



RACC/PAAC Regular August 8, 2024 Meeting Cancelled

**RACC/PAAC “SPECIAL” MEETING – PLANNING RETREAT**

**Saturday, August 3, 2023, 9:00a.m. – 4:00 p.m. In Person Meeting**

**Location: 1322 Canal Blvd, Port of Richmond Administration Building**

**Masks are highly encouraged. Please bring your RACC BINDER.**

**RACC Chair**

Lynson Beaulieu

**RACC Vice-Chair**

Kaelen Van Cura

**Council Liaisons**

Mayor Martinez

**Staff**

Winifred Day

Tony Tamayo

Shane Johnson

**RACC Members:**

Phillip Mehas, Ted Bell, Carole Porter, Arleide Santos, Virginia Jourdan, Yeymi Perez, Sandra Richmond, Tobin Richmond. (Currently all, Richmond Arts and Culture Commissioners (RACC) also serve as Public Art Advisory Committee (PAAC) members). Retreat Facilitator: Evelyn Thorne

- I. WELCOME/CALL TO ORDER/ ROLL CALL (Chair Beaulieu) 9:00 a.m.**
- II. ACTION ITEMS: 9:03 a.m.**
  - a. APPROVE August 3, 2023 RACC/PAAC Special Meeting Agenda
  - b. APPROVE RACC July 11 Meeting Minutes
- III. PUBLIC COMMENTS (no more than 2 minutes each) 9:06 a.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.*
- IV. INTRODUCTION to the Day 9:10 a.m.**
  - a. Welcome, Housekeeping, Expected Outcomes/Goals for the day**

*Think about ways that you plan to be involved in the Commission and its work that you believe will help us to be an even more effective Commission over the next year?*
  - b. Short Art Drawing Mindset Exercise (Bubble Map)
- V. RETREAT AGENDA PART I 9:30 a.m.**
  - a. Review Arts and Culture Division Accomplishments (W. Day)
  - b. FY 24-25 Budget – Source and Use of Funds (S. Johnson)

- c. Review Public Art Master Plan – Prioritize Recommendations
- d. Memorial Project Concept Discussion
- e. Commission and Commissioner Goals FY 24-25, FY 25-26  
(share 2-3 ways you want to be active this year) Project Sign-Up
- f. Review NPA Mini Grant Liaison Responsibilities

- VI. **LUNCH**      **Eat and enjoy the Port View**      **12:00 – 1:00 p.m.**
- VII. **RETREAT AGENDA PART II** (Facilitator Evelyn Thorne)      **1:00 – 3:30 p.m.**
  - a. **Team Building Activity**
    - 1. Grounding in Our ‘Why’ – 60 minutes
    - 2. Asset-Based Team Building – 60 minutes
  - b. Collaborate on Communication Goals – 30 minutes
- VIII. **DEBRIEF**      **3:30 p.m.**
  - a. Complete the Bubble Map
  - b. Share highlights of the Day – Share Brief Project Updates
  - c. Complete Mindset Drawing / time permitting and share with group
- IX. **PUBLIC COMMENTS (no more than 2 minutes each)**  
*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.*
- X. **ADJOURNMENT until September 12, 2024@7:00 p.m.**      **4:00 p.m.**

**Please note:**

Bring your binder and be ready to share two-three items that are of interest to you that might need clarification or that might need some follow up.

We will list the items on poster paper and circle back to see if questions have been answered by the end of the retreat or need additional attention over the next year.

Please submit a boards/commissions application for consideration to:  
[cityclerkdept@ci.richmond.ca.us](mailto:cityclerkdept@ci.richmond.ca.us)

Link to application: <https://www.ci.richmond.ca.us/DocumentCenter/View/2641/BOARD-OR-COMMISSION-APPLICATION-FORM-fillable>

**Public Art Master Plan Recommendations:**

List in order of preference for multiple year planning. Rank the top six initiatives for us to discuss at the retreat and over the next year.

Refer to the Public Art Master Plan FINAL DRAFT for the full summary per recommendation.

\_\_\_ Recommendation #1:

Employ the arts to illuminate Richmond’s many cultures and histories.

\_\_\_ Recommendation #2:

Commission art that activates and connects business districts in Downtown and other neighborhoods.

\_\_\_ Recommendation #3:

Support art that connects people with nature.

\_\_\_ Recommendation #4:

Prioritize support of the arts in City buildings and public spaces.

\_\_\_ Recommendation #5:

Increase grants to arts and cultural programs.

\_\_\_ Recommendation #6:

Support artists of all ages and backgrounds.

\_\_\_ Recommendation #7:

Strengthen the Arts and Culture Division and Richmond Arts and Culture Commission

\_\_\_ Recommendation #8:

Maintain the City’s public art.

\_\_\_ Recommendation #9:

Market Richmond’s public art and arts programming

\_\_\_\_ Recommendation #10:

Build Partnerships with local businesses and regional entities.

\_\_\_\_ Recommendation #11:

Update the Cultural Plan

#### Short List of Current Projects:

1. Shields Reid Park Renovation – 5 art projects
2. Parchester Village Mural – 88 panels on Giant Road
3. Kennedy Park – Large Art Sculpture RFP
4. IMTT – sculpture RFP
5. Chef’s Warehouse – Allen Brothers Mural and Mosaic Tile
6. CAL Trans John Wehrle mural restoration – Rebeca Gonzalez Sole Source
7. AAU Scholarship – 4-year award
8. Poet Laureate – Stephen Sharpe – 2-year term
9. Art Inventory
10. NPA Mini Grants (2023-24)
  - Maria Tuttle – Richmond Museum WWII Art Curriculum
  - Arts of Pt. Richmond – Washington School
  - Sally Hindman – Little House murals
  - Richmond Main Street – Spirit and Soul Festival
  - Stephen Bruce – S.T.E.A.M.
  - NIAD – Book and Exhibition
  - Tomye Neal Madison – Art of African Diaspora mentorship
  - Mark Anthony – PALS empowering Youth Through Music
  - Peggy Mocine – Art and Literacy – Mobile Library
  - Deonta Allen – Richmond Murals
11. NPA Mini Grants (2024-25)
  - Jennifer Riggs – Community Based Mobile Mural Workshops
  - Regina Gilligan – Mural in Neighborhood Park
  - Wesley Andrews – Co-Biz Art Exhibit
  - Jaques Overhoff – Art Sculpture Signage Hilltop Auto Mall Road
  - Cindy Serrano – Marketing Branding using Arts and Crafts for Youth
  - Stephen Sharpe – Youth Poetry Publication
  - Mark Anthony – Musical Instrument Classes
  - Richmond Art Center – Printmaking Life Skills Series Classes
  - Javier Rocabado – Mosaic tile in Neighborhood Park

**RICHMOND ARTS AND CULTURE COMMISSION (RACC)  
PUBLIC ART ADVISORY COMMITTEE (PAAC)  
In-Person Meeting  
450 Civic Center Plaza, 1<sup>st</sup> Floor Conference Room  
Richmond, California  
Regular Meeting Minutes  
July 11, 2024  
7:00 p.m. - 9:00 p.m.**

Present: Chairperson Lynson Beaulieu, Vice-Chair Kaelen Van Cura and Commissioners Ted Bell, Virginia Jourdan, Phillip Mehas, Yeymi Perez\*, Carole Porter, Sandra Richmond, Tobin Richmond and Arleide Santos  
\*Arrived After Roll Call

Absent: Council Liaison Mayor Martinez

Staff Present: Arts & Culture Manager Winifred Day and Deputy Chief of Staff Mayor's Office Tony Tamayo

**I. WELCOME / CALL TO ORDER / ROLL CALL**

The RACC/PAAC Regular Meeting was called to order by Chairperson Beaulieu at 7:00 p.m.

**II. ACTION ITEMS**

**a. APPROVE July 11, 2024 RACC/PAAC Meeting Agenda**

Commissioner Mehas commented there had been a prior request for a monthly budget review and he asked whether that would be discussed as part of the agenda.

Chairperson Beaulieu explained the annual budget review would be discussed at the August Retreat, at which time the RACC could discuss a schedule for receiving budget information.

Arts & Culture Manager Winifred Day reported the new Fiscal Year budget had been recently approved by the City Council. She did not have the documentation as yet but the information would be provided during the August Retreat.

Commissioner Mehas also commented that Commissioners should be allowed to place items on the meeting agenda. He had reviewed the regulations and found there should be a 10-day notice to the Arts & Culture Manager for placing an agenda item for a RACC meeting, but suggested staff and the Chair had rejected that regulation in the past.

Ms. Day clarified that when people sent her information about placing items on the agenda that had been done as long as it was 10-days in advance.

Chairperson Beaulieu suggested that regulation could also be discussed during the August Retreat since there were different ways items could be placed on the meeting agenda. She recognized there needed to be a better understanding of the process and procedures, which could also be a topic for the August Retreat.

Commissioner Porter urged a process to address issues bubbling up behind the scenes as opposed to allowing those issues to create disarray, disinformation and bad feelings on the RACC.

Vice-Chairperson Van Cura pointed out the need for compliance with the Brown Act with respect to the placement and consideration of items on the meeting agenda.

Chairperson Beaulieu reiterated this topic could be agendized for the August Retreat agenda, including the decision making about how items were to be placed on the meeting agenda.

Motion by Commissioner Tobin Richmond, seconded by Commissioner Porter to approve the July 11, 2024 RACC/PAAC Meeting Agenda, as shown, carried unanimously by a show of hands.

**b. APPROVE June 13, 2024 RACC/PAAC Meeting Minutes**

Commissioner Mehas referenced the first sentence of the third paragraph of Page 7 of the June 13, 2024 RACC meeting minutes and a statement made by the Chair which read: *Chairperson Beaulieu understood staff would have a full report at the next RACC meeting*, which comments were related to the NPA Mini Grants. He asked whether information would be provided at this meeting.

Chairperson Beaulieu confirmed the information would be provided during the meeting.

Commissioner Santos referenced the eleven recommendations the RACC had identified during the 2023 August Retreat, which had been discussed during the June 13, 2024 meeting and her understanding the information would be updated and a reference to Chevron eliminated (Condition 10); however, the reference to Chevron remained in the documentation provided to the RACC.

Ms. Day clarified the information provided was everything the RACC had discussed during the 2023 August Retreat. She understood comments and edits would be made, but she was trying to show the difference between 2023 and where the RACC was headed in 2024.

Chairperson Beaulieu advised the list would be updated.

Motion by Commissioner Bell, seconded by Commissioner Porter to approve the June 13, 2024 RACC/PAAC Meeting Minutes, as shown, carried by a show of hands, with Commissioners Santos and Mehas voting no.

Commissioner Santos stated she could not approve the June 13, 2024 meeting minutes because she had requested that the documentation from the 2023 August Retreat be modified on more than one occasion over the past year.

**III. PUBLIC COMMENTS**

Cordell Hindler, Richmond, invited the RACC to the Thursday Main Library event on July 25, 2024 at 5:30 p.m. He provided a link to the Youth Council for interested persons to apply to the RACC and reported he would speak with the Youth Council again at its next meeting. The City of El Cerrito was in the process of having youth on its advisory bodies and he hoped that would be agendized for the Richmond City Council at a September or October meeting.

Additionally, Mr. Hindler invited everyone to the Contra Costa Mayors' Conference on October 3, 2024 at 6:30 p.m., hosted by the City of Richmond, location to be determined, at a cost of \$70 per person, and the City of Richmond Chamber of Commerce Gala in celebration of its 100<sup>th</sup> anniversary on October 4, 2024, at 5:30 p.m., \$100 per person.

Stephen Sharpe, City of Richmond Poet Laureate, read into the record two short poems titled *The Time There Was a Time* and *Momentum*. He reported on events where he had, and would, be participating including working with CoBiz on a monthly open mic every third Thursday of the month, with the next event scheduled for July 18, 2024 from 7:00 to 9:00 p.m. On July 27, 2024, he would participate in the Macdonald Avenue Church of Christ Annual Health and Wellness Fair.

Chairperson Beaulieu clarified with staff that Mr. Sharpe's term as Poet Laureate would end in June 2025. She asked for a report from the Poet Laureate on the events where he participated/was engaged, which would help to inform the RACC's work with the Poet Laureate project.

Commissioner Mehas commented he had spoken with people at the multi-cultural bookstore who had expressed interest in speaking with the Poet Laureate about a poetry night.

Mr. Sharpe stated he was familiar with the multi-cultural bookstore and would be open to a poetry night.

Ms. Day took the opportunity to introduce and welcome Administrative Assistant for the Arts & Culture Division Jordon Nesbitt a Richmond resident who was interested in the work of the RACC.

The RACC welcomed Mr. Nesbitt to the RACC meeting.

#### **IV. ACTION ITEM**

##### **a. RACC Officer Nominations/Presentations/Voting**

Ms. Day provided an overview of the two-year term for the offices of Chair and Vice-Chair. She reported that Chairperson Beaulieu's term had expired, but Vice-Chair Van Cura still has a second year of her term.

Ms. Day provided information that the current Chair and Vice-Chair had submitted as candidates for consideration as Chair. She explained that after the vote, Chairperson Beaulieu would complete chairing the remainder of the meeting and the new Chairperson would Chair the 2024 August Retreat. The candidates for Vice-Chair were identified as Commissioners Santos and Jourdan.

Chairperson Beaulieu clarified if the current Vice-Chair did not win the vote for Chair, she would remain as the Vice-Chair and would hold the position for another year and a vote for a new Vice-Chair would not be needed. She also confirmed that while the meeting agenda had shown Vice-Chair Van Cura as the Co-Chair, she was the Vice-Chair of the RACC and the meeting agenda would be corrected.

At this time the RACC held a revote on the approval of the meeting agenda, as follows:

Motion by Commissioner Tobin Richmond, seconded by Commissioner Porter to approve the July 11, 2024 RACC/PAAC Meeting Agenda, subject to modification with the reference to RACC Co-Chair to be corrected to read *RACC Vice-Chair* (Van Cura), carried unanimously by a show of hands.

Chairperson Beaulieu reported she had sent out an email to the RACC to highlight her work on the RACC. She had been a member of the RACC since 2019, served as Chair for two years, and was an active Commissioner prior to her selection as Chair promoting the work of the RACC. She noted that much of the work of the Chair occurred behind the scenes. She had enjoyed the work and would like to complete her work with the RACC by having a second term.

Vice-Chair Van Cura understood that everyone cared deeply about the City of Richmond and the arts and wanted to give back to the community. She noted the Mayor was committed to arts and culture and had a supportive City Council willing to fund the arts. The RACC had a substantial budget and could use it to do incredible things such as directly pay artists to create artwork, supplement mini grants with more funds, collaborate with City departments on an artist's residency and hire additional staff to assist the Arts & Culture Manager, all of which had been included in the Public Art Master Plan. Those actions also aligned with Richmond's One Percent for Art ordinance and the Public Art Master Plan, as approved by the City Council in 2023. She commented that this year there had been fewer NPA Mini Grant applicants than the previous year, some City Council members were initiating art projects without RACC involvement, and the Visual Arts Center of Richmond advocacy group emerged frustrated with the City's lack of support and transparency in the arts.

Vice-Chair Van Cura suggested in order to advocate for the arts effectively, the RACC must discuss ideas at RACC meetings, and the way to do that would be to place items on the meeting agenda, but due to the regulations of the Brown Act, the RACC was not allowed to discuss items not listed on the meeting agenda and could not add items the day of the meeting that needed a vote.

Vice-Chair Van Cura explained as the Vice-Chair, she had faced challenges getting items on the agenda, a difficulty shared by other Commissioners. She found the current process to be undemocratic and not transparent. As the Chair, she proposed a system in which each Commissioner could submit a form to add items to the agenda before each meeting to ensure a fair and collaborative discussion, breaking down the RACC goals into smaller achievable pieces with accountability structures and timelines to track progress, chairing meetings to stay on topic and on time ensuring everyone had their say, and an onboarding process for new Commissioners that included an outline of the current projects and ways to participate. She asked that everyone join her in making a better, more transparent and action-oriented RACC to make a difference in the City of Richmond.

Commissioner Mehas commented that his 10-year stint on the RACC was slowly fading out and he had found in that time period this was the most exciting and creative group with amazing potential, and in order to bring the RACC to the next level Commissioners had to look at what they had been doing. Under the current Chair's leadership and while he applauded Chairperson Beaulieu for her work administratively, he was looking more towards someone who had a greater vision for the arts in Richmond and a new look at what was possible. He also wanted to see a review of the communities around Richmond to see what they were doing to incorporate the arts. He found the RACC had been stuck with current projects and NPA Mini grants, and he wanted to see the real projects this Commission had generated in the community.

Commissioner Mehas asked Chairperson Beaulieu to consider allowing Vice-Chair Van Cura to take over as the Chair.

Commissioner Santos reported she had been contacted by a member of the community who had informed her their project had been denied by the RACC and the RACC was not interested in her project, although the RACC had not been informed of the project and that person had never made it to a meeting. She understood the City had limited staff and understood the Chair could decide for the RACC what projects were presented to the RACC. If that was the case, she questioned why she should spend her time as a Commissioner. She suggested the Chair or staff should report to the RACC anything the community wanted to propose and let the RACC decide whether to move forward or not. She too questioned the lack of transparency and how the RACC was doing things and wanted to keep those things in mind, when voting, to understand that most everyone on the RACC was new and there was an opportunity to create a Commission to ensure the community had a say in what was considered by the RACC.

Chairperson Beaulieu commented it was difficult to respond to the comments without Commissioner Santos identifying/naming the issue. She asked what project Commissioner Santos had referred to.

Commissioner Santos stated she would have to check her email, but staff knew and this was exactly why she was concerned that City staff had so much power on the RACC and the Chair was the last person to know what was happening outside of the Commission, which worried her since the Chair was the one that should be preparing the agenda and she understood staff was preparing the agenda.

Chairperson Beaulieu apologized that a member of the public had made such an accusation but it was difficult to understand the problem without knowing all of the information. She did not know what Commissioner Santos was referring to. She suggested during the August Retreat the RACC discuss the role of the Chair, although she emphasized as the Chair she had never denied anyone a grant but had bent over backwards to try to help people to access the funds from the City. She sought more details on the incident referenced.

Commissioner Santos understood meeting agendas were prepared by staff, who informed her that items on the meeting agenda should be faxed or emailed to her. She went on to identify by name the member of the community who had contacted her about an arts project that individual wanted to present to the RACC and whose information she [Commissioner Santos] had passed on to Ms. Day. She understood Ms. Day had asked questions of this individual who informed her [Commissioner Santos] she would include that individual in the next meeting agenda. After an exchange of emails in which she had been copied, the thread stopped and that person had never attended a RACC meeting. She had contacted the individual who had informed her that the RACC was not interested in seeing the project.

Commissioner Santos asked why the RACC was not allowed to decide and why that member of the public was made to feel unsafe or unmotivated and who had asked her [Commissioner Santos] to file a report since the individual was seeking an opinion on the project from the RACC. She emphasized the RACC should work as a group, and while the Chair may not be aware of this situation, she suggested staff should not be telling the community the RACC did not want to see someone's project.

Ms. Day stated Commissioner Santos was referring to the UC Berkeley Kiosk project. She recalled she had received an email, had spoken to an individual last month, and had asked the purpose of the project to be clear of the connection and whether the individual was asking for funding or support through volunteers. She had asked that individual to think about it more and get back to her.

Ms. Day stated she had not objected to the project but had asked the individual to think it through more prior to making a presentation to the RACC since it sounded as if that individual was looking for the RACC to provide some funds. If that was the case, that individual would have to apply for a grant unless there was some connection to the RACC. She expected that individual to come back, but again she had not stated no to the project and the information shared at this meeting was not representative of the conversation she had.

Ms. Day added in terms of the meeting agendas that she tried to flush out the presentations to ensure they were connected to what the RACC was doing. She reiterated, when asked, that the request being discussed was not connected to a specific grant, she had asked for more information and that individual was to go back, get more information, and return. She had not told the individual not to come back.

Commissioner Santos reiterated her comments and emphasized the individual was not allowed to make a presentation to the RACC, and as a member of the community should have been allowed to make a presentation to the RACC and not be stopped by staff. She wanted that individual to have the opportunity to make whatever presentation she desired to make to the RACC with feedback from the RACC to be provided.

Ms. Day and Chairperson Beaulieu advised that comments were permitted from the public under Public Comment and a speaker would have two minutes to speak on any item not on the agenda.

Commissioner Santos reiterated she wanted the individual to have the opportunity to make whatever presentation desired to the RACC and have feedback, which was not allowed under Public Comment.

Commissioner Porter suggested the member of the public reengage with staff, get things sorted out since there appeared to be miscommunication and not anything nefarious. Again, comments could be made at any time under Public Comment.

Vice-Chair Van Cura asked to return to the discussion of the Chair and Vice-Chair selection and she reiterated the points in her proposal that may prevent such a situation in the future.

Ms. Day clarified, when asked she had contacted the City Clerk's Office regarding the protocol for the votes for Chair and Vice-Chair and had been informed that a formal ballot was not required and a simple vote could be taken.

Vice-Chair Van Cura advised pursuant to the Brown Act the votes must be public and a ballot was not appropriate in this case.

Ms. Day again highlighted the process and next steps.

In response to Commissioner Mehas as to why staff was running the election and not the Chair, Chairperson Beaulieu clarified staff was a neutral party and it was inappropriate for her as someone running for the Chair to run the election.

Chairperson Beaulieu explained her role as the Chair was not about power but her work, service to the community, doing a job she enjoyed, was good at and allowed her to give back to the community. Also, there was no guidance in the City ordinance about the role of the Chair, which should be flushed out better and could be discussed during the August Retreat.

By a show of hands and a vote of 5-4-1 (one abstention), the RACC elected *Lynson Beaulieu* as the Chair of the RACC for a two-year term.

Ms. Day confirmed Chairperson Beaulieu had been elected as the Chair for a two-year term and Vice-Chair Van Cura would continue her term that would expire in 2025.

Ms. Day also explained there were many other opportunities for leadership within the RACC including volunteerism as a panelist on projects, serving on Ad Hoc Committees that could be created and pursuant to City ordinances, policies and procedures and the regulations of the Brown Act, those offered guidance on how to move forward, which could be discussed further during the August Retreat.

Cordell Hindler, Richmond, commented he had seen other Commissions use written ballots including the Economic Development Commission. He otherwise suggested speakers should be encouraged to make a presentation to the RACC to allow a full presentation rather than just speak under public comment.

Ms. Day again explained how items were placed on the meeting agendas and her focus to ensure that requests aligned with the work of the RACC. She understood what Commissioner Santos was saying was that someone should be allowed the opportunity to address the RACC whether or not the request aligned with the work of the RACC.

Commissioner Santos again stated if a community member had an art project and wanted to share with the RACC that should be open to them. She suggested doors should be open to the community to provide that opportunity. She reiterated that whoever was preparing meeting agendas should organize such requests along with the business items on the meeting agendas. She wanted a member of the community to be able to provide their request and receive feedback from the RACC on the request to empower other artists and businesses and connect with the arts. Again, she found Ms. Day had made a decision that should have been made by the RACC.

Chairperson Beaulieu stated that was incorrect, as Ms. Day had reported, she had spoken with the person Commissioner Santos referenced, asked for more information and that person had not gotten back to her and it was up to that person to get back to staff with more information. She added that during her tenure on the RACC, she had watched the RACC's interactions with City staff and there were procedures and ways to do that. She had not experienced anyone being shut out, not included or people not being open. She urged communication with Ms. Day and interaction before accusing people of doing things that had not been done, which created bad things, and rather feel the RACC was available to the entire City since it was, and was open to all members of the community.

Commissioner Santos reiterated she was bringing forward a perspective from a member of the community and the organization she had referenced was not happy with the RACC not offering as much access to the community.

Staff and the RACC again discussed this topic at length, reiterated the concerns expressed, with this topic to be discussed further during the August Retreat, and Ms. Day advised there were several ongoing projects that supported the fact the RACC was open as opposed to one example that canceled all of the great work being done.

## **V. RACC PROJECTS and PUBLIC ART Staff Report/Updates**

### **a. NPA Mini Grant Update (Final Reports)**

Ms. Day provided a PowerPoint presentation, which included a Draft Project Progress Report on the RACC and which highlighted RACC projects. She asked if there were any edits to the status of the projects, or interested panelists to serve on a specific project. If there were any edits or interest in serving on a panel, she asked Commissioners to contact staff so changes could be made prior to the August Retreat.

Ms. Day explained the NPA Mini Grant applications involved \$65,000 for the NPA Mini Grant program, and if a project was a public art project and the total amount of the application exceeded the \$65,000, public art dollars could kick-in. The Public Art Projects and NPA Mini Grants for Fiscal Year (FY) 2023/24 were highlighted, were projects that had all been completed with final reports received, and most of the applicants paid with \$9,000, the maximum, and with \$2,500 the lowest amount requested.

Commissioner Mehas asked about the total funds in the public art fund and Ms. Day stated she was uncertain of the balance at this time.

Commissioner Mehas asked that the information be provided at the next meeting.

Chairperson Beaulieu stated the number was not the same each year, depending on what was needed and if the proposals were ranked and they wanted to fund a proposal and the project was public art, other sources of funds could be considered. She understood in FY 2023/24, about \$35,000 had been added to the mini grants.

Ms. Day clarified for this year additional funds were not needed and only the \$65,000 had been used.

Ms. Day also highlighted the NPA Mini Grant candidates who would receive funds for FY 2024/25, with RACC liaisons sought for each project. She added that all candidates had been informed of their NPA Mini Grant award and had until August to submit all contract documents. Once that had been done, that would be the time to have members of the RACC (possibly three members), who would review the applications and scope of services to ensure completeness prior to submittal to City staff who write the contracts.

Commissioner Sandra Richmond asked whether there was a prototype for the artist to use to ensure the application was complete.

Chairperson Beaulieu explained that staff would look at the procedure created to address issues of having Commissioners interact with grantees prior to their contracts. Again, a small committee of three RACC members along with staff would meet with the grantees via Zoom to provide information and the small committee would work with the grantees to ensure the scope of services and project budgets were complete, and then staff would be able to process contracts.

Vice-Chair Van Cura clarified for the record that she had spoken with Administrative Analyst, Shané Johnson, who suggested the process for liaisons to interact with grantees before contracts were signed, and she along with Ms. Johnson had made the procedure together. That procedure had been submitted to the Chair, who had rejected it. She again stated she had spoken with Ms. Johnson who had informed her liaisons may interact with grant awardees prior to their contracts.

Commissioner Porter asked that process to be checked by legal to avoid any liability issues.

Chairperson Beaulieu explained that was why it had been decided a small committee (three members of the RACC) should interact with the grantees beforehand with Ms. Johnson, to get them first, teach them and inform them what needed to happen, and the small committee would help the grantees do that, and the process would then go back to Ms. Johnson to prepare the contract. This process was under the supervision of Ms. Johnson with the small committee present to provide similar support and information. She suggested this was a compromise to allow interaction with the grantees before the contracts were signed. She also clarified for this go around of NPA Mini Grants, all candidates who applied were being funded.

Commissioner Tobin Richmond understood the intent of the NPA Mini Grant Mentor Incentive Program was to allow mentorship prior to the RACC interacting with the candidate. As an example, Mark Anthony was a prior NPA Mini Grant recipient and could be a potential mentor.

Chairperson Beaulieu explained the NPA Mini Grant Mentor Incentive Program was not yet set up. Mr. Anthony was a prior NPA Mini Grant recipient, could be a pilot mentor, and was a grantee as well, but the RACC was trying to get individuals to interact with grantees prior to the execution of contracts.

Commissioner Porter asked whether the mentor would be the person who would work with people interested in applying for an NPA Mini Grant, and the Chair noted that remained to be defined.

Vice-Chair Van Cura commented the issue was the time it had been taking to get contracts completed and the artists had little time to complete their projects. The process that she, the Chair and Ms. Johnson had discussed shortened that process. She highlighted some of the challenges the artists had faced with respect to completing their contracts.

Ms. Day understood it had been perceived the process had taken a long time, but for those people who had their documents in order could start early, but she emphasized they would continue to work to improve the process.

Commissioner Sandra Richmond again asked that there be written procedures and measurables in place and the Chair noted that Ms. Johnson had the scope of services and she would provide that assistance. The three members of the RACC serving as a small committee would get the same information the grantees received when meeting with staff, and they would help facilitate the grantees' ability to complete their work.

Ms. Day reported the legal opinion was that the NPA Mini Grant Mentor Incentive Program may not be feasible since the source of funds was not yet designated, and there had to be more thought involved since the \$65,000 in NPA Mini Grant funds were to go specifically to arts projects as part of the mini grant process. Part of the Mentor Incentive Program included a desire to pay a stipend to the mentor.

Commissioner Porter suggested being creative and consider another way to incentivize that was not monetary.

Ms. Day also provided an update on the Allen Brothers Mural and Mosaic Project, recently approved by the City Council, with the artists having been required to make some edits to the concept mural design, and with staff to meet with the artists and developer in the next few weeks to discuss the edits prior to moving on to the next step of the project. The artist for the mosaic tiles was currently working with a fabricator to ensure all specifications were correct.

Ms. Day provided additional updates by reporting that the Parchester Village Mural Project was moving forward with community paint days and with the project coming together; Shields-Reid Park Renovation was moving forward and included a community engagement component for the mosaic tile/photography project; and updates and details were provided on the status of the Poet Laureate, Neighborhood Project Award as part of the NPA Mini Grants for FY 2023/24, including Washington School Banner Project, Beautify Richmond Murals, NIAD Book Exhibition Project, Kennedy Park Large Art Sculpture, IMTT, BART Station Mural Restoration and Caltrans' John Wehrle Mural Restoration. She also highlighted the details for the NPA Mini Grants for FY 2024/25 including sculpture signage for Jacque Overhoof; Regina Gilligan mural; Javier Rocabado mosaic tiles and Jennifer Riggs mural.

Vice-Chair Van Cura stated in response to staff she had sought a final report on the past NPA Mini Grants and she acknowledged the information had been provided along with the current NPA Mini Grant applications.

## **VI. Discussion Item Updates**

### **a. NPA Mini Grant Mentor Incentive Program (Bell)**

Commissioner Bell acknowledged the report from staff on the status of the NPA Mini Grant Mentor Incentive Program but he hoped this topic could be discussed further during the August Retreat. He expressed his gratitude for input from Commissioner Perez on the Google Sheets and survey, which looked great, and if considering that platform the work would be a very helpful resource.

### **b. Monuments and Memorials Policies and Procedures (Day)**

Ms. Day reported legal was reviewing examples from surrounding cities in order to answer questions from the RACC.

Commissioner Mehas noted the City already had a policy in place for memorials.

Ms. Day explained that the Parks and Recreation Division had a policy for non-art related murals and monuments and the RACC was trying to find a way to combine what the City already had in place and layer on an art monument and memorial policy. Again, legal was reviewing other policies from other cities.

Ms. Day also provided an update on the Pedie Perez Memorial and provided the background of Pedie Perez who had been killed by Richmond police years ago, with the family working to change the way the police in Richmond did business and who wanted to celebrate their son in some type of memorial. The family decided to use the garbage receptacles outside of the liquor store on Cutting Boulevard where their son had been killed. This project had been the motivation for the Monuments and Memorials Policies and Procedures.

Commissioner Perez reported she had heard from community members who wanted to honor Pedie Perez by changing street signs to his name and she asked whether that was something that could be considered by the RACC.

Deputy Chief of Staff Mayor's Office Tony Tamayo reported that such a request would be through a combination of the Public Works Division and the City Attorney's Office.

c. RACC Planning Retreat August 3, 2024 at Port of Richmond Office 9-3

The RACC was provided copies of the draft agenda for the August 3, 2024 retreat and a résumé from Evelyn Thorne from UC Berkeley, a potential facilitator for the event who had been invited to facilitate in 2023 but had been unable to attend.

Ms. Day reported the regular RACC meeting for the month of August would be canceled to be replaced with the August 3, 2024 August Retreat. She highlighted the work of Barbara Goldstein for the Public Art Master Plan, which had resulted in eleven recommendations the RACC had seen multiple times, and with everything to be done to tie back to the eleven recommendations.

Ms. Day acknowledged the Chair, Vice-Chair and Commissioner Santos had been working behind the scenes to help with the planning, food and setting up the location for the August Retreat. She walked through the draft agenda and asked the RACC to review the draft and provide input.

Commissioner Santos took the opportunity to highlight team building activity suggestions, a process where everyone had the ability to make suggestions, take a poll and vote, but she understood the Chair had different ideas after seeing the space.

Chairperson Beaulieu stated the space where the August Retreat would be held was not conducive to some of the team building activities recommended, such as cooking. Some of the ideas were possible, such as mind, body and health but she wanted the activities to relate to the work the RACC was doing. The planned facilitator had experience with art groups and would be better poised to make recommendations for team building activities that revolved around the work the RACC was doing and in the space where it would meet. And, while Commissioner Santos had offered proposals, she had not identified who would facilitate them, details for how it would happen and they were trying to work it all together. The ideas could be shared with the facilitator, who should be given the latitude to recommend the activities for the RACC.

Cordell Hindler, Richmond, commented he had conversations with the previous staff liaison for the City of San Pablo Youth Commission, who had used a process with one mic that was passed along to allow everyone the opportunity to take turns speaking.

Chairperson Beaulieu emphasized Commissioners would have opportunities to talk and share.

Commissioner Sandra Richmond asked where the mentorship program and initiative for special event proposal that involved a subcommittee would fit into the draft agenda and based on the rules of the RACC whether that would be communicated in writing to the Chair and staff.

Ms. Day advised that would have to be communicated in writing, and they could look at the draft agenda and determine where to place it. She noted there remained a couple of weeks to plan for the August Retreat.

Chairperson Beaulieu suggested the ideas referenced would fit best under the agenda item titled Review of Public Art Master Plan Recommendations.

Commissioner Mehas suggested there would be plenty of time for brainstorming.

Chairperson Beaulieu suggested that could be discussed under the agenda item to discuss Commission and Commissioner Goals.

Ms. Day added the RACC would also need to discuss the fact the RACC and the Public Art Advisory Committee (PAAC) used to meet separately but when the roster of Commissioners was reduced, the two groups had been combined. She suggested that should be discussed during the retreat since the RACC may have a total of 15 members. She suggested that five members could serve on the PAAC, which would be the first group to look to be panelists for public art projects, and in the past the Vice-Chair of the RACC also served as the Chair of the PAAC.

Chairperson Beaulieu commented that having served when the RACC and PAAC met separately, there had been complaints the RACC was not involved in that the PAAC had done all of the project work and made recommendations to the RACC. Since the RACC was already of the opinion it did not get enough information, separating into two groups would make that issue worse.

Commissioner Tobin Richmond suggested the format of the RACC meetings should also be discussed during the August Retreat since they may have to consider an hour for PAAC work and another hour for the RACC, as an example which could be discussed further during the retreat.

Commissioner Mehas noted part of the decision to combine the RACC and the PAAC was that staff complained about the number of meetings. He otherwise asked staff to introduce the new staff person.

Jordon Nesbitt, born in the City of Oakland and raised in the City of Richmond, stated he had a passion for the arts, had a lot of computer skills that he could use to help staff and was pleased to join the Arts & Culture Division and help the RACC produce exciting art in the City of Richmond.

Ms. Day reported that Mr. Nesbitt had been working to develop a newsletter, a draft copy was provided, and the frequency was being discussed as well as what should be included. She suggested ideally one or two Commissioners should be on a Newsletter Committee to help identify the contents and frequency of the newsletter.

## **VII. Mayor's Office, City Council Liaison Reports**

There was no report.

## **VIII. RACC Member Community Sharing**

Commissioner Perez stated she liked the idea of a cheat sheet for the Brown Act, and requested that be included as a brief discussion item for the August Retreat, which would be helpful to better understand the rules.

Chairperson Beaulieu reported the League of California Cities website included a handbook for the Brown Act.

Commissioner Porter offered a copy of a cheat sheet that could be used and the Chair suggested copies be provided at the August Retreat.

## **IX. ADJOURNMENT Until August 3, 2024 Special Meeting Planning Retreat 9:00 a.m.**

On motion by Commissioner Mehas, seconded by Commissioner Jourdan, and carried unanimously to adjourn the meeting at 9:10 p.m. to the August 3, 2024 Special Meeting Planning Retreat at 9:00 a.m.