Virginia Commission for the Arts Commission Board Meeting

**Virginia State Capitol**

**Richmond, Virginia *June 13 and 14, 2023***

**Day 1 | June 13, 2023**

# Attendees

Commissioners: Dr. Dena Jennings, Robert Goudie, Amanda Pillion, Frazier Millner Armstrong, Michael Markley, Barbara Parker, Terry Emory Buntrock, Jan Monroe, Laurie Naismith

Virtual Attendance: LaTasha Do’zia, Asa Jackson

Not in Attendance: David Trinkle

Staff: Margaret Hancock, Cathy Welborn, Lorraine Crilley, Karina Klemz

Attorney General’s Office: Abigail Gump, Attorney

Special Guests: Ed Harvey, Virginians for the Arts President

# Call to Order

Chair Dena Jennings called the meeting to order at 10:00 a.m. and provided a welcome. As requested by a Commissioner, Chair Jennings refrained from delivering a land acknowledgment. She distributed a written exercise to the Board members, promoting self-regulatory behaviors and enhancing meeting decorum. She provided an overview of Robert’s Rules including the two-minute discussion rule during voting and point of order.

# Approval of Agenda

# Chair Jennings called for a motion to approve the agenda. Motion: Commissioner Parker Seconded: Commissioner Buntrock All approved, motion passed

# Approval of Meeting Minutes | March 16, 2023

# Chair Jennings called for a motion to approve Commissioner Markley’s amendment to the March 16, 2023 meeting minutes.

# Motion: Commissioner Goudie

# Seconded: Commissioner Parker

# Discussion: Commissioner Markley asked to make an amendment to change to his comment from ‘refused’ to ‘declined’, regarding closed Advisory Panel meetings with invites to applicants being reviewed and designated Commissioners.

# All approved, motion passed

1. **Commission Votes | FY24 Grants**

Director Hancock delivered a briefing on the FY24 grants. She noted that VCA staff met with designated Commissioners to review final priority recommendations and conduct debrief sessions following each Advisory Panel meeting.

To streamline the process of approving grant awards, Director Hancock announced that the Board would employ block voting. This procedure was as follows: Commissioners initially present a brief summary of the Advisory Panel they had participated in, followed by the identification of any recusals by the Board, subsequent discussions, and finally, the casting of votes.

**PARTNERSHIP GRANTS**

**A. General Operating Support for Medium and Large Arts Organizations (GOS)**

Director Hancock provided the purpose statement for General Operating Support for Medium and Large (GOS) grants.

1. Short Form Applications

Director Hancock stated that there were 50 Short Form applicants. Chair Jennings called for a motion to approve the (GOS) Short Forms for Medium and Large Organizations.

Motion: Commissioner Goudie

Seconded: Commissioner Monroe

Recusals:

Commissioner Goudie - Greater Reston Arts Center dba Tephra ICA

Commissioner Do’zia - Hurrah Players

# All approved, motion passed

1. Regions 6, 7, 8 | Advisory Panel #1

Commissioner Pillion provided an overview of Regions 6, 7, 8 (Advisory Panel #1) noting the Advisory Panelists were well prepared. Following discussion, Chair Jennings called for a motion to approve Regions 6, 7, 8 (Advisory Panel #1) as recommended by VCA staff.

Motion: Commission Pillion  
Seconded: Commissioner Parker

Recusals:

Commissioner Jennings - Floyd Center for the Arts

Commissioner Pillion - Cultural Heritage Center

All approved, motion passed

1. Region 2 | Advisory Panel #2

Commissioner Buntrock commended the high level of preparation and thoroughness exhibited by the Advisory Panelists. Commissioner Naismith concurred with Commissioner Buntrock's summary and expressed satisfaction with the overall recommendations put forth by the Advisory Panel. Following discussion, Chair Jennings called for a motion to approve Region 2 (Advisory Panel #2) as recommended by VCA staff.

Motion: Commissioner Monroe

Seconded: Commissioner Armstrong

Recusals:

Commissioner Buntrock - CultureFix

All approved, motion passed

1. Region 5 | Advisory Panel #3

Chair Jennings expressed her appreciation of the mix of new and experienced voices on the Advisory Panel who were able review applications with a large lens, despite challenges surrounding strategic planning. Chair Jennings called for a motion to approve Region 5 (Advisory Panel #3) as recommended by VCA staff.

Motion: Commissioner Markley

Seconded: Commissioner Buntrock

All approved, motion passed

1. Regions 1 & 3 | Advisory Panel #4

Commissioner Armstrong stated that this was a stellar Advisory Panel with relevant questions, excellent commentary, and that the Advisory Panel exhibited good stewardship of VCA investments. Chair Jennings called for a motion to approve Regions 1 & 3 (Advisory Panel #4) as recommended by VCA staff.

Motion: Commissioner Monroe

Seconded: Commissioner Pillion

Recusals: Commissioner Armstrong – CultureWorks

All approved, motion passed

1. Region 4 | Advisory Panel #5

Commissioner Markley provided an overview of Advisory Panel #5 and expressed enthusiasm for successful meeting. Following discussion, Chair Jennings called for a motion to approve Region 4 (Advisory Panel #5) as recommended by VCA staff.

Motion: Commissioner Monroe  
Seconded: Commissioner Markley

Recusals:

Commissioner Goudie – Public Art Reston

Commissioner Jackson – Museum of Contemporary Art Arlington

All approved, motion passed

1. Large Organizations | Advisory Panel #6

Commissioner Parker provided an overview of Advisory Panel #6 and expressed excitement for these organizations and their operating beyond the constraints of the pandemic. Chair Jennings made a motion to accept the Large Organizations (Advisory Panel #6) as recommended by VCA staff.

Commissioner Armstrong

Seconded: Commissioner Parker

Recusals: Commissioner Goudie – ARTSFAIRFAX

All approved, motion passed

1. **Operating Support for Small Arts Organizations (OSS)**

Director Hancock provided a purpose statement for Operating Support for Small Arts Organizations (OSS) and an overview of the first year for this grant program. Chair Jennings called for a motion to approve Operating Support for Small Arts Organizations (OSS) as recommended by VCA staff.

Motion: Commissioner Markley

Seconded: Commissioner Pillion

Recusals: Commissioner Monroe – STEP VA

All approved, motion passed

1. **Creative Community Partnership Grants (CCPG)**

Director Hancock provided a purpose statement for CCPG Grants and an overview of the year for this grant program. Chair Jennings called for a motion to approve CCPG grants as recommended by VCA staff.

Motion: Commissioner Buntrock

Seconded: Commissioner Monroe

Recusals:

Commissioner Jackson – City of Newport News, Newport News Public Art Foundation

Commissioner Pillion – Town of Abingdon

Commissioner Naismith – City of Norfolk

All approved, motion passed

**IMPACT GRANTS**

1. **Community Impact Grants**

Director Hancock provided a purpose statement for Community Impact grants and Commissioner Do'zia expressed satisfaction with the Advisory Panel. Chair Jennings called for a motion to approve Community Impact Grants as recommended by VCA staff.

Motion: Commissioner Markley

Seconded: Commissioner Monroe

Recusals:

Commissioner Pillion – Round the Mountain SW VAS Artisan Network, Friends of Southwest Virginia, University of Virginia, Virginia Film Festival

Commissioner Jackson – Oakwood Arts

Chair Jennings – University of Virginia/Virginia Film Festival

All approved, motion passed

1. **Education Impact Grants**

Director Hancock provided a purpose statement for Education Impact Grants. Commissioner Monroe provided an overview of the Advisory Panel and stated that it had a diverse group of new and returning Advisory Panelists. Chair Jennings called for a motion to approve Education Impact Grants as recommended by VCA staff.

Commissioner Armstrong

Seconded: Commissioner Pillion

Recusals:   
Commissioner Goudie - ArtsFairfax  
Commissioner Jackson - Virginia Museum of Contemporary Art

All approved, motion passed

**ARTIST ENGAGEMENT GRANTS**

1. **Teaching Artist Roster**

Director Hancock provided the purpose statement for the Teaching Artist Roster. Commissioner Jackson provided an overview of the Advisory Panel and noted that the selection of Teaching Artists was based on the applicant’s ability to effectively represent the VCA in classroom and community settings, as well as the unique contributions they could bring to the overall Roster. Chair Jennings called for a motion to approve the Teaching Artist Roster as recommended by VCA Staff.

Motion: Commissioner Goudie

Seconded: Commissioner Parker

All approved, motion passed

1. **Advisory Panels**

Chair Jennings proposed the creation of an Advisory Panel focus group consisting of both Commissioners and VCA staff, with the aim of curating best practices to ensure ongoing effectiveness. Director Hancock emphasized that Advisory Panelists’ extensive knowledge, experience, dedication, and diverse perspectives are invaluable.

Director Hancock shared several new implementations that proved successful for this grant cycle’s Advisory Panels:

* Virtual Panels
* Slide Deck
* Consensus voting (to honor Panelists time)

Commissioner Parker emphasized that serving as an observing Commissioner for an Advisory Panel that is outside of one's own region is crucial in enhancing one's abilities as a Commissioner. Commissioner Markley stated that every Advisory Panel has its own subculture. Director Hancock stated that schools and other organizations are emulating the VCA Advisory Panel process. Fine-tuning and improving this process will have a broader impact beyond the agency itself. Commissioner Goudie identified recruitment as a priority, acknowledging the challenges faced by Advisory Panelists in reviewing a large number of applications. As the agency continues to grow, he emphasized the need to rethink strategies for attracting and retaining Advisory Panelists to ensure the sustainability and effectiveness of the process.

Director Hancock provided several points to address for the Advisory Panels focus group:

* Time intensiveness
* Sourcing and keeping Advisory Panelists
* Honoring time
* Creating a review system that creates excitement

Director Hancock highlighted one of the primary incentives for streamlining the Advisory Panels, which is to minimize complaints from applicants. She mentioned that a number of applicants faced issues when calling in and missed the discussion of their application. The timing of when a particular application’s discussion was difficult to forecast. Additionally, applicants might hear the Panelists' recommendation but remain unaware that VCA staff and the board may be re-evaluating their final priority.

Director Hancock emphasized that several factors impact the ratings of applications, extending beyond the review by Advisory Panelists. These factors include the quality of the application, the organization's specific needs, and the anticipated impact of the proposed project. She proposed that the agency reflect on how to maintain fair processes as it continues to grow. With the agency's expansion, it becomes increasingly important to ensure transparency, fairness, and consistency in the application review and decision-making processes. Chair Jennings stated that she would be selecting Commissioners and VCA staff for this focus group.

# VII. FY24 Budget & Grant Allocations

Director Hancock provided an update on the FY24 budget. The NEA FY24 allocation has increased to $934,000, the highest in VCA history.

Director Hancock shared that level funding was used to present the FY24 proposed budget. Following discussion, Chair Jennings called for a motion to approve the proposed FY24 budget.

Motion: Commissioner Goudie

Seconded: Commissioner Pillion

All approved, motion passed

# VIII Public Comment | Meeting Adjournment

Chair Jennings thanked Commissioners and guests in attendance. VFTA President Ed Harvey informed the Board that although the legislative branches have not yet finalized a budget, he predicts that VCA funding will likely remain at level funding. He stated that Fran Bradford is no longer VFTA’s point of contact, but he expects a well-respected team to step in from McGuire Woods and provide representation. Chair Jennings called for a motion to adjourn the June 13, 2023 Board meeting:

Motion: Commissioner Armstrong

Seconded: Commissioner Monroe

All approved, motion passed

Meeting adjourned by Chair Jennings at 1:58 p.m.

**Day 2 | June 14, 2023**

# Attendees

Commissioners: Dr. Dena Jennings, Robert Goudie, Amanda Pillion, Frazier Millner Armstrong, Terry Emory Buntrock, Michael Markley, Jan P. Monroe, Laurie Naismith, Barbara Parker, David B. Trinkle

Virtual Attendance: Laurie Naismith, LaTasha Do’zia

Not in Attendance: Asa Jackson

Staff: Margaret Hancock, Cathy Welborn, Lorraine Crilley, Karina Klemz, Casey Polczynski, Anya Pfeiffer

Attorney General’s Office: Abigail Gump, Attorney

Special Guests: Ed Harvey, Virginians for the Arts President

# Call to Order

Chair Jennings called the meeting to order at 10:10 a.m. and provided a welcome.

1. **Agenda**

Chair Jennings thanked the Board for the uplifting tone during the previous day’s meeting.

# Executive Update

# Director Hancock provided an Executive Update with an overview of the external and internal commitments made by VCA staff to maintain compliancy with the NEA on accessibility; a new initiative of the VCA that aims to increase access for Virginians to engage with arts and cultural organizations across the state; a review of the previous fiscal year; and opportunities for the fiscal year ahead.

# Bylaws

# Chair Jennings gave opportunity for dialogue before the discussion was opened for voting. She reminded Commissioners that a special virtual meeting regarding the Bylaws took place prior to the Commission meeting. Following brief discussion, Chair Jennings called for a motion to approve the Bylaws.

# Motion: Commissioner Goudie

# Seconded: Commissioner Parker

# All approved, motion passed

# Commissioner Buntrock thanked the Board and VCA staff for her tenure and pardoned herself from the meeting.

# Policy Manual

# Chair Jennings gave opportunity for dialogue before the discussion was opened for voting. Following brief discussion, Chair Jennings called for a motion to approve the Policy Manual.

# Motion: Commissioner Goudie

# Seconded: Commissioner Monroe

# Roll call vote:

# Pillion, aye

# Trinkle, aye

# Jennings, aye

# Markley, aye

# Parker, aye

# Armstrong, aye

# Do’zia, aye

# Naismith, Nay

# Motion passes

# FY24 Slate of Officers

# Vice Chair Goudie presided over this section of the Board Meeting and Chair Jennings pardoned herself from the Board room. Director Hancock and Chair of Nominating Committee, Commissioner Do’zia, provided a review the nominating process and the slate of officer to include: Dr. Dena Jennings as Board Chair, Jan Monroe as Vice Chair, and Barbara Parker as Secretary. Commissioner Goudie called for a motion to approve the new slate of officers.

# Motion: Commissioner Trinkle

# Seconded: Commissioner Pillion

# Recusal: Chair Jennings

# All approved, motion passed

# Public Comment | Meeting Adjournment

# Chair Jennings returned to the meeting, and Director Hancock thanked Commissioner Buntrock, Commissioner Jackson, and Commissioner Naismith for their five years of service. Chair Jennings thanked these Commissioners for their leadership and dedication.

# Director Hancock announced that the fall Board meeting would take place September 28-29 in Roanoke. Chair Jennings called for a motion to adjourn the June 14, 2023 Board meeting:

# Motion: Commissioner Parker

# Seconded: Commissioner Trinkle

# All approved, motion passed

# Meeting adjourned by Chair Jennings at 12:12 p.m.