](#).
- VI. Guest Speaker Alexandria Poet Laureate Zeina Azzam. Zeina Azzam shared plans for her upcoming tenure as Poet Laureate.
- VII. Fiscal Year 2023 Arts Program Grant Funding
 - a. Brief Overview of Grant Review (Grants Task Force). Diane Ruggiero gave a summary of this year's granting process. See [Attachment 4](#) for the Fiscal Year 2023 Arts Program Grants- Funding memorandum. Of the 23 grant applicants, 17 arts organizations qualified for funding consideration. For the 2023 Grant Task Force Reader Assignments, see [Attachment 5](#).
 - b. Approving a Funding Scenario. After discussion, Ryan Belmore moved to approve staff's funding recommendation. Allison Heck seconded the motion, which passed 14-0-1. See [Attachment 6](#).
- VIII. Committee, Liaison, and Task Force Updates
 - a. Grants Committee. No action was taken.
 - b. ARTReach Committee. No action was taken.
 - c. Inclusivity Committee. See item XV.
 - d. Waterfront Commission Liaison. A motion was made by Allison Heck, with a second by Brian Kelley, to nominate Marcee Craighill to replace Judy Heiser as the Arts Commission Liaison to the Waterfront Commission. See [Attachment 7](#). The motion passed 15-0-0. Ultimately, City Council will need to approve the nomination.
 - e. Alexandria Arts Alliance Liaison. See [Attachment 8](#) for the letter from the Arts Alliance Board.
 - f. City Council Coffee with Mayor Justin Wilson (Brian Kelley, Paul Painter). No action was taken.

- IX. Nomination Committee
 - a. Presentation of Executive Committee Slate (Tiffany Williams, Marcee Craighill). The slate put forward by the Nomination Committee for the Arts Commission Executive Committee:
 - Brian Kelley, Chair
 - Allison Heck, 1st Vice-Chair
 - Ryan Belmore, 2nd Vice-Chair
 - Gayle Converse, Secretary
- X. Factory Art Center Stakeholder Group
 - a. Appoint a commissioner. Paul Painter moved, with a second by Sumrien Ali, to appoint Judy Heiser to the Torpedo Factory Art Center Stakeholders Group. See [Attachment 9](#). The motion passed 15-0-0.
- XI. Site/See: New Views in Old Town Task Force
 - a. Appoint a commissioner. Marcee Craighill moved, with a second by Judy Heiser, to appoint Tiffany Williams to the Site/See Task Force. See [Attachment 10](#). The motion passed 15-0-0.
- XII. Annual Workplan Task Force. (This item was added to the agenda.)
 - a. Appoint a commissioner. Judy Heiser stepped down from the Annual Workplan Task Force. Tiffany Williams moved, with a second by Sheryl Sims, to appoint Paul Painter to the Annual Workplan Task Force. See [Attachment 11](#). The motion passed 14-0-0.
 - b. Appoint stakeholders. Diane Ruggiero reviewed her Public Art Annual Workplan Task Force Appointment memorandum. See [Attachment 12](#). Marcee Craighill moved, with a second by Tiffany Williams, to appoint Stakeholders Betsy Hennigan, Gina Baum, and Tom Sullivan to the Annual Workplan Task Force. See [Attachment 13](#). The motion passed 14-0-0.
- XIII. Commission Spring Retreat
 - a. Preparing for the Retreat on Saturday, June 4, 10 am – 2 pm, at Charles Houston Recreation Center (Executive Committee). Brian Kelley reviewed plans for the retreat.
- XIV. Amendment to Bylaws
 - a. Consideration of Statement for Commitment to Diversity, Equity, and Inclusion. Allison Heck proposed adding language to the Commission for the Art Commission Bylaws. See [Attachment 14](#). Ryan Belmore moved, with a second by Sumrien Ali, to approve changes to the bylaws and to dissolve the Inclusivity Committee. See [Attachment 15](#). The motion passed 14-0-0.
- XV. Office of the Arts Division Update
 - a. NRG Plant and Old Town North. See [Attachment 16](#) for the full Office of the Arts Division Update.
- XVI. New Business
- XVII. Good of the Order and Announcements
- XVIII. Adjournment. Brian Kelley adjourned the meeting at 10:14 pm.

Alexandria Commission for the Arts - Regular Meeting

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7:00 p.m.

Lee Center

Activity Room, 1st Floor

1108 Jefferson St., Alexandria, VA 22314

- I. Call to Order (7:00 pm)
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes/Record
 - a. April 17, 2022 Regular Meeting
- V. Chair Report
- VI. Guest Speaker Alexandria Poet Laureate Zeina Azzam
- VII. Fiscal Year 2023 Arts Program Grant Funding
 - a. Brief Overview of Grant Review (Grants Task Force)
 - b. Approving a Funding Scenario
- VIII. Committee, Liaison, and Task Force Updates
 - a. Grants Committee
 - b. ARTReach Committee
 - c. Inclusivity Committee
 - d. Waterfront Commission Liaison
 - e. Alexandria Arts Alliance Liaison
 - f. City Council Coffee with Mayor Justin Wilson (Brian Kelley, Paul Painter)
- IX. Nomination Committee
 - a. Presentation of Executive Committee Slate (Tiffany Williams, Marcee Craighill)
- X. Torpedo Factory Art Center Stakeholder Group
 - a. Appoint a Commissioner
- XI. Site/See: New Views in Old Town Task Force

Alexandria Commission for the Arts – Meeting Agenda

- a. Appoint a Commissioner

XII. Commission Spring Retreat

- a. Preparing for the Retreat on Saturday, June 4, 10 am – 2 pm, at Charles Houston Recreation Center (Executive Committee)

XIII. Amendment to Bylaws

- a. Consideration of Statement for Commitment to Diversity, Equity, and Inclusion

XIV. Office of the Arts Division Update

- a. NRG Plant and Old Town North

XV. New Business

XVI. Good of the Order and Announcements

XVII. Adjournment (9:30 p.m.)

ATTENDANCE SIGN-IN SHEET

ALEXANDRIA COMMISSION FOR THE ARTS
ALEXANDRIA, VIRGINIA

Meeting: Regular

Date: Tuesday, May 17, 2022

Meeting Place: Lee Center

COMMISSION MEMBERS:	(Please Sign Name)
Brian Kelley, Chair	<i>Brian Kelley</i>
Allison Heck, 1 st Vice Chair	<i>Allison Heck</i>
Christina Calloway, 2 nd Vice Chair	<i>Christina Calloway</i>
Gayle Converse, Secretary	<i>Gayle Converse</i>
Sumrien Ali	<i>S.A.</i>
Betty Amron	<i>Betty Amron</i>
Ryan Belmore	<i>Ryan Belmore</i>
Marcee Craighill	<i>Marcee Craighill</i>
Judy Heiser	<i>Judy Heiser</i>
Chris Kurowski	<i>By PHONE</i>
Paul Painter	<i>Paul R. Painter</i>
David Pritzker	<i>David Pritzker</i>
Dawn Rogala	<i>By PHONE</i>
Sheryl Sims	<i>Sheryl E. Sims</i>
Tiffany Williams	<i>Tiffany Williams</i>
Roger Yoerges	
CITY STAFF	
James Spengler, Director, RP&CA	
Diane Ruggiero, Deputy Director, Cultural Arts	<i>Diane Ruggiero</i>
Cheryl Anne Colton, Program Director	<i>Cheryl Anne Colton</i>
Brett Johnson, TFAC Director	
Matthew Harwood, Public Art Manager	<i>Matthew Harwood</i>

Chair Report

May 2022

Commissioners,

If you gain anything from this report, know that this May meeting has a robust agenda. A number of “must pass” items are before us. While in most months, I aim to go over all the agenda items briefly in this written report, I may be more selective for the sake of economy.

Foremost, we are approving program grants. We will expect many of the applicants (there were 23 organizations this year) to be in attendance, and there will likely be a higher-than-normal amount of public comment. The Grants Task Force, along with City Staff will update us on the overall scoring process and the proposed funding scenario. **I want to emphasize that all Commissioners need to have reviewed online every grant application prior to the meeting. Commissioners cannot vote on the program grants unless that have read all applications.**

This month, we welcome our guest speaker, Zeina Azzam, the new Poet Laureate of Alexandria. I also want to thank any Commissioners that were able to attend her inaugural reception last month. She will be speaking with us about the role and upcoming programming, such as the DASHing Words in Motion.

The Nomination Committee will present a slate for the Executive Committee. You will recall that this Committee is created each year just for this role, before it dissolves again. Thank you, Tiffany Williams and Marcee Craighill, for your work this last month. The election of officers to the Executive Committee will happen next month, in June.

In advance of a general meeting, we normally expect this Chair Report, the notes or minutes from the previous meeting, and the agenda. This month, I have also included several other documents: the Reader Assignments of the Program Grants, a letter from the Alexandria Arts Alliance regarding Arts Inclusion in New Development, and copy of the Commission Bylaws with draft revision in red. Of these attachments, these bylaw revisions relate to item XIII in the meeting agenda. You will recall that the Commission has been considering adding a statement on Diversity, Equity, and Inclusion to the bylaws. Allison Heck has drafted one for us. Please make sure to review the draft before the meeting.

Over the last month, planning for the Spring Retreat has continued in the Executive Committee. Thank you to everyone for helping fill out the online survey so as to find a date that would be able to accommodate the greatest number of Commissioners (note: attendance for the Spring Retreat is highly encouraged but not mandatory). We will be meeting on Saturday, June 4, from 10:00 am to 2:00 pm at Charles Houston Recreation Center in Old Town. Lunch will be provided. I will be asking all attendees to prepare for two things. First, I ask that everyone bring a “touchstone” of art to share. This could be a painting, poem, video of a dance, etc. Postcards, posters, books, actual artwork, videos on a phone, or a live reading can be used to share the work. Tell us about the work and why it is important to you. Second, we will hold strategic planning for the Commission. If there are specific projects, “big picture” ideas, themes, or initiatives that you think would be interesting for the Commission to pursue, use this time before the retreat to brainstorm. Expect more details to follow as we get closer to the date.

Alexandria Commission for the Arts – Chair Report

As always, if you have any questions or comments, please feel free to reach out to me.

Sincerely,

Brian Kelley

Chair, Alexandria Commission for the Arts

City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 13, 2022
TO: ALEXANDRIA COMMISSION FOR THE ARTS
FROM: DIANE RUGGIERO, DEPUTY DIRECTOR REC, PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS
RE: FISCAL YEAR 2023 ARTS PROGRAM GRANTS – FUNDING

Background:

The funding level for FY20 is expected to be \$174,000 (including \$4,500 from the Virginia Commission for the Arts Local Government Challenge Grant). The members of the Grants Task Force met on Tuesday, May 10 to review and score all eligible grant applications.

Discussion:

Arts Program Grants (up to \$10,000 not to exceed 50% of total budget, cash match 1:1) support ongoing or short-term arts program performed or presented to engage and benefit the residents of the City of Alexandria and take place within the Alexandria city limits.

The City of Alexandria Office of the Arts received 23 eligible applications for funding in Fiscal Year 2023.

Staff hosted workshops and webinars prior to the application due date. New organizations are required to participate in a workshop or webinar to be considered for a grant.

The following goals have identified for the Arts Grant Program:

- To strengthen Alexandria's creative capacity by providing its residents with diverse opportunities to meaningfully engage with the arts;
- To improve the capacity and stability of Alexandria-based arts organizations to create, perform, and present works of artistic excellence and innovation through organizational support and program funding; and
- To create a vibrant urban environment by supporting diverse individual artists, organizations, and other entities in the creation, performance, and presentation of high-quality works of art across the City of Alexandria.

The Grants Task Force evaluates each application based on the guidelines and the following criteria:

Artistic Content (45%)

- Applicant's work samples demonstrate high standards of artistic excellence through professional quality of craftsmanship and mastery of skills, techniques, and professional approaches to processes and presentation.
- The submitted goals and achievements over the last twelve months, as well as the planned activities during the grant period, reflect high standards of artistic excellence.
- The goals will help further the City of Alexandria's Arts and Culture Master Plan goals.
- The applicant stands out from other arts organizations in the city, solving a problem or fulfilling a need with their proposed activities and goals.

Impact and Engagement (35%)

- Applicant’s activities provide opportunities for the citizens of the City of Alexandria to engage with the arts in a meaningful way. They have provided evidence that they have positively impacted these citizens.
- The applicant’s activities promote inclusion, diversity, and access.
- They demonstrate intentional efforts to ensure parity among their audience, participants, staff, and board.
- The applicant uses methods to effectively track participation and impact of their arts activities and uses this information to encourage growth.

Management and Budget (20%)

- Applicant’s budget is demonstrably realistic, advances their program's goals, and is focused on realizing their mission.
- The applicant has provided evidence that their key management personnel are qualified in managing an arts organization and advancing the success of the organization and/or their programs.

Scoring is based on a scale of 1-6:

6	Exceptional	Exceptionally strong with no material weaknesses
5	Excellent	Very strong with only a few minor weaknesses
4	Good	Strong with at least one moderate weakness
3	Average	Some strengths but several moderate weaknesses
2	Fair	Some strengths and at least one major weakness
1	Poor	Few strengths and numerous major weaknesses

- A minor weakness is defined as an easily addressable weakness that does not substantially lessen artistic quality or impact.
- A moderate weakness is defined as a weakness that lessens artistic quality or impact.
- A major weakness is defined as a weakness that severely limits artistic quality or impact.

The Task Force reviewed and scored each application prior to their meeting on Tuesday, May 10. At the meeting, Task Force members discussed each grant application and were given the option to change their score based on the discussion amongst the group. Task Force member scores are considered final and cannot be changed.

The highest possible score for each application is 100 and funding is expected to support applications rated Exceptional or Excellent. Per the ACA approved policy, applications with a score below 75 will not be considered for funding.

Funding Recommendation:

Funding is based on the final score of the applications and organizations that score 75% and above receive funding. This scenario provides 100% funding for 17 organizations with \$11,000 in remaining funds to be used in Phase 2 of the Arts Program Sustainability Grants.

Organization Name	Final Score	Funding Request	Option 1
Heard	90.00%	\$10,000	\$10,000
Quintango	88.67%	\$10,000	\$10,000
Alexandria Harmonizers	87.50%	\$10,000	\$10,000
MetroStage	86.83%	\$10,000	\$10,000
Armed Services Arts Partnership	86.33%	\$10,000	\$10,000
Young Playwrights Theatre	85.83%	\$10,000	\$10,000
Alexandria Citizens Band	85.33%	\$3,000	\$3,000
Sound Impact	84.50%	\$10,000	\$10,000
Local Motion Project	83.33%	\$10,000	\$10,000
Arts on the Horizons	82.67%	\$10,000	\$10,000
Alexandria Choral Society	82.67%	\$10,000	\$10,000
Alexandria Film Festival	82.17%	\$10,000	\$10,000
Alexandria Symphony Orchestra	82.17%	\$10,000	\$10,000
Upcycle Creative Reuse Center	81.83%	\$10,000	\$10,000
Eclipse Chamber Orchestra	80.00%	\$10,000	\$10,000
Thirteen Choir	80.00%	\$10,000	\$10,000
Art League	78.17%	\$10,000	\$10,000
Washington Metropolitan Philharmonic	74.50%	\$10,000	
First Night Alexandria	74.00%	\$10,000	
Momentum Collective	72.50%	\$10,000	
Del Ray Artisans	68.50%	\$10,000	
Alexandria Singers	67.83%	\$10,000	
Virginia Opera	59.67%	\$5,000	
Total		\$218,000	163,000
Amount Available		\$174,000	174,000
Difference		-\$44,000	\$11,000

FISCAL YEAR 2023 Annual Arts Program

Reader Assignments

SurveyMonkey Apply ID #	Organization Name	READER I	READER II
ART23-5684692071	Alexandria Choral Society	Ama Mills-Robertson	Dawn Rogala
ART23-9041026459	Alexandria Citizens Band	Leon Scioscia	Paul Painter
ART23-6094143296	Alexandria Film Festival	Casey McEnelly	Ama Mills-Robertson
ART23-2476613658	Alexandria Harmonizers	Dawn Rogala	Leon Scioscia
ART23-2316591633	Alexandria Singers	Paul Painter	Casey McEnelly
ART23-0196764541	Alexandria Symphony Orchestra	Ama Mills-Robertson	Dawn Rogala
ART23-3772916942	Armed Services Arts Partnership	Leon Scioscia	Paul Painter
ART23-9438521377	Art League	Casey McEnelly	Ama Mills-Robertson
ART23-8323928082	Arts on the Horizon	Dawn Rogala	Leon Scioscia
ART23-2581084604	Del Ray Artisans	Paul Painter	Casey McEnelly
ART23-2632084049	Eclipse Chamber Orchestra	Ama Mills-Robertson	Dawn Rogala
ART23-5036334119	First Night Alexandria	Leon Scioscia	Paul Painter
ART23-2569661269	Heard	Casey McEnelly	Ama Mills-Robertson
ART23-1701452371	Local Motion Project	Dawn Rogala	Leon Scioscia
ART23-9526982481	MetroStage	Paul Painter	Casey McEnelly
ART23-2639979909	Momentum Collective	Ama Mills-Robertson	Dawn Rogala
ART23-8020715362	Qunitango	Leon Scioscia	Paul Painter
ART23-1088983607	Sound Impact	Casey McEnelly	Ama Mills-Robertson
ART23-9230973629	Thirteen Choir	Dawn Rogala	Leon Scioscia
ART23-6678352486	Upcycle Creative Arts Center	Paul Painter	Casey McEnelly
ART23-2061227026	Virginia Opera	Ama Mills-Robertson	Dawn Rogala
ART23-0338092634	Washington Metropolitan Philharmonic	Leon Scioscia	Paul Painter
ART23-4063405325	Young Playwrights Theatre	Casey McEnelly	Ama Mills-Robertson

ALEXANDRIA COMMISSION FOR THE ARTS

REGULAR MEETING

Tuesday, May 17, 2022

Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
Ryan Belmont	Allison Heck	Yes-- 14 No-- 0 Abstained-- 1
ACA Motion		
Agenda Item #: VII b		
<p data-bbox="203 653 316 682">Motion:</p> <p data-bbox="219 682 1347 871">MOTION TO APPROVE funding recommendation for Fiscal year 2023 Arts Program Grant funding</p>		

ALEXANDRIA COMMISSION FOR THE ARTS
 REGULAR MEETING
 Tuesday, May 17, 2022
 Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
Allison Hester	Branik Kelley	Yes-- 0 No-- 0 Abstained-- 3

ACA Motion

Agenda Item #: A

Motion:

In the event Judy Hester resigns from the Waterfront Commission as Arts Commission liaison, Marcee Craighill is nominated to fill the opening on the Waterfront Commission as ACA liaison/representative



May 13, 2022

To: City of Alexandria Planning Commission

Re: Arts Inclusion in New Development

To Whom it may Concern:

As the City of Alexandria continues to focus on the arts as a way of enriching developing communities, the Alexandria Arts Alliance would like to address the importance of establishing partnership with the Office of the Arts and the Planning Commission through development of vibrant arts spaces in the city's new and revived neighborhoods. This letter serves to highlight the importance of consideration for local arts organizations to benefit from inclusion in the development process and the transparency and fairness required to highlight the work being done.

As stated in the 10-year Arts & Culture Plan there are three focus areas that align with the transparency we are seeking:

- Achieve equity, inclusion and access for arts, cultural, and creative endeavors
- Support and foster a sustainable and diverse community of the arts
- Facilitate opportunities for innovation and collaboration

There is a recent example of an established, community-focused arts organization who was preemptively cut out of the consideration process to take up residency in a new development in Old Town North, and another out-of-state arts entity has been selected as the likely new tenant instead. This local Alexandria-based organization has countless examples of enriching our community and is understandably frustrated by the oversight. To our knowledge, no other arts organization except the one selected was considered during the process.

We would like to see a centralized place to house RFPs that would provide visibility to development opportunities and give organizations adequate time to prepare for consideration. This resource could be organized through Economic Development or the Office of the Arts. The Alexandria Arts Alliance would be willing to share communication about new development opportunities with our members.

The establishment of a transparent competitive process that provides options for the developers will ultimately result in more diverse arts offerings, benefiting residents and visitors to our city as well as the resident arts organizations based in Alexandria.

The mission of the Office of the Arts is to enrich the City of Alexandria by creating meaningful experiences through public space, cultural activities, and programming. We feel that this should extend beyond programming and curating and encompass advocating for local organizations to have the exposure to opportunities in the city that they call home.

Signed,
Alexandria Arts Alliance Board of Directors

Robyn Ambrose

Melinda Kernc

Vaughn Ambrose

Michelle Kozlak

John Bordner

Jason Longfellow

Susan Amber Gordon

Pat Miller

Carolyn Griffin

Kelley Organek

Keith Jabati

Joan Singer

Ulysses James

Cc: Mayor Justin Wilson; James Parajon, City Manager; Emily Baker, Deputy City Manager; Diane Ruggiero, Deputy Director, Recreation, Parks & Cultural Activities; Stephanie Landrum, President & CEO, Alexandria Economic Development Partnership; Members of the Alexandria Arts Commission, Members of City Council

ALEXANDRIA COMMISSION FOR THE ARTS
REGULAR MEETING
Tuesday, May 17, 2022
Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
Paul Pieter	Sumrien, Ali	Yes-- 15 No-- 0 Abstained-- 0
ACA Motion		
Agenda Item #: X		
<p>Motion:</p> <p>To appoint Judy Heiser to Torpedo Factory Art Center Stakeholder Group</p>		

ALEXANDRIA COMMISSION FOR THE ARTS

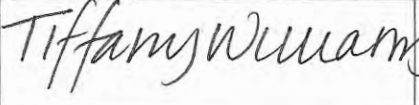
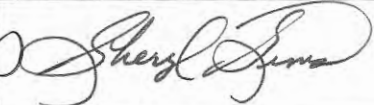
REGULAR MEETING

Tuesday, May 17, 2022

Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
MARCEE CRAIGHILL	Judy Heiser	Yes-- 15 No-- 0 Abstained-- 0
ACA Motion		
Agenda Item #: X1		
Motion: Tiffany Williams to be on Site /SEE TASK FORCE		

ALEXANDRIA COMMISSION FOR THE ARTS
 REGULAR MEETING
 Tuesday, May 17, 2022
 Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
		Yes-- 14 No-- 0 Abstained-- 0
ACA Motion		
Agenda Item #:		
Motion:		
<p style="margin-left: 40px;">Paul PAINTER</p> <p>To appoint Paul to the Public Arts Annual Work plan Task Force - TW</p>		

City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 16, 2022
TO: ALEXANDRIA COMMISSION FOR THE ARTS 
FROM: DIANE RUGGIERO, DEPUTY DIRECTOR, RECREATION, PARKS & CULTURAL ACTIVITIES, OFFICE OF THE ARTS
RE: PUBLIC ART ANNUAL WORKPLAN TASK FORCE APPOINTMENT

Background:

Per the Public Art Implementation Plan:

Each year, the Public Art Program will adopt an Annual Workplan. The Workplan outlines which new projects the program will initiate, indicating where the projects are located, and what the proposed budgets will be. The Workplan takes a multiyear view, in that it indicates which projects are being carried over from previous year, and identifies three years into the future what goals and projects should be considered, even though future-year projections are subject to change. This three-year projection would mirror the City's internal "business plan" process.

The Workplan is prepared by staff in collaboration with a Workplan Task Force, reviewed by the Commission for the Arts, and approved by City Council as part of the budget process. The process of developing, approving and implementing the Workplan is analogous to basic approach to approving and implementing other components of the City's Capital Improvement Program.

Roles & Responsibilities:

The Task Force will:

- *Review and assess opportunities for public art projects in the coming year.*
- *Advise staff on priority projects for funding and staff resources in the upcoming fiscal year and on potential projects for the next two subsequent fiscal years*
- *Report to the Commission on its activities on a monthly basis*
- *Support the presentation of the Workplan to the Commission*

Discussion

The Arts Commission has appointed two Commissioners to the Task Force. As additional members, the Office of the Arts proposes:

Community Stakeholders

Betsy Hennigan is a former member of the Alexandria Commission for the Arts and is an active arts patron.

Gina Baum served decades as District I Commissioner and Chair of the Parks & Recreation Commission and served as it's representative on the City's Waterfront Commission. Gina's knowledge of the developments in the City of Alexandria is an immeasurable asset to clients as they embark on the relocation process.

Tom Sullivan is the Chief Operating Officer at Building Momentum.

Staff Recommendation

Staff recommends appointment of the above Community Stakeholders to the 2022 Public Art Annual Workplan Task Force.

ALEXANDRIA COMMISSION FOR THE ARTS

REGULAR MEETING

Tuesday, May 17, 2022

Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
<i>Mancee Craighill</i>	<i>Tiffany Williams</i>	Yes-- 14 No-- 0 Abstained-- 0
ACA Motion		
Agenda Item #:		
Motion: <i>To approve 3 community stakeholders to Public Art Annual Workplan Task Force</i>		

CITY OF ALEXANDRIA COMMISSION FOR THE ARTS - BYLAWS

ARTICLE I. CREATION, COMPOSITION AND ORGANIZATION

The Creation, Composition and Organization of the Alexandria Commission for the Arts is authorized by the Alexandria, Virginia - Code of Ordinances, Article K – Alexandria Commission for the Arts, Sec. 2-4-90 – Creation, Composition and Organization.

ARTICLE II. FUNCTION, POWERS AND DUTIES

The Function, Powers and Duties of the Alexandria Commission for the Arts is authorized by the Alexandria, Virginia - Code of Ordinances, Article K – Alexandria Commission for the Arts, Sec. 24-91 – Function, Powers and Duties.

ARTICLE III. COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The Alexandria Commission for the Arts is committed to equity in its operations and decision-making in alignment with [America for the Arts](#) and the [Virginia Commission of the Arts](#) statements on Cultural Equity. The Commission supports all City efforts (e.g., ALL Alexandria) that aim to reduce and eliminate disparities and inequities experienced by Alexandria residents. The Commission aims to make recommendations with consideration of diversity, equity, and inclusion as well as recognize Alexandrians should have equal access to art and encourage the celebration of the City's cultural, ethnic, racial, and ability diversity.

ARTICLE IV. MEETINGS OF MEMBERS Section 1. Regular Meetings

Regular meetings of the members are held monthly on the third Tuesday of the month at 7pm, as outlined by the City.

Section 2. Annual Retreat

The commission holds a minimum of one and a maximum of two retreats annually, with the agenda(s) to be set by the Executive Committee. The retreat date and time is scheduled by a simple majority of the Commission with at least three business days' notice.

Section 3. Special Meetings

Special meetings may be called by a simple majority of the Commission with at least three business days' notice.

Section 4. Notice of Meetings

Notice of each meeting shall be posted on the City website by staff no less than three business days before the meeting.

Section 5. Quorum

A quorum for a meeting of the members shall consist of more than 50% of the non-vacant membership.

Section 6. Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place as long as a quorum is present.

ARTICLE V. OFFICERS AND ELECTIONS

The officers of this Commission shall be the Chair, Vice Chair, and Secretary. A Second Vice Chair may also serve if so deemed by the Commission at the annual election of officers. All officers must have the status of active members of the Commission.

Section 1. Officers Section 1A. Chair

The Chair presides at all meetings of the Commission. The Chair has the following responsibilities:

- 1) They preside at all meetings of the Commission and Executive Committee. 2) They provide a written Chair Report at each Commission regular meeting.
- 3) They provide updates to the Commission between meetings as necessary.
- 4) They stay in contact with Office of the Arts staff as needed between meetings.
- 5) They create an agenda for each Commission and Executive Committee meeting and provide these agendas to the Commission at least three business days prior to the meeting.
- 6) They serve in an Ex-Officio capacity on the Visit Alexandria board.

Section 1B. First Vice Chair

The First Vice Chair is vested with all the powers and will perform all the duties of the Chair during the absence of the Chair. The First Vice Chair has the following responsibilities:

- 1) They attend all Executive Committee meetings.
- 2) They stay in contact with the Chair as needed between meetings.
- 3) They assist in the creation of an agenda for each Commission meeting.

Section 1C. Second Vice Chair

The Second Vice Chair is vested with all the powers and will perform all the duties of the Chair during the absence of the Chair and First Vice Chair. The Second Vice Chair has the following responsibilities:

- 1) They attend all Executive Committee meetings.
- 2) They stay in contact with the Chair as needed between meetings.
- 3) They assist in the creation of an agenda for each Commission meeting.

Section 1D. Secretary

The Secretary has the following responsibilities:

- 1) They attend all Executive Committee meetings.

- 2) They stay in contact with the Chair as needed between meetings. 3) They review all minutes from Commission meetings, edit as necessary, and disseminate to the Commission for review at least three business days prior to the meeting.
- 4) They create an action item list during each Commission meeting and disseminate to the Executive Committee within a week of the meeting.

Section 1E. Election of Officers

The Election of Officers follows these guidelines:

The Commission elects the previously stated positions on an annual basis at its regular meeting every June. Once elected, the elected Commissioners take their position immediately following the adjournment of the June meeting. The Commission appoints an ad-hoc Nominating Committee on an annual basis at its regular meeting every April. This committee consists of three Commissioners, none of which are currently on the Executive Committee.

The Nominating Committee is tasked with the following duties: 1)

Create a deadline for interest in serving on the Executive Committee, to be no later than the second Tuesday of May

2) Inform the Commission of this deadline with proper advance notice

3) Following the deadline, meet as a committee to discuss the names of those interested and recommend a slate of nominees 4) Present this slate at the Commission's regular meeting in May

Commissioners interested in serving on the Executive Committee must submit a statement of interest to the Nominating Committee within the given timeframe. Additional nominations will be accepted from the floor at the June meeting. Each position is elected individually by voice vote. Any Commissioner can request a roll call vote for the position currently being considered by the Commission. If a roll call vote is requested, the Secretary of the Commission will call the roll, record the vote, repeat the vote for accuracy, and present the vote to the Commission. Following the election of the Executive Committee members at the June meeting, the Nominating Committee is dissolved.

If any Executive Committee member is unable to complete their term of office, the Chair of the Commission for the Arts, with approval from the Executive Committee, will have the power to fill the vacancy until the regular June election. Should the Chair position become vacant, the First Vice-Chair would assume the position of Chair. **Section 1E-1. Term Limits**

A Commissioner may serve in the role of Chair for a maximum of six terms. If necessary, the Commission may waive this term limit by a majority vote.

Section 1E-2. Prerequisites for Chair

A Commissioner may only serve in the role of Chair if having served on the Commission for one year prior to election.

ARTICLE VI. COMMITTEES AND LIAISONS Section 1. Standing Committees

The Commission has two standing committees, the Executive Committee and the Grants Committee.

Section 1A. Executive Committee

The officers serve as the members of the Executive Committee. The Committee meets on the first Tuesday of each month at 7pm.

Section 1B. Grants Committee

The Grants Committee meets at least quarterly to establish and periodically review criteria and standards for arts grant applications for city funds and accountability for the use of such funds; the allocation from such funds to eligible organizations and activities as may be appropriated by the city council for such purpose.

Following committee meetings, the committee Chair will provide a written report to the Commission outlining committee activities and provide recommendations to the Commission on matters that require voting.

Section 2. Additional Committees

The Commission may create and disband additional committees as needed by a majority vote. The Commission appoints all Chairs and committee members. Following committee meetings, committee Chairs will provide a written report to the Commission outlining committee activities. Committees will provide recommendations to the Commission on matters that require voting.

Section 3. Liaisons

A Commissioner may serve as a liaison for up to six years on another board or commission. A liaison follows these guidelines:

1) Report on discussions and motions pertaining to arts-related activities. 2)

Bring all discussions and motions to the Commission for guidance before voting.

3) Present to the other group/board/commission following approval of the Executive Committee.

4) Shall not serve on the Executive Committee of the other group/board/commission.

Section 1A. Waterfront Commission. The liaison will serve in an official capacity.

The Commission will appoint the liaison to the Waterfront Commission as needed, at least once every three years.

Section 1B. Alexandria Arts Alliance. The liaison will serve in an Ex-Officio capacity. The Commission will appoint the liaison to the Alexandria Arts Alliance annually.

ARTICLE VII. AMENDING BYLAWS

The Bylaws may be amended as needed with the affirmations of at least 9 members or a majority of the full Commission membership, whichever is greater, at any regular meeting.

ADOPTION OF BYLAWS

We, the undersigned, are all active Commissioners and we consent to, and hereby do, adopt the foregoing Bylaws as the Bylaws of this Commission for the Arts for the City of Alexandria.

ADOPTED AND APPROVED by the Commission on this ____ day of _____, 20__.

Matthew Stensrud, Chair, Commission for the Arts

ATTEST: Tamsin Green, Secretary, Commission for the Arts

AMMENDED AND APPROVED by the Commission on this ____ day of _____, 20__.

Brian Kelly, Chair, Commission for the Arts


ATTEST: Gayle Converse, Secretary, Commission for the Arts

ALEXANDRIA COMMISSION FOR THE ARTS

REGULAR MEETING

Tuesday, May 17, 2022

Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
Ryan Belmont	 SUMAIEN ALI	Yes-- 14 No-- 0 Abstained-- 0
ACA Motion		
Agenda Item #:		
Motion: motion to APPROVE Amendment to bylaws with addition to All races, religions, countries of origin, sexual orientation, AGEs, genders, and abilities Remove organizations amendment to dissolve Inclusionity committee		

OFFICE OF THE ARTS DIVISION SUMMARY

This summary is a brief narrative of activities and actions that have been taken since the previous Division Update. The Office of the Arts ACA Update is also shared with other Recreation, Parks & Cultural Activities commissions and staff and becomes part of the monthly minutes for the Arts Commission.

If you have any questions or require additional information/clarification, please review the following section(s) of this report or contact the appropriate staff in the Office of the Arts.

Highlights

- Nina Cooke John, the artist selected for the Site See 2023 installation visited Alexandria May 2-4 and met with a variety of people including staff from the Office of Historic Alexandria and Visit Alexandria, the City's tourism agency. Nina was taken on a tour of Alexandria and did some site seeing on her own. A concept design is expected in September 2022.
- The Arts Program Grant Task Force met on May 10 to review and discuss the 23 eligible applications.
- Staff hosted a public meeting to share the 90% design drawings for the Del Ray Gateway Project/Colasanto Spray Park Design including the public art.

Public Art At-A-Glance:

Public Art Project	Status
Wilkes Street Park	Developing the Concept Proposal
Old Town North Stormwater Covers	Fabrication/Developing the Concept Proposal
Colasanto Spray Park	Developing the Final Design
Site/See 2023	Developing the Concept Proposal

Staff Contact Info:

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PUBLIC ART PROJECTS – PLANNING/DESIGN PHASE

Wilkes Street Park

Lead Agency

Office of the Arts

Artist

Eto Otitigbe

Project Scope

Commission permanent public art for the redesigned park

Task Force Members

Chris Kurowski, Jim Simmons, Ana Vicinanza

Current Status (per project development process)

Developing the Concept Proposal

Next Steps

The task force will meet to discuss the concept and feedback has been provided to the artist.

Anticipated Completion

TBD

Site/See: New Views in Old Town 2023

Lead Agency

Office of the Arts

Artist

Nina Cooke John

Project Scope

Commission new, temporary, site-specific public art for the new Waterfront Park at the foot of King Street

Task Force Members

Claire Mouledoux, Clint Mansell, Jack Browand, Nicole McGrew

Current Status (per project development process)

Developing the Concept Proposal

Next Steps

Nina will continue to develop her concept with a presentation expected in September 2022.

Anticipated Completion

March 2023



Old Town North Stormwater Covers

Lead Agency

Office of the Arts

Artists

Yoshiko Ratliff, Matt Long, and Dana Scheurer

Project Scope

Work with the community to bring City-commissioned public art to the OTN Arts District

Task Force Members

Gayle Converse, Carolyn Griffin, Ryan Whitaker, Gavin Pellitteri

Current Status (per project development process)

Fabrication/Developing the Concept Proposal

Next Steps

Staff continues to work with the final artist on their concept development and reaching out to the fabricator for final design.

Anticipated Completion

TBD

Colasanto Spray Park

Lead Agency

City of Alexandria Park Planning

Artist

Béatrice Coron

Project Scope

Commission a permanent artwork for redesigned park space and gateway

Task Force Members

Beth Znidersic, Amol Deshpande, Bernard Johnson, Gayle Reuter

Current Status (per project development process)

Developing the Final Design

Next Steps

Béatrice is preparing her final design for staff review and will work with the landscape architect team on a timeline for fabrication and installation.

Anticipated Completion

Fall, 2023

West End Transit Corridor

Lead Agency

Transportation & Environmental Services (T&ES)

Project Scope

Work with T&ES to integrate new public art into the project.

Task Force Members

Allison Heck, Brian Kelley

Current Status (per project development process)

Setting Project Goals & Parameters

Next Steps

Staff will set a meeting with the appointed members to identify community stakeholders.

Anticipated Completion

TBD

MISCELLANEOUS PROJECT(S)

Potomac Yard Metro

Lead Agency

WMATA

Project Scope

Include public art in the new Potomac Yards metro station.

Task Force Members

N/A

Next Steps

Artist Rob Ley has been contracted for the project.

Anticipated Completion

TBD

Public Art Task Force Roster

Public Art Project Task Force

The Commission for the Arts will form an ad hoc Public Art Project Task Force for each project that the Program undertakes. The ad hoc Task Force will convene on an as needed basis to advise on the development of each project.

The Task Force will: Advise Office of the Arts staff on the development of Public Art Project Plans and recommend the Plan to the full Commission; Review artist portfolios and recommend selection of an artist to the full Commission; Report to the Commission on its activities on a monthly basis, and; Review artist concepts and recommend approval of concepts to the full Commission.

Artist Residency (on hold)

1. Chris Kurowski*
2. TBD (Arts Commission)

Site/See: New Views in Old Town

1. TBD (Arts Commissioner)
2. TBD (Arts Commissioner)
3. Jack Browand (proj. stakeholder)
4. Claire Mouledoux (proj. stakeholder)
5. Clint Mansell (comm. stakeholder)
6. Nicole McGrew (comm. stakeholder)

Old Town North

1. Gayle Converse*
2. TBD (Arts Commissioner)
3. Gavin Pellitteri (proj. stakeholder)
4. Carolyn Griffin (comm. stakeholder)
6. Ryan Whitaker (comm. stakeholder)

West End Transit (WET) Corridor

1. Allison Heck*
2. Brian Kelley*
3. TBD (proj. Stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. TBD (comm. stakeholder)

Wilkes Street Park

1. Chris Kurowski*
2. Judy Heiser*
3. Ana Vicinanza (proj. stakeholder)
4. Jim Simmons (proj. stakeholder)
5. Marta Ali (comm. stakeholder)
6. Trini Rodriguez (ex-officio)

Del Ray Gateway

1. TBD (Arts Commissioner)
2. TBD (Arts Commissioner)
3. Beth Znidersic (proj. stakeholder)
4. Amol Deshpande (LSG) (proj. stakeholder)
5. Gayle Reuter (comm. stakeholder)
6. TBD (comm. stakeholder)

*Arts Commissioner

Public Art Planning & Project Development Process

	DESCRIPTION
Identifying the Project in the Annual Plan	<ul style="list-style-type: none"> Projects are identified in the Public Art Workplan, a document developed annually by the Office of the Arts with input from the Workplan Task Force. The Public Art Workplan is approved by the Arts Commission and by City Council.
Setting Project Goals and Parameters	<ul style="list-style-type: none"> Once a project has been initiated, the Arts Commission establishes a Public Art Project Task Force specifically for that project. Office of the Arts staff, with input from the Project Task Force, develops a Public Art Project Plan. This plan includes goals, location, timeline and budget; the artist selection process and community engagement process; and a list of internal and external stakeholders for the project. The Project Plan is approved by the Arts Commission.
Developing the Artist Pool	<ul style="list-style-type: none"> Based upon the approved Project Plan, the Office of the Arts develops a pool of artists and collects qualifications for the Project Task Force to review. The pool of artists can be collected through an open competition, pre-qualified artist list, curatorial process or invitational. Artist qualifications generally include a cover letter from the artist expressing their interest in the project, a resume, and examples from the artist's portfolio with a corresponding description of each project.
Selecting the Finalists	<ul style="list-style-type: none"> The Project Task Force reviews artist qualifications based on criteria outlined in the approved Project Plan. Depending on the process in the approved Project Plan, the Project Task Force can select a single artist based upon qualifications, or a small number of finalists (generally three to five).
Selecting the Artist	<ul style="list-style-type: none"> If finalists are selected, they may be: <ul style="list-style-type: none"> Paid a stipend to develop a concept proposal and present that proposal to the Project Task Force. Interviewed by the Project Task Force. A combination of the above. The Project Task Force recommends selection of an artist to the Arts Commission based upon the Concept Proposal and/or interview.
Approving the Contract	<ul style="list-style-type: none"> The Office of the Arts develops a contract agreement with the artist. The agreement is approved by the City Manager or City Council, depending on the size of the contract.
Approving the Concept Proposal	<ul style="list-style-type: none"> The selected artist develops a Concept Proposal, if that was not a part of the artist selection phase. The Office of the Arts facilitates community engagement conducted by the artist as part of their process of developing a Concept Proposal. The Project Task Force reviews the Concept Proposal and recommends it to the Arts Commission for approval.
Approving Final Design	<ul style="list-style-type: none"> The Office of Arts conducts a review of the final design documentation provided by the artist for both technical considerations and to ensure it is in conformity with the approved concept proposal. The Office of the Arts facilitates technical reviews by other City staff as required. The Office of the Arts signs off on the Final Design.
Fabrication	<ul style="list-style-type: none"> In most cases, the artist is responsible for fabrication. The Office of the Arts monitors fabrication to ensure it is on schedule and in conformity with the approved design. In some cases, the Office of the Arts will play a more direct role in overseeing the fabrication of artwork, with the artist acting in an advisory role.
Installation	<ul style="list-style-type: none"> The Office of the Arts works with the artist, relevant City Departments, and other stakeholders to schedule and facilitate installation.

ARTICLE K - Alexandria Commission for the Arts¹¹

• **Sec. 2-4-90 - Creation, composition and organization.**

(a) There is hereby established a standing commission known as the Alexandria Commission for the Arts.

(b) The commission shall consist of 16 members to be appointed by the city council. The composition of the commission shall be as follows:

- (1) four members shall have expertise in the arts, including, but not limited to, arts educators, professional practitioners of various art disciplines and professional administrators working in the arts;
- (2) three members shall have specific expertise in visual arts either as professional practitioners of visual art, curators of visual art, or as professional arts administrators currently working in the field;
- (3) three members shall represent the public at large, as arts consumers or participants;
- (4) three members shall be professionals in fields relevant to arts and cultural development, including cultural planning, marketing, finance, funding, tourism, promotion, non profit organizational development, and real estate development;
- (5) two members shall be professionals in the field related to the visual appearance of the cityscape, such as architecture, environmental design, landscape architecture or urban design; and
- (6) one member shall be a student who resides in the city and attends a high school located in the City of Alexandria.

(c) Members of the commission shall be appointed in the manner prescribed by article A of this chapter. The members shall serve for a term of three years, except in the case of an appointment to fill the unexpired portion of a term. (Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)

• **Sec. 2-4-91 - Function; powers; duties.**

(a) The functions of the commission shall be as follows:

- (1) to advise city council with regard to policies that will strengthen the arts and further public access to the arts and cultural matters identified by the city council;
- (2) to establish and periodically review criteria and standards for arts grant applications for city funds and accountability for the use of such funds; the allocation from such funds to eligible organizations and activities as may be appropriated by the city council for such purpose;
- (3) to review the public art annual work plan as developed by the office of the arts and a work plan task force and make recommendations to the city council as part of the budget process;
- (4) to review and approve public art project plans for specific public art projects, and to review and approve artist selection and concept development;
- (5) to create committees and task forces, as necessary, to focus on public art project development and artist selection;
- (6) to review proposals for donations of public art and commemorative art and make recommendations to the city council;

- (7) to collaborate with the office of the art on public art project evaluations; and
 - (8) to support public communication and outreach as related to the arts and;
 - (9) to serve as citizen liaisons to city planning initiatives when public art is involved.
- (b) The commission is empowered to adopt rules and regulations in regard to procedure and other matters so long as the same are not inconsistent with the city code, including, but not limited to, the establishment of committees, through which to carry on its functions and purpose.
- (c) A commission chair, vice-chair and secretary shall be elected annually by the commission members at the organization meeting designated in the commission's bylaws. (Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)