

**PUBLIC ART ADVISORY COMMITTEE MEETING
TUESDAY, FEBRUARY 9, 2016**

**CITY HALL, PT. MOLATE CONFERENCE ROOM
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

Present: Jenny Balisle, Katy Curl, Dayna Holtz, Fletcher Oakes, Linda Kalin, Jessica Parker and Kate Sibley.

Staff: Michele Seville

Meeting Minutes:

I. Meeting Call to Order:

- Meeting was called to order at 7:02pm; Balisle to chair.

II. Action: Agenda Review and Acceptance:

- Upon motion of Sibley, seconded by Curl, the agenda was approved.

III. Action: Minutes Review and Acceptance:

- Upon motion of Holtz seconded by Oakes, the January 2016 minutes were accepted as amended.

IV. Explanation of NPA Liaison Responsibilities: (Staff/Balisle)

- Seville detailed a tutorial review of the liaison process: includes the contract descriptions, the NPA grant fund, any special conditions of the contract (i.e.: items like the using the logo: this is described as a condition of the contract.)
- Contract requirements page involves submitting a revised budget. Oakes described a communication issue and highlighted the need to keep copy of receipts for the project. Kalin asked about whether or not her project should have insurance. Curl asked about the risk management aspect of working with children.
- The City Attorney is requiring a release form for all photography and film. Holtz suggests bringing up the issue of insurance at the next workshop. Seville will send a photo release form via email.
- Seville described the process of signing the contract: the grantee will send an invoice with the vendor number to have the funds release. Contract will terminate on August on 31, 2016 by which all the materials are due.

- Seville issues a reminder to get quotes of participants; encourage project managers to describe their experiences working together with members of the community. Curl wants to know whether projects are to be finished before August 31st with the repo; Seville highlights that a key component of this grant process for everyone, is finishing the project by contract deadline.
- Curl mentions that there is support available to help artists if they start falling down; please connect as soon as possible. If contract is not going to be met, then it needs to be amended before the project is over; otherwise it merits a new contract.
- Community Development Block Grant, a federal fund (CDBG) grant recipients are put on hold: Erik Morales, Kevin Holmes and Ronald Blodgett. Cristal Banagan, Jose Hernandez and Eugene Rodriguez do not have contracts because there is a fund shortage. Six total projects are on hold. Ten total projects have been released for signature by the city manager. In the future, we are going to use language that describes "conditionality".

V. Discussion: SF Mime Troupe

- Oakes reports on SF Mime Troupe; they are interested in Nicholl Park reservation.
- Oakes is seeking food donations for feed the Mime Troupe. The date is July 23, 2016 on a Saturday, around 2:00pm with a plan to start music at 1:30pm.
- Background on SF Mime Troupe: group does free theater in the park with political satire leanings.
- Mime troupe needs to apply for a permit and needs a waiver from the city.

VI. Discussion: Public Art Maintenance of "Torque" (All)

- Seville reports receiving an email from Cesar Zepeda about Torque: it requires a spray wash and the issue of bricks falling requires attention.
- The state of torque is one of gradual decline, installed in 1983, so it is visible aging and has leakage problems.
- A conservationist came out years ago, but no repair action was taken at that time. Sibley wants to know if there is a budget for repairs; there is: \$41,000. Zepeda has asked public works to fix broken curb and landscaping issue.

VII. Staff Report: (Seville)

- **Richmond Write!** Poetry entries were due Friday, February 5th, 2016. Ten total judges for the project; two entries per person. Results due from judges on March 11th. The Awards Ceremony is April 15th.

- By February 24, 2016; the poems will be sent to judges. Susan Antolin will give a special prize. Holt inquires about formatting guidelines for the poetry book and style sheet.
- **Art in the Windows** collaboration with Art on Main Street; sent out a call for artists; two photographers responded with a meeting on Thursday.
- Poet Laureates of Richmond: Lincoln Bergman is putting together all of the poetry of the three poet laureates. Adding to the list Dante, Lincoln and Dwayne.
- Gayle Mclaughlin has requested that we create an Arts and Culture report for council. Need to submit a power point presentation by Spring 2016.

VIII. Announcements:

- Holtz will be out of town for the March 2016 meeting.
- AOLB (The Art of Living Black) is going on through the month of February; Lewis Watts will be featured and is giving an artist's talk as well.
- The city website needs an update to include new members of of PAAC: Kalin and Parker.

IV: Adjourn

- The meeting was adjourned at 8:20pm by Basile; Sibley seconded the adjournment.

Next meeting March 8, 2016