

## SUMMARY MINUTES

Wednesday, May 15, 2019 at 8:30am  
General Services Department

### Committee Members Present

Simon Betsalel  
Mya Castillo-Marté  
Margaret DeMott\*  
Caroline Dwyer

Caitlin Margaret Kelly  
Charlene Reiss  
Laura Ritchie  
Katie Seiz\*, Chair

Wade Williams  
Chantal Winston  
*\*Cultural Advisory Board  
member*

### City of Durham Present

Alex Benson, GSD  
Rebecca Brown, GSD

Stacey Poston, GSD  
Annette Smith, DPR

### Others Present

Calvin Brett

Dan Ellison\*

Linda Salguero, DCE

#### **I. Call to Order and Guest Introductions**

8:30am

#### **II. Approval of Minutes**

**MOTION:** Motion to approve Public Art Committee summary minutes from April 17, 2019.  
(Betsalel, Reiss 2<sup>nd</sup>)

**ACTION:** Motion passed. 10-0.

#### **III. Adjustments to the Agenda**

##### **I. Joint Meeting for PAC/CAB, Katie Seiz**

- i. The Public Art Committee Meeting on July 17<sup>th</sup> will be moved to 3:00-5:00pm to coincide with the Cultural Advisory Board for a joint meeting. This time will be used to welcome new members and for each resident advisory board to share their priority goals for the upcoming fiscal year. Information on the location is to come.

##### **II. Joint City-Council Commissioners Planning Meeting, Linda Salguero**

- i. Linda Salguero presented Durham County's Public Art Policy to the Joint City-County Commissioners Planning Meeting. This policy proposes a full 1% allocated for public art

projects out of County CIP budgets. The County will not have a staff person dedicated to public art if it is passed and will instead become a .25 FTE position. Since the adopting policy will mirror the public art program that the City has in place, the Public Art Committee will maintain the approval process for artists and artwork commissioned by both the City and the County. If the Commissioners move forward with establishing the policy, then the bylaws for our resident advisory boards will shift to account for the population of the greater Durham County area.

**III. Communication, Community Engagement, and Outreach Task Force Team Update, Chantal W. and Caroline D.**

- i. This Task Force Team met with City staff to discuss priority goals and requests collective feedback on the “mission” of the task force and what type of information the committee wishes to communicate with the public. They have also identified supporting the proposal for program social media platforms and creating a critical community contact list as other priority items. A critical community contact list will act as a crowdsourced document tapping into different areas of the community and allowing the City to understand what types of communication methods work best for different residents. This team will also work with City staff to understand the standard operating procedures for communicating proposal calls, events, etc. with the greater public.

**IV. The DADA Project Update, Dan Ellison**

- i. There are now currently 17 works of downtown public art and 21 works of art from the Nasher Museum collection in the Downtown Audio Described Art (DADA) Project system.

**IV. Announcements and Presentations**

**V. New Business**

**I. Museum of the Moon, Stacey Poston**

- i. There was a preliminary discussion around Museum of the Moon and Public Art Committee members that wish to brainstorm programming ideas should first direct these ideas with potential contacts to Rebecca Brown. Rebecca Brown will be coordinating programming and event planning for the project while Lynette Cox will be handling matters related to construction.

**II. Morreene Road Park, Alex Benson**

- i. The Artist Selection Committee has moved forward with selecting Muriel Epling and Theresa Arico to complete initial design concepts for the creation of public art at

Morreene Road Park. Both artists have been responsive to the desire for artwork honoring the history of the ADA-playground and have worked to gather community feedback. These concept packets include: a timeline and description of the artist's community engagement efforts; scope of work in the form of digital illustration, scanned illustration or detailed rendering; scope of work in the form of an artist statement; proposed schedule for fabrication and installation; budget breakdown of materials and artist fee. These concepts are due to the City by 5:00pm on Thursday, May 16<sup>th</sup> and from there, the Artist Selection Committee and Public Art Committee will work to review and vote on the concept. A poll including both design concept packets will be sent out to both committees to vote with a deadline of Monday, May 27<sup>th</sup>.

- III. Fiscal Sponsorships 501(c)3 around Fundraising and Grant Writing, Stacey Poston
- i. To prepare for fundraising for future projects, the Public Art Committee will be establishing relationships with both Durham Parks Foundation and Keep Durham Beautiful to act as fiscal sponsors for varying projects in the future. As the City and Public Art Committee work to apply for new funding opportunities, we will work to develop an understanding of which agent will match best with different projects.
  - ii. The Governance Committee has appointed Caitlin Margaret Kelly to act as a PAC representative while attending board meetings with the Durham Parks Foundation and Keep Durham Beautiful.
- IV. New Member Selection, Katie Seiz
- i. The Public Art Committee members shared that they reviewed applications with the following criteria in mind: emphasis on communication/marketing experience, affiliated demographic networks, diversity of artistic disciplines, artistic experience, etc. Moving forward, the Committee would like to have a meeting prior to New Member Selection in April to determine what skill sets are missing and what types of members they would specifically like to recruit. Onboarding for new members will take place at the beginning of July before the joint Cultural Advisory Board/Public Art Committee meeting on July 17<sup>th</sup>. The Committee would also like to establish best practices around staying connected with members after they have completed their terms.
  - ii. The Public Art Committee wishes to recommend 6 applicants to the Cultural Advisory Board for appointment to the Committee. The Cultural Advisory Board will then review and approve this slate of new members and the City will follow up with all applicants on their status.
  - iii. **MOTION:** To approve Public Art Committee member recommendations. (Castillo-Marte, Kelly 2<sup>nd</sup>)  
**ACTION:** Motion approved. (10-0)

- iv. The Governance Committee has shared out the updated role descriptions for the Chair and Vice Chair of the Public Art Committee. These documents can be located on the shared Google Drive folder.
- v. **MOTION:** To approve Public Art Committee recommendations to elect Katie Seiz as the Chair and Chantal Winston as the Vice Chair for FY 2019-2020. (Betsalel, Kelly 2<sup>nd</sup>)  
**ACTION:** Motion approved. (10-0)

## VI. Updates/Old Business

- I. Retreat Follow-Up Items and Priority Goal Planning, Task Forces/All
  - i. After the retreat in April, the Public Art Committee was asked to determine an action plan timeline with specific dates for each of their task force teams.
    - a) Communication, Community Engagement, and Outreach (3 members)
      - a. Define mission and the Committee's communication needs (High Priority)
      - b. Provide support to the City's proposal for social media platforms for the public art program (High Priority)
      - c. Developing a critical community contacts list (Ongoing Initiative)
      - d. Mya Castillo-Marte has volunteered to be a part of this task force team in addition to her role on the Capacity Building for Local Artists team.
    - b) Capacity Building for Local Artists
      - a. Mentor/Mentee Document by September 9<sup>th</sup>
      - b. Artist outreach survey to be sent to City staff by July 9<sup>th</sup>
        - i. Document available on Google Drive for PAC members to review and give feedback
      - c. Evergreen documents drafted and published on City website by January 13<sup>th</sup>
    - c) Advocacy and Project Cultivation (3-4 team members with 2 members rolling off term)
      - a. Develop an information packet on the benefits of public art (economic/social impact) to be translated in both English/Spanish
      - b. Develop an information packet and facilitation platform to match property owners and public artists
    - d) Governance Committee
      - a. Refine language for the Committee's mission and value statement
      - b. Develop a document outlining roles and responsibilities for various leadership positions within the Committee and City staff (High Priority)



- c. Rework resolution to align with City/County policies and advocate for a 1.5-2% Percent for Art Policy
- d. Compile a master calendar in terms of new members/terms ending/etc.

**VII. Adjournment**

10:30am

Respectfully submitted,  
Alexandra Y. Benson