

**RICHMOND ARTS AND CULTURE COMMISSION (RACC)
PUBLIC ART ADVISORY COMMITTEE (PAAC)
In-Person Meeting
450 Civic Center Plaza, 1st Floor Conference Room
Richmond, California
Regular Meeting Minutes
October 10, 2024
7:00 p.m. - 9:00 p.m.**

Present: Chairperson Lynson Beaulieu, Vice-Chair Tobin Richmond, Secretary Virginia Jourdan and Commissioners Ted Bell, Carole Porter, Sandra Richmond and Arleide Santos

Absent: Commissioners Phillip Mehas, Yeymi Perez, Kiara Kempski and Council Liaison Mayor Martinez

Staff Present: Arts & Culture Manager Winifred Day; Administrative Assistant, Arts & Culture Division Jordon Nesbitt and Chief of Staff to the Mayor 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 October 10, 2024 RACC/PAAC Meeting Agenda

Motion by Commissioner Sandra Richmond, seconded by Vice-Chair Tobin Richmond to approve the October 10, 2024 RACC/PAAC Meeting Agenda, as shown, carried unanimously by a show of hands.

b. APPROVE September 12, 2024 RACC/PAAC Meeting Minutes

Motion by Vice-Chair Tobin Richmond, seconded by Commissioner Bell to approve the September 12, 2024 RACC/PAAC Meeting Minutes, as shown, carried unanimously by a show of hands.

III. PUBLIC COMMENTS

Cordell Hindler, Richmond, reported he attended a meeting of the Richmond Youth Council and shared a link to the application for vacancies on the RACC. He planned to continue to discuss the vacancies with the Youth Council in the hopes the City Council could fill the vacancies prior to the end of the year. He otherwise invited everyone to the Contra Costa Mayors' Conference on December 5, 2024 at 6:30 p.m., to be hosted by the City of San Pablo, location yet to be determined and at a cost of \$70 per person.

IV. Mayor's Office – City Council Liaison Report (Tamayo)

Deputy Chief of Staff Mayor's Office Tony Tamayo reported the Richmond Arts Center had taken down the student art show with the space to remain vacant until a new use was determined.

Anyone with ideas to fill the space or potential partnerships were encouraged to contact the Mayor's Office.

Mr. Tamayo thanked Mr. Hindler for his efforts to recruit for the RACC, particularly since Youth Council appointments were only for a one-year term and engagement of youth was important. He added his title had changed and he was now the Chief of Staff to the Mayor as of August 2024, and the Mayor's Office would be hiring an additional staff person soon.

Arts & Culture Manager Winifred Day stated all public art projects had display and presentation boards as part of the Request for Proposals (RFPs), some were amazing and quite large and could be used to fill the space in the Mayors Office until new exhibits were considered. She suggested this could be a way to celebrate the public arts programs and community engagement. She also expressed the willingness to work with the Mayor's Office to come up with a schedule to avoid blank walls after an exhibit was removed.

Mr. Tamayo suggested consideration of a committee to help with planning on the agenda for the next RACC meeting. He would speak with the Mayor on that possibility.

Ms. Day also suggested the selection process for RACC Commissioners be clarified given it was not as simple as described in that the authority for selection was the Mayor and not the City Council.

Mr. Tamayo described the recruitment process for anyone interested in serving on the RACC, with applications available on the City of Richmond website. He acknowledged minimal recruitment was pursued by staff given the limited staff capacity and he appreciated the effort of others to find qualified candidates. He noted once an application had been received by the City Clerk's Office it would be stamped received, forwarded to the Mayor's Office, and the individual would be sent a link to schedule an appointment with the Mayor or a member of the Mayor's staff, who would make a recommendation. After due diligence and once a decision had been made dependent on staff capacity, the appointment would be agendized on the Consent Calendar of a City Council meeting agenda, with the appointee and Arts & Culture Department staff to be notified thereafter.

Ms. Day commented the relationship between the RACC, the City Council and the Mayor was not always collaborative and she hoped the Mayor would be able to join the RACC at its next meeting to discuss that topic and other issues, including the appointment of a Council Liaison. Given there was currently a disconnect, she hoped to be able to work together collaboratively.

Chairperson Beaulieu recognized the Mayor was aware of the work of the RACC and had attended the RACC August Retreat, but she too wanted to ensure the channel of communications was open with the Mayor's Office. She also acknowledged that Mr. Tamayo had attended almost every RACC meeting. She hoped the RACC could have a conversation with the Mayor about the extensive work of the RACC, which had its own budget and had active Commissioners, different from other City Commissions. She stated that any opening in the avenues of communication between the Mayor's Office would be helpful.

Mr. Tamayo stated it was difficult for the Mayor to attend some of the RACC meetings due to personal commitments, but the Mayor's Office was happy to host a few Commissioners at a time, outside of RACC meetings, and in accordance with quorum regulations. He suggested the Chair contact him to schedule a meeting.

V. RACC PROJECTS and PUBLIC ART Staff Report/Updates

a. NPA Mini Grant Update FY 25-26 (Draft)

Administrative Assistant, Arts & Culture Division Jordon Nesbitt provided an update on the NPA Mini Grants for Fiscal Year (FY) 25-26 and reported there were a total of nine NPA Mini Grant recipients. None of the artists had executed contracts due to difficulties providing the proper insurance, as required by Risk Management, and he acknowledged staff planned to communicate the scope of work and insurance requirements sooner than later in the process to prevent those challenges or confusion in the future.

Ms. Day described the NPA Mini Grant process that had not previously involved such restrictive insurance requirements, although with a new Risk Management person on staff, this person understood how litigious people could be and was working to ensure the City was covered, particularly when working with children. She clarified the award of an NPA Mini Grant was different from the contract being fully executed, and for artists to have fully executed contracts, all insurance documents were required. Once the contract process was complete with all required signatures and documents, and a contract executed, then the RACC Liaison could see the complete contract and scope of services and know the artist was ready to proceed.

Ms. Day apologized for any delays in the process but again explained that the new insurance requirements including new state insurance requirements (which she highlighted) for public mural and sculpture projects, had caused some confusion for the artists, and while the process had taken a bit longer, they were almost there in some cases. In response to questions, she explained that each contract was reviewed on a case-by-case basis but they were close and coming up with solutions for the mural projects. Future updates would be provided.

Chairperson Beaulieu noted they were still within the time limits for the NPA Mini Grants since they had from January to June for the artists to complete their projects.

b. Professional Art Services Workshop Series (Bell)

Commissioner Bell reported the Professional Art Services Workshop Series idea was starting to take shape and it was coming to a point where it could work but needed some questions answered. He explained that he had created a three-workshop series for the NPA Mini Grant Workshop, with each workshop to be at least 60 to 90 minutes in length, consist of a minimum of three workshops, and with each workshop to focus on a certain topic an NPA Mini Grant recipient would have to know. The first workshop could be introduction to proposals, the second covering insurance and the business aspect of the NPA Mini Grant, and the third a review of the first two topics with any additional questions or concerns that arose from the meetings.

Commissioner Bell stated a mock agenda had been drafted and forwarded to a multi-NPA Mini Grant recipient for feedback (Mark Anthony James) with a copy provided to the RACC for review. Some of the questions raised included how many facilitators would be needed, how long the workshop series would last and there were questions about the budget.

Commissioner Porter suggested the workshops should be taped and recorded.

Chairperson Beaulieu commented they would have to work out the particulars on how the workshops would be recorded, but agreed the workshop series should be recorded and archived.

Commissioner Santos suggested it would not be an issue to record the workshops since the RACC meetings were already recorded and posted to the City website. She liked the idea of having more than one facilitator since other speakers could bring something to the table.

Chairperson Beaulieu suggested different workshops would be beneficial to allow for different subject matter to be addressed with the artists, and once they figured out how to get the technical assistance workshops off the ground, there would be a model for the future.

Cordell Hindler, Richmond, suggested a hybrid model be considered for the workshop series with workshops available in the afternoon and evening periods.

c. Monuments and Memorials Policies and Procedures (Porter/Day)

Commissioner Porter reported the Monuments and Memorials Policies and Procedures Ad-Hoc Subcommittee would meet on October 15, 2024, to go over the comments from legal and hopefully provide a response to the City Attorney's Office thereafter.

d. California State License Board (CSLB) Mural Requirements (Day)

Ms. Day reported the state was issuing fines to cities that were not in compliance with the new California State License Board (CSLB) Mural Requirements. She referenced the \$200,000 and \$300,000 mural projects in the City of Richmond and the information staff learned where the creation and fabrication part of the contract could be separated from the installation, since the installation and anything on-site and on City property involved the large part of the liability. She reported there was one artist who was currently taking a class to become certified and licensed by the state. For the next cycle for NPA Mini Grants, staff would remove murals given the need for a better understanding of the state requirements. Larger projects required the artist to be licensed or have a sponsor with an applicable fee to be paid. Moving forward, an additional 10 percent would be required to be added to the artists' contracts to account for the additional requirement since it should not come out of the artist's budget. She stated the same state requirements also applied to a mosaic tile artist and sculptors.

Vice-Chair Tobin Richmond asked about the benefit to breaking the contract into phases in response to the licensing requirements, and Ms. Day clarified the licensing requirement only applied to the installation phase.

Vice-Chair Tobin Richmond suggested that phase of the process would dovetail perfectly with the tracker for projects.

Commissioner Jourdan understood as an example, that a tile artist may hire an installer.

Ms. Day confirmed that could be done and referenced the CW Allen Brothers Project as an example that included a mosaic tile tabletop component as part of the project. In that case, the artist was already a commercial artist, the mosaic tile person was working with a licensed tile setter and the muralist for the project found a licensed painter to work with. She also highlighted the separation of the creation and fabrication from the installation part of the artwork process for the IMTT and Caltrans murals projects.

e. Goal Tracking Chart System (Jourdan)

Commissioner Jourdan reported she was working with the Chair to create a separate document that would be sent to each Ad-Hoc Committee including communications, marketing, monuments and memorials to allow the RACC to comment and note where they were in the process.

Commissioner Jourdan reported that she and the Chair would update the master document. She hoped to have that document ready by the next RACC meeting.

Chairperson Beaulieu clarified the document would be tailored to the master chart and reflect the categories of information in the chart with a fillable PDF file to be created and forwarded to staff. The details would be clarified at the next RACC meeting.

f. Arts Grants and Contracts Technical Assistance Workshop (Draft) (Day)

Ms. Day reported on October 18, 2023 a Technical Assistance Workshop had been held for the community with 40 participants via Zoom, which was the most convenient way for people to still meet. She suggested a hybrid format would be beneficial, there was an area that would be suitable for an in-person meeting at one of the rooms at Civic Center Plaza, and she described the idea for overall technical assistance not just for the NPA Mini Grants.

The RACC was provided a draft agenda for a Technical Assistance Workshop with the idea to provide enough information ahead of time for artists to know what to expect from the NPA Mini Grants, what recipients would be paid once they had executed contracts and completed a project, which would not exceed \$9,000, and for larger projects where a construction schedule would be followed with a standard payment of 10 percent once the concept design had been approved, to be followed by design drawings to be prepared by a structural designer. She highlighted each milestone that was required to be reached to receive a percentage of the payment for a project. Artists were made aware they must complete a certain amount of the work before they were paid. The draft agenda also identified the different types of projects and the steps required.

Ms. Day also highlighted the process for invitation-only large-scale public art projects that involved a limited call, and walked through the details for the Kennedy Park and IMTT Projects as examples. As to the IMTT Project, the selection panel was reviewing applications and hopefully in the next week would identify the top candidates for interviews scheduled for November 6, 2024. Business license, insurance and eligibility, community engagement and the project budget requirements were all highlighted.

Chairperson Beaulieu understood a budget line item would be created to reflect an administration/individual artist fee.

Ms. Day explained that there would be two separate categories; sometimes the artist was doing administration and also doing the work and they would be paid accordingly, but for the purposes of the information to be provided, each project would be addressed on a case-by-case basis, with each project not to exceed the project budget by 25 percent for certain things. She continued to walk through the topics that would be covered during the Technical Assistance Workshop as reflected on the draft agenda. As to the smaller projects, she suggested a \$2,500 project was insufficient to cover what an artist may have to do and suggested the RACC should consider a \$5,000 minimum. She also advised that an update on the RFP for the new Library Renovation would be provided at the next RACC meeting.

As to the length of the Technical Assistance Workshop, Ms. Day suggested an hour to an hour and a half maximum should be sufficient to allow people to ask questions and allow people to understand the context of what they were being asked to do. As to when the Technical Assistance Workshop should be held, she recognized the upcoming holidays and the need to meet on a non-RACC meeting date and City Council meeting dates.

Chairperson Beaulieu asked whether there was interest from RACC Commissioners to join her and Ms. Day on a telephone call to discuss possible dates for the Technical Assistance Workshop with the suggestion for possible dates of November 20 and November 23, 2024.

Ms. Day clarified the Technical Assistance Workshop would not require RACC funds to be used and a facilitator was not required; however, it had been found to be helpful that once the Technical Assistance Workshop was held the next NPA Mini Grant applications be ready for the next year's cycle.

Commissioner Santos asked Ms. Day to send her the links and flyers when the dates for the Technical Assistance Workshop were clarified to allow her to post on social media.

Ms. Day reiterated the Technical Assistance Workshop would be recorded with more information provided in the next week.

g. Public Art Project Updates (Day)

The updates had been provided as part of prior discussion.

VI. RACC Ad Hoc Committee Reports

a. Meeting Norms/Rules Examples (Porter)

Commissioner Porter reported there had been good feedback on the meeting norms/rules examples and suggested it would be good to incorporate the norms development with a mission statement, with the facilitator to do a session with the RACC around that. In the meantime, if there were suggestions on meeting norms, that should be discussed prior to the session, such as timekeeping, particularly if the item needed to be agendized for action. She also suggested it would be good to create something with the mission/vision statement that could be posted to remind Commissioners.

Cordell Hindler, Richmond, commented that as a former member of the Library Commission, the Chair of that Commission read into the record the meeting norms with the public invited to speak on items on the agenda at the appropriate time and with everyone asked to be respectful and listen to one another.

Ms. Day clarified with the Chair the work on the meeting norms/rules would be held in abeyance until the RACC did its work on its mission/vision statement and put together that plan and have a facilitator involved, which could be agendized for the next RACC meeting or after the upcoming holiday period. In the meantime, the RACC could review all of the meeting norms and practices and practice them between now and when they were formally included in a document.

Chairperson Beaulieu liked the suggestion from Commissioner Santos about including a land acknowledgement and equity statements, which should be part of the mission/vision statement.

Commissioner Santos appreciated the examples provided, but suggested there should be longer statements in terms of the land acknowledgment and equity statements, and Commissioner Porter agreed those should both be longer statements.

Chairperson Beaulieu suggested the statements could be posted on the wall in the meeting room and there were ways to incorporate both statements in the activities of the RACC and when meeting together.

b. Review "Request for Agenda Items" Draft Form (Review)

Mr. Nesbitt displayed a copy of the "Request for Agenda Items" form that Chairperson Beaulieu advised would be submitted to the Chair and the Arts & Culture Manager, and identify the RACC priorities it reflected with details provided on the agenda request, such as whether it needed funding, whether a budget line item needed to be attached, and the like. From the completion of the document and the back and forth, it would then determine how an agenda item would be placed on a meeting agenda.

Cordell Hindler, Richmond, stated as a former member of the Library Commission, he learned how to make agenda requests and conducted research on other Commissions in the County and learned how to ask questions.

In response to the Vice-Chair as to the timing for the agenda request, Chairperson Beaulieu explained it would depend on what was needed for the request. She suggested the request for agenda item form be submitted as soon as possible when an agenda item request was to be considered to allow staff to start the process of placing the item on a future agenda. She emphasized depending on the request it should not be expected to be immediately scheduled for a subsequent meeting agenda. It was also clarified this request form was for RACC Commissioners only, was intended to be for internal use only and was not intended for the public.

Ms. Day recommended the draft form should make it clear on the form the request was for internal use only and not intended for the public. She also clarified it would be helpful for the form to be submitted at least 10-days in advance of a scheduled meeting, but again there was no guarantee the request would be agendized at a subsequent meeting depending on the request.

As to how the public could request an agenda item, Chairperson Beaulieu explained the public could make public comment or submit public comments to staff online that could be read into the record at the meeting.

Ms. Day commented that needed to be made clear to the public.

The RACC discussed the City's current process for public comment, how the public may request an agenda item, and again emphasized the draft form for Request for Agenda Items was intended to be for internal use only and for the RACC.

Commissioner Santos wanted it to be clear that every Commission in the City of Richmond may choose how they interact with the meeting agenda. She pointed out neither the RACC Handbook nor City ordinances were clear as to how agenda item requests were made. She recognized the RACC was discussing the creation of a specific form for internal use only but understood that any other City Commission may consider agenda item requests via email. She wanted it to be clear the RACC would have a form that must be followed and the RACC was choosing to have this form but there were other ways to consider agenda item requests.

Chairperson Beaulieu reiterated the intent of the form was to ensure a uniform process and to ensure the request met the RACC goals and policies. The form would be a fillable PDF form that was available on-line.

Commissioner Bell clarified with the Chair that the form did not mean that staff would not stop the process of contacting Commissioners to remind them if they had something to possibly add to the agenda, but again the form must be submitted at least 10-days prior to the scheduled meeting, and the Chair reiterated there was no guarantee the item would be agendized for a subsequent meeting depending on the request.

Chairperson Beaulieu commented the form was intended to start the process for the agenda item request and she suggested the 10-day period for submittal prior to a meeting was arbitrary. She suggested the RACC give the process for the form a try and staff and the RACC could provide feedback and make adjustments as needed.

Ms. Day advised once the form was finalized and able to be a fillable PDF it would be forwarded to Commissioners to use as needed.

Vice-Chair Tobin Richmond clarified the form would not be posted on the RACC social media page given it was intended for internal use only.

Commissioner Santos liked the suggestion of highlighting to the community what was public comment, how it could be provided and allow the community to be comfortable with the options.

Chairperson Beaulieu suggested that could be considered as a separate section in the RACC Newsletter informing the public how to make public comment.

Vice-Chair Tobin Richmond suggested an internal website for the form for RACC members only, and Ms. Day asked that staff have the opportunity to look into that possibility.

- c. Ad Hoc Committees Marketing/Communications (Perez/Nesbitt)
- d. FY 25-26 Budget Wish List

Commissioner Santos reported the Ad Hoc Committee for Marketing/Communications was putting together ideas.

Commissioner Sandra Richmond explained she was the lead for marketing for the Ad Hoc Committee and they had a robust Google Sheet where they were collecting ideas with costs associated with different types of swag that could be considered at public events, such as Art in the Park and art giveaways to engage children. There were a number of ideas and she hoped to return with specific asks for funding and the purchase of items that could be taken to different events.

On the discussion of the type of swag to be considered for community events, Commissioners suggested coloring books for children, crayons with the RACC logo, or showing RACC members as superheroes in coloring books. It was also suggested that the RACC logo could be used on anything, such as on bags, or that there be a contract with a designer to create designs for the RACC.

Ms. Day suggested the use of bags and provided samples from the City of Oakland with the City of Oakland's symbol embossed on the bag. Other bag samples were provided as well and the RACC considered different items that could promote the work of the RACC, something that was inexpensive and long lasting. Some of the bag samples were from the San Francisco Museum of Modern Art (SFMOMA), which had provided bags to people who participated in their events and which could be considered as possible swag.

Cordell Hindler, Richmond, suggested coloring books for adults could be a good idea to promote the RACC and allow people to draw while a meeting was in progress.

Chairperson Beaulieu suggested if they had permission from the artists to use the outlines of their projects that could offer a great branding opportunity for the RACC and also an opportunity to educate the community on specific projects.

Ms. Day noted the City had a Graphic Designer under contract for other City projects, including work on brochures and signage and that person could provide assistance or the RACC may consider someone else. That person would be paid from the RACC budget, and while the RACC would need to add to the budget, if acceptable, she would like to have a conversation with the Graphic Artist to prepare a package and provide information on estimated costs to place the RACC logo on various items.

In response to the Chair, Ms. Day explained that typically the months of October through December were when the budget wish list was prepared since the City Council started to work on the budget for the next year around December each year. The RACC should consider what items to add to the Budget Wish List for FY 25-26, which could be discussed further at the next RACC meeting.

Ms. Day added that although the \$30,000 Cultural Plan was one of the items on the budget and had been discussed for some time, she suggested \$30,000 would be inadequate. There was also a \$100,000 item for art literacy programs and if there was a way to combine the two, talk about art, literacy and a cultural plan that could be discussed further. She hoped to have a sound Cultural Plan that was actionable for several years and noted they already had some of the elements as part of the updated Public Art Master Plan, and these were items where the RACC could focus some of the existing budget funds.

Ms. Day clarified that funds had already been earmarked for Kennedy Park but they had not yet been spent and if the RACC wanted to consider another \$100,000 project for another underserved community, location yet to be determined, this was the time to earmark funds since there were funds available that had been identified during the August RACC Retreat. She reported the City had received \$200,000 from another private developer project (one percent in-lieu fees) that was not attached to a specific project and the RACC could think about what other projects to fund.

In terms of further Budget Wish List items, the RACC discussed setting aside funds for future workshops beyond those already discussed and planned.

Commissioner Porter suggested setting aside funds to attend art events outside of the City of Richmond to allow ideas to be brought in that were different and which could be informative, but also recommended as a requirement for attendance a report be provided to the RACC.

Commissioner Santos suggested setting aside funds for conference attendance.

The RACC and Ms. Day also discussed the challenges of making such requests in an adequate period of time with a recommendation for a PDF form to report attendance at conferences or events.

Ms. Day suggested the details for conference attendance, as an example, should be provided to staff in a timely manner prior to the event to allow adequate time for review and approval. She noted the RACC had been provided a copy of the categories in the budget as part of the August RACC Retreat, which should be reviewed and she suggested any requests be made by the November RACC meeting to allow consideration as part of the next budget cycle.

Chairperson Beaulieu suggested \$10,000 be placed into the budget as a line item for travel/conference and Ms. Day suggested a review of the line items to determine what category the request would fall into and allow staff to work with the RACC to clarify. She also suggested a form should be considered when requesting travel and conference fees to allow everything to be standardized and to make it easier.

Cordell Hindler, Richmond, commented he had attended a folk music festival in West County and suggested that would be a good example of an event for RACC members to attend.

Chairperson Beaulieu advised the FY 25-26 Budget Wish List would also be discussed at the next meeting of the RACC.

VII. RACC Leadership Team Business Report

Vice-Chair Tobin Richmond provided an update on the RACC Leadership Team and advised he, Commissioner Jourdan and the Chair had met to discuss a variety of subjects including how the RACC's internal process would work in terms of communication, the frequency of that gathering, and with the next discussion to be held on the fourth Thursday of the month. The group had also discussed ways to maximize communication and how best to support the RACC itself.

Chairperson Beaulieu acknowledged the duties of the Vice-Chair and Secretary had not been officially assigned, with both officers having been given permission to grow their positions as they would like to grow and as more and more opportunities came up to be involved in public art opportunities. At this time, she reported Commissioner Jourdan was working on a tracking chart.

Vice-Chair Tobin Richmond commented the way to make the RACC an effective Commission was to participate. A lot of work needed to be done with regard to art for the City, with participation the key need for the different projects.

Commissioner Jourdan concurred and emphasized the need for the RACC to participate on review panels.

Ms. Day emphasized the work to be done and commended the work done by Mr. Nesbitt. She commented there was a need for assistance with the RACC Newsletter and someone on the team to take that initiative.

Vice-Chair Tobin Richmond commented that communication amongst Commissioners and staff had also been discussed including the need to be inclusive.

Mr. Nesbitt emphasized the need for the RACC Newsletter to include articles and for Commissioners to engage, speak with artists and write an article for the newsletter to educate and inform the community, which could be another opportunity for participation. He added that a Master Calendar would translate to a Newsletter Calendar and would be important for the marketing/outreach and branding efforts, with members of the RACC Leadership Team to reach out to the other members of the RACC.

As to whether the newsletter could serve as the RACC's social media and in response to Commissioner Porter who expressed concern that newsletters were archaic, Ms. Day explained that the RACC Newsletter would be electronic.

Mr. Nesbitt clarified the RACC Newsletter was not yet in existence and social media would be limited but what mattered was how people would respond.

Commissioner Porter pointed out they had to know who the audience was.

Ms. Day suggested that this kind of discussion should be a topic for the Ad Hoc Committee Marketing/Communications.

Commissioner Santos thanked Commissioner Porter for the suggestions but she recommended that the newsletter become live and strategies could be considered afterward.

Commissioner Jourdan asked whether the structure on how to submit articles for the newsletter had been determined and was informed by the Chair that was still under discussion and was a work in progress.

As to the frequency of the meetings for the Ad Hoc Committee Marketing/Communications, it was noted the Committee had been meeting twice a month, outside of the RACC meetings.

Ms. Day suggested the issues be flushed out between now and the next meeting of the RACC.

VIII. RACC Member Community Sharing

Ms. Day reported she had received an invitation to attend the Eames Institute, a mid-century furniture company, which was highly respected worldwide, and which would open their studio for an art tour on October 25, 2024 from 4:00 to 6:00 p.m. The event would be open to a small group of artists who had been invited to the Art and Design Crawl: Pushing the Boundaries of Material. She would be allowed one plus-one RACC member to attend the event with her and she asked that anyone interested in attending contact her.

IX. ADJOURNMENT Until November 14, 2024

On motion by Commissioner Bell, seconded by Commissioner Porter, and carried unanimously to adjourn the meeting at 9:00 p.m. to the November 14, 2024 Regular Meeting at 7:00 p.m.