

Cultural Funding Arts Commission & Art in Public Places Strategic Planning Meeting

<p>Meeting Objective(s): 3 or less is fine</p> <ol style="list-style-type: none"> 1. Define & leading with a racial equity lens as a Cultural Arts Division (completed in first session) 2. Inform meeting attendees of potential strategic themes derived from community feedback of Cultural Funding Review Process & 3. Use community feedback to set Arts Commission role in Cultural Funding Review process, explore best approach to organize AC input & interaction with process 4. Describe extended Cultural Funding Review process timeline 				
<p>Meeting Location: CAD offices,</p>				
<p>Date: Jan 13, 2020</p>				
<p>Time: 6:00pm-8:30pm</p>				
<p>Attendees: Commissioners, AIPP panel members, COA Staff, Facilitators, Community Members</p>				
<p>Overview: Commissioners will participate in activities to achieve Commission goals and update strategic planning activities.</p>				
Agenda Item	Duration	Leader	Outcome	Set Up
1. Sign In	To occur prior to the commencement of the meeting	Commission Liaison		Name tags, Name tents, sign in sheet
2. Call to Order	3-5 Minutes	Chair Castillo	Meeting will be called to order.	Agenda, recorders, batteries
3. Approval of Minutes and Action	3-5 Minutes	Chair Castillo	Minutes and actions will be approved.	Copy of previous minutes

Cultural Funding Arts Commission & Art in Public Places Strategic Planning Meeting

4.Citizen Communication: General	10-Minutes	Chair Castillo	Hear concerns and voices of the citizens.	Citizen communication signup sheet
5.a. Motion to Suspend Robert Rules of Order	5 Minutes	Chair Castillo	Robert rules of order will be suspended.	
5.a. Motion to Suspend Robert Rules of Order 5.b Commission Introduction			Robert rules of order will be suspended. Introduce the commission members as well as a brief description of the purpose of the meeting.	Agenda
6. Staff Introduction	3-5 Minutes	Cara Welch /Alberto Mejia	Introduce the staff, go over agenda and plan for the meeting.	Agenda
7. Leading with a Racial Equity Lens in the Cultural Arts Ask: Any reflections? Any major comments missing?	10-15 Minutes	Meghan Wells and/or Brion Oaks	Set a framework for activities and the discussion	Handout, (Documents for backup- planning session notes prepared by Alberto & Anne Marie)

Cultural Funding Arts Commission & Art in Public Places Strategic Planning Meeting

8. Presentation of potential strategic themes derived from community feedback of Cultural Funding Review Process	45 min – 1hr	Margie Reese / MJR Consultants		
9. Tyranny of Urgent Activity Prompt: Ask participants to sort the themes/theme items on the X axis- IMPORTANT IMPORTANT: of great significance or value; likely to have a profound effect on success, survival, or well-being	25 Minutes	Marion Sanchez/Cara Welch	Commissioners & AIPP panel members will sort the themes from the previous session in order of importance	Whiteboard, pre-printed comments, tape, Restickable Tabletop easel pad, black sharpie markers
Break				
10. Tyranny of Urgent Activity Prompt: Ask participants to sort the themes/theme items on the Y axis- URGENT URGENT: (of a state or situation) requiring immediate action or attention Ask: Which quadrant should be the focus of the Commission's work?	25 Minutes	Cara Welch/Marion Sanchez	Commissioners & AIPP panel members will identify priorities for future action by the Commission.	Whiteboard, pre-printed comments, tape, Restickable Tabletop easel pad, black sharpie markers
11. Revisit (Display) Extended Cultural Funding Process timeline	15min	Alberto	Commissioners will understand the timeline and planned activities for the extended cultural funding review process	
12.a. If time allows:	15 Minutes	Cara/Marion Sanchez	Commissioners & AIPP panel members will get in groups and	Worksheet, pens

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<p>Ask: Ask commissioners to identify 2 themes/theme items that they would like to focus on.</p> <p>Complete the worksheet in two groups (tactics, strategies, resources needed, timeline, etc.)</p>			<p>work through completed action items and a strategy to achieve one goal.</p>	
<p>Break 10 Minutes</p>				
<p>10. Reinstate Robert Rules of Order</p>	<p>3-5 Minutes</p>	<p>Chair Castillo</p>	<p>Reinstate Robert rules of order for the remaining of the meeting.</p>	
<p>11. Other Agenda Items</p>	<p>unknown</p>	<p>Chair Castillo</p>		
<p>13. Future Agenda Items</p>	<p>unknown</p>	<p>Chair Castillo</p>		
<p>14. Adjournment</p>		<p>Chair Castillo</p>		
<p>Materials Needed:</p> <ol style="list-style-type: none"> 1. Sticky notes (4x4, 4 separate colors) 2. Restickable Tabletop easel pad 3. Welcome Table 4. Agendas, sign-in sheet 5. Citizen Communication Sign-Up Sheet and Signag <p>Community Engagement Materials Being Brought:</p> <ol style="list-style-type: none"> 1. Black Sharpie Markers 2. Discussion Guidelines/Principles 3. Dry erase markers 4. Pen/Paper- Recommended for note taking 				
<p>Decisions Made:</p>				
<p>Rationale:</p>				
<p>Actions Assigned:</p>				

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Outstanding Issues:	
Room Setup: U Shaped seating for Commission Attendees – Theater Style Seating	
Notes:	

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