Members in attendance: Melissa Moore, Commissioner Dick Schouten, Jayne Cravens, Aidee Medal Diaz, Anthony Mills, Mari Watanabe, Andrea Lara, Ramesh Krishnamurthy, Teresa Payne, Balen Younis, Andrea Tichy

Staff: Jodi Nielsen

Absent: Marilyn Hayes

Guests: Lisa Tattersall for Washington County Cooperative Library Services and Raziah Roushan, Director of Tualatin Valley Creates

Welcome: The meeting was called to order at 5:35 p.m. by Chair Moore

Public comments: Raziah Roushan, Executive Director, Tualatin Valley Creates (TVC) shared an update with the board on the TVC 2020 activities – including: Increased workshops, doing wellness check in calls, conducting polling and promoting local arts and culture activities of organizations throughout the county. She encouraged everyone to visit the TVCreates.org website for the latest details on their response to COVID and the resource/opportunities they are sharing with the community.

Minutes: Mills made a motion to approve the June 25, 2020 minutes and Watanabe seconded the motion. The minutes were approved by the CCWC board members present at the meeting.

REPORTS:

Coordinators Report:
- Nielsen reported the September 2020 budget update – with a balance of $70,490.70 and a FY 20/21 budget carry forward of $7,652.70 (see details below)
- Five new CCWC Coalition board members were appointed to three-year terms through December 31, 2023 by the Washington County Board of Commissioners (Ramesh Krishnamurthy, Teresa Payne, Balen Younis, Andrea Tichy and Marilyn Hayes). Nielsen provided a virtual onboarding orientation for the new board members to welcome them the CCWC and introduce them to the Coalitions programs, resources and opportunities for their engagement.
- The 2021 allocation from the Oregon Cultural Trust has been announced, $ 62,838 will be allocated to the CCWC for the coming grant cycle.
- Annual Election of Officers process was discussed and determined that nominations of a Vice Chair will be put on the November 2020 agenda.
- FY 20/21 meeting dates and times are noted at the bottom of the meeting agenda, the CCWC meets quarterly on the third Thursday of September, November, February and April from 5:30 – 7:30 pm.
CCWC FY 2020/21 Budget – Projected

$ 7,652.70 CCWC carry over from FY 19/20
$ 62,838.00 2021 Oregon Cultural Trust allocation to CCWC

$ 70,490.70 FY 20/21 projected REVENUE/starting balance

Projected Expenses this fiscal year:

- \( 5,027.04 \) RACC receives 8% allocation for administrative fee
  \( \text{includes Submittable fee} \)
- \( 650.00 \) Update of CCWC Cultural Plan
- \( 650.00 \) Ads & Promotion
- \( 600.00 \) Grant Celebration – Spring 2021 ($370 Food/Bev; $100 wine; $130 Event insurance)
  - Hillsboro
  \( \text{+ rental of Celebration venue – possible pro bono} \)
- \( 200.00 \) Meetings supplies – refreshments – planning
- \( 150.00 \) Training
- \( 100.00 \) Mileage
- \( 575.00 \) Website – hosting, site back-up, domain registration & security, misc.
- \( ??? ?? \) Other expenses

\( 7,952.04 \) Subtotal General Expenses

- \( 55,650.00 \) Projected Grants to Award for FY 2021
- \( 63,602.04 \) Subtotal with Grant Award Expenses

\( 6,888.66 \) Carry over planned from FY 2020/21 to FY 2021/22

\( 70,490.70 \) FY 2020/21 projected EXPENSES

* Reconciliation of the 2020 grant awards that may have been forgone or returned due to COVID impact are not reflected in this report at this time. RACC has had a staffing transition and we are awaiting updated documentation of the 2020 incumbrances.

County Report on CCWC Contracts:

- Tattersall provided an update on the federal CARES funds application/distribution process being coordinated by the Oregon Cultural Trust.
- In response to this report Chair Moore asked if there was anything the CCWC board could do to advocate for the awarding of the CARES funds to the eligible applicants from our county.
- Pending approval from county counsel the CCWC board unanimously supported sending a letter to the Oregon Cultural Trust advocating for the funds and in support of the county letter.
- Tattersall also reported that the county is currently waiting for the Oregon Cultural Trust to release the general 2021 Coalition Partner Agreement. Once this agreement has been received and signed by all parties (OCT, Washington County/CCWC and RACC as our fiscal agent) then the county will approve the opening of the 2021 CCWC grant application portal for submissions.

Update on CCWC 2020 Grants Amendment Waivers under COVID: Nielsen shared that working in partnership with the Oregon Cultural Trust she approved Contract Amendment Waivers for 14 of the 2020 CCWC grant award recipients. The waivers were granted due to COVID-19 impacts on their grant funded projects. Report details were shared in the meeting as a virtual hand-out and distributed by email post meeting to the CCWC board. Waiver recipients include: Aloha Community Library, Beaverton Education Foundation, Centro Cultural of Washington County, Classical Up Close, Free Orchards Elementary School, Hillsboro Symphony Orchestra, Ising Community Choir, Mask & Mirror Community Theatre, Masque Alfresco, Oregon Chorale, RASIKA, Theatre in the Grove, Tualatin Hills Park & Recreation District and Willowbrook Arts Camp.
2021 Grant Cycle: Nielsen provided a virtual review of the COVID advisory document developed in June by the CCWC board that will be released in tandem with the grant guidelines. She outlined the updates to the 2021 grant guidelines and application form. All three documents will be available in both English and Spanish this year. Once the county approves the signed Coalition Partner Agreement the 2021 grant application portal will be opened and promoted through the CCWC website, email announcements and shared to all CCWC board members for distribution through their community networks. Mills asked about the submission deadline language – specifically the time portion of the deadline – whether or not it should be listed as 11:59 pm or 5 pm. The argument being that the technical support to grant applicants ends at 5 pm when the RACC office closes. After discussion from the board it was decided to make the deadline be on a Monday at 11:59 pm and add a disclaimer not to wait until the last minute to submit their applications. And to highlight the time frame that technical support is available from RACC during normal business hours.

Noting that we are currently waiting for the Coalition Partner Agreement to be signed and approved – the board requested (if possible) that the grant cycle process follow this timeline:
- Open application cycle = 4 weeks
- RACC processing of applications = 1 week
- CCWC Grant Panel Review = 3 weeks
- CCWC full board review/approval = November Board meeting
- Award announcements = by mid-December

Outreach/Networking: Moore guided a discussion with board members to review and discuss individual plans to promote the 2021 CCWC Grant Cycle within their networks. Nielsen shared a virtual document that demonstrated how the CCWC board members partner up with grant recipients – she shared the 2020 Buddies List virtually and emailed a copy to the board post meeting.

Grant Review Panel Sign-up: Moore and Nielsen explained the grant review process that board members will be involved in who volunteer to be a Grant Review Panelist – includes reading up to 45 application with a two to three week time period, review and score all applications on-line and attend one final scoring virtual meeting to discuss and propose the slate of 2021 grant awards. The Panel will then present their recommendations to the full CCWC board in November for final discussion and approval of awards. The following members signed up for the Grant Panel Review team: Anthony Mills, Teresa Payne, Melissa Moore, Aidee Medal Diaz, Andrea Tichy, Commissioner Schouten and Ramesh Krishnamurthy. Nielsen will follow-up with Younis, Hayes and Lara to see if they have interest as well. In the past the panel has been comprised of 5-7 members.

Diversity, Equity & Inclusion (DEI): Nielsen reported that she would be emailing online DEI training for all CCWC board members to complete prior to the November board meeting. Moore proposed that the sign-up to participate in the virtual DEI gathering to discuss equity lens review of the 2022 grant guidelines be deferred to the November meeting agenda – the board agreed. It was noted that any 2022 Grant Guideline changes would need to be presented to the CCWC board for consideration at their April 2021 board meeting.

2020 Buddy Reports: since the meeting was running over time Moore proposed deferring the Buddy reports to the November agenda – all agreed.

Review task assignments, set agenda for Sept meeting:
Set agenda for November meeting
- Review 2021 Grant Panel scores, discussion and approval
- Establish 2021 Celebration committee
- Call for DEI Equity Lens Team volunteers – focus area to be equity lens review of 2022 grant guidelines
- Deadline for CCWC board review of any changes to 2022 grant guidelines = April 2021 board meeting
- Buddy reports for 2020 grant recipients
- Review 2019 Nov. Agenda for items to repeat
- Officer election – vice chair
Action items for CCWC board members:
- Networking with arts, cultural and heritage organizations to encourage application to the 2021 grant cycle.
- Follow-up with your 2020 grant buddies
- Consider participating in DEI virtual gathering with focus on equity lens review of 2022 grant guidelines. Sign-up to be held at November board meeting

Action items for Nielsen:
- Release DEI online training to CCWC board for September 21, 2020
- Announce 2021 grant cycle dates as soon as they become available
- Email/contact board members not in attendance – regarding volunteer sign up opportunities for grant review panel
- Release Doodle poll to Grant Review Panel participants once grant cycle dates are set to determine date/time for the virtual meeting for the panel
- Post approved minutes to CCWC website
- Update County and CCWC website on meeting time change for CCWC board meetings to reflect new meeting time of 5:30 – 7:30 pm
- Follow-up with new RACC staff on budget reconciliation regarding forgone 2020 grants due to COVID

Meeting adjourned at 7:45 p.m. by Chair Melissa Moore.
Notes submitted by Jodi Nielsen