



Richmond Arts and Culture Commission

MEETING AGENDA Tuesday, March 23, 2021

7:00 p.m. – 9:00 p.m. ZOOM invitation

COMMISSION CHAIR

Florene Wiley

VICE CHAIR

Michael Cohen

COMMISSION MEMBERS

Lynson Beaulieu

Joshua Horne

Melissa Kirk

Tom Lyons

Nava Mizrahi

CITY COUNCIL LIAISON

Vacant

STAFF LIAISON

Winifred Day

Thomas Omolo

**ALL COMMISSION MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE
CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both <https://www.coronavirus.cchealth.org> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, participation in the Community Police Review Commission will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize video/teleconferencing only. The following provides information on how the public can participate in this meeting.

You are invited to a Zoom webinar.

When: March 23, 2021 07:00 PM Pacific Time (US and Canada)

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://zoom.us/webinar/tJ0vfu2vpjwiE9TNB-5-7HRC7axJWqBB-OfE/ics?icsToken=98tyKuChrDluHdySuBCHRoX5Alr4LO3xiGZHj_ppsj2oVm0ESjHVYeNaGIVuMvqd

Topic: RACC Monthly Meetings

1. Please click the link below to join the webinar:

<https://zoom.us/j/99294787890?pwd=WnBIRnQ2cDloUEJqeFoweFVPSnpyQT09>

2. Passcode: 309622
3. Passcode: 309622

Or iPhone one-tap:

1. US: +16699006833, 99294787890#, #09622# or +12532158782, 99294787890#, *309622#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

2. Webinar ID: 992 9478 7890

3. Passcode: 309622

International numbers available: <https://zoom.us/j/abUAtoGbrH>

Public comments may be submitted:

1. Via email to winifred_day@ci.richmond.ca.us. Email must contain in the subject line **public comments – Item #**. All comments must be submitted on or before Tuesday, March 23, 2021, by 4:30 pm and must include the following:

- a) Your Name
- b) Your Phone Number
- c) The item for which you wish to make a Public Comment.

Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item is closed, will be accommodated as is reasonably possible and will be limited to a maximum of one to two minutes, depending on the number of commenters.

The City cannot guarantee that its network and/or the site will be uninterrupted.

Record of all public comments:

All public comments will be considered a public record, put into the official meeting record, and considered before Commission action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to Winifred_Day@ci.richmond.ca.us or submitted by phone at 510-620-6952. Requests will be granted whenever possible and resolved in favor of accessibility.

Effect of Advisory on In-person public participation

During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.



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- I. **WELCOME/CALL TO ORDER/ ROLL CALL** (Chair Wiley) **7:00 P.M.**
- II. **ACTION ITEM: APPROVE AGENDA:** (ALL) **7:03 P.M.**
- III. **ACTION ITEM: APPROVE MINUTES:** (ALL) **7:05 P.M.**
February 23, 2021
- IV. **REVIEW RACC Meeting Protocols** (Chair Wiley) **7:06 P.M.**
 1. Chair
 2. Timekeeper
 3. Minutes
- V. **PUBLIC COMMENTS** **7:08 P.M.**
Individuals who would like to address the Richmond Arts and Culture Commission (RACC) on relevant matters not listed on the agenda may do so under Public Comment. Public comments cannot result in discussion/action at this meeting.
- VI. **DISCUSSION/ACTION ITEM:** (Chair Wiley) **7:10 P.M.**
 1. Adult Poet Laureate Competition RFQ
 - a. Accept the Call for Poet Laureate RFQ
 - b. Select two RACC members for AdHoc RFQ Selection Committee
- VII. **DISCUSSION ITEM:** (Chair Wiley) **7:15 P.M.**
 1. RACC and PAAC Signage Standards and Guidelines Proposal and Logo update (Lyons)
- VIII. **STAFF UPDATES:** (Day) **8:00 P.M.**
 1. Moody Underpass installation update, Park Naming from Recreation and Parks Commission
 2. RACC/PAAC Updated Ordinance, Art Policies and Procedures – public meeting March 30, 31
 3. NPA 2020-2021 Mini Grant Liaison Updates

LIAISON**NPA MINI GRANT PROJECT**

1. Chair Florene Wiley	Stephen Bruce – S.T.E.A.M Science Art with kids
2. Co-Chair Michael R. Cohen	Greater Richmond Interfaith Program G.R.I.P. – Mural RYSE – Poet’s Corner
3. Lynson Beaulieu	Tiffany Conway, Fashion COVID ask design and paint an Rasheed Shabazz – Photo Documentation of Richmond Muslim Community – rescind award?
4. rescind award	Jorge Liceaga/Cascada de Flores - Produce kids music CD
5. Joshua Horne – resigned	Mark Anthony – Online Music instrumental classes
6. Melissa Kirk	Robin Lopez – Photo documentation Richmond Greenway Amy Spencer RAC – Artist’s Side Chat Series
7. Tom Lyons	Melinda McCrary - Richmond History Museum art prints NIAD and Main Street Initiative
8. Nava Mizrahi	Seneca Family Center - Verde School

IX. COMMITTEE REPORTS:**8:15 P.M.**

1. Public Art Advisory Committee Liaison: PAAC meets the 2nd Tuesday of every month
 - a. PAAC March 9, 2021 Meeting Update - (Lyons)
2. Social Media Committee: (Kirk and TBD)
 - a. RACC commissioners provide updates on the Website, post Arts and Culture event
 - b. Facebook
 - c. Instagram
 - d. Twitter
3. Arts Salon Committee: (Chair Wiley) Town Hall Webinar update

X. PUBLIC COMMENT (on items VI through VIII)**8:30 P.M.****XI. NEXT STEPS (ALL)****8:32 P.M.**

1. RACC and PAAC Retreat Planning- Brainstorming on Goals, Schedule, etc.
2. Each Commissioner identifies their next tasks to be completed by the March Meeting.

XII. ADJOURN (Chair Wiley)**9:00 P.M.**

NEXT RACC MEETING: Tuesday, April 27, 2021

Attachments:

- a. March 23, 2021 RACC Agenda
- b. February 23, 2021 Minutes
- c. Youth Poet Laureate Competition RFQ DRAFT



Richmond Arts and Culture Commission

MEETING MINUTES Tuesday, February 23, 2021

7:00 p.m. – 9:00 p.m. ZOOM invitation

Present: Chair Florene Wiley, Co-Chair Michael R. Cohen, Lynson Beaulieu, Tom Lyons, Melissa Kirk, Nava Mizrahi

Absent: Joshua Horne

Staff: Winifred Day

Guest: Dr. Connie Potrero

1. Chair Wiley called the meeting to order at 7:00 p.m., welcomed visitors and conducted roll call.
2. Agenda Review: Co-Chair Cohen moved to accept and seconded by Commissioner Mizrahi. All voted in favor of the motion to accept the agenda.
3. Minutes for January 23, 2021: Co-Chair moved to accept as written, seconded by Commissioner Helen. All voted in favor to accept the motion.

4. Public Comments

Cordell Hindler

The mayor did mention the Arts and Culture Commission has four vacancies.

Winifred responded by sending blank copies of the Board and Commissioner applications and directed Cordell to direct candidates to the City Clerk's website for online applications.

5. ACTION ITEMS

1. NPA Mini Grant Status for Jorge Liceaga/Casada de Flores application will be rescinded because the original scope of services and budget changed three times since the interview. The original scope of services was to create a CD to support learning music and movement to pre-school aged children. The second scope was for teaching only and exceeded the 25% administration allocation. The third scope included purchasing audio equipment to support the recording effort. Time would not permit a new interview, however we will invite the artist to apply for next year's NPA Mini Grant. All voted to accept rescinding the \$3,337 contract.

Commissioner Lyons motioned to accept rescinding contract, seconded by Commissioner Mizrahi. A recommendation was made by Commissioner Wiley to split the rescinded funds to other NPA Mini Grant awarded artists under contract.

5. ACTION ITEMS

2. Youth Poet Laureate Competition in partnership with the Library (CiCi proposal - August)
This award is as two-year position to represent the City of Richmond as the Poet Laureate. There is a \$1,000 stipend over two years. An AdHoc Committee will be created to execute this project. Commissioner Kirk will work with staff to revise the Poet Laureate application which will be ready for review at the March meeting. Richmond residents over the age of 19 can apply
Commissioner Lyons motioned to continue the competition with Commissioner Kirk.
Commissioner Mizrahi seconded the motion. All voted in favor.

6. DISCUSSION ITEMS

1. RACC and PAAC Signage Standards and Guidelines Proposal and Logo Reveal were presented by Commissioner Lyons. Several examples of logos were provided from other national cities along with national museum stand logo samples. Once Commissioner Lyons presents to PAAC, he will re-present to RACC next month for final input. The logo and signage package will be used on all art related signage. Commissioners commented on preferences, strengths and weaknesses of various designs. The majority seemed to favor one particular design style. Tom will make modifications and present to PAAC and RACC February meetings. Tom presented designs for both RACC and PAAC as "matching luggage" along with the "Social Bug" symbol.
February Meeting comments; Likes – highlight the Arts Commission, good to see CA in the logo to distinguish from Richmond VA Art Commission. Prefer more horizontal vs vertical box design. Prefer blue, shades of blue and red vs gold and blue (looks like CAL colors) and black and white.
2. Sub - Committee Report for RACC, PAAC, Design Review Board (DRB), Planning Commission, Legal, City Manager's Office. Chair Wiley summarized the purpose of the meeting was to assemble all of the commissions, boards and departments around the same table to discuss any overlapping authorities to avoid confusion in the future. The solution recommended by the mayor included updating the art policies and procedures and to possibly combine RACC and PAAC since PAAC does not have City Council approved policies and procedures. RACC and PAAC have always operated separately. Legal will work with staff to create a draft document, using the City of Palo Alto's art program documents, as a model.
Two suggestions: add a performing arts language, address term limits, and add \$10 to the NPA Mini Grant increase the total award from \$65,000 to \$75,000, address term limits,

Next Step – have a combined RACC and PAAC meeting to discuss common goals.

3. 2021-2022 Arts and Culture Planning – RACC and PAAC virtual "Retreat" Review the Work Plan for ideas and objectives for this year's meeting via ZOOM. Plan for April or May – vote at next meeting.

6. STAFF UPDATES: (Day)

1. Moody Underpass installation is almost complete, Park Naming from Recreation and Parks Commission should be approved by City Council by the end of March. Still need park signage.

3. NPA 2020-2021 Mini Grant Liaison Updates:

<u>LIAISON</u>	<u>NPA MINI GRANT PROJECT</u>
1. Chair Florene Wiley	Stephen Bruce – S.T.E.A.M Science Art with kids
2. Co-Chair Michael R. Cohen	Greater Richmond Interfaith Program G.R.I.P. – Mural RYSE – Poet’s Corner
3. Lynson Beaulieu	Tiffany Conway, Fashion COVID ask design and paint an Rasheed Shabazz – Photo Documentation of Richmond Muslim Community
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7. Nava Mizrahi	Seneca Family Center - Verde School
Comments	

7. COMMITTEE REPORTS:

1. Public Art Advisory Committee: PAAC meets the 2nd Tuesday of every month
PAAC February 9, 2021 Meeting Update - (Lyons)

2. Social Media Committee: (Kirk)

- a. RACC commissioners provide updates on the Website, post Arts and Culture events
- b. Facebook - Melissa
- c. Instagram- Joshua
- d. Twitter - TBD

3. Arts Salon Committee: (Chair Wiley) Town Hall Webinar update (next month)

8. No Public Comments (on items VI through VIII)

9. Next Steps (ALL)

- 1. RACC and PAAC Retreat Planning- Brainstorming on Goals, Schedule, etc.
- 2. Each Commissioner identifies their next tasks to be completed by the March Meeting.

10. Meeting adjourned by Chair Wiley until the next RACC Meeting on Tuesday, March 23, 2021.

Draft Art Policies and Procedures Schedule

Date	Action
February 4	Distribute this update document to PAAC and RACC (post to agenda PAAC)
February 9	Begin Internal Review Round 1 on all documents 1-6 below (City Manager's Office, Community Development, City Attorney)
February 18	Post agenda packet with all documents 1-6 below for Special RACC and PAAC Meeting
February 25	Incorporate edits and begin Internal Review Round 2 on all documents 1-6 below (City Manager's Office, Community Development, Public Works, & City Attorney)
March 9	Special meeting of RACC and PAAC (coincides with regular PAAC meeting time)
March 11	Upload documents to SIRE
March 23	City Council Study Session
Comments	

City of Richmond Request for Qualifications (RFQ) DRAFT(3)

CALL FOR POETS - Richmond Poet Laureate Competition

Post Opens: April 1, 2021

Post Closes: May 3, 2021

BACKGROUND:

In 2012 the City of Richmond awarded the first Poet Laureate prize. Through this Call for Poets, the City of Richmond's Arts and Culture Commission (RACC), in partnership with the Public Art Advisory Committee (PAAC) is seeking a Poet Laureate, who will be a Richmond resident during the two-year term. We recognize that poetry is accessible to people from all walks of life, gives voice, and speaks to the hearts, minds and souls of children, youth and adults in our community. Poetry is an important part of our culture, and history, reflecting our experiences in deep ways that connect humans together emotionally and spiritually. Reading and writing poetry helps us process intense emotions, share our stories, and experiment with language in ways that no other art form does. It also enhances our literacy skills in vocabulary, critical analytical skills, and in reading fluency and comprehension. The Richmond resident selected for this position will represent the City of Richmond as summarized in the Scope of Services section found below.

SCOPE of SERVICES:

The purpose of the Poet Laureate program is three-fold; to provide a focus for the appreciation and dissemination of poetry in Richmond, to promote the exploration of comprehension of, and creation of poetry among our youth, and to act as a spokesperson for the growing number of poets and writers in Richmond.

An annual \$1,000 stipend is offered for the position. The Richmond Poet Laureate will be required to participate in various events and activities, including but not limited to the following:

DUTIES AND REQUIREMENTS

The Richmond Poet Laureate shall be appointed for a term of two years, beginning June 2021 - and ending June 2023.

1. Write a poem about Richmond that will be placed in a notebook and available at the Richmond Main Library and online.
2. Write a summation of his/her/their impressions and experiences as Poet Laureate six months prior to the end of the two-year term, with the purpose of providing information that will help improve, adjust and or adapt the parameters of the post and/or the application process.
3. Give a reading at a special event at the beginning of the two-year term.

4. Write a new poem for, and/or participate in the National Poetry Month activities in April (2022 and 2023).
5. Write a new poem for, and/or participate in the National Arts and Humanities Month in October (2021 and 2022).
6. If deemed appropriate by the Sub-Committee, and if funding is available, the Poet Laureate may be asked to edit a chapter book consisting of his/her/their work or of the collected work of Richmond Poets.
7. Visit schools and attend city, library and school functions, as needed. Due to COVID 19, virtual and distance learning appearances may be requested via ZOOM and/or other virtual platforms.

QUALIFICATIONS:

The best candidates for this opportunity are poets who have been professionally published in at least one poetry publication or book, and who feel passionate about teaching and celebrating poetry in a community setting. A Richmond based poet and/or a poet with roots in Richmond would be ideal for this position. The criteria for selection includes the following;

1. Provide evidence of a body of work, whether published, self-published or unpublished.
2. Provide evidence of a history of advocacy for poetry or participation in poetry events, including award or public recognition of your work.
3. Provide proof of current residency in Richmond.
4. Demonstrate public speaking ability.
5. Provide evidence of strong writing skills.

SELECTION PROCESS:

A Poet Laureate Sub-Committee has been appointed by the Richmond Arts and Culture Commission working in partnership with the Public Art Advisory Committee, and will preside over the appointment process. The Sub-Committee will review applications, interview candidates, and make a recommendation for the selection of the Poet Laureate for the 2021-2023 term. Their recommendation will be forwarded to the Richmond Arts and Culture Commission for final approval. Three semi-finalists will be asked to read a selection of their poetry before the Sub-Committee, and will be interviewed via ZOOM.

If the selected Poet Laureate is not able to complete the full term, the Poet Laureate Sub-Committee shall reach out to the next semi-finalist to complete the remaining portion of the two-year term. If approved by the Poet Laureate Committee, the successor may serve another term.

ELIGIBLE: Open to all Richmond residents who are poets 19 years of age or older.

INELIGIBLE: Current Richmond Arts and Culture Commissioners (RACC), Public Art Advisory Committee (PAAC) members and any commissioners who have resigned within 1 year of the prize award. Current and past Poet Laureates are ineligible and we hope that you will encourage others to apply for this two-year opportunity.

SUBMITTING YOUR APPLICATION: Deadline May 3, 2021

Poet Laureate applicants shall submit the following by May 3, 2021:

1. A resume.
2. Selections from your works, not to exceed five pages.
3. Two personal and two professional references (names, phone numbers, and email addresses).
4. Proof of current residency in Richmond.
5. Sign and submit a statement to confirm availability for the two-year term.
6. Submit one hard copy of the completed application, plus a Flash Drive in PDF format with requested work samples.

The downloadable application can be found here:

Insert a link to download a fillable electronic application. (Shane)

CONTACT INFORMATION:

- Submit completed paper copy applications no later than 3:00 p.m. on May 3, 2021 to:
Winifred Day, Arts and Culture Manager, (CMO) 450 Civic Center Plaza, # 300,
Richmond, CA 94804
- Questions may be directed to: [Winifred Day@ci.richmond.ca.us](mailto:Winifred.Day@ci.richmond.ca.us) 510-620-6952

For more information on the history of the Richmond Arts and Culture Commission and the Public Art program, please go to: www.ci.richmond.ca.us/2064/Arts-Culture

Shane – check to confirm if insurance and Business License needed for the short contract.