

**RICHMOND ARTS AND CULTURE COMMISSION (RACC)
PUBLIC ART ADVISORY COMMITTEE (PAAC)
In-Person Meeting
450 Civic Center Plaza, 1st Floor Richmond Room, Conference Room
Richmond, California
Regular Meeting Minutes
December 12, 2024
7:00 p.m. - 9:00 p.m.**

Present: Vice-Chair Tobin Richmond, and Commissioners Ted Bell, Kiara Kempfski, Yemi Perez, Carole Porter, Sandra Richmond and Arleide Santos

Absent: Chairperson Lynson Beaulieu, Secretary Virginia Jourdan and Council Liaison Mayor Martinez

Staff Present: Arts & Culture Manager Winifred Day

I. WELCOME / CALL TO ORDER / ROLL CALL

The RACC/PAAC Regular Meeting was called to order by Vice-Chair Tobin Richmond at 7:00 p.m.

II. ACTION ITEMS

a. APPROVE December 12, 2024 RACC/PAAC Meeting Agenda

Vice-Chair Tobin Richmond pointed out the numbers of the agenda items as shown on the December 12, 2024 RACC/PAAC meeting agenda needed to be corrected to be consistent sequentially.

Motion by Commissioner Sandra Richmond, seconded by Commissioner Santos to approve the December 12, 2024 RACC/PAAC Meeting Agenda, as amended, carried unanimously by a show of hands.

b. APPROVE November 14, 2024 RACC/PAAC Meeting Minutes

Motion by Commissioner Kempfski, seconded by Commissioner Bell to approve the November 14, 2024 RACC/PAAC Meeting Minutes, as shown, carried unanimously by a show of hands.

III. PUBLIC COMMENTS

There were no comments from the public.

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

No report.

V. INFORMATION ITEM

a. Pogo Park (T. Maher)

Arts & Culture Manager Winifred Day explained that Pogo Park was an important program for the City of Richmond and the RACC would be provided a presentation on plans as part of a grant from the state.

Toody Maher, Executive Director/Founder, Pogo Park, provided a PowerPoint presentation which included an overview of Pogo Park, a non-profit in the City of Richmond, which transformed two, once abandoned city parks in Richmond Iron Triangle neighborhood, comprised of Elm Playlot located on Elm Avenue and Harbour-8 Park located on the Richmond Greenway between Harbour Way and 8th Street; and highlighted Yellow Brick Road, a safe and beautiful walking route, path through the neighborhood which connects key community assets such as churches, transportation, parks and schools and with the project initially having stenciled yellow bricks across roads and on sidewalks to create a designated safe bike and walking route through the heart of the community.

Ms. Maher also highlighted the effort as part of the effort to adopt a park and connect with Scientific Art Studio, famous for many artworks, along with the Pogo Park Team comprised of community members from the Iron Triangle, who dreamed of a park to be built by hand. She provided examples of the plan to design drinking fountains, silhouette heads of people in the neighborhood and a fence, with a public art grant secured for totems. Years ago a 25-foot fence had been installed on the Richmond Greenway with public murals.

The Yellow Brick Road would go through the heart of the Iron Triangle with before and after views provided. All streets along the Yellow Brick Road have been repaved with new sidewalks; greenscape consisting of 93 trees and 1,500 plants all around the park have been installed by the Pogo Park Team; industrial scale lights would be installed by April 2025; entry markers inspired by those in the north and east were identified with the concept to install silhouettes on top of the markers to depict who would use the area, bicyclists, pedestrians and families. A total of six markers would be installed. The Pogo Park Team built samples themselves and put them in place to see how it feels and looks in the space. Special street signs would also be installed with the residents having come up with the art for the toppers, including depictions of walkers, bicyclists and children with official Yellow Brick Road signs to go through the entire route. The final piece was the public art in the intersections with the intersection art to be comprised of a story of the bee leaving the hive and traveling up the Yellow Brick Road.

The Pogo Park Team practiced with the type of paint work and practiced art on the Richmond Greenway all in an effort to make a beautiful, green, safe walking route through the neighborhood connecting all of the assets, with public art a way to bring the space to life.

Ms. Maher reported a \$5 million Clean California Green Grant had been received, with \$1.5 million for street lights, funds for greening and funds for some capital work. Pogo Park would spend close to \$1 million on the public art piece. She provided a sample of the size of the signs, all conceived and done by the community team. She also recognized the new California State License Board (CSLB) for muralists and commented they may be able to use a Contractor who had an "A" License and other party that was eligible to install murals and she was confident the project would comply with the state requirement for murals.

Vice-Chair Tobin Richmond asked of the plans for maintenance for the project.

Ms. Maher explained that Pogo Park would not be able to take care of all of the Yellow Brick Road project, but their community team maintained a six-block section from Barret to Pennsylvania Avenues on 8th Street and they took care of three blocks to the north and three blocks to the south and maintained that area Monday through Friday.

Mr. Maher invited the RACC to participate in tours planned in the month of January to meet the entire Pogo Park Team and view what they were building and see the Yellow Brick Road project for themselves. She clarified the area outside of the Yellow Brick Road was the responsibility of the City of Richmond although she understood the City does not have the funds to maintain the area and public/private partnerships were needed to keep up.

Commissioner Santos congratulated Pogo Park on the receipt of the grant and for connecting art, safety and learning experiences in the community. She was aware of the projects conceived by Pogo Park in Richmond and she thanked Ms. Maher for the presentation.

The RACC thanked Ms. Maher for the presentation.

Ms. Day understood Ms. Maher sought some type of approval but she commented she did not have enough information for the art specific piece of the project although examples had been shared. She commented on the actual fabrication of the work and asked how and where the work would actually be fabricated since she understood Scientific Art Studio had closed.

Ms. Maher clarified Scientific Art Studio had been a supporter of Pogo Park and everything they see had been built by the Pogo Park Team. All entry markers would be built by Pogo Park, the signs would be created by Pogo Park to be installed by another entity, with all artwork in City streets done by Pogo Park and those with the required state licensing. The silhouettes had also been done by the Pogo Park Team and would be digitally sent to a stainless-steel team in the City of Richmond, with everything done by homegrown artists from the neighborhood with the assistance from many partners who appreciated their vision. She again urged the RACC to participate in the January tours.

Ms. Maher further clarified the artists for the project would be paid prevailing wages as artists on a public works project with those in the neighborhood very excited with this prospect. The prevailing wages would range based on different categories and could range from \$35 to \$45 per hour.

Commissioner Bell thanked Ms. Maher for providing information on LinkedIn and for her service. He appreciated the work and wished her well in the future.

Commissioner Porter appreciated the energy of the Pogo Park Team.

Ms. Maher again welcomed the RACC to participate in the January tours. She emphasized the Pogo Park Team was diverse and from the neighborhood and people know each other and respect the area.

Commissioner Kempski asked of the maintenance required for the artwork on the street, and Ms. Maher explained the paint work would likely wear out in three to four years, although Pogo Park planned volunteer days for repainting and planned to have outlines painted in black with the colors on the inside, with all colors to be categorized for the volunteers to repaint as needed. It was the intent for volunteer days to be provided to keep up.

Ms. Day again understood Ms. Maher had hoped to obtain an approval for the project at the meeting. She asked of the status of the grant and how much of the art must be approved before the rest of the project was approved.

Ms. Maher reported Pogo Park already had a contract with the City of Richmond to design and build and there was debate whether approval was needed from the RACC since they were already contracted. The intent was to inform the RACC of the project and what was being done and allow the RACC to provide any feedback.

Commissioner Santos asked that staff be clear on what part the RACC played for this project.

Ms. Day commented that was why she was asking questions because she was unclear herself.

Ms. Maher clarified that no one really knows in terms of how the project fits and what approvals were needed.

Ms. Day understood the project started years ago and Ms. Maher confirmed the Yellow Brick Road concept started 16 years ago.

Ms. Day explained typically information on a project was provided to the RACC prior to commencing with any construction. In this case, a lot was already being done and she would have to have conversations with the Public Works Department to get clarity. She appreciated the presentation and asked that the RACC be apprised of the details for the tours planned in January.

VI. INFORMATION ITEM (Voting)

a. Outreach Swag Proposal (S. Richmond)

Commissioner Sandra Richmond reported RACC Commissioners had been provided information on the Outreach Swag Proposal during the November RACC meeting with samples of marketing/swag items provided at that time. She asked that the RACC consider a motion to approve the purchase of swag and the marketing materials for use in RACC and community outreach with the initial outlay initially around \$4,100 but it could be considerably less, with a 20 percent contingency built in for any unanticipated fees with a 10.25 tax factored in.

Motion by Commissioner Santos, seconded by Commissioner Porter to approve the purchase of swag and the marketing materials for use in RACC and community outreach carried unanimously by a show of hands.

Commissioner Santos expressed her appreciation to Commissioner Sandra Richmond for her work on the project.

Commissioner Sandra Richmond understood the next steps would be to determine who would do the ordering of the items and how to make that happen.

Ms. Day noted due to the holidays and requirements for certain approvals, she suggested the RACC would not meet its target to have these materials available for the Martin Luther King, Jr. (MLK) holiday in January 2025. She noted the City of Richmond would be closed between Christmas and New Year's and she would be on vacation in the next week and unable to work during her vacation due to City regulations. She hoped to figure out a way to purchase some of the items since they could not purchase everything at one time, and suggested the items be prioritized. She thanked Commissioner Santos for providing a schedule of events over the next four months and commented she had reached out to learn what was required to register and participate in some events, such as the MLK Jr. event.

Commissioner Santos commented while registration was required for the MLK Jr. event, the RACC had a space to bring a table and set up a canopy. She asked of the time needed to purchase some of the swag items. She recognized even if they had the ability to purchase some of the swag items now, purchase could be delayed due to the holiday.

Ms. Day clarified it would not take time to purchase the items, the time was in the City process which involved requisition and purchase orders that had to happen before purchasing the items, which in this case was also exacerbated by the City's holiday closure. She suggested t-shirts could be an orderable item since the City Manager's Office was already purchasing such items, and she noted the need to piggyback onto the City's existing system. She again recommended the list of swag items be prioritized.

Vice-Chair Tobin Richmond understood the City already had an avenue to move forward with some of the items.

Ms. Day suggested potentially some things could happen faster but again urged the RACC to consider prioritizing the items and also consider where to store the swag items.

Commissioner Porter pointed out the swag items were not that big would not require that much storage and Commissioner Sandra Richmond concurred with the exception of the canopy but could be folded.

Commissioner Kempski asked whether or not there was any documentation or designated person for next steps or meeting target dates.

Ms. Day suggested they could start now in order to target February events. Based on her experience with the City, they really must start a few months before hand. Now that they had the approval of the swag items they could move forward.

The RACC discussed whether to prioritize the swag list; clarified the person purchasing the items would be someone on staff; there were concerns expressed with continual back and forth and further delays; clarification existing City vendors had been identified; the proposed t-shirt design mockup was again highlighted; all of the swag items had been identified in the documentation previously presented; staff recommended a 30-day notification period before a swag item was needed and staff expressed the willingness to provide clarification whether someone else on staff would fill in for Ms. Day while she was on vacation.

Ms. Day explained why all of the swag items could not be ordered at one time was because not all items had been on the approved budget, but some of the items may be ordered now.

Commissioner Kempski stated she had reviewed the budget line by line and found there was \$28,000 available for public events and those funds could be used for the purchase of the swag items but she was uncertain how much from the budgeted line items had been expended and what was left in the budget.

Ms. Day commented she could not provide an answer at this time but could leave word for Administrative Assistant, Arts & Culture Division Jordon Nesbitt while she was out on vacation. She again asked the RACC to consider prioritizing the swag items since everything may not be able to be ordered at one time.

Commissioner Porter reiterated the swag items already identified were not a lot of items to be stored. She did not want to see this item pushed to the back burner and wanted the ability to have the items on hand when needed. She challenged staff to purchase the items at one time and not further delay.

Vice-Chair Tobin Richmond wanted something purchased since the RACC had waited for a long while but he was uncertain where the items could be stored. He recognized if they were to push to purchase all of the items at one time it may cause further delays. He urged prioritization to provide direction to staff and the ability to start the process.

Commissioner Sandra Richmond again noted the only oversized item was the canopy and possibly the table.

Commissioner Perez suggested the canopy should be prioritized.

Commissioner Santos suggested the canopy should be prioritized and then the t-shirts.

Commissioner Kempski suggested the priorities at this time should be the canopy, t-shirts and pens.

On the discussion, Vice-Chair Tobin Richmond suggested Commissioner Kempski facilitate the prioritization of the swag items and send the list to staff to allow this item to move forward.

Ms. Day suggested the tote bags be added as the fourth priority.

Commissioner Santos noted it had been discussed during the past meeting that staff would determine where the canopy and table could be stored and asked for an update.

Ms. Day suggested a possible location could be in the Richmond Arts Center.

VII. RACC PROJECTS and PUBLIC ART Staff Report/Updates

a. NPA Mini Grant Update Fiscal Year (FY) 2025-26

Ms. Day reported seven of the nine approved NPA Mini Grants have been forwarded but she emphasized the challenges with required insurance. New Risk Management staff has added additional insurance requirements that were not required in the past, particularly related to projects which involved children. As a result, for the next NPA Mini Grant cycle, murals may not be included due to the CSLB insurance requirements and for a small \$2,500 grant the additional insurance costs were not worth it. Staff was working with Risk Management and the City Manager's Office due to complaints received about the new insurance regulations in the hopes waivers may be possible but which was an ongoing conversation. She also clarified, when asked, on average between nine and twelve NPA Mini Grants had been distributed each year.

Ms. Day stated by January she expected to have the next Request for Proposal (RFP) ready for circulation for the next cycle of NPA Mini Grants, with the idea by July 1 the start of the fiscal year, the next round of NPA Mini Grants funds would become available, with the hopes the grants would be approved by the end of June and ready for the next fiscal year

b. NPA Mini Grants and Contracts Technical Assistance Workshop (Day)

Ms. Day explained the purpose of the NPA Mini Grants and Contracts Technical Workshop was to provide as much information ahead of time for artists to know what to expect. It was expected the workshop would be scheduled at the end of January or beginning of February 2025, with the workshop to explain the differences between the grants and the contracts. For the grants the artists would receive 50 percent of the grant up front and the remaining 50 percent when the project was complete. The contracts involve milestones for completion, with the workshop to better clarify each. The CSLB regulations for muralists and tile setters and other categories of art would also be clarified for artists.

Ms. Day added staff had been in communication with other cities to learn how they were addressing the CSLB regulations with examples of RFPs from other cities that have already been vetted by their legal departments, to be used for the City of Richmond.

c. FY 25-26 Budget Wish List

Ms. Day explained that information on the budget had been included in a format which would better clarify the budget items whether larger or small. There was a little more than \$2 million in the budget for 2024 minus funds for some existing art projects such as Kennedy Park, IMTT and Parchester Village as examples. The intent was to keep around \$300,000 in the budget for reserves. Much of the funds were encumbered for the larger projects. She responded to questions on the budget and clarified how projects which overlap impact the budget.

Commissioner Kempfski commented she found a number of items have not been included in the budget, items which had been presented during the October RACC meeting including a part-time Social Media Intern at \$20,000.

Ms. Day suggested it would be helpful to identify the scope of services/job description for the part-time intern.

Commissioner Kempfski also identified a line item for a Newsletter Service Provider and noted she had done research on three different email providers and prepared a cost comparison with the cost around \$1,500 annually. The cost included up to 10,000 email contacts, an email template, web permission opt-in, all contact management, up to three administrators on the account and a monthly fee of \$110, roughly \$1,420 annually.

Ms. Day noted the item referenced had been shown in the budget, included as a line item but it had not included the costs with the costs to be inserted in the budget at \$1,420. While she understood the request, she asked for a list of the items which staff could use to fill in the budget document.

Commissioner Kempfski stated she had previously provided the information to staff which included annual costs that had been linked to the budget items the items could be funded from. She expressed the willingness to resend the information to staff and RACC members.

Ms. Day clarified the quorum requirements when sending emails to RACC members.

Commissioners Kempfski and Santos also identified printing costs at \$800 per year for the RACC Newsletter, which was intended to be distributed/shared at community events and copies provided for the Richmond Library or at City Hall. 100 copies had been planned to be printed as a running test as a start with the cost to be added to the budget.

Commissioner Kempfski also identified the line item for Commissioner Event Participation at \$300 per person for 10 people, at a total of \$3,000.

Ms. Day noted that expense would be shown in the line item under Professional Development and Commissioner Kempfski identified an existing line item where funds could be pulled for this item.

Ms. Day clarified when asked by the Vice-Chair, the information for the budget would be pulled together and provided in a draft form to be distributed to everyone to allow for additional feedback and or any corrections.

Commissioner Kempfski clarified with Ms. Day the City budget would be discussed by the City Council in January and this was likely the last time opportunity for the RACC to provide its comments for the budget so recommendations could be submitted to the City Council for consideration. The purpose of this discussion was to flesh out the budget wish list so it could be compiled in a draft form and submitted to the City Council for consideration.

Ms. Day reiterated staff would include all of the recommendations in a draft copy and clarified the one percent items would be separated out as compared to the General Fund items. She also clarified the Arts Corridor line item shown at \$50,000, was a City Council initiative as part of the Public Art Master Plan, to celebrate arts in the community and beautify certain areas of the City of Richmond. She highlighted the proposals from two candidates, the work of the Selection Panel, and clarified the differences between an Arts District and Arts Corridor, which had created a challenge when the candidates responded to the initial RFP for the project. Ultimately, a team had been selected and was in the process of working on a \$50,000 Consultant Contract for an Arts Corridor.

Vice-Chair Tobin Richmond understood the proposal for the Arts Corridor had been sanctioned by the City Council with the RACC not part of that process. As such, he asked why the item had been included in the RACC budget.

Ms. Day acknowledged this was an odd situation with the Arts Corridor a City Council initiative minus the involvement of the RACC. She also clarified the use of American Rescue Plan Act (ARPA) funds which carried a timeline for expenditure. She highlighted Richmond Renaissance, the team selected for the Arts Corridor project, comprised of former RACC Commissioners, who had termed out and who have created a grassroots effort. The team was comprised of a strong group of people in the community excited about making this project happen, although the role of the RACC in this project was unclear. Staff has made it clear with the Mayor the RACC should be involved and she would like to see at least one member of the RACC involved in this process.

Commissioner Santos suggested that Richmond Renaissance be invited to provide a presentation to the RACC during its February meeting.

Ms. Day understood Richmond Renaissance held public meetings and she recommended one RACC member attend those meetings but she recognized the question of whether or not the RACC should be involved in the process was still being worked out. She had discussions with the Mayor on this topic in the hope the RACC would be included and was informed she would be informed when meetings were held so that the RACC could participate.

Speaking to the Cultural Events line item, Commissioner Santos recommended a budget item in the amount of \$65,000 given the number of organizations in the community and Ms. Day noted they could not just give money it had to go towards something specific.

Commissioner Santos suggested a grant system could be created where people would apply for the funds with a committee to review of the requests.

Ms. Day suggested \$35,000 for a pilot program with the amount already approved last year and for the next year's budget they could add more or double the amount.

Commissioner Kempski recognized the budget was broad in terms of what the funds could be used for and if they had time to use existing funds left over from the previous budget, she suggested they should get things going and approve items over the next few RACC meetings to spend the funds against in the next six months and not lose it, and request the larger amounts for the next budget, and take better control over the budget and not lose funds.

Ms. Day explained if they were discussing using the Cultural Events funds in the form of a grant, they would have to create an application, identify who they wanted to solicit for the grant but Commissioner Porter suggested they could leverage the NPA Mini Grants.

Ms. Day commented the challenge with the NPA Mini Grants was the insurance requirements and other items. She again clarified \$9,000 was the maximum for the NPA Mini Grants.

Vice-Chair Tobin Richmond asked whether they could raise the ceiling for the NPA Mini Grants particularly given the new insurance requirements but Ms. Day commented that anything over \$10,000 would require City Council approval.

Commissioner Kempski suggested they increase the total overall amount.

Ms. Day clarified the \$65,000 for the NPA Mini Grant program would come from the General Fund and not the RACC budget. She commented in the past when applications exceed that amount, if it involved public art, they could take funds from the Public Art Budget. The \$65,000 was committed from the City Council from the General Fund.

Commissioner Kempski suggested there were two budgets they could fund programs from the General Fund and Private Developer Fund, and there may be opportunities to relocate some line items, as long as it was art related. She hoped for the Fiscal Year 2025/26 they were aware of all of the lines items and could then consider what to anniversary in and what may be expanded, so that the RACC knows what needed to be spent.

Commissioner Perez asked whether funds have been given to organizations in the past for Cultural Events, whether a system had been thought out and how people could apply for the funds.

Ms. Day clarified this was a new item and a system had to be flushed out to do that.

Commissioner Santos explained that along with Commissioner Sandra Richmond and Vice-Chair Tobin Richmond and a former Commissioner, they had discussed a grant process where any organization in the community could apply and request funds for any type of art event, or any type of cultural immersion experience and the needed guidance on how to take that idea from paper to action, but that process had started. She suggested that should be revisited, with clarification of the rules and when the green light was provided by staff, they could then promote cultural events in the community.

Commissioner Perez would like to be part of that effort in terms of the next steps.

Ms. Day commented it was important to have these conversations. She understood the recommendation to consider a grant to allow organizations to apply for funds (not NPA Mini Grant) and again suggested a draft proposal be created on the terms of the process desired to be used to make it happen which would be part of the next steps.

Commissioner Perez suggested the best way to make it happen would be for the organization to provide receipts.

Vice-Chair Tobin Richmond suggested if they had a budget line item for Cultural Events and the had another way to use the funds, that would be another agenda item, and the discussion of how they spend the funds he appreciated, but was uncertain was right to discuss now. He recognized Commissioner Santos wanted to increase the amount of the line item, and suggested they keep the discussion to the budget and the other discussion of a separate grant proposal and way to use those funds.

Ms. Day commented they also needed to consider a committee to discuss these ideas to be comprised of two to three people, to discuss the grant proposal and consider who would do the work, with a proposal that could be presented at a future meeting.

Commissioner Kempski asked for more information on the Cultural Plan shown in the budget for \$100,000 and Ms. Day advised the existing Cultural Plan was out of date, with the cost to update around \$100,000.

Commissioner Kempski clarified with staff the \$350,000 budget shown for Parchester Village which project was almost complete, funds involved a private developer contribution for the project with the funds almost spent.

Commissioner Kempski asked whether the \$2 million roughly shown for Fiscal Year 2024/25 would be the same for Fiscal Year 2025/26 and Ms. Day advised it would depend on the private developer contributions. The Planning Department would have an idea of the new projects planned in the future, with information received from that Department on a monthly basis about the projects being executed and what funds would be contributed either in-lieu funds or a private developer contribution.

Ms. Day clarified the edits to the 2025/26 Budget Wish List would be incorporated into the budget with the document recirculated to the RACC prior to its next meeting to allow for additional feedback, with the document able to be formatted in excel.

VIII. RACC Ad Hoc Committee Reports

a. Memorials and Monuments Ordinance DRAFT (Porter/Beaulieu)

Commissioner Porter reported she sent an email to Ms. Day and the Chair about her attempts to obtain contact information for Parks and Recreation Division staff.

Ms. Day suggested Commissioner Porter provide the questions she would like asked since it would not be appropriate to contact them directly and Commissioner Porter stated she had provided a list of questions but this way to obtain information had been challenging and she sought an intermediary to allow a conversation to happen.

Ms. Day suggested the Park and Recreation Commission was the appropriate body to ask questions not necessarily the Department staff. She understood the questions were related to how the Park and Recreation Commission handled memorials and monuments.

Commissioner Porter confirmed when asked she had reviewed some of the information available online from the Park and Recreation Commission, but she would like to be able to speak to a Park and Recreation Commissioner to ask questions, and would then submit the proposal to legal for feedback.

Ms. Day asked that the information Commissioner Porter sent be resent. She understood the Park and Recreation Commission had not been meeting since they did not have a quorum.

Commissioner Santos confirmed the Park and Recreation Commission had not been meeting regularly given issues with meeting a quorum but the Commission Chair could be contacted.

Ms. Day added information on the Park and Recreation Commission membership was available on the City website, but she recognized Commissioner Porter would like staff to act as intermediary and she again asked that Commissioner Porter resend previously sent information.

b. Marketing/Communications Newsletter (Santos, Perez, Richmond)

Commissioner Perez reported RACC members had been provided a copy of the RACC Newsletter. She clarified the front section had changed with the Artist Spotlight, now a Community Spotlight currently featuring the Parchester Village Mural project.

Commissioner Perez otherwise commented the Chair had informed her the initial Artist Spotlight which had featured her brother would be a conflict of interest. Her intent had been to feature the community and she did not have a list of other artists. She would like more clarity on conflict of interest policies which she asked be provided in writing and which would be helpful on what may or may not be included in the newsletter. She added given the holidays and limited resources, she had been unable to interview and highlight the artist for Parchester Village, her brother was a photojournalist and one of the only people who had written about Parchester Village. She had requested permission to use some of his written work and photographs to recap for the article in the newsletter, however, the Chair was uncomfortable with her brother being named as an art person in the article.

Commissioner Porter found Commissioner Perez having her brother as a source of information was a great inside track given he was an artist in the community and a photojournalist.

Vice-Chair Tobin Richmond understood the issue of whether there was a conflict of interest was still under review with a final decision yet to be made.

Ms. Day advised the RACC Handbook included information on conflicts of interest.

The RACC discussed possible conflicts of interest and there were concerns this particular situation involved no funds with questions why a conflict had been determined in this case.

Given the need for action on the RACC Newsletter and the proximity of the adjournment time, the RACC decided to extend the RACC meeting for 15 minutes to allow the RACC to complete its discussion of this item.

Motion by Commissioner Santos, seconded by Commissioner Bell to extend the RACC meeting to 9:15 p.m., carried unanimously by a show of hands.

Commissioner Santos pointed out the discussion of the RACC Newsletter had been ongoing for around two months with a lot of effort having gone into it. She felt disrespected given this effort that changes were being sought at the last minute. The newsletter was ready to go but was now being further delayed. She pointed out RACC members were volunteers.

Ms. Day appreciated the comments and explained that one of the ways to avoid a conflict of interest was to avoid using relatives and it was not personal. The RACC Handbook included all guidelines but the City Clerk would have more information. She noted there was a list of artists available that could be considered for interviews and part of the original idea for the newsletter had been to feature artists the RACC was working with and celebrate artists being funded. Also, during the August Retreat, RACC members had been provided a list of around 20 artists or more the City had provided funds for art projects and which artists could be considered for features. As to photo credits, all newsletters must include those credits and she wanted to ensure the photos had the best resolution and looked the best. She also suggested a mission statement should be included in the newsletter.

Commissioner Perez again sought more information on dos and don'ts for the newsletter.

Ms. Day suggested to start, it was important to show the evidence how the RACC spent funds.

Commissioner Santos asked whether a link could be provided for the mission statement given the limited space on the newsletter and there was discussion about the use of the QR code on the newsletter which could link to a mission statement or to the RACC website.

Commissioner Santos recognized the need to properly credit any use of existing articles in the newsletter.

Given the holidays and the changes now proposed to the newsletter and additional items that were not yet complete and since the newsletter would need to be reviewed again prior to finalization, the RACC Newsletter would not be available for the month of January and was pushed out to February 2025.

IX. RACC Community Event Updates

Commissioner Santos reported the Communications Committee had prepared a list of community events and she asked RACC members to sign their names to identify availability for tabling at certain events with shift periods made available. She asked that they start in the month of February since swag items would not be available for January events. Commissioners were asked to email their information.

Commissioner Sandra Richmond reported the RACC had been provided copies of a Solicitation Letter to be provided to the Richmond Neighborhood Councils.

Vice-Chair Tobin Richmond also reported due to the City being closed for the holidays it would be difficult to facilitate a January meeting with the next meeting of the RACC scheduled for February 13, 2025.

X. ADJOURNMENT Until February 13, 2025

On motion by Commissioner Sandra Richmond seconded by Commissioner Bell, and carried unanimously to adjourn the meeting at 9:15 p.m. to the February 13, 2025 Regular Meeting at 7:00 p.m.