



**Virginia Commission for the Arts
Commission Meeting
Taubman Museum of Art
Roanoke, Virginia
September 28, 2023**

**Board Meeting Minutes
Day 1 | September 29, 2023**

I. Attendees

- Commissioners: Dr. Dena Jennings, Jan Monroe, Barbara Parker, Amanda Pillion, Frazier Millner Armstrong, David Trinkle, Lou Flowers
- Staff: Margaret Hancock, Cathy Welborn, Casey Polczynski, Karina Klemz, Anya Pfeiffer
- Attorney General's Office: Abigail Gump, Attorney
- Special Guests: Ed Harvey, Virginians for the Arts President

- Commissioners Not in Attendance: LaTasha Do'zia, Robert Goudie, Mike Markley, Dr. Vanessa Thaxton-Ward

II. Call to Order

Chair Jennings called the meeting to order at 10:03 a.m. and provided a welcome.

III. Approval of Agenda

Chair Jennings called for a motion to approve the agenda.

Motion: Commissioner Trinkle

Seconded: Commissioner Pillion

All approved; motion passed.

IV. Welcome

Executive Director Hancock introduced and welcomed two new Commissioners: Lou Flowers and Dr. Vanessa Thaxton-Ward. Commissioner Jennings reminded the Commission of Robert's Rules of Order for conduct during the meeting.

V. Approval of Minutes from June 2023 Commission Board Meeting

Chair Jennings called for a motion to approve the minutes from the VCA's Board meeting in June 2023.

Motion: Commissioner Trinkle

Seconded: Commissioner Monroe

Discussion: Commissioner Parker and Commissioner Armstrong noted minor updates for consistency and accuracy, which were documented.

All approved, motion passed with one abstention from Commissioner Flowers, who was not present at the June 2023 Board meeting.

VI. Executive Update

- Executive Director Hancock presented updates on FY24 grant awards, payments, and extended gratitude to Advisory Panelists.
- Highlighted positive feedback on grant process changes from stakeholders.
- Presented the VCA video – debuted earlier in the month – to the Commissioners.
- Announced that the Poetry Out Loud program will now be operated by VCA-grantee Wayne Theatre.
- Noted that the VCA’s new license plate design, unveiled at a Wolf Trap event hosted by the Governor and First Lady, will be officially launched in late fall once DMV is ready for production.
- Briefly discussed the VA250 Impact Grant, a new \$100,000 partnership with the Virginia 250 Commission aimed at local and tribal government projects focused on a 'revolution of ideas.'
- Announced an upcoming Strategic Planning Workbook with The Spark Mill for grantee guidance on this important topic, with a workshop held in October and the Strategic Planning Workbook included on the VCA’s website under Grantee Resources.

Discussion: Commissioner Pillion discussed a collaboration between the William King Museum of Art and the Virginia 250 Commission. Commissioner Armstrong sought details on the VA250 Impact Grant, specifically its amount and timing. Confirmation was given that the grant's cap is \$5,000, and details will be online by mid-December.

VII. Advisory Panel Recommendations | Touring Artist Roster

Executive Director Hancock presented an overview of FY25 Touring Artist Roster applications and the Advisory Panel recommendations, covering both new and returning artists. Commissioner Parker, Commissioner observer during both Advisory Panels (music and multidisciplinary), commended the Advisory Panelists and the artists under review, agreeing fully with the Advisory Panel recommendations.

VIII. Commission Votes

TOURING ARTIST ROSTER

Chair Jennings called for a motion to accept the Touring Artist Roster as presented.

Motion: Commissioner Parker

Seconded: Commissioner Armstrong

Discussion: Commissioner Armstrong inquired about any potential gaps in the Roster, such as region or genre, and any opportunities still available. Executive Director Hancock mentioned that Region 8 lacks Roster representation (south central/southeast Virginia). Senior Grants Officer Welborn added that while artists from this region have not yet applied, funding from the Virginia Touring Grant is utilized statewide by artists traveling to different regions, including Region 8.

Approval for short form: All approved; motion passed.

Approval for long form: All approved; motion passed.

FY24 GUIDELINES FOR FUNDING

Executive Director Hancock outlined proposed changes to the FY24 Guidelines for Funding. The revisions include:

- Allowing Operating Support Small (OSS) grantees to apply for Arts in Practice grants.
- Transitioning the Teaching Artist Roster to one annual deadline (July 15), aligning it with the Touring Artist Roster.

Chair Jennings called for a motion to approve the proposed changes to the FY24 Guidelines to Funding.

Motion: Commissioner Trinkle

Seconded: Commissioner Pillion

All approved; motion passed.

FY25 GUIDELINES FOR FUNDING

Executive Director Hancock presented proposed changes to the FY25 Guidelines for Funding. The proposed changes include:

- Reviewing Education Impact grants from current VCA Teaching Artists in-agency, bypassing an Advisory Panel, as the artists have already been reviewed by Advisory Panel.
- Increasing the eligible grant award for Arts in Practice from \$1,500 to \$2,000.
- Shifting Virginia Touring Grants to one full payment upon receipt of a final report.
- Allowing Arts in Practice grants to be exclusively for Teaching Artist Roster participants.

Chair Jennings called for a motion to approve the proposed changes to the FY25 Guidelines to Funding.

Motion: Commissioner Monroe

Seconded: Commissioner Armstrong

Discussion: Commissioner Armstrong sought clarification on the final change, to which Executive Director Hancock responded by highlighting the rise in Arts in Practice grants drawing from the Teaching Artist Roster. Chair Jennings added that the vetting process for teaching artists is more streamlined with this modification. This change also aligns with the Touring Artist Roster, which has dedicated funding.

Commissioner Parker noted that any updates that reduce staff time and administrative resources are important for Commissioner vote.

All approved; motion passed.

POLICY MANUAL

Executive Director Hancock introduced proposed modifications to the Policy Manual to align it with other VCA policies. The manual will now reference "in accordance with the bylaws" instead of specifying individual committees. Chair Jennings identified this year's four

Virginia Commission for the Arts

Commission Board Meeting Minutes

committees:

1. Executive
2. Budget & Policy
3. Diversity & Accessibility
4. Ethics

A second update involves changing the nomenclature of "Advisory Panel meetings" to "Advisory Panel screening sessions" as clarified by Abigail Gump. This change allows Advisory Panels to review / screen grants prior to recommendations shared at the following Commission Board meeting in accordance with Code. It also permits private review of grant proposals, with details discussed publicly during the Advisory Panel portion of each Commission Board meeting as is currently in place.

Ms. Gump also incorporated a sentence* for the absence of the Commission members on September 29, 2023, Commission meeting.

* Pursuant to the Bylaws Article Four, Section 2, Commissioner XX, and Commissioner ZZ have been approved an absence by the Board Chair. Commissioners have personal matters that were in direct conflict with this meeting.

- a. *If we know what those personal matters are: i.e., Professional Conflict etc.*

Commissioner Jennings called for a motion to accept these changes.

Motion: Commissioner Parker

Seconded: Commissioner Trinkle

All approved; motion passed.

IX. Commissioner Orientation

Chair Jennings and Executive Director Hancock, with additional contributions by VCA staff and Abigail Gump, provided an orientation to service as a Commissioner with the Virginia Commission for the Arts.

X. Meeting Adjournment

Executive Director Hancock announced that the next Board meeting will be held virtually in December.

Chair Jennings called for a motion to adjourn the meeting.

Motion: Commissioner Parker

Seconded: Commissioner Trinkle

All approved; motion passed.

Meeting adjourned by Chair Jennings at 2:19 p.m.