

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC Commission on the Arts and Humanities



Responses to Fiscal Year 2016 Performance Oversight Questions

Arthur Espinoza, Jr.

Executive Director, DC Commission on the Arts and Humanities

Submission to

Committee on Finance and Revenue
Chairman Jack Evans
Councilmember, Ward 2

February 17, 2017

Committee on Finance and Revenue
John A. Wilson Building
1350 Pennsylvania Ave., NW
Washington, DC 20004

FY2016 & FY2017 Performance Oversight Questions

Commission on The Arts and Humanities

1. Please provide a list of the Commission on Arts and Humanities board members. For each member, please provide the following:
 - Name;
 - The ward, agency or organization the member represents;
 - Who appointed the member;
 - When the member's term started and expires;
 - Designate who is Chair, Vice-Chair as well as any other officers;
 - Attendance record of members for calendar year 2015 and 2016 to date; and
 - Any open seats, and term for the seat.
2. Please provide a list of the Commission's meeting dates, times, and locations for FY 2016 and FY 2017.
3. Please provide copies of agendas and briefing materials for all meetings held in 2016 and 2017 to date.
4. Please describe the Commission's activities in FY 2016 and FY 2017 to date.
5. Please list each contract, procurement, lease, and grant ("contract") awarded, entered into, extended and option years exercised, by your agency during FY 2016 and FY 2017 to date. For each contract, please provide the following information, where applicable:
 - The name of the contracting party/vendor;
 - Contract number;
 - The nature of the contract, including the end product or service (purpose);
 - The dollar amount of the contract, including budgeted and actually spent amounts, funding source, and approved budget authority;
 - The term of the contract;
 - Whether the contract was competitively bid or sole sourced;
 - Contract deliverables, and outcomes;
 - Any corrective actions taken or technical assistance provided; and
 - The name of the agency's contract monitor and the results of any monitoring activity.
6. Please provide a detailed timeline of the entire grant process for FY2016 and FY2017 grants –beginning with application process opening, deadline to apply, complete internal process –review, approval, and announcement, and when final payment is made. Additionally, please provide the expected and actual time frame from award announcement to funds disbursed. Please explain and justify any difference.

7. Please provide the Committee with an organizational chart and current Schedule A. Please also include a complete, up-to-date organizational chart for each division within the agency (if applicable) and an explanation of the roles and responsibilities for each division and subdivision.
 - Please include a list of the employees (name and title) for each subdivision and the number of vacant positions;
 - Please provide a narrative explanation of any organizational changes made during the previous year;
 - Please provide a complete, up-to-date position listing for your agency, which includes the following information:
 - Title of position;
 - Name of employee or statement that the position is vacant, unfunded, or proposed;
 - Date employee began in position;
 - Salary and fringe benefits, including the specific grade, series, and step of position; and
 - Job status (continuing/term/temporary/contract).

Please list this information by program and activity.
 - Please provide a list of staff positions that are not full time employees, indicating the funding source for the position, the term of the position, nature of the contract (independent, temp), whether the position is filled or vacant and the duration it has been filled or vacant (also indicating any gaps).
8. Please provide the following:
 - A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense;
 - A list of all vehicles (year, make, model) owned, leased, or otherwise used by the agency and to whom the vehicle is assigned. Please include lease amount (if applicable) and date lease expires;
 - A list of employee bonuses, other benefits or special award pay granted in FY 2016 and FY 2017 to date;
 - A list of travel expenses, arranged by employee; and
 - A list of the total overtime and workman's compensation payments paid in FY 2016 and FY 2017 to date.
9. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY 2016 and FY 2017, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.
10. Please list any reprogramming actions, in or out of the agency, which occurred in FY 2016 or FY 2017 to date. For each reprogramming action that occurred, please list:
 - The total amount of the reprogramming;

- The original purposes for which the funds were dedicated; and
 - The reprogrammed use of funds.
11. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY 2016 or FY 2017 to date, if any.
 12. Please identify any special purpose revenue accounts, if any, maintained by, used by, or available for use by your agency during FY 2016 or FY 2017 to date. For each account, please list the following:
 - The revenue source name and code;
 - The source of funding;
 - A description of the program that generates the funds;
 - The amount of funds generated by each source or program in FY 2016 and FY 2017 to date;
 - Expenditures of funds, including the purpose of each expenditure, for FY 2016 and FY 2017 to date.
 13. Please provide a listing of all awards granted in FY 2016 and FY 2017 to date, by award category type. Please list name of awardee (organization and contact person), brief description of award, amount of award, category of award; and if/when an audit of the award was conducted or expected to be conducted (if applicable).
 14. Please provide a summary of your various categories of grant awards, listing criteria, total funding, and maximum award amount available and granted for FY 2016 and also for FY 2017.
 15. For FY 2016 and FY2017, how much in grant money was awarded to artists? To organizations working in the area of humanities (not artists)?
 16. Please provide a description of programs relating specifically to the humanities, including grant or other budget allocations.
 17. You previously had mentioned needing \$34.7 million in FY16 to fund all the requests received for grants. What is the amount for FY 17?
 18. Please provide a complete accounting of all federal grants received for FY 2016 and FY 2017 to date.
 19. Please provide a status update on the Commission's geospatial, web-based, interactive mapping program, the **Comprehensive Environmental Survey of Arts Resources** (CESAR). Please discuss successes, lessons learned, and future plans.
 20. You previously mentioned installing and implementing usage of The Museum Software (TMS), a content management system to better catalog and track the location of the art

collections. Please provide a status update. Have all Public Art Collection and Art Bank Collection catalog records been entered and finalized?

21. Please provide a description of and status update on the DC Heritage Grant Program.
22. Please provide an update of the five focus areas identified in your Agency Strategic Plan.
23. Please provide an update on the Cultural Plan for the city and your involvement in the plan, and its anticipated implementation.
24. Please provide an update on grants for public art on the issue of street harassment and the need for it to stop.
25. Please provide an update on efforts to promote and preserve Jazz, and other music genres as discussed or as a result of the introduction and hearing held last year on Bill 21-835, the “Jazz Preservation Education Promulgation and Performance Artist Act of 2016”.
26. . Please provide an update on efforts to complete a revised Public Arts Master Plan and a copy of any revisions to the plan.
27. Please list any awards or accolades you have received or been nominated for in the past year.

FY2016 & FY2017 Performance Oversight Questions

Commission on The Arts and Humanities

1. Please provide a list of the Commission on Arts and Humanities board members. For each member, please provide the following:

- Name;
- The ward, agency or organization the member represents;
- Who appointed the member;
- When the member's term started and expires;
- Designate who is Chair, Vice-Chair as well as any other officers;
- Attendance record of members for calendar year 2015 and 2016 to date; and
- Any open seats, and term for the seat.

Kim Greenfield Alfonso (Ward 4) Appointment: Mayor Muriel Bowser Term: 6/29/2015-6/30/2017	Stacie Lee Banks (Ward 3) Appointment: Mayor Muriel Bowser Term: 6/29/2015-6/30/2017
Susan Clampitt (Ward 6) Appointment: Mayor Adrian Fenty Term: 5/11/2009 -6/30/2017	Edmund C. Fleet (Ward 7) (Vice-Chair) Appointment: Mayor Vincent Gray Term: 3/22/2012-6/30/2019
Haili Francis (Ward 4) Appointment: Mayor Muriel Bowser Term: 12/15/2016- 6/30/2019	Rhona Wolfe Friedman (Ward 2) Appointment: Mayor Adrian Fenty Term: 4/19/2007-6/30/2019
Alma H. Gates (Ward 3) Appointment: Mayor Vincent Gray Term: 3/22/2015-6/30/2019	Darrin L. Glymph (Ward 4) Appointment: Mayor Vincent Gray Term: 12/4/2012-6/30-2017
Kay Kendall (Ward 2) (Chair) Appointment: Mayor Muriel Bowser Term: 2/26/2015-6/30/2017	MaryAnn Miller (Ward 3) Appointment: Mayor Vincent Gray Term: 3/22/2012-6/30/2017
C. Brian Williams (Ward 6) Appointment: Mayor Muriel Bowser Term: 6/29/2015-6/30/2017	Elvi Moore (Ward 3) (Treasurer) Appointment: Mayor Muriel Bowser Term: 6/29/2015-6/30/2019
Josef Palermo (Ward 1) Appointment: Mayor Muriel Bowser Term: 12/15/2016-6/30/2019	Maria Hall Rooney (Ward 4) Appointment: Mayor Muriel Bowser Term: 6/29/2015-6/30/2017
Cicie Sattarnilasskorn (Ward 1) Appointment: Mayor Muriel Bowser 12/15/2016-6/30/2019	José Alberto Uclés (Ward 5) (Secretary) Appointment: Mayor Vincent Gray Term: 6/14/2013-6/30/2017
Gretchen B. Wharton (Ward 6) Appointment: Mayor Vincent Gray Term: 6/22/2011-6/30/2017	<i>One Vacant Position for Ward 8(Appointment Currently Pending)</i>

CAH Full Commission Attendance Record FY2016 & FY2017

COMMISSIONER	10/22/2015		11/19/2015		12/17/2015		1/12/2016		2/25/2016		3/24/2016		4/28/2016		5/26/2016		6/23/2016		7/28/2016		9/22/2016	
	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In
Alfonso, Kim	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Banks, Stacie Lee	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Clampitt, Susan	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Fleet, Edmund	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Ford, Antonette	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Friedman, Rhona Wolf	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Gates, Alma	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Glymph, Darrin	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Jones, Barbara	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Kendall, Kay	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Laws, James	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Miller, MaryAnn	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Moore, Elvi	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Rooney, Maria Hall	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Uclés, José Alberto	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Wharton, Gretchen	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Williams, Brian C.	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	

COMMISSIONER	10/27/2016		11/17/2016		12/15/2016		12/19/2016		1/26/2017		2/23/2017		3/23/2017		4/27/2017		5/25/2017		6/29/2017		7/20/2017		9/14/2017	
	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In	In-Person	Call-In
Alfonso, Kim	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Banks, Stacie Lee	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Clampitt, Susan	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Fleet, Edmund	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Palermo, Josef	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Friedman, Rhona Wolf	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Gates, Alma	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Glymph, Darrin	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Francis, Haili	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Kendall, Kay	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Sattarnilasskorn, Cicie	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Miller, MaryAnn	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Moore, Elvi	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Rooney, Maria Hall	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Uclés, José Alberto	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Wharton, Gretchen	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Williams, Brian C.	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	

Indicates that Commissioner was in attendance

Indicates that Commissioner term had not begun

2. Please provide a list of the Commission's meeting dates, times, and locations for FY 2016 and FY 2017.

All meetings of the DC Commission on the Arts and Humanities full Commission board are held at 200 I (Eye) Street SE, Suite 1400, Washington, DC 20003 at 3:30 pm unless otherwise indicated.

- FY 2016
 - Full Commission Meeting, 10/22/15
 - Full Commission Meeting, 11/19/15
 - Full Commission Meeting, 12/17/15
 - Full Commission Meeting, 1/28/16
 - Full Commission Meeting, 2/25/16
 - Full Commission Meeting, 3/24/16
 - Full Commission Meeting, 4/28/16
 - Full Commission Meeting, 5/26/16
 - Full Commission Meeting, 6/23/16
 - Full Commission Meeting, 7/28/16
 - Full Commission Meeting, 9/22/16

- FY 2017
 - Full Commission Meeting, 10/27/16
 - Full Commission Meeting, 11/17/16
 - Full Commission Meeting, 12/15/16
 - Full Commission Meeting, 12/19/16
 - Full Commission Meeting, 1/26/17
 - Full Commission Meeting, 2/23/17
 - Full Commission Meeting, 3/23/17
 - Full Commission Meeting, 4/27/17
 - Full Commission Meeting, 5/25/17
 - Full Commission Meeting, 6/29/17
 - Full Commission Meeting, 7/20/17
 - Full Commission Meeting, 9/14/17

3. Please provide copies of agendas and briefing materials for all meetings held in 2016 and 2017 to date.

- Response and information on the following pages →

2.23.17 Agenda

Full Commission Meeting Agenda

2/23/2017

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 5:30 pm – Deliberative Meeting

CAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes	All Commissioners Present
	January 26, 2017	
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Committee Reports	
	Arts Education Committee	Rhona Wolfe Friedman, Committee Chair
	Bylaws Committee	Darrin Glymph, Committee Chair
	Events/Mayor's Arts Awards Committee	MaryAnn Miller and José Alberto Uclés, Committee Chairs
	Finance Committee	Elvi Moore, Committee Chair
	Grants/Panels Committee	Susan Clampitt and Gretchen Wharton, Committee Chairs
	Public Art Committee	Alma Gates, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Unfinished Business	All Present
	New Business and Announcements	All Present
5:30 pm	Adjournment	Kay Kendall, Chair



1.26.17 Agenda

Full Commission Meeting Agenda

1/26/2017

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 5:30 pm – Deliberative Meeting

CAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	Jackie Carter, Program Director, Jah Kente International, Inc.
4:00 pm – 4:05 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes	All Commissioners Present
	December 15, 2016	
	December 19, 2016	
4:05 pm – 4:35 pm	Open Meetings Act Training	Traci L. Hughes, Director, Office of Open Government, BEGA
4:35 pm – 5:05 pm	Ethics Training	Brian K. Flowers, General Counsel, BEGA
5:05 pm	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Committee Reports	
	Arts Education Committee	Rhona Wolfe Friedman, Committee Chair
	Bylaws Committee	Darrin Glymph, Committee Chair
	Events/Mayor's Arts Awards Committee	MaryAnn Miller and José Alberto Uclés, Committee Chairs
	Finance Committee	Elvi Moore, Committee Chair
	Grants/Panels Committee	Susan Clampitt and Gretchen Wharton, Committee Chairs
	Public Art Committee	Alma Gates, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Unfinished Business	All Present
	New Business and Announcements	All Present
5:30 pm	Adjournment	Kay Kendall, Chair

1.26.17 Minutes



Full Commission Meeting Minutes

1/26/2017

3:30 pm to 4:00 pm-Public Comment Period

4:00 pm to 5:30 pm-Deliberative Meeting

CAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alfonso (phone); Stacie Lee Banks; Susan Clampitt; Edmund Fleet (Phone); Haili Francis; Darrin Glymph (phone); MaryAnn Miller; Elvi Moore; Josef Palermo; Maria Rooney; Cicie Sattarnilasskorn; José Alberto Uclés; Gretchen Wharton; C. Brian Williams (phone)

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Earica Busby; David Markey; Dominique Marsalek; Kyra Saffran; Jeffrey Scott; Regan Spurlock; Patrick Realiza; Kali Wasenko; J. Carl Wilson

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on January 26, 2017 at 4:00 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Public Comment Period

- Program Director Jackie Carter from Jah Kente International, Inc. explained the organization works primarily with children in Ward 8 to encourage literacy through the performing arts, is a CAH grantee, and expressed the desire for larger East of the River grant opportunities for literacy to allow for partnerships with parents, schools, authors and artists.
- Chair Kay Kendall inquired about Jah Kente International Inc.'s budget size.
- Program Director Carter answered \$10K and explained that a 1/3 of the grant was previously taken away because their main office is located in NW and their satellite office is at the United Black Fund, Inc. building in SE.

Adoption of the Agenda

- Commissioner Susan Clampitt motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the December 15th and December 19th Minutes

- Commissioner MaryAnn Miller motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Open Meetings Act and Ethics Training

- Board of Ethics and Government Accountability Attorney Advisors Johnnie Barton and Janet Foster conducted training.

Chairperson's Report

- Chair Kendall announced the release of the new Commissioner Handbook with a list of guidelines and Bylaws.
- Chair Kendall mentioned that Legislative and Community Affairs Advisor Dominique Marsalek will take RSVPs for Commission meetings, and requested that Commissioners who are unable to attend provide a reason.

Executive Director's Report

- Executive Director Espinoza noted The Hill newspaper wrote an article about potential funding cuts and elimination of the National Endowment for the Arts (NEA), National Endowment for the Humanities (NEH) and Public Broadcasting Service (PBS). The federal budget process is ongoing, and will not become formalized until April.
- Executive Director Espinoza shared plans to continue to monitor the federal budget process and news from the National Assembly for States Arts Agencies (NASSA), NEA, and other agency directors in order to stay up to date on the issue.
- Executive Director Espinoza reminded the Commission that 3% of CAH's current budget is from federal funding, and next year federal funding is expected at 5%.



- Executive Director Espinoza explained that if a recommended grantee list is within a margin of the assigned budget, a waiver is required to exceed the allotted budget knowing the funds can be offset from other public art program budgets.
- Commissioner Moore stated that the Humanities Council will be acquiring Cultural Capital, receiving a \$25K grant to do so.
- Commissioner Moore noted that the remaining \$12K to Mid-Atlantic Foundation (MAAF), after the \$35K participation fee is to be reprogramed in grants.
- Commissioner Glymph asked about Velocity DC and Hip Hop Festival.
- Executive Director Espinoza explained they will be executed as contracts since they are CAH programs, not grants.
- Commissioner C. Brian Williams questioned the reassignment of \$12K for special presenter initiatives from MAAF's touring grant.
- Chair Kendall explained that artists may still apply directly to CAH. The purpose is to ensure that grantees are not receiving both grants from CAH and sub-grants through CAH grantees.
- Grants/Panels Committee:
 - Commissioner Clampitt expressed her gratitude for former Grants Director Steven Mazzola.
 - Commissioner Clampitt shared 6.3 million dollars have been expended since the beginning of the fiscal year.
 - Commissioner Clampitt explained that a new cohort of the Heritage Grant Program (HGP) has been created, the Horizon program will provide operating funds for organizations that have been in existence for a year, up to six years.
 - Commissioner Sattarnilasskorn asked if the Horizon program has been implemented yet.
 - Executive Director Espinoza answered that it will launch in FY18.
- Public Art Committee:
 - Commissioner Gates announced that CAH will fund and match \$100K toward the 10th anniversary of MuralsDC, a partnership with Department of Public Works (DPW).
 - Commissioner Gates shared a new creative placemaking proposal at Brookland Manor.
 - Commissioner Gates explained the open Call for Curators is a new initiative to allow for DC-based curators and curatorial teams to curate an exhibit in the 200 I Street Galleries will close on January 30, and the panel will take place February 3.
 - Commissioner Gates mentioned that the Commission on Fine Arts (CFA) has approved the Howard Theatre Walk of Fame design concept.
 - Commissioner Gates stated that the second cycle of FY17 Public Art Building Communities (PABC) will open soon to individuals and organizations.

Panel Recommendations

- There were no panel recommendations presented.

New Business and Announcements

- Chair Kendall shared her appreciation for Grants Director Steven Mazzola's contribution to the Agency.

Unfinished Business

- There were no panel recommendations presented.

Adjournments

- The meeting was adjourned at 6:36 pm.



12.19.16 Agenda

Full Commission Special Meeting Agenda

12/19/2016

4:30 pm – 5:00 pm – Deliberative Special Meeting

DCCAH Large Conference Room

4:30 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
4:35 pm	Arts Education Committee	Rhona Wolfe Friedman, Committee Chair
	ACTION, FOR A VOTE	
	Unfinished Business	All Present
	New Business and Announcements	All Present
5:00 pm	Adjournment	Kay Kendall, Chair



12.19.16 Minutes

Special Full Commission Meeting Minutes

12/19/2016

4:30 pm to 5:00 pm – Deliberative Meeting

CAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alfonso (phone); Stacie Lee Banks (phone); Susan Clampitt; Edmund Fleet (phone); Haili Francis (phone); Rhona Wolfe Friedman (phone); Darrin Glymph (phone); MaryAnn Miller (phone); Elvi Moore (phone); Josef Palermo (phone) Maria Rooney (phone); José Alberto Uclés; Gretchen Wharton

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Benjamin Douglas; David Markey; Steven Mazzola; Khalid Randolph; Patrick Realiza; Paige Reynolds; Kyra Saffran; J. Carl Wilson

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on December 19, 2016 at 4:48 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner Susan Clampitt motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Committee Reports

- Grants Committee:
 - Commissioner Rhona Wolfe Friedman explained that Creative Spark! is a grant that awards \$1,500 per applicant with the option to receive two residencies, and that the Grants Committee approved the current slate of funding recommendations.
 - Arts Education Coordinator David Markey stated that Shakespeare Theatre is the only applicant that expressed they cannot receive two residencies.
 - Commissioner Friedman confirmed that all suggested grantees are recommended to receive two residencies for \$3,000 total, except for Shakespeare Theatre which will only receive one residency for \$1,500.
 - Commissioner Gretchen Wharton clarified that the report is actually supposed to be presented as a recommendation from the Grants Committee to the Board of Commissioners and that the Full Commission does not view recommendations beforehand.
 - Commissioner MaryAnn Miller motioned to accept the funding recommendations as presented. Commissioner Elvi Moore seconded.
The motion carried. Unanimous
 - Commissioner Josef Palermo asked for an explanation of Creative Spark!.
 - Chair Kay Kendall responded that Creative Spark! is a workshop in its third year, led by Arts Education Coordinator David Markey.
 - Arts Education Coordinator Markey explained it is a three lesson residency where organizational or individual teaching artists are paired with public schools to harness and develop children's creativity.
 - Chair Kendall declared that the Commission has the money to fund the program as presented and asked for a vote for Creative Spark! funding recommendations. Commissioner Edmund Fleet seconded.
The vote carried. Unanimous
 - Arts Education Coordinator Markey described that the Commission received additional FY17 funding from the City Council to create additional arts education programs. Two panels took place.
 - Commissioner Wharton stated that \$1.45M was allotted to this program, and the panel recommended that recommendations stop at ranking #10, however because there was a significant amount of money leftover, the Grants Committee suggested that the applicants who scored a 60.6 or above should also be recommended for



12.19.16 Minutes

- Commissioner Alfonso – recused (conflict of interest)
- Commissioner Haili Francis – abstained
- Commissioner Palermo – abstained
- Commissioner Uclés – yes
- Chair Kendall – yes
- Commissioner Clampitt – no
- Commissioner Wharton – yes
- Commissioner Maria Rooney – no

The vote carried. Majority

- Chair Kendall confirmed that recommended applicants will be awarded, and that a second application period with a budget of about \$1M will begin in January.

Panel Recommendations

- There were no panel recommendations presented.
-

New Business and Announcements

- There were no panel recommendations presented.
-

Unfinished Business

- There were no panel recommendations presented.
-

Adjournments

- The meeting was adjourned at 5:21 pm.



12.15.16 Agenda

Full Commission Meeting Agenda

12/15/2016

2:00 pm to 2:30 pm – Public Comment Period

2:30 pm to 4:00 pm – Deliberative Meeting

DCCA Large Conference Room

2:00 pm – 2:30 pm	Public Comment Period	
2:30 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes November 17, 2016	All Commissioners Present
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Committee Reports	
	Grants Committee	Susan Clampitt, Committee Chair
	ACTION, FOR A VOTE	
	Arts Education Committee	Rhona Wolfe Friedman, Committee Chair
	Events Committee	MaryAnn Miller, Committee Chair
	Finance Committee	Elvi Moore, Committee Chair
	Unfinished Business	All Present
	New Business and Announcements	All Present
	Adjournment	Kay Kendall, Chair



12.15.16 Minutes

Full Commission Meeting Minutes

12/15/2016

2:00 pm to 2:30 pm – Public Comment Period

2:30 pm to 4:00 pm – Deliberative Meeting

CAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alfonso (phone); Stacie Lee Banks; Susan Clampitt; Edmund Fleet; Rhona Wolfe Friedman (phone); Darrin Glymph (phone); Barbara Jones (phone); MaryAnn Miller (phone); Elvi Moore; Maria Rooney (phone); José Alberto Uclés; Gretchen Wharton; C. Brian Williams (phone)

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Ebony Brown; Earica Busby; David Markey; Steven Mazzola; Patrick Realiza; Kyra Saffran; Jeffrey Scott; J. Carl Wilson; Derek Younger

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on December 15, 2016 at 2:32 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner Elvi Moore motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the November 17th Minutes

- Commissioner MaryAnn Miller motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Chairperson's Report

- Chair Kay Kendall announced that Antoinette Ford has announced her resignation as a CAH Commissioner and has been appointed to the Humanities Council.

Executive Director's Report

- Executive Director Arthur Espinoza, Jr. shared that he is working on the FY18 budget, a 3% decrease from FY17 at \$14,089,675 that is not inclusive of funds received from other sources, such as intradistrict funds. He is pursuing budget planning to reduce the impact on grantmaking.
- Executive Director Espinoza noted that he and Chair Kendall testified at the October 6th hearing for the Jazz Preservation, Education, Promulgation and Performance Artist Act of 2016 and have been in touch with Councilmember Jack Evan's Office, the University of the District of Columbia (UDC) and other agencies, including DC Public and Charter Schools that are named in the bill to assess its implied consequences.
- Commissioner MaryAnn Miller asked if there is an authorization for a specific amount of money to go towards the bill.
- Executive Director Espinoza answered that one of the concerns with the bill is that there was no funding listed in the original legislation or hearing.
- Executive Director Espinoza reviewed staffing updates, changes and additions.
- Executive Director Espinoza mentioned that the Grants and Arts Education teams recently carried out Fall grant cycles and panels.
- Executive Director Espinoza explained the Public Art department is working on projects that carried over from FY16, the Public Art Master Plan (PAMP) and establishing application guidelines for new programs, as well as overall grantmaking within Public Art.
- Executive Director Espinoza noted that work is still being done with the Office of Planning (OP) on the District's Cultural Plan. An event is being held this evening to engage with youth in the community – Deputy Director Michael Bigley plans to attend. The goal is to submit the Cultural Plan draft to Council in Spring 2017 so that it can be implemented in FY18.



- Commissioner Clampitt stated a funding recommendation for the Pen Faulkner Foundation of \$200K. Commissioner Miller motioned to approve funding recommendations. Commissioner Moore seconded.
The motion carried. Unanimous
- Commissioner Clampitt stated a funding recommendation for the Washington Performing Arts Society of \$50K.
- Commissioner Moore motioned to approve funding recommendation. Commissioner Darrin Glymph seconded.
The motion carried. Unanimous
- Commissioner Clampitt stated a funding recommendation for the National Theatre Corporation of \$1M.
- Commissioner Miller motioned to approve funding recommendation. Commissioner Uclés seconded.
The motion carried. Unanimous
- Commissioner Clampitt stated a funding recommendation for the African American Civil War Museum of \$200K. Commissioner Glymph motioned to approve funding recommendations. Commissioner Miller seconded.
The motion carried. Unanimous
- Executive Director Espinoza stated that intended grantees will be notified of their awards in order to move forward with their grant agreements.
- Commissioner Clampitt mentioned the Fall cycle of the Heritage Grant Program (HGP) is approaching.
- Commissioner Clampitt explained that the Grants Committee discussed the implementation of a service-based grant category.
- Commissioner Friedman asked if partners would follow a competitive process.
- Commissioner Clampitt responded yes, but it will be discussed in greater detail during the January meeting.

Panel Recommendations

- There were no panel recommendations presented.

New Business and Announcements

- Chair Kendall explained that a special meeting will be held on Monday December 19th to vote for Arts Education grants: Creative Spark! and Arts Field Trip.
- Commissioner Uclés asked for the names of the new commissioners.
- Chair Kendall answered Haili Francis, Cicie Satarnillaskorn and Josef Palermo.
- Executive Director Espinoza stated that their biographies and headshots will be included in the weekly Commissioner Bulletin.
- Executive Director Espinoza explained that the Grants Committee has been discussing how to address “partners:” Washington Area Lawyers for the Arts (WALA), DC Arts and Humanities Education Collaborative, Humanities Council and Culture Capital as they receive grants in a non-competitive, repetitive manner – reviewing this practice, and any sub-granting.
- Commissioner Wharton noted that the Grants Committee had to determine what ‘partnership’ meant since the partners are not contracted, and questioned if they are organizations that could receive a grant instead. Decided to discuss eliminating partnerships and in turn create a new grant category for service organizations.
- Executive Director Espinoza mentioned that grants relate to the type of funds used in the budget. In previous years, Culture Capital and Humanities Council acted as fiscal agents which was not a practice that could be continued. If partners were put in a general grant category, they may have a disadvantage against other organizations since they do not produce artwork, which is why a special service grant category would be helpful.
- Commissioner Friedman asked who would compete with WALA.
- Grants Program Director Steven Mazzola noted that there are other organizations that provide support services to artists that similarly do not have arts and humanities personnel or content.
- Commissioner Friedman voiced that if an organization like WALA did not receive funding, they would not survive.
- Grants Program Director Mazzola explained that the criteria would be based on applicable points for service organizations.
- Commissioner Friedman inquired how it would be possible to compare different service organizations.
- Grants Program Director Mazzola shared plans to meet with Chicago’s grants director who offers a similar program.
- Chair Kendall mentioned that the Commission still wants to be supportive of these organizations, but needs to determine a way to do so while ensuring they follow a competitive process like all grantees.



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11.17.16 Agenda

Full Commission Meeting Agenda

11/17/2016

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 5:30 pm – Deliberative Meeting

DCCAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes October 27, 2016	All Commissioners Present
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Committee Reports	
	Arts Education Committee	Rhona Wolfe Friedman, Committee Chair
	Finance Committee	Elvi Moore, Committee Chair
	Grants Committee	Susan Clampitt, Committee Chair
	Public Art Committee	Alma Gates, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Panel Recommendations*	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present
5:30 pm	Adjournment	Kay Kendall, Chair



11.17.16 Minutes



Full Commission Meeting Minutes

11/17/2016

3:30 pm to 4:00 pm-Public Comment Period

4:00 pm to 5:30 pm-Deliberative Meeting

DCCA Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Stacie Lee Banks; Susan Clampitt; Edmund Fleet; Rhona Wolfe Friedman; Alma Gates; MaryAnn Miller; Elvi Moore; Maria Rooney; Gretchen Wharton; Brian Williams

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Earica Busby; Steven Mazzola; Kyra Saffran; Jeffrey Scott; J. Carl Wilson

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on November 17, 2016 at 4:00 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner Rhona Wolfe Friedman motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the October 27th Minutes

- Commissioner MaryAnn Miller motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Chairperson's Report

- Chair Kay Kendall asked that Commissioners share recent events they attended.

Executive Director's Report

- Executive Director Arthur Espinoza, Jr. reviewed staff vacancies and stated that the Legislative and Community Affairs Advisor position is still open as the lead candidate declined. A Community Outreach Specialist position is open and a Legislative Specialist position will become available.
- Executive Director Espinoza noted new enhancement grants and arts field trip grant applications are now open.
- Executive Director Espinoza mentioned that work on the Cultural Plan continues and a meeting was held this past Monday, November 14 at Arena Stage. Arts Action DC initiated the meeting.
- Executive Director Espinoza shared that a follow-up planning meeting with Office of Planning (OP) will take place next week.

Office of Poet Laureate

- Poet Laureate Dolores Kendrick noted that there are public art installations around the city that require maintenance and suggested that lights be placed underneath them for better viewing at night.
- Poet Laureate Kendrick stated that the production of Women of Plums will take place in February, and added that she will be meeting with potential actors.
- Poet Laureate Kendrick explained that she has not had a chance to speak with the Mayor about poetry in the workplace, but hopes to do so by the end of this year or the beginning of 2017.

Committee Reports

- Arts Education Committee:
 - Chair Kendall thanked Commissioner Friedman for her work on the Arts Education Symposium that took place Tuesday, November 15.
 - Commissioner Friedman thanked Chair Kendall and Staff for their work, but that the credit should go to the panelists who represented organizations, such as the National Academy of Science, the National Endowment for the Arts and the John F. Kennedy Center for the Performing arts.



11.17.16 Minutes



- Commissioner Gates stated that applications for the FY18 Washingtonia Collection specific to DC based artists will open soon.
- Commissioner Gates addressed that revision of the Public Art Master Plan (PAMP) is still in the works.
- Commissioner Maria Rooney explained that she met with Executive Director Espinoza and Public Art Manager Tonya Jordan to review the PAMP work.
- Commissioner Gates explained that PAMP has to be updated every 5 years and should coincide with the Cultural Plan.
- Commissioner Williams expressed that some Police Service Areas (PSA) that have been targeted by the city as historically underserved areas could benefit from public art in their neighborhoods.
- Executive Director Espinoza noted that PSA needs could be included in PAMP.
- Commissioner Miller emphasized the importance of including maintenance plans in PAMP.

Panel Recommendations

- There were no panel recommendations presented.

New Business and Announcements

- Executive Director Espinoza stated that two programs will be effected by the cut of FY17 administrative costs. A holiday party will not take place and the Annual Meeting at the Lincoln Center will revert back to conference style.
- Executive Director Espinoza explained that the 202 Arts and Music Festival is in the planning stages for FY17. Currently looking at spaces, either in Canal Park or SW Waterfront area – in conversation with SW BID.
- Executive Director Espinoza noted the performance of Women of Plums will take place during Black History Month at The Lincoln Theatre.
- Chair Kendall and Executive Director Espinoza shared that there will be a CAH holiday gathering which will not be a Commission funded event for Commissioners and Staff, tentatively scheduled for Monday, December 19.

Unfinished Business

- There were no panel recommendations presented.

Adjournment

- The meeting was adjourned at 5:18 pm.



10.27.16 Agenda

Full Commission Meeting Agenda

10/27/2016

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 5:30 pm – Deliberative Meeting

DCCAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes September 8, 2016	All Commissioners Present
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Committee Reports	
	Arts Education Committee	Rhona Wolfe Friedman, Committee Chair
	Finance Committee	Elvi Moore, Committee Chair
	Public Art Committee	Alma Gates, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Unfinished Business	All Present
	New Business and Announcements	All Present
5:30 pm	Adjournment	Kay Kendall, Chair



10.27.16 Minutes



Full Commission Meeting Minutes

10/27/2016

3:30 pm to 4:00 pm-Public Comment Period

4:00 pm-5:30 pm-Deliberative Meeting

DCCA Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alfonso (phone); Stacie Lee Banks; Edmund Fleet; Rhona Wolfe Friedman; Darrin Glymph; Alma Gates; MaryAnn Miller; Elvi Moore; Maria Hall Rooney; José Alberto Uclés; Brian Williams (phone)

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Earica Busby; Tonya Jordan; Dolores Kendrick; Patrick Realiza; Kyra Saffran; Jeffrey Scott; J. Carl Wilson; Derek Younger

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on October 27, 2016 at 4:02 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner Rhona Wolfe Friedman motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the September 8th Minutes

- Commissioner MaryAnn Miller motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Chairperson's Report

- Chair Kay Kendall asked that Commissioners and Staff share any recent art events they attended.
- Chair Kendall thanked Commissioners who serve on Committees, such as Public Art, Grants, Finance, Arts Education and Mayor's Arts Awards.

Executive Director's Report

- Executive Director Arthur Espinoza, Jr. shared that he attended the jazz bill hearing on October 6th with Chair Kendall to address the agency's response to the draft. DCCA is named as one of the prime agencies to support this bill, and will continue to research and consider programs related to provisions. Recently met with the jazz program at the University of the District of Columbia as part of ongoing bill research.
- Chair Kendall added that she was impressed with the amount of support the jazz bill garnered.
- Executive Director Espinoza noted that the bill was drafted without any budget impact statement, and questioned if DCCA is to carry out programs, what would be the agency's impact.
- Executive Director Espinoza reviewed the INTERMISSIONDC Cultural Plan sessions that were held every Tuesday during the month of October in each quadrant of the city, and noted that attendees raised similar concerns in each breakout session.
- Executive Director Espinoza explained that he plans to meet with the Office of Planning (OP) to discuss ways in which they can ensure more members of the community are heard and involved in the process. Encouraged Commissioners to gather information from residents in their respective neighborhoods.
- Executive Director Espinoza stated a spring deadline for the Cultural Plan may not be possible, as more time may be needed to obtain community feedback and ensure inclusion from all.
- Chair Kendall cautioned against extending the deadline as it has already been postponed once from December to April, but noted that there could be repercussions if the plan is not done well.
- Commissioner Alma Gates asked if subsequent meetings are being planned.
- Executive Director Espinoza answered that right now the only planned meeting is for Arts Action DC Committee.



- Commissioner Moore stated the FY17 budget is \$21,804,000 out of which there is \$20M in local funds, the area grants funding comes from.
- Commissioner Moore noted that the Arts Symposium known as Spotlight on Arts Education needs to be moved from grants to contracts.
- Commissioner Friedman mentioned the total allocated \$20K may not be spent because some grantees could not meet requirements.
- Executive Director Espinoza explained that the goal is to only reprogram symposium expenses, but a final number will not be known until after the event.
- Commissioner Friedman expressed that she would like the remainder of the \$20K to be kept in Arts Education grantmaking, not general grant funds.
- Commissioner Miller motioned to move up to \$10K from grants to contracts for the Arts Education Symposium. Commissioner Friedman seconded.

The motion carried. Unanimous

- Commissioner Moore called attention to sponsorships under non-personnel services to explain that the money is split between the Hip-hop Festival and Velocity DC.
- Commissioner Friedman asked if Velocity is receiving a decreased amount from last year.
- Commissioner Glymph stated the money for Velocity was budgeted at \$75K in FY16.
- Chair Kendall explained that last year's budget accounted for their over spending from the previous year, and added that the FY17 amount reflects what was given in FY15.
- Executive Director Espinoza mentioned DCCAH arrived at an agreement of \$50K with Velocity DC for FY17, and plan to have a follow-up debrief meeting.
- Commissioner Friedman asked if the finance report from the debrief meeting between DCCAH and Velocity could be brought to the Finance Committee for review to determine if it should be brought before the Commission to vote on additional funding.
- Executive Director Espinoza explained that the funds were distributed as a grant when in reality it was a program that was delivered, raising the question if it should be done as a contract due to the non-competitive nature.
- Commissioner Glymph inquired if someone is looking into this matter.
- Executive Director Espinoza responded that he and General Counsel J. Carl Wilson and Program and Communications Director Jeffrey Scott, PhD have been looking into the process and procedures around it.
- Commissioner Glymph asked Finance Manager Earica Busby to put an asterisk by sponsorships as a reminder to discuss Velocity DC funding.
- Executive Director Espinoza explained that a FY16 intended grantee of The Washingtonia Collection had concerns about language in their grant agreement worked with General Counsel Wilson to resolve the issues but was unable to do so by the FY16 deadline. He requested to gain approval to execute the \$200 grant with FY17 funds.
- Commissioner Friedman asked where the money would come from.
- Executive Director Espinoza stated the money would come from the public art grants budget.
- Commissioner Moore motioned to execute the FY16 grant with FY17 funds. Commissioner Jose Alberto Uclés seconded.

The motion carried. Unanimous

• Public Art Committee:

- Commissioner Gates reviewed current art projects, such as the Space to Dream Murals Project, Vision Zero and Pepco.
- Commissioner Gates mentioned that there will be a second Pepco opportunity specific to DC artists for artwork to be placed inside the niches of the new substation.
- Commissioner Gates noted that the Barry project is moving along with the two selected artists. The final piece will probably be two separate sculptures, one bronze figurative statue and one bas-relief.
- Commissioner Gates stated the selected K Street Gateway artist recently presented to the Commission of Fine Arts (CFA) who will in turn provide recommendations.
- Commissioner Gates reviewed Art Bank Collection statistics, including FY16 The Washingtonia Collection and FY16 Art 202 Festival.



9.8.16 Agenda

Full Commission Meeting Agenda

9/8/2016

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes	All Commissioners Present
	July 21, 2016	
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Committee Reports	
	Finance Committee	Elvi Moore, Committee Chair
	Grants Committee	Susan Clampitt, Committee Chair
	Mayor's Arts Awards Committee	José Alberto Uclés, Committee Chair
	Public Art Committee	Alma Gates, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Panel Recommendations*	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present
6:00 pm	Adjournment	Kay Kendall, Chair



9.8.16 Minutes



Full Commission Meeting Minutes

9/8/2016

3:30 pm to 4:00 pm-Public Comment Period

4:00 pm-6:00 pm-Deliberative Meeting

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Stacie Lee Banks; Susan Clampitt; Edmund Fleet; Antoinette Ford; Rhona Wolfe Friedman; Darrin Glymph; Alma Gates; MaryAnn Miller (phone); Elvi Moore; Maria Hall Rooney; José Alberto Uclés; Gretchen Wharton

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Earica Busby; Tonya Jordan; Dolores Kendrick; Steven Mazzola; Patrick Realiza; Kyra Saffran; Jeffrey Scott; Regan Spurlock; J. Carl Wilson; Derek Younger

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on September 8, 2016 at 4:00 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner MaryAnn Miller motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the July 21st Minutes

- Commissioner Gretchen Wharton motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous
- Chair Kay Kendall explained that the section titled Panel Recommendations may be removed from the format once the FY17 Bylaws are approved.

Chairperson's Report

- Chair Kay Kendall thanked General Clerk Travis Marcus for his work on the weekly Commissioner's Bulletin.
- Chair Kendall lauded Poet Laureate Dolores Kendrick and DCCAH's Special Events team for their wonderful production of Women of Plums.
- Chair Kendall reminded Commissioners that the 202 Art and Music Festival will take place on Saturday, September 10. The Mayor commissioned this event and plans to attend around 5:30 pm.
- Chair Kendall congratulated Programs and Communications Officer Jeffrey Scott for his successful curation of Labor Day Weekend at the Lincoln Theatre.

Executive Director's Report

- Executive Director Arthur Espinoza, Jr. explained that his report was provided as a handout.
- Commissioner Darrin Glymph inquired who is paying for the Marion Barry Bronze Statue.
- Executive Director Espinoza addressed that in keeping with past practice with mayoral commissions, DCCAH will cover the cost, however, conversations are taking place with the Mayor's Office regarding additional funding. The money for the project will no longer be expended during FY16. The current plan is for the funds to come from the FY17 grants budget.
- Commissioner Glymph asked what the Commission's role in the project has been thus far.
- Chair Kendall explained that she served on the Barry Committee which met last year to discuss how Marion Barry could be honored, and that DCCAH is to serve as the executor of the artist selection process.
- Commissioner Alma Gates noted that the panel liked the proposals of two semi-finalists and inquired if they could collaborate. A phone conversation will take place shortly to discuss a potential collaboration.

Office of Poet Laureate



9.8.16 Minutes



- Commissioner Williams clarified that this is essentially a pilot grant program.
 - Chair Kendall mentioned that if this program can find success amongst the three grades, it will hopefully be something that can progress in the future.
 - Poet Laureate Dolores Kendrick spoke to the importance of the Sister Cities grant, and shared hopes that DCCAH will continue to sustain it.
 - Grants Director Mazzola explained that the Sister Cities program has merged with the Project, Events and Festivals grant.
 - Executive Director Espinoza pointed out that there are two new areas of funding: 1) Art Conservation Projects to allow for original artists to restore their artwork and 2) Art Exhibitions to allow artists and guest curators to participate in DCCAH exhibitions.
 - Executive Director Espinoza noted that DCCAH will continue to fund Art All Night through a grant to DSLBD for its Main Street program.
 - Commissioner Williams asked for an explanation of enhancement grants.
 - Executive Director Espinoza explained that Council passed new legislation in support of new competitive grants as part of the Budget Support Act.
 - Chair Kendall added that this legislation was directed to be included in DCCAH's budget, but that the Grants Committee will address how it is to be executed.
 - Commissioner Glymph inquired if the budget can be changed after a vote is passed.
 - Executive Director Espinoza stated yes, the budget can be.
 - Commissioner Rooney asked if it is normal that enhancements are given with a directive.
 - Commissioner Wharton responded yes.
 - Commissioner Wharton motioned to vote to approve the FY17 budget. Commissioner Uclés seconded.
The motion carried. Unanimous
- Grants Committee:
 - Commissioner Clampitt congratulated the Grants team and Commissioners who participated in panels for their time and hard work.
 - Grants Director Mazzola started the review of FY17 funding suggestions with Arts Education (AEP) recommendations that were created by Commissioner Rhona Wolfe Friedman and Arts Education Coordinator David Markey.
 - Commissioner Friedman explained that the average scores were taken from two Arts Education panels, as one panel tended to score higher than the other.
 - Commissioner Friedman stated that she is unsure if curving is the fairest method to reach a final score.
 - Commissioner Gretchen Wharton agreed that curving is not the best methodology, and that she and Grants Manager Regan Spurlock will experiment with other methods moving forward.
 - Commissioner Antoinette Ford suggested determining panelists' bias beforehand to try and prevent them from affecting scores.
 - Commissioner Glymph asked if DCCAH has demographic information on all panelists.
 - Commissioner Wharton responded that yes, DCCAH does have a lot of background information on all panelists, such as their ethnicity, gender, occupation etc.
 - Commissioner José Alberto Uclés lauded Staff for selecting diverse panel members, with representation from all Wards.
 - Commissioner MaryAnn Miller reassured Commissioner Glymph that the panelists who served on panels she convened were knowledgeable and provided thorough feedback.
 - Commissioner Clampitt asked that Commissioners with conflicts of interest with any FY17 AEP grantees to leave the room.
 - Chair Kendall recused herself.
 - Commissioner Friedman motioned to vote. Commissioner Wharton seconded.
The motion carried. Unanimous
 - Grants Director Mazzola reviewed 179 recommended Arts and Humanities Fellowship Program (AHFP) grantees totaling close to \$1M.
 - Commissioner Clampitt mentioned that the amount of first-time grantees is impressive.



- Commissioner Williams asked for an explanation of PABC.
- Public Art Manager Jordan explained that PABC is similar to a community initiated project where individuals or organizations propose and manage the project from start to finish.
- Commissioner Clampitt asked that Commissioners with conflicts of interest with any FY17 PABC grantees to leave the room.
- Commissioner Wharton called for a vote. Commissioner Ford seconded.

The motion carried. Unanimous

- Grants Director Mazzola explained that UPSTART is a program for organizations in need of capacity building.
- Commissioner Friedman asked for an explanation of why 6 organizations were recommended when there was not much of a variance in the scores of the remaining applicants.
- Grants Director Mazzola explained that the contractual agreement with consultants is for 6 organizations.
- Executive Director Espinoza explained that in hearing from potential UPSTART applicants, some felt the criteria was not applicable to their organization (i.e. did not have full-time staff). Assistance is still required and could be provided through a "lift off" program as a preamble to UPSTART; and this might help address concerns for EOR organizations as well.
- Commissioner Friedman suggested using the remaining \$133K to fund some of the applicants that were not recommended for funding.
- Executive Director explained that the remaining \$133K is to be expended during FY16 and that the grants being discussed are part of the FY17 budget.
- Commissioner Williams acknowledged that UPSTART is a transformative program, and though it is extensive and requires time and dedication, if done properly it can position the organization for greater growth.
- Commissioner Ford wondered if some of the applicants may benefit from American University's program that teaches small businesses how to grow.
- Commissioner Glymph asked why some grantees are recommended to receive the same amount of funding as they did in FY16.
- Commissioner Wharton explained that even though UPSTART is a multi-year program, recipients are still required to apply every year to allow for the Commission to know what has been done with the previous fiscal year funds.
- Commissioner Clampitt asked that Commissioners with conflicts of interest with any FY17 UPSTART grantees to leave the room.
- Commissioner Friedman motioned to vote. Commissioner Miller seconded.

The motion carried. Unanimous

- Commissioner Glymph stated that Ward 4 is historically underrepresented and would like to see a breakdown of funding for all Wards, not only Wards 7 and 8. He also asked that documentation be provided listing all FY16 grantees with their total grant award amount.
- Commissioner Clampitt reminded Commissioners that the Grants Committee report details are confidential, and that Staff will send out declination and acceptance letters.
- Commissioner Glymph lauded the presentation of FY17 Grant recommendations, but suggested that more time be given to Commissioners for review, in two meeting sessions so that Commissioners can have a chance to review recommendations and panel minutes.
- Commissioner Clampitt stated that next time minutes from each panel can be included in the recommendation packet and that Commissioners can come early to review.
- Commissioner Gates explained that one cannot solely base their opinions off of minutes. Minutes must be weighed against grant criteria and applications.
- Commissioner Uclés added that panelists are supposed to feel they can express their comments and concerns anonymously during the panel.
- Commissioner Glymph responded that in dealing with public funds, if the Commissioners have an issue with the allocation of funds, the Commission has the authority to reallocate how money is distributed in a panel.
- Commissioner Miller mentioned that a Commissioner cannot change scores made by the panel, and that she would personally not want to be responsible for reallocating funds for a grant or grantee for which she did not sit on a panel or read an application.

- Mayors Arts Awards Committee:



7.21.16 Agenda



Full Commission Meeting Agenda

7/21/2016

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCA Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes	All Commissioners Present
	May 26, 2016	
	June 23, 2016	
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Bylaws Report	Darrin Glymph, Committee Chair ACTION, FOR A VOTE
	Committee Reports	
	Finance Committee	Rhona Wolfe Friedman, Commissioner
	Grants Committee	Susan Clampitt, Committee Chair
	Humanities Committee	Antoinette Ford, Committee Chair
	Mayor's Arts Awards Committee	José Alberto Uclés, Committee Chair
	Public Art Committee	Alma Gates, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Panel Recommendations*	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present
6:00 pm	Adjournment	Kay Kendall, Chair



7.21.16 Minutes

Full Commission Meeting Minutes

7/21/2016

3:30 pm to 4:00 pm-Public Comment Period

4:00 pm-6:00 pm-Deliberative Meeting

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Stacie Lee Banks; Edmund Fleet; Antoinette Ford (phone); Rhona Wolfe Friedman; Alma Gates; Darrin Glymph; MaryAnn Miller; José Alberto Uclés; Gretchen Wharton

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Earica Busby; Tonya Jordan; Steven Mazzola; Patrick Realiza; Kyra Saffran; Jeffrey Scott; J. Carl Wilson

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on July 21, 2016 at 4:03 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner MaryAnn Miller motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the May 26th Minutes

- Commissioner Gretchen Wharton motioned to adopt the amended minutes as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the June 23rd Minutes

- Commissioner Darrin Glymph motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Chairperson's Report

- Chair Kay Kendall noted that she would like to have an Executive Session after the Full Commission meeting.
- Chair Kendall read an email from Commissioner Antoinette Ford who wrote of her pleasant experience convening an East of the River Panel, and lauded Grants Programs Manager Khalid Randolph and Grants Director Steven Mazzola for their hard work.
- Chair Kendall expressed interest in visiting Music on the Mall, and suggested that Commissioners attend if possible.
- Commissioner José Alberto Uclés explained that he is working to help select Music on the Mall musicians through the panel process.
- Executive Director Arthur Espinoza, Jr. stated the location will be in front of the National Air and Space Museum.

Executive Director's Report

- Executive Director Espinoza welcomed new staff members: J. Carl Wilson, General Counsel, and Dr. Jeffrey Scott, Programs and Communications Officer.
- Executive Director Espinoza mentioned that the Cultural Plan kick-off event INTERMISSIONDC, took place yesterday to gather community input into the future Cultural Plan for the District at MLK Library.
- Executive Director Espinoza explained that INTERMISSIONDC was produced by the Office of Planning, with the help of BW Workshop and HR&A Advisors, Inc., the consultant group hired to produce the Cultural Plan.
- Executive Director Espinoza encouraged Commissioners to attend the next public meetings on the plan.



7.21.16 Minutes

- Chair Kendall called for a motion to adopt amended Bylaws as presented. The motion seconded.
The motion carried. Unanimous

Committee Reports

- Finance:
 - Commissioner Friedman requested that the finance report be sent out a few days in advance to allow a review prior to meetings
 - Commissioner Friedman drew attention to a variance of \$25K in Local Grants and explained it is due to 5 new AFP grants that have not been completed.
 - Commissioner Friedman mentioned that \$50K variance in grants relates to an outstanding grant payment.
 - Commissioner Friedman addressed that the \$196K variance in Special Events related to pending grants and contracts for Chuck Brown Day and Mayor's Arts Awards.
 - Executive Director Espinoza answered that these grants and contracts are for artists who were direct selected specifically for Chuck Brown Day and Mayor's Arts Awards.
 - Commissioner Friedman inquired about who direct selects.
 - Executive Director Espinoza responded that he selects for contract services along with the Special Events staff, in keeping with past practice.
 - Chair Kendall suggested making a motion to allow staff to direct-select contracts and any necessary grants for special events, through September as there is not another meeting before then.
 - Commissioner MaryAnn Miller asked if all grants have to go before OCP.
 - Executive Director Espinoza answered no that is not the policy for grants.
 - General Counsel Wilson responded no because DCCAH has the authority to enter into grants and contracts on its own accord.
 - Executive Director Espinoza explained DCCAH has limitations on contracts. Anything over \$100K has to go through OCP.
 - Financial Analyst Busby added that all contracts go through OCP. Anything over \$10K is considered competitive, but DCCAH does have artistic leeway to enter into sole sourced contracts.
 - Executive Director Espinoza noted that many events are still in development and require review from the Mayor's Office.
 - Commissioner Wharton made a motion to accept grants listed on the finance report and to approve funds associated with them in an effort to expedite the process. Commissioner Miller seconded.
 - Commissioner Friedman asked that before she agrees with the motion, is there anything that is going to come up as a grant that the Commission does not already know about.
 - Executive Director Espinoza answered that he does not think there are many things that would change the grant line, and reiterated his goal to fortify grantmaking.
 - Commissioner Wharton volunteered to work with Executive Director Espinoza in fortifying the grant budget as the representative for Commissioner Susan Clampitt (Grants Committee Chair) and herself as Panel Committee Chair.
 - Commissioner Glymph mentioned that the presented Bylaws are for FY2017.
 - Chair Kendall confirmed that there is a motion on the floor for this fiscal year, FY2016 to allow staff to make direct select grants without approval of the Commission.
 - Chair Kendall called for a motion to vote. The motion was seconded.
The motion passed. Unanimous
- Humanities Committee:
 - Commissioner Antoinette Ford suggested that Commissioners attend a Humanitini event.
 - Commissioner Ford expressed that the Humanities Council staff does a good job engaging with community members and residents.



- property at the recreation center but, due to artist compliance issues, will be unable to complete the project until further notice. The budgeted \$175k will need to be reallocated.
- Commissioner Gates shared a proposal to reallocate the funds to a new murals project. The Agency had received a proposal for a public art murals project from a curator who completed 10 murals in Richmond, VA in 16 days. Based on the success of the project demonstrated in Richmond, VA, Commissioner Gates recommended that a similar public art project take place in DC which ensures the expenditure of public art funds in FY2016 through this innovative project.
 - Commissioner Uclés asked if Deanwood Rocks! is being protected and if the artist will be replaced.
 - Commissioner Gates responded that the sculpture is currently protected by plywood and it will be restored by the original artist once artist compliance issues are resolved.
 - Executive Director Espinoza called Commission's attention to site photos of Deadwood Rocks! and proposed a poster wrap design for plywood to beautify the area.
 - Commissioner Miller motioned to reallocate money from Deanwood Rocks! restoration to the plywood wrap design and DC murals project, understanding the pictures for intended murals will be emailed to Commissioners for their approval. The motion was seconded.

The motion carried. Unanimous

Panel Recommendations

- There were no panel recommendations presented.

New Business and Announcements

- Commissioner Gates lauded staff for creation of weekly Commissioner Bulletin.
- Commissioner Ford inquired about series of business development presentations being held for grantees.
- Executive Director Espinoza responded that Jeffrey Scott's position overlooks this program for artist professional development classes.
- Commissioner Ford added that she would be interested in participating.
- Commissioner Friedman called attention to the first and hopefully annual Spotlight on Arts Education on September 27th from 8:30 am-3:30 pm. It will consist of a national and local panel.
- Commissioner Friedman lauded Arts Education Coordinator David Markey and Deputy Director Michael Bigley for their help in organizing the event.
- General Counsel Wilson reviewed Hatch Act supporting materials that were passed out.
- Commissioner Friedman asked for clarification regarding panelists' eligibility to fundraise.
- General Counsel Wilson explained Commissioners can manage political campaigns and run for non-partisan office, but one cannot fundraise for a partisan political office.
- Commissioner Wharton asked if a Commissioner's spouse is hosting a fundraiser at their house, is the Commissioner allowed to attend.
- General Council Wilson answered yes, Commissioners can attend, but as a public DC employee a Commissioner cannot solicit money or accept money on behalf of anyone running for partisan political office.
- General Council Wilson added that Commissioners can actively organize a meet and greet, but the acceptance of money is prohibited by BEGA who would view it as a political contribution.

Unfinished Business

- There were no panel recommendations presented.

Adjournment

- The meeting was adjourned at 5:52 pm.



6.23.16 Agenda

Full Commission Meeting Agenda

6/23/2016

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes May 26, 2016	All Commissioners Present
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Bylaws Report	Darrin Glymph, Committee Chair ACTION, FOR A VOTE
	Committee Reports	
	Finance	Elvi Moore, Committee Chair
	Grants Committee	Susan Clampitt, Committee Chair
	Mayor's Arts Awards	José Alberto Uclés, Committee Chair
	Public Art	Alma Gates, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Panel Recommendations*	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present
6:00 pm	Adjournment	Kay Kendall, Chair



6.23.16 Minutes

Full Commission Meeting Minutes

6/23/2016

3:30 pm to 4:00 pm-Public Comment Period

4:00 pm-6:00 pm-Deliberative Meeting

DCCA Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Greenfield Alfonso (phone); Stacie Lee Banks; Susan Clampitt; Edmund Fleet; Antoinette Ford; Rhona Friedman; Alma Gates; Darrin Glymph; James Laws; MaryAnn Miller; Elvi Moore; Maria Hall Rooney (phone); José Alberto Uclés; C. Brian Williams

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Earica Busby; Tonya Jordan; Steven Mazzola; Patrick Realiza; Kyra Saffran; Derek Younger

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on June 23, 2016 at 4:00 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Chair Kay Kendall motioned to adopt the agenda as amended with removal of Bylaws. The motion was seconded.
The motion carried. Unanimous

Adoption of the May 26th Minutes

- Chair Kendall motioned to adopt the minutes as presented. The motion was not seconded.
- Commissioner Darrin Glymph addressed his concerns that minutes do not properly reflect the meetings.
- Commissioner Glymph noted that he had inquired about staffing and the Hatch Act in the previous meeting.
- Chair Kendall thanked Commissioner Glymph for his comment, and assured him that she will focus on minutes going forward.
- Chair Kendall stated that a vote to adopt the amended minutes would take place at next month's Full Commission meeting.

Chairperson's Report

- Chair Kendall expressed her belief in Committee system.
- Chair Kendall shared she is pleased with Executive Director Arthur Espinoza, Jr., Deputy Director Michael Bigley and the new additions to the Commission.
- Chair Kendall shared Commissioner Susan Clampitt's significant Grant Committee leadership, and added that the establishment of HGP was a personal achievement.
- Chair Kendall stated Commissioner Gretchen Wharton has taken panel responsibility very well.
- Chair Kendall noted Arts Education has a lot in the works under Commissioner Rhona Friedman's leadership.
- Chair Kendall added Commissioner José Alberto Uclés has added a huge value to Mayor's Arts Award Committee.
- Chair Kendall explained she is pleased with Commissioner Elvi Moore and her Finance team in working towards making the finance report clear and transparent.
- Chair Kendall recognized Commissioner Alma Gates in leading an excellent Committee that has been looking at other cities for ideas on how they fund their Public Art, and what they do to give their city a greater artistic presence.
- Chair Kendall lauded Commissioner Glymph for leading many productive and interesting discussions on what it means to be a Commissioner.





6.23.16 Minutes



- Commissioner Glymph asked if the Hatch Act would be brought up in the Executive Director's report.
- Executive Director Espinoza answered that he is still doing research on the Hatch Act.
- Deputy Director Michael Bigley requested Commissioners to provide him with exact questions they have regarding the Hatch Act, as BEGA lawyers asked for specific scenarios.
- Chair Kendall stated she is interested in knowing if Commissioners can host political fundraisers.
- Commissioner Glymph asked Deputy Director Bigley to look into Confidentiality and Conflict of Interest documents to refresh their sections in Bylaws.
- Executive Director Espinoza, Deputy Director Bigley and Chair Kendall noted Commissioner Glymph's concerns are still being researched.
- Commissioner Susan Clampitt asked if she were a panel convener, would she need to leave during scoring.
- Commissioner Rhona Friedman responded no, because she would not be voting.
- Chair Kendall suggested further examining that inquiry as panels are soon approaching.
- Executive Director Espinoza expressed his hopes that the General Counsel will be able to help with matters on the Hatch Act.
- Commissioner Glymph clarified that the Hatch Act and Confidentiality and Conflict of Interest Acts are to be treated as separate entities.

Office of Poet Laureate

- Poet Laureate Dolores Kendrick stated *The Women of Plums: Poems in the Voices of Slave Women* poetry performance will take place July 21st from 7:00 pm-9:00 pm.
- Executive Director Espinoza noted that while the event is free, there is an Eventbrite invitation to obtain an idea of how many people to expect.
- Poet Laureate Kendrick mentioned that there has not been a serious stage version in DC until now.
- Poet Laureate Kendrick lauded Graphic Designer Teresa Boersma's advertisement for *Women of Plums*.
- Poet Laureate Kendrick invited Commission to attend.
- Chair Kendall confirmed her attendance, and explained that when she planned for July's meeting, she had hoped that afterwards everyone would go to the performance together.



Committee Reports

- Arts Education:
 - Commissioner Friedman noted there is an Arts Education seminar in the Fall, but the date and location have not yet been determined.
 - Commissioner Friedman told Commissioners that the Arts Education policy is moving along and has now reached a council level.
 - Commissioner Friedman expressed her desire of having an Arts Education policy that mandates Arts Education in all DC public and charter schools.
- Bylaws:
 - Commissioner Glymph stated everyone will receive an updated version of Bylaws shortly, and if anybody has any comments to please submit them within the next week so they can be discussed at the next Bylaws Committee meeting.
 - Chair Kendall shared her hope of voting on Bylaws in July.
- Finance:
 - Commissioner Elvi Moore thanked Finance Analyst Earica Busby and Executive Director Espinoza for making the report more clear and understandable.
 - Commissioner Moore called attention to the budget hand-out which included the 2016 revised budget.
 - Commissioner Moore shared that 47 new grantees have been awarded AHFP, and 46 have executed grant agreements. This totals \$235K.





6.23.16 Minutes

- Commissioner Gates explained that the Howard Theatre Walk of Fame panel #2 is to take place soon to make a final decision. Commissioner Wharton is to convene.
- Commissioner Gates stated Barry panel has 3 semi-finalists.
- Commissioner Gates noted Pepco review of semi-finalists will take place July 12th.
- Commissioner Gates shared Art Bank panels will happen during July and August.
- Commissioner Gates addressed partnership with Golden Triangle BID's K Street Gateway panel #1 will take place June 29th.
- Commissioner Glymph asked what the public art goal in other cities looks like.
- Commissioner Gates stated that they are looking into what other cities do to promote art, and where their funding comes from.
- Commissioner Williams suggested researching Miami, FL.
- Commissioner Williams suggested that Executive Director Espinoza and Chair Kendall meet with Events DC.
- Executive Director Espinoza responded that he has met with them before, but will inquire about doing so again.
- Chair Kendall shared idea to host July's Commission meeting at Union Market, and reminded Commissioners that it will take place on July 21st, a week earlier than it was previously scheduled for.
- Chair Kendall invited Commissioners to a staff party at her house either July 19th or 20th.

Panel Recommendations

- There were no panel recommendations presented.

New Business and Announcements

- There were not panel recommendations presented.

Unfinished Business

- There were no panel recommendations presented.

Adjournment

- The meeting was adjourned at 5:20 pm.



5.26.16 Agenda

Full Commission Meeting Agenda

5/26/2016

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	Mr. JR Russ Mr. Chris Jennings, Executive Director Shakespeare Theatre Company
4:00 pm	Call to Order Adoption of the Agenda Adoption of Minutes April 28, 2016	Kay Kendall, Chair All Commissioners Present All Commissioners Present
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Committee Reports Arts Education Finance Grants Committee Public Art	Rhona Wolfe Friedman, Committee Chair Elvi Moore, Committee Chair Susan Clampitt, Committee Chair Alma Gates, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Panel Recommendations*	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present
6:00 pm	Adjournment	Kay Kendall, Chair



5.26.16 Minutes

Full Commission Meeting Minutes

5/26/2016

3:30 pm to 4:00 pm-Public Comment Period

4:00 pm-6:00 pm-Deliberative Meeting

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alfonso; Susan Clampitt; Edmund Fleet; Alma Gates; Darrin Glymph; MaryAnn Miller; Elvi Moore; Maria Rooney; José Alberto Uclés (phone); Gretchen Wharton; C. Brian Williams (phone)

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Earica Busby; Steven Mazzola; Patrick Realiza; Kyra Saffran; Derek Younger

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on May 26, 2016 at 3:42 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Chair Kendall motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the April 28th Minutes

- Chair Kendall motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Public Comment Period

- Mr. JR Russ addressed the Commissioners by sharing his involvement with the Commission in the past as a former employee, and in the District as a whole.
- Mr. Russ inquired about obtaining a public status update on what has been accomplished during the year.
- Chair Kay Kendall responded by noting that she does not want a Strategic Plan that sits on the shelf. She and Executive Director Arthur Espinoza, Jr. plan to review and work on the Strategic Plan along with Deputy Director Michael Bigley.
- Mr. Chris Jennings, Executive Director of Shakespeare Theatre Company thanked the Commission for the development of the new Heritage Grant Program by detailing how it helps to properly plan and decrease administrative needs within his organization.
- Chair Kendall thanked Mr. Jennings for his appreciative words.

Chairperson's Report

- Chair Kay Kendall mentioned that the September meeting has been changed to September 8th. The vote to determine grants funding for FY17 will take place at that time.
- Chair Kendall thanked commissioners for being in compliance with BEGA's Financial Disclosure Statements.

Executive Director's Report

- Executive Director Arthur Espinoza, Jr. shared that he and EOR Grants Program Manager, Khalid Randolph have been conducting site visits with grantees, including Theatre Alliance, Project Create and Ngoma Dance.
- Executive Director Espinoza mentioned that smaller organizations shared that this is the first time someone from DCCAH has come to visit them in an informal capacity. This speaks to the work the Commission plans with Heritage Grant Program, employees to enter the field to build valuable relationships with arts and humanities grantees.



5.26.16 Minutes

- Executive Director Espinoza reminded the Commission that the National Center for Creative Aging Summit is September 24-27 with an event at I Street Galleries.
- Executive Director Espinoza shared Opera in the Outfield at Nationals Stadium is September 24th.

Office of Poet Laureate

- Poet Laureate Dolores Kendrick stated her book, *The Women of Plums: Poems in the Voices of Slave Women*, has been in publication for 27 years.
- Poet Laureate Kendrick shared production plans of *The Women of Plums: Poems in the Voices of Slave Women*. Her recent script is projected to be staged on July 21st at the Lincoln Theatre, under the direction of Special Events team members Ebony Brown and Jakenna Martin and Office Manager Carolyn Parker.
- Poet Laureate Kendrick mentioned she will begin readings in the Mayor's Office later this year, probably in October.

Committee Reports

- Arts Education:
 - Commissioner MaryAnn Miller attended Arena Stage's Voices of Now performance.
 - Commissioner Susan Clampitt shared that she was at an Arena Board meeting this past week, and expressed that Commissioner Miller's attendance was appreciated.
- Finance:
 - Commissioner Elvi Moore followed up with last meeting's Finance vote by noting AHFP grantees have been notified of additional funding, but GIA grantees have not been notified yet as the final amount has not been determined.
 - Commissioner Moore mentioned discussion on possibly increasing the budget during last week's Finance Committee meeting.
 - Commissioner Darrin Glymph lauded Finance Manager, Earica Busby for the new Finance Report layout.
- Grants:
 - Commissioner Susan Clampitt expressed her enthusiasm in having Benjamin Douglas as part of the Grants Department.
 - Commissioner Clampitt stated the Agency is closing in on grants deadlines.
 - Commissioner Clampitt reminded Commissioners that Heritage Grant Program recipients are not allowed to apply for any other grants except for UPSTART and the Facilities and Building programs.
 - Commissioner Clampitt shared statistics from a recent survey that was taken on application process: 84% said application was easy or very easy, 88% said it matched expectations or was better than expected and 90% found the online portal very user friendly.
 - Commissioner Clampitt commended the Commissioners who served on panels, as it is a very important function at the Agency.
 - Commissioner Clampitt noted that there were more AHFP: Theatre applications than AHFP: Dance.
 - Commissioner Kim Alfonso volunteered to be a panelist for AHFP: Theatre.
- Public Art:
 - Commissioner Alma Gates stated the Howard Theatre Walk of Fame and the Zero Street Harassment panels recently took place, and noted that the Zero Street Harassment Initiative is not a Commission project, but that DC Department of Transportation asked for support and help in selecting the artwork.
 - Commissioner Gates mentioned the second Barry Statue Commission panel will take place in June, and The Washingtonia Collection panel will meet next Friday.
 - Commissioner Gates shared that the Agency has been approached by Golden Triangle BID to commission a public art project on K Street, NW.



4.28.16 Agenda

Full Commission Meeting Agenda

4/28/2016

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	Mr. Aaron Myers, Mr. Herb Scott, Mr. Ethan Phillion, Mr. Charles Dolph and Mr. Brian Falkowski DC Jazz Artists
		Mr. Brent “Munch” Joseph, Hip Hop Cultural Curator Hedrush Agency
4:00 pm	Call to Order Adoption of the Agenda Adoption of Minutes March 24, 2016 April 7, 2016	Kay Kendall, Chair All Commissioners Present All Commissioners Present
	Chairperson’s Report	Kay Kendall, Chair
	Executive Director’s Report	Arthur Espinoza, Jr., Executive Director
	Finance Report	Elvi Moore, Committee Chair ACTION, FOR A VOTE
	Committee Reports Art All Night Arts Education Grants Committee Humanities Mayor’s Arts Awards Panels Public Art	Gretchen Wharton, Committee Chair Rhona Wolfe Friedman, Committee Chair Susan Clampitt, Committee Chair Antoinette Ford, Committee Chair José Alberto Uclés, Committee Chair Gretchen Wharton, Committee Chair Alma Gates, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Panel Recommendations*	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present



4.28.16 Minutes

Full Commission Meeting Minutes

4/28/2016

3:30 pm to 4:00 pm-Public Comment Period

4:00 pm-6:00 pm-Deliberative Meeting

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Stacie Lee Banks; Susan Clampitt; Edmund Fleet; Antoinette Ford; Rhona Friedman; Alma Gates; Barbara Jones; James E. Laws Jr.; MaryAnn Miller; Elvi Moore; Maria Hall Rooney; José Alberto Uclés; Gretchen Wharton

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Michael Bigley; Earica Busby; Ebony Brown; Tonya Jordan; Dolores Kendrick; David Markey; Patrick Realiza; Kyra Saffran; Regan Spurlock

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on April 28, 2016 at 4:00 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner Wharton motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the March 24th Minutes, April 7th Minutes

- Commissioner Ford motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Public Comment Period

- DC jazz artists, Mr. Ethan Phillion, Mr. Charles Dolph and Mr. Brian Falkowski expressed desire to bring live music, particularly jazz into the public sphere as well as increase jazz programming.
- Mr. Ethan Phillion addressed his concern that music is not represented fairly in the Commission's grants and asked that professional development opportunities exist for musicians.
- Mr. Charles Dolph inquired about gaining social media support from the Commission to help publicize local musicians and events.
- Executive Director Arthur Espinoza, Jr. thanked the DC jazz artists for speaking and noted that notifications about events taking place around the District are always welcome.
- Executive Director Espinoza mentioned the Agency's extensive support of the DC Jazz Festival through funding.
- Executive Director Espinoza suggested looking into the Arts and Humanities Fellowship Program grant for individual artists.
- Mr. Brent "Munch" Joseph, Cultural Curator for Hedrush Agency explained his role in the District as a creative event coordinator.

Chairperson's Report

- Chair Kay Kendall thanked Commissioner MaryAnn Miller for her work on the senior exhibit scheduled to be held in the DCCAH lobby in September.
- Chair Kendall lauded Commissioner Barbara Jones for organizing the FY17 grants roll out at RISE center.
- Chair Kendall noted Commissioner Jones and Commissioner Alma Gates are preparing for the first Barry Commission panel to take place 5/18, with the second panel in June.



8 4.28.16 Minutes

- Executive Director Espinoza agreed and added that this is why this summer will be a good initial test.
- Associate Grants Manager Regan Spurlock stated that 109 out of 312 applicants from FY16 were funded.

Office of Poet Laureate

- Poet Laureate Dolores Kendrick thanked Office Manager Carolyn Parker, Special Events Manager Ebony Brown, Special Events Associate Jakenna Martin, Executive Director Espinoza and Chair Kendall for their work with A. Van Jordan's event at Folger Library.
- Poet Laureate Kendrick shared plans to launch reading in the workplace, beginning with the Mayor's Office in May or June.

Finance Report

- Chair Kendall stressed that repurposing of funds needs to be approached from a financial standpoint as part of the budget, not from a grants perspective with specifics and details of what a professional development grant would look like in order to give staff an idea of how to work budget.
- Chair Kendall made a motion to vote on allocation of repurposed funds to create a professional development aspect for current grantees.
- Chair Kendall motioned for vote. Commissioner Friedman seconded.
The motion carried. Unanimous

Committee Reports

- Art all Night:
 - Commissioner Gretchen Wharton changed name to Art at Night, and noted that it will take place 9/24 at the same five locations as last year.
- Arts Education:
 - Commissioner Rhona Friedman went over Arts Education handout.
 - Commissioner Friedman shared plans for Arts Education day to include panel with speakers from the community.
 - Commissioner Friedman mentioned that the Arts Education policy for public and public charter schools is moving along.
- Grants:
 - Commissioner Susan Clampitt applauded the turn out for the FY17 grant roll out with more than 200 people in attendance, and noted that Deputy Mayor Brian Kenner spoke.
 - Commissioner Clampitt noted acceptance from all FY17 HGP awarded grantees.
 - Commissioner Clampitt lauded Khalid Randolph for having a great start in the Grants Department.
 - Commissioner Clampitt reminded Commissioners to sign up for at least 1 of the 21 panels.
- Humanities Council:
 - Commissioner MaryAnn Miller shared information on an initiative to connect with the National Center for Creative Aging in September.
 - Commissioner Antoinette Ford noted conference is to be held at the Newseum 9/24-28.
 - Commissioner Ford mentioned that the Humanities Council was announced as a finalist for the 2016 National Arts and Humanities Youth Program Award for its Soul of the City program.
- Mayor's Arts Awards:
 - Commissioner Uclés reminded the Commission of 5/3 deadline for nominations.
 - Commissioner Uclés noted Committee meeting to take place on 5/4.
 - Commissioner Uclés mentioned the Mayor's Arts Awards event will happen 9/22.
- Public Art:



3.24.16 Agenda

Full Commission Meeting Agenda

3/24/2016

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	Mr. Abdur-Rahim Muhammad, Founder & President Hung Tao Choy Mei Leadership Institute
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes February 25, 2016	All Commissioners Present
	Chairperson's Report	Kay Kendall, Chair
	Bylaws Discussion	Darrin Glymph, Committee Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Committee Reports	
	Public Art Committee	Alma Gates, Committee Chair
	Grants Committee	Susan Clampitt, Committee Chair
	Mayor's Arts Awards Committee	José Alberto Uclés, Committee Chair
	Finance Committee	Elvi Moore, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Panel Recommendations*	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present
6:00 pm	Adjournment	Kay Kendall, Chair



3.24.2016 Minutes

Full Commission Meeting Minutes

3/24/2016

3:46 pm to 6:09 pm

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alfonso; Stacie Lee Banks; Edmund C. Fleet; Antoinette Ford; Alma Gates; Darrin Glymph (phone); Barbara Jones; MaryAnn Miller; Elvi Moore; Mara Hall Rooney; José Alberto Uclés; Gretchen Wharton; C. Brian Williams

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Victoria Murray Baatin; Earica Brown; Ebony Brown; Tonya Jordan; Steven Mazzola; Patrick Realiza; Kyra Saffran; Derek Younger

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on March 24, 2016 at 4:14 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner Gretchen Wharton and Commissioner Mary Ann Miller motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the February 24th Minutes

- Commissioner Gretchen Wharton motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Public Comment Period

- Mr. Abdur-Rahim Muhammad, Founder and President of Hung Tao Choy Mei Leadership Institute spoke to the Commission in reference to his displeasure with FY17 Heritage Grant Program requirements.
- Mr. Muhammad expressed that he does not feel he was fairly reviewed by a panelist of his peers.
- Commissioner Stacie Lee Banks commended Mr. Muhammad's work on U Street.
- Grants Manager Steven Mazzola briefed Commissioners on the panelist's process behind Mr. Muhammad's application.
- Commissioner Gretchen Wharton agreed that equal representation of sex, race and ward needs to be reflected in panels.
- Executive Director Arthur Espinoza, Jr. addressed that reevaluating a panel's decision can demean the value of the panelist process.
- Executive Director Espinoza suggested walking Mr. Muhammad through the official grant application appeal process.
- Grants Manager Mazzola expressed building a deeper relationship with the Community to help with grant workshops and application resources.
- Grants Manager Mazzola stated the National Endowment of the Arts does not recognize the martial arts school, Hung Tao Choy Mei Leadership Institute as a designated form of the arts.
- Commissioner MaryAnn Miller put in a bid to try to incorporate more locals from the Community into the panels rather than bloggers and/or people at a national level.
- Commissioner Antoinette Ford supported Commissioner Miller's suggestion by stating the Smithsonian could be a tool to help find panelists instead of providing them.



3.24.2016 Minutes

- Executive Director Espinoza shared dedication in growing the grants budget.
- Executive Director Espinoza lauded Art Collections Manager, Ron Humbertson for his transition from a contractor to a full time employee.
- Executive Director Espinoza discussed plans for the launch of the e-museum in May with two additional launches in the first of the fiscal year and during the holiday.
- Executive Director Espinoza explained the e-museum will allow visual access to the Agency's Art Bank Collection and Public Art.
- Commissioner Moore questioned security and legal methods being taken to prevent reproduction of e-museum pieces.
- Executive Director Espinoza noted there is a full time employee and contractor position open in the grants department, but that one will be filled Monday, April 4th.
- Chair Kendall asked Executive Director Espinoza if he feels the agency is understaffed.
- Executive Director Espinoza responded with "yes" and inquired how the agency can better serve its constituents.
- Commissioner Williams addressed art organizations being historically understaffed.
- Commissioner Glymph wanted to ensure the concept of IDEA and inclusiveness are considered during hiring process.
- Commissioner Miller asked if any money comes from Deputy Mayor's Office.
- Derek Younger responded stating funding does come from DPW (Department of Public Works).
- Executive Director Espinoza described that the upcoming Signature Event: 202 Art and Music Festival will celebrate Go-go music, the District's signature sound.
- Executive Director Espinoza continued sharing there will be 4 events taking place around the City the weekend of August 19th-21st relating to Go-go music.
- Commissioner Williams suggested incorporating all aspects of art into Go-go theme.
- Commissioner Jones noted Chuck Brown and Go-go's origin from Ward 8.
- Commissioner José Alberto Uclés thanked Commissioner Jones for mentioning that and suggested moving an event to Ward 8.
- Executive Director Espinoza explained that the Commission is allowed to fundraise and accept donations.
- Commission Wharton noted there is a process in place to raise money as well as the existence of the Enterprise Fund that allows people to give money as a tax write off.
- Executive Director Espinoza informed Commission there is no longer a Capital Budget for Public Art, and instead the operating budget i.e local funds are used, resulting in additional management of Public Art.
- Executive Director Espinoza addressed DCCAH's decision to stop managing Art All Night but that the Agency will continue to be involved by funding and supporting the event through DSLBD's (Department of Small and Local Business Development) DC Main Streets Program.
- Executive Director Espinoza thanked Commissioner Wharton for her work on Art All Night.
- Chair Kendall praised Executive Director Espinoza's decision in transferring management of production of "Art All Night" to DSLBD.

Committee Reports

- Finance
 - Commissioner Moore announced there is not much to report until next month's meeting in April.
- Grants
 - Commissioner Susan Clampitt stated plans to move ahead with HGP panels next week.
 - Grants Manager Mazzola described working on Interim Progress Reports for FY16 grantee's 2nd payments.
 - Grants Manager Mazzola confirmed FY17 grant roll out at Dream Lab on Thursday, April 14 at 10am, and a preview taking place Tuesday, April 12 at Rise Demonstration Center in Ward 8.



2.25.16 Agenda

Full Commission Meeting Agenda

2/25/2016

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCA Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes January 28, 2016	All Commissioners Present
	Guest Speaker Update on HumanitiesDC Activities	Joy Ford Austin, Executive Director, HumanitiesDC
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Committee Reports	
	Finance	Elvi Moore, Committee Chair
	Grants Committee	Susan Clampitt, Committee Chair Report given by Commissioner Gretchen Wharton
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Panel Recommendations*	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present
6:00 pm	Adjournment	Kay Kendall, Chair



2.25.16 Minutes

Full Commission Meeting Minutes

2/25/2016

4:00 pm to 6:00 pm

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alphonso; Stacie Lee Banks; Antoinette Ford; Alma Gates; Barbara Jones; James E. Laws, Jr.; MaryAnn Miller; Elvi Moore; Maria Hall Rooney; José Alberto Uclés; Gretchen Wharton; C. Brian Williams

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Victoria Murray Baatin; Tonya Jordan; David Markey; Steven Mazzola; Patrick Rezalia; Jeffrey Scott; Regan Spurlock; Derek Younger

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on February 25, 2016 at 4:00 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner Alma Gates motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the February 24th Minutes

- Commissioner MaryAnn Miller motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Update on HumanitiesDC

- Chair Kay Kendall expressed her commitment to the Humanities in the District of Columbia.
- Commissioner Antoinette Ford introduced HumanitiesDC Executive Director Joy Ford Austin and Board Chair Bob Bremmer.
- Joy Ford Austin presented on the 35 year old history and current work of HumanitesDC as a non-profit organization that is an affiliate of the National Endowment for the Humanities.
- Chair Kendall and HumanitiesDC Executive Director Joy Ford Austin expressed their mutual appreciation for the partnership between DC Commission on the Arts and Humanities and HumanitiesDC.
- Joy Ford Austin expressed her belief that humanities can change lives as one of the strongest ways to grow empathy.
- Joy Ford Austin described how the funds and resources from the DC Commission on the Arts and Humanities have been utilized at HumanitiesDC.
- Board Chair Bob Bremmer explained the HumanitiesDC focus on neighborhood humanities.
- Board Chair Bob Bremmer noted plans to make changes to grant evaluation process within the next 12 months.

Chairperson's Report

- Chair Kendall reported that the next Full Commission meeting would focus on Bylaws.
- Chair Kendall noted her continued work on drafting a set of guidelines for the Commissioners that would be closely to align with Bylaws.
- Chair Kendall thanked those Commissioners that were Chairing committees.
- Chair Kendall mentioned the Annual meeting would take place in June.
- Chair Kay Kendall noted Ward 1 Commissioner representative vacancy, meaning 17 out of 18 Commission positions are filled.

Executive Director's Report



2.25.16 Minutes

- 2.25.16 Minutes
- Grants Director Mazzola reported that applicants would know their status by Friday, April 8, 2016.
- Commission Wharton reported that Friday, April 14, 2016 would mark the roll out of the program grant opportunities and that the presentation would be held at the Martin Luther King, Jr. Library in the great hall.
- Grants Director Mazzola reported that the East of the River grant program would be bifurcated into two categories, one for resident organizations and one for non-resident organizations with a 65/35 split.
- Public Art
 - Commissioner Alma Gates reported that the Public Art Committee met on Monday, February 1, 2016.
 - Commissioner Gates reported that major focus of the Committee will be the Public Art Master plan that will grow and expand the Public Art presence across the City.
 - Commissioner Gates reported that the next Public Art Committee meeting is scheduled for Friday, March 4, 2016.
- Mayor's Arts Awards
 - Commissioner José Alberto Uclés reported that a Mayor's Arts Awards Committee meeting will be set.
 - Commissioner Uclés asked Commissioners to save the date of Tuesday, September 22, 2016 for the Mayor's Arts Awards.
- Arts Education
 - Chair Kendall reported in Commissioner Rhona Wolfe Friedman's absence noting that the Arts Education Committee met and continues to work.

Panel Recommendations

- There were no panel recommendations presented.

New Business and Announcements

- Chair Kendall distributed a blank fact sheet about the DC Commission on the Arts and Humanities and asked the Commissioners to fill it in to the best of their ability.
- Chair Kendall distributed packets to the Commissioners with Agency information pulled from the Performance Oversight Hearing binder.
- Commissioner Uclés expressed appreciation for the HumanitesDC presentations and that he found it enlightening.
- Commissioner Maria Hall Rooney inquired as to the Agency's interest in the Union Arts Building as constituents have asked her.
- Director Espinoza indicated that this occasion pointed to a larger and timely opportunity for the Agency to explore advocating for artist live/work space in the City.
- Director Espinoza noted that this is a broad conversation that warrants research and discussion with an eye towards what the Agency can practically provide by way of support.
- Commissioner Williams requested an update on the status of the Cultural Plan.
- Chair Kendall noted that the Office of Planning is on the brink of announcing the selected vendor.
- Director Espinoza noted that the Agency is taking the Union Arts Building concerns very seriously and exploring how to be of best service and to find sustainable solutions for the community.

Unfinished Business

- There were no panel recommendations presented.

Adjournment

- The meeting was adjourned at 6:00 pm.



1.28.15 Agenda

Full Commission Meeting Agenda

1/28/2016

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes December 17, 2015	All Commissioners Present
	Update on SWBID Activities	Steve Moore, SWBID President
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Committee Reports	
	Arts Education	Rhona Wolfe Friedman, Committee Chair
	Bylaws	Darrin Glymph, Committee Chair
	Finance	Elvi Moore, Committee Chair
	Grants Committee	Susan Clampitt, Committee Chair
	Humanities Committee	Antoinette Ford, Committee Chair
	Public Art	Alma Gates, Committee Chair
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Panel Recommendations*	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present
6:00 pm	Adjournment	Kay Kendall, Chair



1.28.16 Minutes

Full Commission Meeting Minutes

1/28/2016

4:00 pm to 5:41 pm

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alphonso; Susan Clampitt; Antoinette Ford; Alma Gates; Darrin Glymph; Barbara Jones; James E. Laws Jr.; MaryAnn Miller; Elvi Moore; Maria Hall Rooney; José Alberto Uclés; Gretchen Wharton; C. Brian Williams

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Victoria Murray Baatin; Tonya Jordan; David Markey; Steven Mazzola; Patrick Realiza; Jeffrey Scott; Regan Spurlock; Derek Younger

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on January 28, 2016 at 4:00 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner Darrin Glymph motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the December 17th Minutes

- Commissioner Gretchen Wharton motioned to adopt the minutes as presented.
- Commissioner Darrin Glymph noted that he was in attendance at the December 17, 2016 meeting and that his attendance had not been recorded. He went on to ask that the minutes be amended to reflect his attendance.
- Commissioner Gretchen Wharton motioned to adopt the minutes with the requested amendment. The motion was seconded.
The motion carried. Unanimous

Update on SWBID Activities

- SWBID President Steve Moore shared a presentation regarding the progress of the SWBID.
- Chair Kay Kendall expressed interest partnering with the SWBID to curate the newly available space.
- Mr. Moore expressed his thanks for the time of the Commission to listen to the presentation.

Chairperson's Report

- Chair Kay Kendall thanked those that were in attendance.
- Chair Kendall noted her conversations with Commissioner Barbara Jones with regard to constituents East of the River. She went on to acknowledge that the discussion was complicated and multi-layered.
- Chair Kendall noted that there had recently been misconceptions on when to vote from the Commission was required and when a vote was not required.
- Chair Kendall reported that she would be putting together a set of guidelines for the Commissioners to adhere to in order to assuage future misunderstandings.
- Chair Kendall reported that she would call an Executive Committee meeting to discuss and review the guidelines prior to presenting them to the Full Commission.
- Chair Kendall reported that she had attended several committee meetings of the Commission.
- Chair Kendall lauded the staff for establishing a virtual meeting connection in light of the inclement weather conditions.
- Chair Kendall noted that while the establishment of a virtual meeting option was a great first step, her preference is for the Commissioners to attend meetings in-person.





1.28.16 Minutes

- Commissioner Glymph noted that the next Bylaws Committee meeting was scheduled for Monday, February 1, 2016.
- Commissioner Glymph reported that at the February Full Commission meeting Commissioners would be presented with proposed changes for review.
- Finance
 - Commissioner Elvi Moore reported that she had recently met with Director Espinoza for a budget orientation.
 - Commissioner Moore reported that she was working to schedule a Finance Committee meeting as part of the Fiscal Year 2017 budget formulation process.
 - Commissioner Moore indicated that there was a philosophical discussion to be had with regard to the true role of the Commissioners in the finance process.
 - Commissioner Moore noted that she would reserve a full report until after the Finance Committee met.
- Grants
 - Commissioner Susan Clampitt reported that the Thursday, January 21, 2016 Heritage Grant Program roll out, held at the Edgewood Arts Center, was successful and well attended.
 - Commissioner Clampitt reported that the Heritage Grant Program deadline was Friday, February 26, 2016 at 4pm.
 - Commissioner Clampitt reported that grant review panelists' names and qualifications are being collected. She went on to ask that Commissioner who had any recommendations direct them to the grants team.
 - Commissioner Clampitt reported that the grants team was preparing for launch of FY17 project applications.
 - Chair Kendal noted the importance of respecting the grant review process that has been established.
 - Director Espinoza indicated that staff would draft remarks regarding the appeals process and asked that if direct questions were posed to Commissioners that they should direct the query to the staff.
- Humanities
 - Legislative and Community Affairs Director Baatin reported in Commissioner Antoinette Ford's absence.
 - Commission Ford asked that the following be conveyed to the Commissioners:
 - Noting that the Humanities are a significant part of the Strategic Plan, Chair Kendall recently established a Humanities Committee for which Commissioner Antoinette Ford serves as Chair.
 - On Thursday, January 21, 2016 staff member Jeff Scott presented an informative overview of the Humanities to the staff.
 - Also on Thursday, January 21, 2016 Joy Ford Austin and Robert Bremner of the Humanities DC provided a detailed overview of the programs and projects of the organization.
 - In celebration of the 225th birthday of the District, Humanities DC is presently monthly series entitled "Humanitini"
 - The Humanities Committee will seek ways to propose relationships that are mutually beneficial for the Agency and potential collaborators.
- Public Art
 - Commissioner Alma Gates reported that the Marion Barry Commission had been established. She went on to report that they have commissioned a bronze bust or statue in honor of the late Marion Barry and that the Agency would support that effort.
 - Commissioner Gates reported that the establishment of the Marion Barry Commission had come down from Mayor Bowser and that it is a multi-agency effort.
 - Commissioner Gates reported that the Marion Barry Commission has set a March 6, 2017 completion date of the statue to coincide with the late Marion Barry's birthday.
 - Commissioner Gates updated that the Pepco substation at the Waterfront was still in progress.



12.17.15 Agenda



Full Commission Meeting Agenda

12/17/2015

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes November 19, 2015	All Commissioners Present
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Nominations Committee Vote for Treasurer	James E. Laws, Jr., Committee Chair ACTION, FOR A VOTE
	Committee Reports	
	<u>Standing Committees</u> Grants	Commissioner Susan Clampitt, Committee Chair & Commissioner Gretchen Wharton
	<u>Internal Committees</u> Bylaws	Antoinette Ford, Committee Chair
	<u>Ad Hoc Committees</u> Art All Night	Commissioner Gretchen Wharton
	Panel Recommendations	*No Panel Recommendations will be made.
	Unfinished Business Outstanding Conflict of Interest Forms	All Present
	New Business and Announcements	All Present
6:00 pm	Adjournment	Kay Kendall, Chair



6 12.17.15 Minutes



Full Commission Meeting Minutes

12/17/2015

4:00 pm to 6:07 pm

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alphonso; Stacie Lee Banks, Susan Clampitt; Rhona Wolfe Friedman; Alma Gates; Darrin Glymph; James E. Laws, Jr.; MaryAnn Miller; José Alberto Uclés; Gretchen Wharton; C. Brian Williams

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Victoria Murray Baatin; Erica Busby; Curtis Foy; Tonya Jordan; Dolores Kendrick; David Markey; Steven Mazzola; Regan Spurlock; Derek Younger

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on December 17, 2015 at 4:00 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003.

Adoption of the Agenda

- Commissioner José Alberto Uclés motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the November 17th Minutes

- Commissioner Rhona Wolfe Friedman motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Chairperson's Report

- Chair Kay Kendall lauded Executive Director Arthur Espinoza, Jr. for his stamina over the past few weeks as he adjusted to work at the Agency.
- Chair Kendall thanked the Commissioners for their participation in the recent series of Committee meetings.
- Chair Kendall noted that she was looking forward to future Committee meetings.
- Chair Kendall reported that Commissioner Barbara Jones had severely injured hurt her foot in a recent accident and was not able to attend the meeting.
- Chair Kendall noted that a holiday gift was on the table for each of the Commissioners.
- Chair Kendall reported that there was a possible partnership with the Corcoran Gallery of Art and the Agency. She went on to note that there are a number of pieces in their collection for which the use of had not yet been determined.
- Chair Kendall reported that ArtsActionDC was scheduled to meet on Friday, December 18, 2016 and that Director Espinoza would address the network regarding the District's Cultural Plan.
- Chair Kendall differed to Chioma Oruh from the Mayor's Office of Talent and Appointments who addressed the Commissioners regarding their dcbc.dc.gov e-mail addresses.

Executive Director's Report

- Director Espinoza asked the staff to share what their experience has been thus far with regard to the shift in the organizational culture.
 - Director Espinoza reported on the financials of the Agency.
 - Commissioner MaryAnn Miller inquired as to what would be done with funds that had been returned to the Agency from grantees.
- 6



Committee Reports

- Grants
 - Commissioner Susan Clampitt reported that the staff has been working hard very hard on a new grant program. Commissioner Clampitt deferred to Director of Grants Steven Mazzola to present the program.
 - Grants Director Mazzola thanked the Commissioners on the Grants Committee for their support and outlined the grant programs in collaboration with the members of the Grants team.
 - Chair Kendall indicated that while the program was not up for a formal vote, that it was important that the Commissioners come together in acknowledgment and endorsement of the new program.
 - Chair Kendall noted that numerous hours of staff time and Commissioner time, from those on the Grants Committee, had gone into this new program and thanked everyone for their effort.
 - Commission Brian Williams raised a concern as to whether the proposed funding levels would make a sizable impact for applicants.
 - Grants Director Mazzola referenced the organizations that were consulted during the community vetting of the new program and that they indicated that it would.
 - Director Espinoza noted that the sheer volume of applications is prohibiting the Agency from developing rich relationships with grantees.
 - Director Espinoza noted that the new grant program provided an opportunity better engage with organizations and individual artists and humanities professionals.
 - Commissioner Gretchen Wharton noted that the Agency will always continue to refine the program and lauded the effort as a bold step in being responsive to the community.
 - Commissioner Laws noted that there will be an opportunity to adjust and assess down the road.
 - Director Espinoza noted that the new program aligns with Mayor's vision of job growth and economic growth.
 - Chair Kendall asked for a show of hands as an endorsement of the new grant program.
 - There was majority endorsement.
- Art All Night
 - Commissioner Wharton quickly noted that future iterations of Art All Night would be refined and focus on one or two neighborhood sites.

Panel Recommendations

- There were no panel recommendations presented.

New Business and Announcements

- There were no panel recommendations presented.

Unfinished Business

- There were no panel recommendations presented.

Adjournment

- The meeting was adjourned at 6:04 pm.



11.19.15 Agenda



Full Commission Meeting Agenda

11/19/2015

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCA Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes October 22, 2015	All Commissioners Present
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Arthur Espinoza, Jr., Executive Director
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Art All Night Recap	Commissioner Gretchen Wharton
	Board of Ethics and Government Accountability Ethics Overview	Yancey W. Burns, Attorney-Advisor
	Committee Reports	
	<u>Standing Committees</u>	
	Grants	Commissioner Susan Clampitt, Committee Chair & Commissioner Gretchen Wharton
	<u>Internal Committees</u>	
	<u>Ad Hoc Committees</u>	
	Public Art	Commissioner Alma Gates, Committee Chair
	Panel Recommendations	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present
6:00 pm	Adjournment	Kay Kendall, Chair



11.19.15 Minutes



Full Commission Meeting Minutes

11/19/2015

4:00 pm to 5:38 pm

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Kim Alphonso; Stacie Lee Banks, Susan Clampitt; Rhona Wolfe Friedman; Alma Gates; James E. Laws Jr.; MaryAnn Miller; Elvi Moore; Maria Hall Rooney; José Alberto Uclés; Gretchen Wharton; C. Brian Williams

Attending Staff Members: Arthur Espinoza, Jr., EXECUTIVE DIRECTOR; Victoria Murray Baatin; Erica Busby; Tonya Jordan; Dolores Kendrick; Steven Mazzola; Regan Spurlock

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on November 19, 2015 at 4:00 pm at 200 I Street, SE, Washington, DC 20003.

Welcome

- Chair Kay Kendall welcomed the new Commissioners and the new Executive Director. Chair Kendall asked each Commissioner to reflect on their first arts experience in the District of Columbia.
- Chair Kendall distributed the FY16 Commissioner Committee assignments to the Commissioners.
- Chair Kendall asked that the Chair of each a committee briefly describe the role of their committee.

Adoption of the Agenda

- Commissioner MaryAnn Miller motioned to adopt the agenda as presented. The motion was seconded.
The motion carried. Unanimous

Adoption of the October 22nd Minutes

- Commissioner MaryAnn Miller motioned to adopt the minutes as presented. The motion was seconded.
The motion carried. Unanimous

Chairperson's Report

- Chair Kay Kendall deferred to Executive Director Arthur Espinoza, Jr. for his report.

Executive Director's Report

- Director Espinoza indicated that his official start date would be Monday, November 30, 2015.
- Director Espinoza reported that he had met with the full staff and is looking forward to starting in earnest.
- Director Espinoza thanked Legislative and Community Affairs Director Victoria Murray Baatin for setting up meetings with various members of the City Council and making visits with him.
- Director Espinoza noted that he recently met with the Office of Councilmember Bonds on Wednesday, November 18, 2015.
- Director Espinoza noted that he is savvy with social media and has a focus on raising the brand of the Agency.
- Director Espinoza requested that as Commissioners attend events, that they send photos so that they can be posted on social media.
- Director Espinoza thanked the staff for their perseverance over the past few months.

Office of the Poet Laureate

- Poet Laureate Dolores Kendrick thanked the Commission for the special award received at the Mayor's Arts Awards on Thursday, October 29, 2015.



6 11.19.15 Minutes



- Commissioner Gates reported on the progress of restoring the Ellington mural on U Street, noted that the goal was to have the mural restored by April in time for Jazz appreciation month and Duke Ellington's birthday.

Panel Recommendations

- There were no panel recommendations presented.

New Business and Announcements

- Commissioner James E. Laws, Jr. noted that Commissioner Elvi Moore is has been nominated to the Executive Committee as Treasurer and that there would be voted on at the next Full Commission meeting.

Unfinished Business

- There was no unfinished business.

Adjournment

- With no further business the meeting was adjourned at 5:38 pm.

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10.22.15 Agenda



Full Commission Meeting Agenda

10/22/2015

3:30 pm to 4:00 pm – Public Comment Period

4:00 pm to 6:00 pm – Deliberative Meeting

DCCAH Large Conference Room

3:30 pm – 4:00 pm	Public Comment Period	Adele Robey, Anacostia Playhouse Victoria Reis, Transformer Gallery
4:00 pm	Call to Order	Kay Kendall, Chair
	Adoption of the Agenda	All Commissioners Present
	Adoption of Minutes September 21, 2015	All Commissioners Present
	Chairperson's Report	Kay Kendall, Chair
	Executive Director's Report	Lisa Richards Toney, Interim Director
	Office of the Poet Laureate	Dolores Kendrick, Poet Laureate
	Pepco Waterfront Proposal Project Overview	Alma Gates, Committee Chair Tonya Jordan, Public Art Manager ACTION, FOR A VOTE
	Public Art Committee Candidate Review	Alma Gates, Committee Chair Tonya Jordan, Public Art Manager ACTION, FOR A VOTE
	Committee Reports <u>Standing Committees</u> <u>Internal Committees</u> <u>Ad Hoc Committees</u> Public Art Mayor's Arts Awards	Alma Gates, Committee Chair José Alberto Uclés, Committee Chair
	Panel Recommendations	*No Panel Recommendations will be made.
	Unfinished Business	All Present
	New Business and Announcements	All Present
6:00 pm	Adjournment	Kay Kendall, Chair



10.22.15 Minutes

Full Commission Meeting Minutes

10/22/2015

4:00 pm to 5:37 pm

DCCAH Large Conference Room

Attending Commissioners: Kay Kendall, CHAIR; Susan Ciampitt; Antoinette Ford; Rhona Wolfe Friedman; Alma Gates; Barbara Jones; James E. Laws Jr.; MaryAnn Miller; José Alberto Uclés; Gretchen Wharton

Attending Staff Members: Lisa Richards Toney, INTERIM DIRECTOR; Victoria Murray Baatin; Ebony Brown; Curtis Foy; Tonya Jordan; Steven Mazzola; Regan Spurlock

The Full Commission meeting of the DC Commission on the Arts and Humanities was called to order on October 22, 2015 at 4:00 pm at 200 I Street, SE, Suite 1400, Washington, DC 20003

Public Comment Period

- Adele Robey, Anacostia Playhouse
 - Ms. Robey noted that DC Commission on the Arts and Humanities was her organizations main and only sources for funding.
 - Ms. Robey noted that the relationship is critical and should be viewed as a partnership.
 - Ms. Robey noted that her organizations lives up to its mission to the best of their ability and in turn the DC Commission on the Arts and Humanities should recognize this by being engaged and funding her organization.
 - Ms. Robey noted that funding decisions should not be based on who writes the best essay as the stakes are too high.
 - Ms. Robey noted that applicants should be a part of the grants process and should be able to correct errors in their application and object to panelists that they feel they have a conflict of interest with their organization.
 - Ms. Robey noted that there should be a mechanism for the applicants to see the panelist comments before they go to the Commissioners.
 - Ms. Robey noted that the Virginia Arts Commission allows applicants to come in silently and observe the panel process.
 - Ms. Robey noted that there should be recognition for applicants who are committed to economic revitalization; she went on to note that that does not translate itself neatly to video or an essay.
 - Ms. Robey noted that Commissioners should come see there shows. There should be sight visits from Commissioners and phone calls to check on the well-being as they go through the year.
 - Ms. Robey noted that 3-5 minutes for in-person presentations in conjunction with the written application was not sufficient.
 - Ms. Robey noted that award and declination notices should be sent at the same time.
 - Ms. Robey noted that her organization received 10,000 visitors last year; she went on to note that to not be funded gives the impression that the District does not care about her part of the city.
- Victoria Reis, Transformer Gallery
 - Ms. Reis gave a thorough history of her organization.
 - Ms. Reis noted that her organization is the only non-profit visual arts organization in Logan Circle.
 - Ms. Reis noted that her organization is dedicated to emerging visual artist and contemporary arts leaders.
 - Ms. Reis noted that her organization does not charge artists to display their work and offers an honoraria and materials fee to artists.
 - Ms. Reis noted that her organization is recognized nationally and internationally.
 - Ms. Reis noted that her organization is consistently supported by the Warhol Foundation.

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Pepco Waterfront Substation Proposal

- Representatives Chris Taylor and Vandy Gyandhar from Pepco presented their proposal for the Waterfront Substation to the Commission board.
- Chair Kendall called for a motion to approve \$175,000 to fund the public art project in conjunction with PEPCO.
- Commissioner Gates moved to approve \$175,000 to fund the public art project in conjunction with PEPCO. The motion was seconded.
- Chair Kendall inquired as to when the funds would be expended.
- Public Art Manager Tonya Jordan indicated that all funds would be expended in FY16.
- Commissioner MaryAnn Miller asked who would be responsible for care and upkeep of the sculpture.
- Public Art Manager Jordan indicated that the details of the maintenance would be worked out in a maintenance agreement later in the process.
- Commissioner Miller noted her opinion that Pepco, the owner if the property, should take on the maintenance.
- Chair Kendall asked for a modification of the motion to reflect that Pepco should be responsible maintenance.
- Commissioner Antoinette Ford inquired as to if there was a desire to cap the funds and not give anymore.
- Chair Kendall noted that was not in the best interest of the Commission as later in the process a component that might be related to the art could come up for consideration and we want to ensure the highest quality.
- Commissioner Miller noted the upcoming merger of Pepco and Exxelon and inquired if that absorption would adversely affect the proposal.
- Tonya Jordan noted that at this juncture, the merger does not affect the proposal. She went on to note that specifics will be addressed in the memorandum of understanding.
- Chair Kendal called for a vote.
The motion passed. One abstention.

Public Art Committee

- Commissioner Gates turned the Commission's attention to the candidates for the Public Art Committee.
- Commissioner Gates reviewed the candidates for the Public Art Committee.
- Commissioner Gates moved that the Commission accept the candidate as presented. The motion was seconded.
- Chair Kendall called for conversation.
- Chair Kendall noted that candidate Eden Rafshoon had previously done work for her. She went on to note that she did not think that there was a conflict of interest as there is no financial compensation for service on the Public Art Committee.
- Interim Deputy Director (and agency ethics officer) Victoria Murray Baatin concurred that the previous relationship did not constitute a conflict of interest as there is no financial compensation for service on the Public Art Committee.
- Chair Kendal called for a vote.
The motion passed. One abstention.

Committee Reports

- Public Art
 - Commissioner Gates reported that the Commissioners had received the results from the Public Art Building Communities (PABC) grant panel.
 - Commissioner Gates reported on the successful launch of the North Capital Urban Farm project on Saturday, September 26, 2015.
 - Commissioner Gates reported on the successful completion of the Aurelius Battaglia mural restoration at Mount Pleasant Library.



4. Please describe the Commission's activities in FY 2016 and FY 2017 to date.

- The Women of Plums
 - July 21, 2016
 - The DC Commission on the Arts and Humanities presented The Women of Plums, a theatrical adaption of the prize winning book by the DC Poet Laureate Dolores Kendrick. The Women of Plums featured poems written in the voices of slave women who relate lives of appalling deprivation in lyrical monologues.

- Poetry Out Loud
 - March 15, 2016
 - The DC Commission on the Arts and Humanities hosted their annual Poetry Out Loud District finals in the sound studios at the DC Office of Cable Television, Film, Music, and Entertainment. Poetry Out Loud, a joint program of the National Endowment for the Arts and The Poetry Foundation, is a national competition that seeks to foster the next generation of literary readers by capitalizing on the latest trends in poetry - recitation and performance. The program builds on the resurgence of the oral art form of poetry, as seen in the slam poetry and spoken word movements. Poetry Out Loud invites these dynamic aspects into the classroom, where teachers engage students through classroom memorization, performances and competition. Through Poetry Out Loud, students master public speaking skills, build self-confidence, and learn about their literary heritage.
 - The 12th annual Poetry Out Loud competition will take place March 8th, 2017. The performance will be edited and shown on cable television at a later date. Students from thirteen local high schools will participate. Teaching artists will once again work with students in preparation for their participation in their school, District, and national finals.

- The Larry Neal Writers' Awards
 - June 9, 2016
 - The annual Larry Neal Awards ceremony was held in the gallery of the DC government building in which CAH offices are located (200 I Street SE). Thomas Sayers Ellis was the emcee for the evening and presenters included; Toni Ford (CAH Commissioner), Dolores Kendrick (Poet Laureate), Tara Libert (Free Minds Book Club), Louis Hicks (Humanities Council of DC), Laura Escoli (Young Playwrights' Theatre), and Denise Rolark Barnes (The Washington Informer).

- Celebrating the Creative Spark!
 - March, 2016
 - The DC Commission on the Arts Humanities celebrated National Arts in Education Month during March 2016 with a series of 126 workshops led by teaching artists and arts and humanities organizations in schools, libraries, and community arts venues across all eight wards of the city. These workshops focused on the generative or process-driven nature of the work done in the arts and humanities that help young people build the essential “habits of mind” and “21st Century Skills” that ensure their future success. Workshops were implemented for pre-school to high school students and included; creative writing, storytelling, media, fashion design, music, theatre, dance, improvisation, and visual arts.

- Poets-In-Progress
 - February 13, 2016
 - This program serves local poets that demonstrate great promise despite limited publishing. The goal of the program is to provide poets with a unique opportunity to celebrate their accomplishments and embrace future career opportunities.

- Music on the Mall
 - Each Tuesday, June-August, 2016
 - This is our summer long program developed by Metro in cooperation with the Office of Congresswoman Eleanor Holmes Norton, the National Park Service, and the DC Commission on the Arts and Humanities. The program features live music performances on the lawn of the National Mall on Tuesdays and Thursdays during the lunchtime.

- Chuck Brown Day
 - August 20, 2016
 - A celebration of Chuck Brown’s life, legacy, and memory that CAH coproduced with DPR. Loyal fans and followers of all ages turned out in record numbers to hear his band perform their greatest hits live at the Chuck Brown Memorial Park.

- Labor Day Weekend Music Festival
 - September 2, 2016 - September 4, 2016
 - Our annual three day music festival was held at The Historic Lincoln Theatre. The event featured many genres of music, including jazz, blues, rock, funk, Go-Go musical artists, Americana, and others.

- 202 Arts and Music Festival
 - September 9, 2016
 - Our cutting-edge festival was held in one of the District’s most well-known neighborhoods, the Southwest Waterfront. This festival celebrates

DC with 11 hours of continuous visual arts, performance art, and interactive cultural and creative experiences.

- Mayor's Arts Awards
 - September 22, 2016
 - The Mayor's Arts Awards and the Mayor's Awards for Arts Teaching are the most prestigious honors conferred by the city on individual artists, teachers, nonprofit organizations, and patrons of the arts. The DC Commission on the Arts and Humanities presented the 1st Annual Mayor's Arts Awards this year.

- The Women of Plums
 - February 16, 2017
 - The DC Commission on the Arts and Humanities presented The Women of Plums, a theatrical adaptation of the prize winning book by the DC Poet Laureate Dolores Kendrick. The Women of Plums featured poems written in the voices of slave women who relate lives of appalling deprivation in lyrical monologues.

- The Districts African Diaspora: Communities presents in Conversation
 - February 16, 2017
 - This event was organized in conjunction with the Mayor's Office of African Affairs, the Mayor's Office on American Affairs and the Mayor's Office on Latino Affairs.
 - The DC Commission on the Arts and Humanities celebrated Black History Month with a Panel Discussion featuring speakers from the District's African, African American, and Afro-Latino Communities.

5. Please list each contract, procurement, lease, and grant ("contract") awarded, entered into, extended and option years exercised, by your agency during FY16 and FY17 to date. For each contract, please provide the following information, where applicable: The name of the contracting party/vendor; Contract number; The nature of the contract, including the end product or service; The dollar amount of the contract, the term of the contract; Whether the contract was competitively bid or sole sourced; any corrective actions taken or technical assistance provided; and The name of the agency's contract monitor and the results of any monitoring activity.

FY2016 CONTRACTING PARTY	CONTRACT NUMBER	SERVICES/DELIVERABLES	CONTRACT AMOUNT	ACTUAL SPENT	CONTRACT TERM	AGENCY CONTRACT MONITOR	CORRECTIVE ACTION	FUNDING SOURCE
The American Society of Composers, Authors & Publishers (ASCAP)	N/A	ASCAP is the performing rights organization of choice for over 450,000 songwriters, composers and music publishers. They license the public performance of our members' music and ensure	\$ 5,595.00	\$ 5,595.00	One year contract & non-competitive through OCP procurement process.	Earica Busby	None	Local Funds
A Grant Event	NA	Provided tents and event rentals for the 31st Annual Mayor's Arts Awards and the 202 Festival	\$ 21,358.35	\$ 21,104.80	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Allstage & Sound	NA	Provided stage rental for the 202 Festival	\$ 22,391.00	\$ 20,833.10	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Allstage & Sound	NA	Provided bike racks, baracades and ramps for the 202 Festival	\$ 19,863.50	\$ 19,863.50	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
American Business Supplies	BPA-16-0068	Provides office supplies and furniture	\$ 15,000.00	\$ 14,999.10	One year contract & competitive through OCP procurement process.	Carolyn Parker	None	Local Funds
American University (WAMU)	N/A	Advertisement to promote various events presented by the agency.	\$ 9,000.00	\$ 9,000.00	Yearly contract & non-competitive through OCP procurement process.	Jeff Scott	None	Local Funds
Aneikan Udofia	NA	Provided a live mural project for 202 Festival	\$ 5,000.00	\$ 5,000.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Apple, Inc.	N/A	Provides various office technology.	\$ 4,046.00	\$ 3,308.00	One year contract & competitive through OCP procurement process.	Carolyn Parker	None	Local Funds
Apple, Inc.	N/A	Provides various office technology.	\$ 1,852.00	\$ 1,852.00	One year contract & competitive through OCP procurement process.	Carolyn Parker	None	Local Funds
Artex	CW26848	Provides art handling and installation services.	\$ 100,000.00	\$ 99,944.36	One year contract & competitive through OCP procurement process.	Zoma Wallace	None	Local Funds
Atmosphere	NA	Provided concert lighting, building projections and park lighting for 202 Festival	\$ 44,430.00	\$ 22,000.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Balancing Act (DJ Quicksilva)	NA	Provided DJ Services for the 202 Festival	\$ 2,500.00	\$ 2,500.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Black Alley Band	NA	Provided performance for the 202 Festival	\$ 8,000.00	\$ 8,000.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Brencore Entertainment	NA	Provided performance for the 202 Festival	\$ 3,500.00	\$ 3,500.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Broad Sound Entertainment	NA	Provided music performance for the 31st Annual Mayor's Arts Awards reception	\$ 5,000.00	\$ 5,000.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Broadcast Music, Inc. (BMI)	N/A	BMI supports businesses and organizations that play music publicly by offering blanket music licenses that permit them to play more than 8.5 million musical works.	\$ 5,486.00	\$ 5,486.00	Yearly contract renewed & non-competitive contract through OCP procurement process.	Earica Busby	None	Local Funds
BYT Media	N/A	Advertisement to promote various events presented by the agency.	\$ 8,450.00	\$ 7,700.00	Yearly contract & non-competitive through OCP procurement process.	Jeff Scott	None	Local Funds
Capital Community News	N/A	Advertisement to promote various events presented by the agency.	\$ 11,664.00	\$ 11,644.00	Yearly contract & non-competitive through OCP procurement process.	Jeff Scott	None	Local Funds
CBS Radio	N/A	Advertisement to promote various events presented by the agency.	\$ 4,980.00	\$ 4,980.00	Yearly contract & non-competitive through OCP procurement process.	Jeff Scott	None	Local Funds
CBS Radio	N/A	Advertisement to promote various events presented by the agency.	\$ 9,100.00	\$ 9,100.00	Yearly contract & non-competitive through OCP procurement process.	Jeff Scott	None	Local Funds

Choptceth LLC	NA	Provided performance for the 202 Festival Graphic Design, Printing and Language Translation Services.	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Corporate Press	CW26205	Participation in the Americans for the Arts Economic Impact Study, Prosperity V.	\$ 45,000.00	\$ 33,092.04	\$ 33,092.04	One year contract & competitive through OCP procurement process.	Teresa Boersma	None	Local Funds
Cultural Capital	N/A	Participation in the Americans for the Arts Economic Impact Study, Prosperity V. that created, supports, and sustains the unique database of financial and programmatic information from arts and cultural organizations being considered by CAH. CDP invented and are the sole owners of this software and web portal and are the only company in the United States that is capable of providing this service to the CAH and the District of Columbia arts community. Their ability to aggregate data from the entirety of District of Columbia-based Advertisment to promote various events presented by the agency.	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	Yearly contract & non-competitive through OCP procurement process.	Earica Busby	None	Local Funds
Cultural Data Project	N/A	Advertisement to promote various events presented by the agency.	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	Renewal of three years & non-competitive through OCP procurement process.	Steven Mazzola	None	Local Funds
Current Newspaper	N/A	Advertisement to promote various events presented by the agency.	\$ 4,147.00	\$ 3,975.87	\$ 3,975.87	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Current Newspaper	N/A	Advertisement to promote various events presented by the agency.	\$ 1,382.00	\$ 1,382.00	\$ 1,382.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Ayanna Gregory	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Bhagwan Khalsn	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Black Masala (Michael Oumallah)	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Bumper Jack	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Freda Benjamin	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Freddie Dunn	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Kenneth Pirog	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Jeffrey Kyle	N/A	Production Manager for The Lincoln Theater Concert Series	\$ 54,453.00	\$ 54,453.00	\$ 54,453.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Margot MacDonald	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Maureen Andary	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Pan American Symphony Orchestra	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Sara Curtin	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Satya Thallam	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Thomas Liddle	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Zavuya Music	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Elijah Balbed	N/A	Community Artist for The Lincoln Theater Concert Series	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds

Current Newspaper	N/A	Advertisement to promote various events presented by the agency.	\$ 2,764.68	\$ 2,073.34	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Deisgn Foundry	N/A	Provided production rentals for the 31st Annual Mayor's Arts Awards	\$ 14,000.00	\$ 14,000.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Dell Computer Corporation	N/A	Provide technology equipment for businesses.	\$ 6,792.00	\$ 6,792.00	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Dont's Johns Inc.	NA	Provided Porta Potties for the 202 Festival	\$ 5,820.00	\$ 3,820.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Dufour & Co Productions LLC	CW45303	Production management for the 30th Annual Mayor's Arts Awards	\$ 60,000.00	\$ 60,000.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
East City Art	N/A	Advertisement to promote various events presented by the agency.	\$ 4,072.00	\$ 4,072.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Ely	CW26919	Provides art handling and installation services.	\$ 50,000.00	\$ 33,196.34	One year contract & competitive through OCP procurement process.	Zona Wallace	None	Local Funds
Excalibur Legal Staff (Jeff Scott)	BPA-15-0069	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 96,000.00	\$ 71,526.00	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Excalibur Legal Staff (Patrick Realize)	BPA-15-0069	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 69,000.00	\$ 66,830.40	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Excalibur Legal Staffing (Interns)	BPA-16-0052	Professional temporary services firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 37,500.00	\$ 32,721.59	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Excalibur Legal Staffing (Jakenna Martin & Willie Doggett/ Calenthia Banks)	CW34254	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 165,000.00	\$ 151,333.38	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Experts Framing	CW26963	Provide framing for two-dimensional and three-dimensional artworks, building Plexiglas vitrines, and display pedestals for sculptural artworks.	\$ 50,000.00	\$ 48,915.74	One year contract & competitive through OCP procurement process.	Ron Humbertson	None	Local Funds
Experts Framing	CW26963	Provide framing for two-dimensional and three-dimensional artworks, building Plexiglas vitrines, and display pedestals for sculptural artworks.	\$ 52,326.56	\$ 52,321.99	One year contract & competitive through OCP procurement process.	Ron Humbertson	None	Local Funds
Fantasy World Entertainment	N/A	Provides full service party and amusement rentals. Gallery Systems Inc., is the sole developer and distributor of the TMS and eMuseum software and will provide licensing, installation, maintenance support and training.	\$ 15,840.00	\$ 15,840.00	One year contract & non-competitive through OCP procurement process.	Earica Busby	None	Local Funds
Gallery Systems, Inc.	N/A	Provided performance (The Headliner) for the 202 Festival	\$ 2,805.00	\$ 2,805.00	One year contract & non-competitive through OCP procurement process.	Ron Humbertson	None	Local Funds
George Clinton (MoonDog Inc.)	CW46415	Advertisement to promote various events presented by the agency.	\$ 120,000.00	\$ 120,000.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Glanz TV	N/A	Advertisement to promote various events presented by the agency.	\$ 7,875.00	\$ 7,875.00	Yearly contract & non-competitive through OCP procurement process.	Jeff Scott	None	Local Funds
Good Done Great	CH411037	Manages grants in an economical database that requires minimal or no IT staff and no server.	\$ 76,600.00	\$ 76,600.00	One year contract with renewal of three years & non-competitive through OCP procurement process.	Steven Mazzola	None	Local Funds
Gothamist, LLC	N/A	Advertisement to promote various events presented by the agency.	\$ 3,000.00	\$ 3,000.00	Yearly contract & non-competitive through OCP procurement process.	Jeff Scott	None	Local Funds
Gothamist, LLC	N/A	Advertisement to promote various events presented by the agency.	\$ 4,000.00	\$ 4,000.00	Yearly contract & non-competitive through OCP procurement process.	Jeff Scott	None	Local Funds

Green Door Advisors, LLC.	CW35410	The UPSTART grant program began in 2006 as a way to assist DC's art and humanities organizations to improve their organizations by providing one on one consulting, organizational needs assessment, detailed work plans, and financial assistance. The grant awards 6 six individual local non-profit arts and humanities organizations who work with consultants to create and implement a work plan that will allow Advertisment to promote various events presented by the agency.	\$ 114,326.00	\$ 114,326.00	\$ 114,326.00	One year contract with renewal of three years & competitive through OCP procurement process.	Steven Mazzola	None	Local Funds
iHeartMedia - Capstart	N/A	Provident rental space to host various workshops and training for agency grantees.	\$ 9,000.00	\$ 7,501.00	\$ 7,501.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Imagination Stage	N/A	IMT are concert promoters in District of Columbia who now oversees the historic Lincoln Theatre. A contract was form to ensure the artist programming at the Historical Lincoln Theatre, which will allow us to have 12 rental dates annually District Government events and 12 rental dates annually for the community, totaling 24 days a year.	\$ 200,000.00	\$ 179,815.50	\$ 179,815.50	One year contract & non-competitive through OCP procurement process.	Derek Younger	None	Local Funds
It's My Theatre, LLC	N/A	Arts Awards	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Jarrell Pridgen	N/A	Provided performance (The Headliner) for the 202 Festival	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Marucci Artist Management (Delta Spur)	N/A	Provides Fine art conservator to provide art conservation services on selected works of art from CAH public art located throughout the DC metro area.	\$ 90,000.00	\$ 85,702.00	\$ 85,702.00	One year contract & non-competitive through OCP procurement process.	Ron Humbertson	None	Local Funds
McKay Lodge Fine Arts	CW36851	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 77,500.00	\$ 74,112.21	\$ 74,112.21	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Midtown Personnel (Curtis Foy / Khalid H	CW26526	Advertisment to promote various events presented by the agency.	\$ 9,800.00	\$ 9,800.00	\$ 9,800.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Outfront Media	N/A	Provides painting, maintenance and repair services	\$ 6,219.58	\$ 6,219.58	\$ 6,219.58	One year contract & competitive through OCP procurement process.	Zonia Wallace	None	Local Funds
PMGL, LLC	N/A	Advertisment to promote various events presented by the agency.	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Radio One, Inc.	N/A	Provided sound, production and engineering for the 202 Festival	\$ 20,849.00	\$ 20,849.00	\$ 20,849.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
RCM Productions (Robert C. Marshal Sr.	N/A	Providing creative writing and performance development to high school students to participate in the Poetry Out Loud competition.	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	Yearly contract & non-competitive through OCP procurement process.	David Markey	None	Local Funds
Regie Cabico	N/A	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 40,000.00	\$ 14,112.56	\$ 14,112.56	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Ross Professional Services (Kym Safran)	Doc255105	Provided lighting, pipe and drape for the 31st Annual Mayor's Arts Awards and pipe and drape for the 202 Festival	\$ 10,000.00	\$ 9,482.75	\$ 9,482.75	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Showtime Events	N/A	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 48,654.00	\$ 42,778.80	\$ 42,778.80	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Tecknomic, LLC	DOC117112	Advertisment to promote various events presented by the agency.	\$ 812.00	\$ 812.00	\$ 812.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
The Beacon Newspaper	N/A								

The Coles Group (Travis Marcus)	CW19544	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 39,000.00	\$ 29,546.56	One year contract with renewal of three years & competitive through OCP procurement process.	Erica Busby	None	Local Funds
The Coles Group (LaShawn Bryant / Paig	CW42372	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 54,080.00	\$ 22,178.00	One year contract with renewal of three years & competitive through OCP procurement process.	Erica Busby	None	Local Funds
The Washington Informer	N/A	Advertisement to promote various events presented by the agency.	\$ 1,500.00	\$ 1,500.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
The Washington Informer	N/A	Advertisement to promote various events presented by the agency.	\$ 2,250.00	\$ 2,250.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
The Washington Informer	N/A	Advertisement to promote various events presented by the agency.	\$ 5,250.00	\$ 5,250.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
The Washington Informer	N/A	Advertisement to promote various events presented by the agency.	\$ 6,300.00	\$ 6,300.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Theatre Communications Group	N/A	Advertisement to promote various events presented by the agency.	\$ 25,000.00	\$ 25,000.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Washington City Paper	N/A	Advertisement to promote various events presented by the agency.	\$ 4,032.00	\$ 4,032.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Washington Performing Arts	N/A	Provided performance for the 31st Annual Mayor's Arts Awards	\$ 2,000.00	\$ 2,000.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
Washington Post	N/A	Advertisement to promote various events presented by the agency.	\$ 7,500.00	\$ 7,499.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Washington Post	N/A	Advertisement to promote various events presented by the agency.	\$ 19,940.00	\$ 19,516.70	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Washington Post	N/A	Advertisement to promote various events presented by the agency.	\$ 7,140.00	\$ 4,620.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Watkins Security	N/A	Provided Security for the 202 Festival.	\$ 8,723.00	\$ 8,723.00	Yearly contract & competitive through OCP procurement process.	Ebony Brown	None	Local Funds
WETA	N/A	Advertisement to promote various events presented by the agency.	\$ 5,000.00	\$ 5,000.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
WHUR	N/A	Advertisement to promote various events presented by the agency.	\$ 8,200.00	\$ 6,397.50	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
WHUR	N/A	Advertisement to promote various events presented by the agency.	\$ 4,100.00	\$ 4,100.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
WKM Solutions, LLC	POA544935	Full range of residential and commercial building renovation services.	\$ 45,711.26	\$ 42,239.05	Yearly contract & competitive through DGS procurement process.	Carolyn Parker	None	Local Funds
WTOP Radio	N/A	Advertisement to promote various events presented by the agency.	\$ 5,000.00	\$ 5,000.00	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Xerox Corporation	GS-25F-0062L	Printers copiers, multifunction's printers, supplies and maintenance agreements to equipment.	\$ 20,000.00	\$ 18,387.15	One year contract with renewal of three years & non-competitive through OCP procurement process.	Carolyn Parker	None	Local Funds

FY2017 CONTRACTING PARTY	CONTRACT NUMBER	SERVICES/DELIVERABLES	CONTRACT AMOUNT	ACTUAL SPENT	CONTRACT TERM	AGENCY CONTRACT MONITOR	CORRECTIVE ACTION	FUNDING SOURCE
A Grant Event	N/A	Provided tents and event rentals for the 32nd Annual Mayor's Arts Awards and the 202 Festival	\$ 13,364.00	\$ -	Yearly contract renewed & non-competitive contract through OCP procurement process.	Ebony Brown	None	Local Funds
Amojia Sumler	N/A	Providing creative writing and performance development to high school students to participate in the Poetry Out Loud competition.	\$ 1,380.00	\$ -		Page Reynolds	None	Local Funds

Apple, Inc.	N/A	Provides various office technology.	\$ 2,000.00	\$ -	One year contract & competitive through OCP procurement process.	Carolyn Parker	None	Local Funds
Artex	CW26848	Provides art handling and installation services.	\$ 75,000.00	\$ 758.00	One year contract & competitive through OCP procurement process.	Zoma Wallace	None	Local Funds
Broadcast Music, Inc. (BMI)	N/A	BMI supports businesses and organizations that play music publicly by offering blanket music licenses that permit them to play more than 8.5 million The Cultural Data Project is the sole organization that created, supports, and sustains the unique database of financial and programmatic information from arts and cultural organizations being considered by CAH. CDP invented and are the sole owners of this software and web portal and are the only company in the United States that is capable of providing this service to the CAH and the District of	\$ 5,582.00	\$ 5,582.00	Yearly contract renewed & non-competitive contract through OCP procurement process.	Earica Busby	None	Local Funds
Cultural Data Project	N/A	Advertisement to promote various events presented by the agency.	\$ 20,000.00	\$ -	Renewal of three years & non-competitive through OCP procurement process.	Steven Mazzola	None	Local Funds
East City Art	N/A	Provides art handling and installation services.	\$ 5,180.00	\$ -	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
Ely	CW26919	Fabricate and Install series of vinyl banners to accompany the Aurelius Battaglia Mural Conservation Project at the Mt. Pleasant Library	\$ 50,000.00	\$ 8,794.67	One year contract & competitive through OCP procurement process.	Zoma Wallace	None	Local Funds
EPI Colospace	N/A	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 9,425.00	\$ -	Yearly contract & non-competitive through OCP procurement process.	Zoma Wallace	None	Local Funds
Excalibur Legal Staff (Interns)	BPA-0052	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 25,000.00	\$ 7,892.64	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Excalibur Legal Staff (Patrick Realize)	BPA-15-0069.	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 20,000.00	\$ 7,019.76	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Excalibur Legal Staff (Calenthia Banks & Jakenna Martin)	CW34254	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 35,000.00	\$ 18,521.28	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Experts Framing	CW26963	dimensional artworks, building Plexiglas vitrines, and display pedestals for sculptural artworks.	\$ 125,000.00	\$ 48,591.25	One year contract & competitive through OCP procurement process.	Ron Humbertson	None	Local Funds
iHeartMedia	N/A	Advertisement to promote various events presented by the agency.	\$ 7,495.00	\$ -	Yearly contract & non-competitive through OCP procurement process.	Jeffrey Scott	None	Local Funds
It's My Theatre, LLC	N/A	IMT are concert promoters in District of Columbia who now oversee the historic Lincoln Theatre. A contract was formed to ensure the artist programming at the Historical Lincoln Theatre, which will allow us to have 12 rental dates annually for District Government events, and 12 rental dates annually for the community.	\$ 200,000.00	\$ 40,652.50	Yearly contract & non-competitive through OCP procurement process.	Derek Younger	None	Local Funds
Learning Machine	N/A	A web based application portal used for potential grantees to submit their applications to various public art projects and grant opportunities.	\$ 4,600.00		One year contract & non-competitive through OCP procurement process.	Ron Humbertson	None	Local Funds
Midtown Personnel (Khalid Randolph)	BPA-15-0076	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 30,000.00	\$ 8,877.60	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Nubia Kai-Nura Salaam	N/A	Providing creative writing and performance development to high school students to participate in the Poetry Out Loud competition.	\$ 2,640.00	\$ 2,640.00	Yearly contract & non-competitive through OCP procurement process.	Page Reynolds	None	Local Funds

PMGL, LLC	N/A	Painting, Maintenance and Repair Services	\$ 9,855.00	\$ 9,855.00	One year contract & competitive through OCP procurement process.	Zona Wallace	None	Local Funds
Public Storage Facility	N/A	Storage facility.	\$ 7,694.04	\$ 7,694.04	Yearly contract & non-competitive through OCP procurement process.	Carolyn Parker	None	Local Funds
Regie Cabico	N/A	Providing creative writing and performance development to high school students to participate in the Poetry Out Loud competition.	\$ 2,700.00	\$ -	Yearly contract & non-competitive through OCP procurement process.	David Markey	None	Local Funds
Ross Professional Services (Kym Saifram)	Doc255105	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 25,000.00	\$ 3,887.52	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
Senoda, Inc.	C13809	Provide printing, bindery, web and design creation services.	\$ 30,000.00	\$ -	One year contract & competitive through OCP procurement process.	Teresa Boersma	None	Local Funds
Siar Office Supplies	C12284-V2	Provides office supplies and furniture	\$ 10,000.00	\$ 3,048.65	One year contract & competitive through OCP procurement process.	Carolyn Parker	None	Local Funds
The Coles Group (Paige Reynolds)	CW42372	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 20,000.00	\$ 4,784.00	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
The Coles Group (Travis Marcus)	CW19544	Professional search firm specializing in sales, marketing, human resources, financial, accounting & information technology.	\$ 20,000.00	\$ 4,642.79	One year contract with renewal of three years & competitive through OCP procurement process.	Earica Busby	None	Local Funds
TMS & eMuseum Service	N/A	Annual maintenance and license fees for the agencies art collection content management system and art collection website.	\$ 10,000.00	\$ -	One year contract & non-competitive through OCP procurement process.	Ron Humbertson	None	Local Funds
Victoria Murray Baatin	N/A	Create policy manual for the agency detailing and codifying the expressed policies and procedures for the Agency.	\$ 6,443.00	\$ 3,206.49	Yearly contract & non-competitive through OCP procurement process.	Michael Bigley	None	Local Funds
Xerox Corporation	GS-25F-0062L	Printers copiers, multifunction's printers, supplies and maintenance agreements to equipment.	\$ 18,500.00	\$ 6,208.38	One year contract with renewal of three years & non-competitive through OCP procurement process.	Carolyn Parker	None	Local Funds

6. Please provide a detailed timeline of the entire grant process for FY2016 and FY2017 grants –beginning with application process opening, deadline to apply, complete internal process –review, approval, and announcement, and when final payment is made. Additionally, please provide the expected and actual time frame from award announcement to funds disbursed. Please explain and justify any difference.

DETAILED TIMELINE OF THE FY16 GRANT PROCESS

DATE	ACTION	NOTES
March 31, 2015	Grants launch event at the Historic Lincoln Theatre (All FY16 Grants Open)	All grant guidelines and applications published online
April 9, 2015	Grant Writing Workshops Begin	Held at CAH office and at THEARC
April 30, 2015	Grant Writing Workshops End	45 workshops offered in total
May 13, 2015	Application Deadlines Begin	NA
May 22, 2015	Applications Deadlines End	Application window closes for all applications with the exception of the PABC grant
July 8, 2015	FY16 Peer Review Panels Begin	NA
July 11, 2015	Deadline for PABC	NA
August 27, 2015	FY16 Peer Review Panels End	31 separate panels convened with over 277 volunteer panelists (more than any previous year)
September 1-4, 2015	Grants Committee Convenes	Committee reviews panelists' ranking and makes recommendations
September 21, 2015	Adoption of FY16 CAH Budget by Full Commission	NA
September 21, 2015	Full Commission Meeting	Approval of FY16 grant awards
October 1, 2015	Grant Award Notifications Sent to Grantees	NA
October 23, 2015	All Executed Grant Agreements Due to CAH	Grantees must submit signed grant agreements to CAH
October 26, 2015 - February 2016	Purchase Orders Created in PASS from the executed grant agreements	Requisitions are processed as executed grant agreements are submitted. Invoices are immediately requested from grantees.
November 13, 2015 - January 2016	Invoices from Grantees processed	Invoices are processed as they are submitted

Grant Program Key: Heritage Grant Program (HGP), Public Art Building Communities (PABC), Projects, Events and Festivals (PEF), Arts Education Projects (AEP).

January 2016	Deadline to Process 1st Round of FY16 Grantee Invoices	NA
February 26, 2016	Deadline for 1 st Round of funds disbursed to FY16 Grantees	Funds must be disbursed within 30 days of invoice submittal
April 22, 2016	Deadline to Process 2 nd Round of FY16 Grantee Invoices	Awards over \$10,000 submit mid-year reports in order to receive the 2nd half of their award
May 1, 2016	Deadline for 2 nd Round of funds disbursed to FY16 Grantees	Funds must be disbursed within 30 days of invoice submittal
September 30, 2016	Deadline for all FY16 Payments	NA

DETAILED TIMELINE OF THE FY17 GRANT PROCESS

DATE	ACTION	NOTES
January 21, 2016	HGP launch event at the Edgewood Arts Center (FY17 HGP Application Opens)	Heritage Grant Program guidelines and applications published online
February 2, 2016	HGP Workshops begin	Held at CAH office and online
February 19, 2016	HGP Workshops End	6 workshops offered in total
February 26, 2016	HGP Deadline	NA
March 28, 2016	HGP Peer Review Panels Begin	NA
March 31, 2016	HGP Peer Review Panels End	4 separate panels convened with 31 panelists
April 4, 2016	Grants Committee Convenes	Committee reviews panelists' ranking and makes recommendations
April 7, 2016	Full Commission Meeting	Approval of FY17 Heritage Grant Program Awards (for intent to fund letters)
April 8, 2016	HGP Intention to Fund letters sent	NA
April 14, 2016	FY17 Grants launch event at the MLK Library Dream Lab (FY17 Project & Fellowship grants Open)	All grant guidelines and applications published online
April 18, 2016	Grant Writing Workshops Begin	NA
May 19, 2016	Grant Writing Workshops End	22 workshops offered in total at CAH Offices, Mt Pleasant Library, Benning Library, Anacostia Library, and online
May 18, 2016	Application Deadlines Begin	NA

May 27, 2016	Applications Deadlines End	Application window closes for all applications except PABC
July 6, 2016	FY16 Peer Review Panels Begin	NA
July 11, 2016	Deadline for PABC	NA
August 25, 2016	FY16 Peer Review Panels End	23 separate panels convened with over 190 volunteer panelists
September 1, 2016	Grants Committee Convenes	Committee reviews panelists' ranking and makes recommendations
September 8, 2016	Adoption of FY17 CAH Budget by Full Commission	NA
September 8, 2016	Full Commission Meeting	Approval of FY17 grant awards
October 3, 2016	Grant Award Notifications Sent to Grantees	In 2016, October 1 fell on a Saturday.
October 21, 2016	All Executed Grant Agreements Due to CAH	Grantees must submit signed grant agreements to CAH
October 24, 2016 – February 2017	Purchase Orders Created in PASS from the executed grant agreements	Requisitions are processed as executed grant agreements are submitted. Invoices are immediately requested from grantees.
November 7, 2016	FY17 PEF #2 Opens	NA
November 16, 2016	FY17 PEF #2 workshops take place	NA
December 2, 2016	FY17 PEF #2 deadline	NA
December 12, 2016	FY17 PEF Panel	NA
December 12, 2016	Grants Committee Convenes to review PEF #2	Committee reviews panelists' ranking and makes recommendations
December 15, 2016	Full Commission Meeting	Approval of FY17 Projects Events and Festivals #2 grant awards
December 19, 2016	Grant Award Notifications Sent to Grantees	NA
December 31, 2016	Deadline for 1st Round of funds to be disbursed to FY17 PEF grantees	FY17 Projects, Events and Festivals #2 payments expedited
November 14, 2016 – January 2017	Invoices from Grantees processed	Invoices are processed as they are submitted
January 2017	Deadline to Process 1st Round of FY17 Grantee Invoices	NA
January 26, 2017	FY17 PEF #3, AEP #2 and PABC #2 open	NA

February 3, 2017	FY17 PEF #3, AEP #2 and PABC #2 workshops begin	NA
February 21, 2017	FY17 PEF #3, AEP #2 and PABC #2 workshops end	16 workshops offered in total at CAH Offices, Mt Pleasant Library, Anacostia Library, and online
February 24, 2017	Deadline for 1st Round of funds to be disbursed to FY17 Grantee	Funds must be disbursed within 30 days of invoice submittal
March 6, 2017	FY17 PEF #3, AEP #2 and PABC #2 deadlines begin	NA
March 31, 2017	FY17 PEF #3, AEP #2 and PABC #2 deadlines end	NA
March 31, 2017	FY17 PEF #3, AEP #2 and PABC #2 panels begin	NA
April 14, 2017	FY17 PEF #3, AEP #2 and PABC #2 panels end	We anticipate 13 panels with approximately 100 panelists
April 28, 2017	Deadline to Process 2 nd Round of FY17 Grantee Invoices	Awards over \$10,000 submit mid-year reports in order to receive the 2nd half of their award
May 26, 2017	Deadline for 2 nd Round of funds disbursed to FY17 Grantees	Funds must be disbursed within 30 days of invoice submittal
September 30, 2017	Deadline for all FY17 Payments	NA

The DC Commission on the Arts and Humanities (CAH) grant program managers are responsible for ensuring applicants and applications are compliant with eligibility guidelines as listed in the FY16 and FY17 Guide to Grants and guidelines for each program during the first week after an application deadline has passed. Grant program managers are then responsible for convening panels of artists, arts and humanities administrators, community members and individuals with relevant skill sets for each grant program. The panelists then in turn review applications, providing ranking scores and comments. During the panel process, grant program managers take minutes at each panel to ensure panelists' responses to applications are recorded and kept within the established grant guidelines. These comments are later made available to applicants. Panelist's rankings of applications are presented to Grants Committee of Commissioners to generate funding recommendations based on the available funds allocated for each grant program and the applicant ranking. The Full Commission reviews and approves the recommendations of the Grants Committee. The awards are announced subsequently.

Applicants are given three weeks to upload signed grant agreements to the CAH application portal. After the Executive Director co-signs the signed agreement, grant program managers review the agreement to ensure all materials are signed and consistent with budgetary figures made in the original application. Once a purchase order number has been established for the vendor in PASS, an invoice for first payment is requested from the applicant and submitted to the Office of the Chief Financial Officer (OCFO) via the grant manager for processing within 72 hours of receipt of the grant agreement. The OCFO's office then processes the invoice for first payment. Processing time is estimated at 30 days from the date submitted to the OCFO. An award payment is then sent by the OCFO via direct deposit or US mail to the awardee.

The expected timeframe from award announcement to funds disbursement is 10 to 12 weeks. This process can be shortened by approximately two weeks if and when the applicant has provided direct deposit information. Applicants are strongly encouraged to provide direct deposit information. This timeframe can be stymied by any of the following:

- Grantees failing to upload signed grant agreement package in a timely fashion.
- Grantees failing to submit a correct and complete invoice within seven days of request.
- An influx of signed grant agreement packages being submitted to grant program managers.
- A change of address in which the grantee fails to alert CAH.
- A backlog in the OCFO approval flow.

In FY17, in addition to CAH's typical grant schedule, which opens for applications in the spring, goes to panel over the summer and sends notifications in the fall, CAH made the following additions:

- FY17 Heritage Grant Program opened for applications and was paneled before the Project grant cycles. This allowed applicants who were declined from the Heritage Grant Program the option to apply for FY17 project funds.

- FY17 Projects, Events and Festivals #2 (Fall Cycle) was created as a fair and transparent solution to use our existing infrastructure to steward the budget enhancement funds, which hit our budget in September.
- FY17 Projects, Events and Festivals #3 (Winter Cycle) and FY17 Arts Education Projects #2 launched based on feedback from the community requesting access to project support more than once a year. This allows for organizations to have access to funds for activities that they may not have had on their calendars when their original application as submitted.

7A. Please provide the Committee with an organizational chart and current Schedule A. Please also include a complete, up-to-date, organizational chart for each division within the agency (if applicable) and an explanation of the roles and responsibilities for each division and subdivision.

Organizational Chart:

Please see attached organizational chart.

Schedule A:

Please see attached salary chart.

Sub-Division Roles and Responsibilities:

Grants administer the grant making process for the agency. This includes development and dissemination of the grant guidelines, overseeing the peer review grant panel process and processing grant agreement packages for payment. The Grants department is also responsible for monitoring and tracking grantee progress to ensure that grant funds are spent in the manner that they were originally proposed to be spent by the grantee; and making periodic site visits to grantees.

Public Art was established by 1986 legislation that allocates up to 1% of the District's adjusted Capital Budget for the commission and acquisition of artwork. There are many components to the Public Art department. DC Creates! Public Art program purchases, commissions and installs artwork throughout the District of Columbia. The purpose of the DC Creates! Public Art program is to provide high quality art installations and administrative support services to the public so they can benefit from an enhanced visual environment. The agency maintains the following in its portfolio: Art Bank Collection, Murals DC (in partnership with the Department of Public Works), Wilson Building Art Collection, Commissioned Projects, Art in Metro, Public Art Master Plan, Maps and Apps, and Tours. These programs give opportunities for individuals or organizations to encounter art in parks, communities, government offices, libraries, and other public venues. The collection includes more than 192 permanently sited and integrated works and 2,700 fine art works in District offices.

Arts Education spearheads arts learning and outreach programs for young people, pre-kindergarten through 12th grade. The advancement of arts education programming for the city's children and youth is one of the CAH's top priorities. The agency provides Arts Education Program grants, educational activities, and outreach services for youth, teaching artists, classroom educators, and arts administrators that encourage diverse artistic expression and learning opportunities that enable all District of Columbia residents and visitors to experience the rich culture of the District of Columbia.

Legislative & Community Affairs creates and implement programs designed to promote the agency's objectives particularly among the Executive Office of the Mayor, members of City Council and their staff. This division provides outreach and community engagement efforts to legislative bodies to increase awareness of the community impact of the activities of Commission grantees throughout the District. In addition, this division conducts policy research and analysis on current and emerging legislative and regulatory issues or proposals governing and affecting the arts and humanities. Interpretative policy reports are prepared for District

government officials including the Executive Office of the Mayor, Office of the Chief Financial Officer, DC City Council and other government agencies as it pertains to the arts and humanities. Advises on strategies and protocol for advancing the mission of the agency. Responsible to internal governance issues, inclusive of working closely with the Commission Board.

Operations ensure the day-to-day administration of agency affairs. Included in this division is the Finance Office which is responsible for processing payments for all grantees, maintaining the agency budget and managing other billing requirements. The Office Manager/HR Advisor oversees daily administrative operations to comply with agency standards. This involves time keeping and approval, completing monthly reports, supply orders and risk management – which consists of ensuring the agency is in compliance with the building safety standards and maintains an up-to-date evacuation plan.

Marketing & Communications works to promote DC Commission on the Arts and Humanities (CAH) grantees and local artists. This is done in a variety of ways. Artists are given a platform to showcase their work through CAH-sponsored special events that are free and open to the public. These special events reflect the diverse artistic expression of the District of Columbia and serve to enhance the quality of life for resident and visitors. CAH works to ensure that arts and culture are an integral part of city life. The agency provides annual programming such as the Mayor's Arts Awards, Larry Neal Writers' Awards, Poetry Out Loud, Hip-Hop Theater Festival and Dance DC. Through print, radio and television advertisement; interviews with media, development of collateral print materials, and social media outreach CAH events and the work of grantees and local artists are highlighted.

Office of the Poet Laureate focuses on three vital benchmarks for its poetry program: creativity, choice and collaboration with other art forms. This vision was conceived and designed by Dolores Kendrick, Poet Laureate of Washington DC, to formulate and preserve standard poetry as an art form. There are several programs in the portfolio of the Office of the Poet Laureate, such as the Poet-in-Progress (PIP) Program, which is the first of its kind in Washington, DC. PIP serves to support the creative talents and careers of local poets, Young Champion Poets for senior high school student, and Poetry in a Garden. All the programs are designed to support emerging poets.

Programs and Events: The DC Commission on the Arts and Humanities produces a number of events such as, Poetry Out Loud The Poet in Progress Larry Neal Writers' Awards (now part of Mayor's Arts Awards) Music on the Mall, Chuck Brown Day, Labor Day Weekend Music Festival, 202 Arts and Music Festival and Mayor's Arts Awards annually that reflect the interests of the multicultural community and enhance the quality of life in the District of Columbia.

7B.

- Please include a list of the employees (name and title) for each subdivision and the number of vacant positions;
- Please provide a narrative explanation of any organizational changes made during the previous year;
- Please provide a complete, up-to-date position listing for your agency, which includes the following information:
 - Title of position;
 - Name of employee or statement that the position is vacant, unfunded, or proposed;
 - Date employee began in position;
 - Salary and fringe benefits, including the specific grade, series, and step of position; and
 - Job status (continuing/term/temporary/contract).
- Please list this information by program and activity.
- Please provide a list of staff positions that are not full time employees, indicating the funding source for the position, the term of the position, nature of the contract (independent, temp), whether the position is filled or vacant and the duration it has been filled or vacant (also indicating any gaps).

EMPLOYEES BY DEPARTMENT

Grants:

- Vacant, Senior Grants Manager
- Regan Spurlock, Associate Grants Manager
- Khalid Randolph, Grants Program Manager
- Benjamen Douglas, Grants Program Manager

Public Art:

- Lauren Glover, Art in Public Places Program Manager
- Keona Pearson, Art Program Coordinator
- Zoma Wallace, Art Bank Coordinator
- Ron Humbertson, Arts Collections Registrar
- Kyra Saffran, Program Support Specialist

Arts Education:

- David Markey, Arts Education Coordinator
- Paige Reynolds, Arts Education Associate

Legislative & Community Affairs:

- Dominique Marsalek, Legislative & Community Affairs Advisor
- Vacant, Legislative Specialist

Operations:

- Carolyn Parker, Office Manager/HR Advisor
- Travis Marcus, General Clerk
- Derek Younger, Special Assistant
- Earica Busby, Financial Analyst
- Melisa Leonard, Financial Assistant

Communications and Engagement:

- Jeffrey Scott, Chief of External Affairs
- Teresa Boersma, Graphic Designer
- Patrick Realiza, Social Media Specialist
- Kali Wasenko, External Engagement Specialist

Programs and Events:

- Ebony Brown, Events Manager
- JaKenna Martin, Events Assistant

- In FY16, several staff changes occurred including the hire of Executive Director Arthur Espinoza and Deputy Director Michael Bigley, in addition to hiring key positions such as the Chief of External Affairs and General Counsel, both of which were new positions for the agency.

- In FY17, the agency converted six contractors to FTE status and hired an additional four individuals to fill vacant positions.

- We have no part-time regular employees at CAH. However, we do have a part-time internship program through DCHR.
 - We usually take 2-4 of them per year. Each one is usually for the duration of a term/semester. We usually secure two District Leadership Program interns. One for an academic year and one for a summer.
 - Spring 2016
 - Maleke Glee
 - Summer 2016
 - Paige Reynolds

- Ian Edwards (District Leadership Program)
 - Mallory Butler
 - Fall 2016
 - Erika Scott
 - Emily Quartarone
 - T’Niya Bias (District Leadership Program)
 - Winter 2016
 - T’Niya Bias (District Leadership Program)
 - Ariel Rudy
- Please see attached Schedule A and Organizational Chart for further requested information on the following pages.

SCHEDULE A - SALARY CHART FOR AGENCY

Agency BX0
 Appr Year 17

Fund Code	Posn Nbr	Title	Name	Hire Date	Vac Stat	Reg/Temp/Term	F/P Time	Sal Plan	Grade	Step	Values		
											FTEs	Annual Salary	Annual Benefits
0100	00000711	Executive Director, Commission	Espinoza Jr., Arthur A	11/9/2015	F	Reg	F	DX0000	E2	0	1	153,985.00	33,106.78
	00008454	ART IN PUBLIC PLACES PGM	Vacant									70,345.00	15,124.18
	00015450	Asst Dir for Arts & Humanities	Bigley, Michael	3/28/2016	F	Reg	F	DS0086	14	0	1	114,350.00	24,580.95
	00026523	LEGISLATIVE & GRANTS MG	Vacant									70,345.00	15,124.18
	00035167	Program Analyst	Simmons, Earica La Veri	9/27/2010	F	Reg	F	DS0087	12	9	0.5	43,904.50	9,439.47
	00036267	Special Assistant	Younger, Derek H	1/2/2015	F	Reg	F	XS0001	7	0	1	95,481.00	20,528.42
	00043380	Office Manager	Parker, Carolyn E	11/26/2007	F	Reg	F	DS0087	11	6	0.5	32,993.50	7,093.60
	00046132	Community Outreach Coord	Spurlock, Regan R	7/30/2012	F	Term	F	DS0087	11	2	1	58,679.00	12,615.99
	00047460	Arts Program Coordinator	Humbertson, Ronald	3/21/2016	F	Term	F	DS0087	11	4	1	62,333.00	13,401.60
	00047562	Arts Program Coordinator	Wallace, Zoma G	10/13/2009	F	Reg	F	DS0087	11	5	1	64,160.00	13,794.40
	00065415	Arts Communications Specialist	Scott, Jeffrey	7/11/2016	F	Reg	F	DS0087	13	6	1	94,035.00	20,217.53
	00071940	Arts Program Coordinator	Pearson, Keona C.	9/2/2007	F	Reg	F	DS0087	11	6	1	65,987.00	14,187.21
	00077409	Graphic Designer	Boersma, Teresa Wolejk	3/25/2013	F	Term	F	DS0087	11	4	1	62,333.00	13,401.60
	00091474	Arts Education Specialist	Reynolds, Paige A.	11/7/2016	F	Term	F	DS0087	9	1	1	47,185.00	10,144.78
	00091475	Executive Assistant	Banks, Calenthia	11/7/2016	F	Term	F	DS0087	11	4	1	62,333.00	13,401.60
	00091476	Grants Coordinator	Randolph, Khalid R	11/7/2016	F	Term	F	DS0087	11	2	1	58,679.00	12,615.99
	00091479	Events Assistant	Martin, JaKenna	11/14/2016	F	Term	F	DS0087	9	5	1	53,217.00	11,441.66
	00091480	Program Support Assistant	Marcus, Travis A.	11/7/2016	F	Term	F	DS0087	8	1	1	42,897.00	9,222.86
	00091481	Social Media Specialist	Realiza, Patrick	11/7/2016	F	Term	F	DS0087	11	2	1	58,679.00	12,615.99
	00091511	Program Support Specialist	Saffran, Kyra	11/7/2016	F	Term	F	DS0087	9	1	1	47,185.00	10,144.78
	00091523	Community Outreach Specialist	Wasenko, Kali N	1/23/2017	F	Reg	F	DS0087	12	4	1	76,894.00	16,532.21
	00091906	Legislative Specialist	Vacant									64,160.00	13,794.40
0100 Total											21	1,500,140.00	322,530.10
8200	00020020	Arts Education Coordinator	Markey, David J.	12/16/2013	F	Term	F	DS0087	12	7	1	83,443.00	17,940.25
	00035167	Program Analyst	Simmons, Earica La Veri	9/27/2010	F	Reg	F	DS0087	12	9	0.5	43,904.50	9,439.47
	00043380	Office Manager	Parker, Carolyn E	11/26/2007	F	Reg	F	DS0087	11	6	0.5	32,993.50	7,093.60
	00046128	STAFF ASSISTANT	Leonard, Melisa Rene	5/5/2014	F	Term	F	DS0087	9	4	1	51,709.00	11,117.44
	00046632	Arts Program Coordinator	Brown, Ebony C.	3/3/2008	F	Reg	P	DS0087	11	8	1	69,641.00	14,972.82
	00047461	General Counsel	Wilson Jr., Jerusa Carl	12/10/2001	F	Reg	F	LX0001	1	0	1	145,520.00	31,286.80
	00071939	Arts Program Assistant	Douglas, Benjamin	5/16/2016	F	Term	F	DS0087	9	5	1	53,217.00	11,441.66
	00071941	Legislative Comm Affs Advisor	Marsalek, Dominique	12/27/2016	F	Reg	F	DS0087	12	1	1	70,345.00	15,124.18
8200 Total											7	550,773.00	118,416.20
Grand Total											28	2,050,913.00	440,946.30

8. Please provide the following:

- **A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense; A list of all vehicles (year, make, model) owned, leased, or otherwise used by the agency**

<u>Employee</u>	<u>Cell Phone</u>	<u>Laptop</u>	<u>iPad</u>
Arthur Espinoza	X	X	X
Benjamin Douglas	X		
Calenthia "Lynn" Banks	X		X
Carl Wilson	X	X	
Carolyn Parker	X		X
David Markey	X		
Derek Younger* (CAH)	X		X
Dolores Kendrick*			
Dominique Marsalek	X	X	
Earica Busby	X		X
Ebony Brown	X		X
Jakenna Martin	X		
Jeffrey Scott		X	
Kali Wasenko	X		
Keona Pearson	X	X	
Khalid Randolph	X		
Kyra Saffran	X		
Lauren Glover	X	X	X
Melisa Leonard	X		
Michael Bigley	X	X	X
Paige Reynolds	X		
Patrick Realiza	X		
Regan Spurlock	X		
Ron Humbertson	X		
Teresa Boersma	X	X	
Travis Marcus	X		
Zoma Wallace	X	X	

- **Vehicles (year, make, model) owned, leased, or otherwise used by the agency**
 - Agency Vehicle
Year: 2013
Make: Dodge
Model: Grand Caravan
Lease amount: Purchased
Date Lease expires: N/A

- **A list of employee bonuses, other benefits or special award pay granted in FY 2016 and FY 2017 to date**
 - None
- **A list of travel expenses, arranged by employee**

YEAR	EMPLOYEE	AMOUNT
2016	Arthur Espinoza	\$84.80
2016		\$1,172.96
2016		\$81.66
2016	Michael Bigley	\$1,060.96
2016		\$188.88
2016	David Markey	\$1,377.29
2016		\$1,306.66
2016		\$1,377.26
2016		\$145.64
2017	Derek Younger	\$1,562.86
2017	Jeffrey Scott	\$2,547.35
2017	Regan Spurlock	\$1,170.80
2017	Steven Mazzola	\$2,552.62

- **A list of the total overtime and workman's compensation payments paid in FY 2016 and FY 2017 to date.**

Overtime payments in FY16 AND FY17 to date:

- None for FY16 and FY17

Workman's compensation payments made in FY16 and FY17 to date:

- None for FY16 and FY15

9. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY 2016 and FY 2017, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

DC Commission on the Arts and Humanities (BX0)
Fiscal Year 2016 Budget and Actual Expenditures

Division Code	Division Title	Fund Type	Expenditure Category	Budget	Expenditures	Available Balance
1000	AGENCY MANAGEMENT PROGRAM	LOCAL FUND	PERSONNEL SERVICES	309,387.12	341,655.06	(32,267.94)
			NON-PERSONNEL SERVICES	33,692.13	33,409.57	282.56
1000 Total				343,079.25	375,064.63	(31,985.38)
2000	ARTS BUILDING COMMUNITIES	FEDERAL GRANT FUND	PERSONNEL SERVICES	199,076.86	296,658.09	(97,581.23)
		FEDERAL PAYMENTS	NON-PERSONNEL SERVICES	78,332.18	74,944.16	3,388.02
		LOCAL FUND	NON-PERSONNEL SERVICES	0.00	0.00	0.00
			PERSONNEL SERVICES	260,942.18	203,712.75	57,229.43
			NON-PERSONNEL SERVICES	5,451,928.45	5,349,908.81	102,019.64
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	107,000.00	107,000.00	0.00
2000 Total				6,097,279.67	6,032,223.81	65,055.86
3000	DC CREATES PUBLIC ART	LOCAL FUND	PERSONNEL SERVICES	340,746.04	324,245.21	16,500.83
			NON-PERSONNEL SERVICES	900,000.00	813,396.78	86,603.22
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	41,000.00	41,000.00	0.00
3000 Total				1,281,746.04	1,178,641.99	103,104.05
4000	ARTS LEARNING AND OUTREACH	FEDERAL GRANT FUND	PERSONNEL SERVICES	342,137.95	183,805.92	158,332.03
			NON-PERSONNEL SERVICES	72,353.01	72,353.00	0.01
		LOCAL FUND	PERSONNEL SERVICES	59,536.11	45,350.41	14,185.70
			NON-PERSONNEL SERVICES	6,920,875.00	6,875,027.23	45,847.77
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	68,000.00	68,000.00	0.00
		SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)	NON-PERSONNEL SERVICES	106,867.17	106,867.17	0.00
4000 Total				7,569,769.24	7,351,403.73	218,365.51
5000	ADMINISTRATION	FEDERAL GRANT FUND	PERSONNEL SERVICES	0.00	64,138.83	(64,138.83)
		LOCAL FUND	PERSONNEL SERVICES	41,768.97	64,527.88	(22,758.91)
			NON-PERSONNEL SERVICES	310,000.00	284,835.30	25,164.70
5000 Total				351,768.97	413,502.01	(61,733.04)
		Total		15,643,643.17	15,350,836.17	292,807.00

The FY 2016 variance (budget balance) \$32, 889 in personnel services is due to vacant positions.

The FY 2016 variance (budget balance) \$259,918 in non-personnel services is due to unspent funds in contracts and services, such as Lincoln Theatre, printing, production and temporary services.

9. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY 2016 and FY 2017, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

DC Commission on the Arts and Humanities (BX0)
Fiscal Year 2017 Budget and Actual Expenditures (Year-to-Date)

Division Code	Division Title	Fnd Type	Expenditure Category	Budget	Expenditures	Available Balance
1000	AGENCY MANAGEMENT PROGRAM	LOCAL FUND	PERSONNEL SERVICES	711,656.74	170,241.67	541,415.07
			NON-PERSONNEL SERVICES	61,114.51	1,556.94	59,557.57
1000 Total				772,771.25	171,798.61	600,972.64
2000	ARTS BUILDING COMMUNITIES	FEDERAL GRANT FUND	PERSONNEL SERVICES	241,610.49	120,121.45	121,489.04
		LOCAL FUND	NON-PERSONNEL SERVICES	51,954.43	24,747.77	27,206.66
			PERSONNEL SERVICES	506,079.39	109,237.02	396,842.37
			NON-PERSONNEL SERVICES	7,852,957.00	3,101,710.17	4,751,246.83
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	100,000.00	0.00	100,000.00
2000 Total				8,752,601.31	3,355,816.41	5,396,784.90
3000	DC CREATES PUBLIC ART	LOCAL FUND	PERSONNEL SERVICES	442,447.11	123,387.24	319,059.87
			NON-PERSONNEL SERVICES	4,640,000.00	976,879.40	3,663,120.60
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	0.00	0.00	0.00
3000 Total				5,082,447.11	1,100,266.64	3,982,180.47
4000	ARTS LEARNING AND OUTREACH	FEDERAL GRANT FUND	PERSONNEL SERVICES	324,780.02	72,194.08	252,585.94
			NON-PERSONNEL SERVICES	73,555.07	21,027.53	52,527.54
		LOCAL FUND	PERSONNEL SERVICES	123,080.02	26,950.84	96,129.18
			NON-PERSONNEL SERVICES	6,094,462.00	2,520,666.47	3,573,795.53
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	68,000.00	0.00	68,000.00
		SPECIAL PURPOSE REVENUE FUNDS (O'TYPE)	NON-PERSONNEL SERVICES	200,000.00	0.00	200,000.00
4000 Total				6,883,877.11	2,640,838.92	4,243,038.19
5000	ADMINISTRATION	LOCAL FUND	PERSONNEL SERVICES	93,425.75	28,707.93	64,717.82
			NON-PERSONNEL SERVICES	530,000.00	0.00	530,000.00
5000 Total				623,425.75	28,707.93	594,717.82
Total				22,115,122.53	7,297,428.51	14,817,694.02

FY 2017 variance (budget balance) is due to expenditures showing only year-to-date amounts.

