



## Durham Cultural Advisory Board

### SUMMARY MINUTES

Wednesday, May 27, 2020 from 3:00 p.m. to 4:30 p.m.

Zoom Meeting

Public Meeting Zoom Link located: <https://durhamnc.gov/452/Durham-Cultural-Advisory-Board>

#### Committee Members Present

Katy A. Clune  
 Margaret DeMott\*  
 Valerie Gillispie  
 Marcus Hawley  
 Zena Howard  
 Tom Jaynes, Chair

Jillian Johnson  
 Angela Lee, Vice-Chair  
 Cynthia Penn-Halal  
 Katie Spencer Wright  
 Meg Stein  
 Katie Seiz\*

Rachel Wexler  
 \* Public Art Committee member  
 \*\* Ex-officio, Cultural Advisory  
 Board Member

#### City of Durham Staff and Representatives Present

Alexandra Benson, GSD  
 Rebecca Brown, GSD

Stacey Poston, GSD  
 Linda Salguero, DCE

Annette Smith, DPR

#### Others Present

Connor Nielsen

E'Vonne Coleman-Cook

#### I. **Call to Order**

The meeting was called to order at 3:08pm by Tom Jaynes. The May DCAB meeting will take place over a Zoom video conference call due to Durham's Coronavirus Stay-at-Home order.

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

**MOTION:** To approve the February DCAB summary minutes.  
 (DeMott, Gillispie 2<sup>nd</sup>)

**ACTION:** Motion approved. (13-0).

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

None.

### IV. Announcements

- a. DCAB Meetings and Updates
  - i. City staff will send out a Doodle Poll requesting availability from DCAB members for virtual meetings in June, July, and August. Any absences between now and August are considered excused and will not affect a member's attendance record.
  - ii. Linda Salguero provided an update on the Durham County's board member recruitment process. The DCAB will be expanded by two members who represent residents within the county of Durham and who are appointed by the Durham County Board of Commissioners. Out of the 9 applications received, the two new members who were appointed are: E'Vonne Coleman-Cook and JaMeeka Holloway-Burrell.
  - iii. Stacey Poston provided an update on the Durham Local Artists Funding Proposal. Due to implications of COVID-19, there will not be any new funding priorities implemented in the next fiscal year. While there was initial interest to fund the initiative, there unfortunately will not be available this upcoming year. All DCAB proposal and recommendation documents are located in the DCAB shared file.

### V. New Business

- a. Chair and Vice Chair, Requests for Nominations
  - i. City staff are requesting nominations for the Chair and Vice Chair of the Durham Cultural Advisory Board. Current nominations will be accepted in the chat function on Zoom and via email. All nominated members will be contacted prior for approval before their names are put on the ballot. So far, three recommendations for Chair and Vice Chair have been made: Angela Lee for Chair and Vice-Chair, Tom Jaynes for Chair, and Katy Clune for Chair.
- b. Member Application Updates
  - i. The DCAB application deadline for City-appointed members currently has a deadline of May 22. The Board recommends extending the deadline to June 12 to meet the City Clerk's deadline for final applications on June 19. DCAB members will be requested to make their recommendations on new members from the application pool from June 12 to June 18. On August 8, the City Council meeting agenda is set to review new members recommendations and approval the new member appointments.
  - ii. The DCAB application is available on the Cultural and Public Art Program website, with outreach directed by the City's communication map.

- iii. Angela Lee has applied for another term, and will need to be reappointed for the upcoming term as a DCAB member if she is to serve as Vice-Chair.
- c. Student Member Application
  - i. The original DCAB student member application and corresponding press release have a deadline of June 1. The current DCAB student member application deadline will be extended through October 15. All application materials and documents will be posted on the City website.
- d. Festival and Special Event Criteria Review
  - i. During the first round of the Festival & Special Event Criteria Review restructure, DCAB shifted emphasis to focus more on equity and artist representation.
  - ii. City staff is currently working with the FY20 applicants individually based on their needs in light of COVID-19. Some organizations have extended contracts – one organization declined funding. City staff would like to continue moving forward with releasing the application for FY21 on a tentative timeline, dependent on recommendations from DCAB and the Discover Durham Festival Roundtable.
  - iii. The Festivals & Special Events RFP will be released on July 1. Modifications will be made to the application process to ensure that social distancing practices are upheld. Questions will be solicited through phone calls and email; workshops and information sessions will all be held online, and applications will only be submitted electronically. A charitable licensing reporting requirement will be clearly stated on the application form this year. Any comments from DCAB about the current RFP documents should be sent in writing via email to [Rebecca.brown@durhamnc.gov](mailto:Rebecca.brown@durhamnc.gov) until June 1.
  - iv. DCAB members suggested including an additional, unweighted question to the application on how the organization/group plans to address COVID-19 and social distancing measures as part of their event planning. In addition to this question, DCAB suggests adding language to the RFP addressing how COVID-19 is impacting the current environment and how the City will work with funded agencies on an individual basis to ensure event safety. DCAB members suggested that state public health guidelines could potentially be added as an attachment to the application. Special consideration will be given to how organizations address accessibility and social distancing in their proposals.
  - v. DCAB members discussed scaling back Goal 4 around economic impact to place more emphasis on other priorities and whether consideration should be given to festivals and special events who commit to partnering with local

businesses. Other suggestions include a tiered funding model where different eligibility requirements are matched with different amounts of funding requested; allowing a certain amount of the funding proposal to be allocated towards physical infrastructure; and adding more language defining “special event” with examples.

### VI. Updates / Old Business

- a. DCAB members discussed and provided information on community efforts for COVID-19 resource sharing.
  - i. The [Durham Arts Council Recovery Fund](#) is still in operation, providing small grants to artists and artist-owned businesses, arts, venues, arts nonprofits, etc. in Durham. This fund has a rolling deadline.
  - ii. The [Durham Momentum 360 website](#) provides a list of Resources for Arts Entrepreneurs that outlines a list of local, state, and national organizations and resources for individual artists and arts organizations amidst COVID-19.
  - iii. [North Star’s Durham Artist Relief Fund](#) is currently active – accepting donations and funding requests – for individual artists and arts performers.
  - iv. [Duke Performances](#) has been hosting live-stream events to support the artist relief funds, requesting donations for whichever fund the viewer chooses. The Music in Your Gardens initiative is a series of pre-recorded performances of local musicians in their homes for residents of Durham to enjoy.

### VII. Public Questions

- a. Questions submitted by the public prior to the meeting will be shared.  
N/A

### VIII. Adjournment

4:30pm

Respectfully submitted,  
Alexandra Benson