

SUMMARY MINUTES

Wednesday, January 15, 2020
8:30 a.m. to 10:00 a.m.
General Services Department
2011 Fay Street, Durham, NC 27704

Committee Members Present

Antonio Alanis
Mya Castillo-Martel
Margaret DeMott*
Patricia Harris
Kyesha Jennings

Caitlin Margaret Kelly
Nicole Oxendine
Charlene Reiss
Laura Ritchie
Katie Seiz, Chair

Wade Williams
Chantal Winston, Vice-Chair
** Cultural Advisory Board member*
*** Student Representative*

City of Durham Staff and Representatives Present

Alexandra Benson, GSD

Annette Smith, DPR

Fallon Thompson, GSD

Guests Present

Rachel Wexler

I. Call to Order and Guest Introductions

- a. The meeting was called to order at 8:35AM by Katie Seiz.

II. Approval of Minutes – December 2019

- a. **MOTION:** Motion to approve Public Art Committee summary minutes from December 2019.
(Reiss, Kelly 2nd)
- b. **ACTION:** Approved. 12-0.

III. Adjustments to the Agenda

None.

IV. Announcements and Presentations

None.

V. New Business

Call-In Number: 1-857-232-0157
Conference Code: 769537



- a. Community Engagement – Community Contact Point
 - i. Action item: Review the Cultural and Public Art Program’s current communication maps and resources. Brainstorm and develop resource list for community communication and outreach.
 1. Additions to both the flyer distribution list and digital publication list will be sent to PAC via Google document to review, edit, and make contributions. ([Communication Master List linked here](#))

VI. Updates/Old Business

- a. Task Force Quarterly Updates
 - i. Advocacy and Project Cultivation
 1. The task force has created a collaborative Google Document ([linked here](#)) for the group to use and will draft a proposal on the Neighborhood Public Art Projects to be reviewed at the February meeting.
 2. PAC has requested more brainstorming around the following items before the proposal is made:
 - a. What makes a neighborhood eligible for receiving a grant?
 - b. How do we get the word out to the neighborhoods and how would the neighborhood develop the proposal?
 - c. What criteria are neighborhoods expected to meet?
 - d. How do we judge which neighborhoods to accept?
 - e. Do we need to go through a process to identify “underserved” neighborhoods?
 - f. What does “underserved” mean?
 - g. How do we make the application as “radically accessible” as possible?
 3. As an initial phase of the project, PAC has suggested developing a 3-question survey to seek interest level for art projects in various neighborhoods.
 - ii. Capacity Building for Local Artists
 1. Survey and press release has been sent to City Public Affairs for review and approval. The subcommittee requests to review the final version before published. The survey will stay up for four months for community input and will be available for public

sharing as a later phase. All social media and publicity content should be reviewed by both the PAC and City Public Affairs.

iii. Community Engagement, Communication, and Outreach

1. The task force has developed five steps to identify community engagement using a 6-week timeline:

- a. Determine the location of public art, identify stakeholders in the community, create a list of considerations to develop a call for artists, and install signage at the selected site to draw awareness to the project
- b. Develop communication plan to determine community engagement requirements and what community engagement looks like for that specific project
- c. Identify key stakeholders to be part of the artist selection committee and determine artist finalist
- d. Artist community engagement and presentation
- e. Project evaluation and closeout

iv. Governance Committee

1. Fundraising – The Public Art Committee is working to partner with the nonprofit Keep Durham Beautiful on a fiscal partnership agreement to assist the committee in future fundraising and development initiatives. The task force is also working with the City to determine how General Services can assist in these initiatives.
2. PAC Operations – PAC has requested background and contextual information on artists selected for projects prior to the design concept review for further reference on their experience, style, and scope of work. PAC has also requested clear guidelines upon each review on whether a formal recommendation is required or just general feedback. The task force is drafting a list of questions and considerations to guide review sessions and make presentation conversations more valuable.
3. PAC Retreat 2020 – The Chair will send out a survey to gauge feedback on what topics PAC members would like added to the retreat agenda. The retreat will be held in April with information on the exact date and location forthcoming.



Public Art Committee

VII. Adjournment

10:01 AM

Respectfully submitted,
Fallon Thompson

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