Cultural Coalition of Washington County
Meeting Minutes for the June 25, 2020

Virtual Meeting

Members in attendance: Melissa Moore, Jayne Cravens, Aidee Medal Diaz, Anthony Mills & Mari Watanabe

Staff: Jodi Nielsen

Absent: Andrea Lara
Resigned: Ann Smith
Guests: Raziah Roushan, Director of Tualatin Valley Creates, Denice Bradbury, Communications Coordinator for Washington County Cooperative Library Services and Lisa Tattersall for Washington County Cooperative Library Services

Welcome: The meeting was called to order at 3:08 p.m. by Chair Moore

Public comments:
Bradbury introduced herself as the new Communications Coordinator for WCCLS and listening in to learn more about the CCWC.

Tattersall introduce herself as the Manager of WCCLS and will be available throughout the meeting to provide input County resources available to the CCWC.

Roushan updated the board on the Tualatin Valley Creates 2020 grant project – a bilingual inclusion grant. The project has flexed to accommodate COVID impacts. They are seeing an uptick in registrations after the initial cancelations. Each session is 30 – 40 minutes. The result has been design/printing of promotional rack cards, hiring one new staff member, developing a web interface that offers 26 languages at the touch of a button. The desired outcome is to pull in more non-English speakers to the TVC workshops, mentoring and programming and development of 3 paid advertisements place in non-English publications. Roushan also reported on the Arts Culture Leadership Incubator presentation that TVC provided on their website. Over the course of May 25 – 29 it drew 26,000 attendees to the site. Roushan also shared the successful launch of their five year Traveling Public Art Collection project – musical benches with functional artwork and kinetic elements will be designed, created and placed in Forest Grove, Beaverton, Tigard and Cedar Mill. July 15 is the RFP deadline for artists to apply for consideration. This is a County Capital Grant funded project.

Minutes: Review of the February 25, 2020 minutes has been deferred until a future date. Due to the impact of COVID-19 Nielsen does not currently have access to the WCCLS office where they are stored.

REPORTS:
Coordinators Report: Nielsen reported the June 2020 budget update – with a balance of $69,403.70 and a FY 20/21 budget carry forward of $6,888.67 (see details below); status update on the recruitment of new Coalition members was shared – 11 applicants applied, 10 have been interviewed (one did not respond), a slate of five have been proposed and reviewed by Chair Moore and then submitted to Tattersall for review and presentation for consideration to the County Board of Commissioners at a summer 2020 Commission meeting. The proposed slate includes 2 candidates in District 2; 1 candidate in District 3; 2 candidates in District 4. CCWC website has been redirected and updated to be housed under the Washington County Cooperative Library Services (WCCLS) website to align with County/WCCLS oversight. The CCWC officially resides under the oversight of WCCLS. The new CCWC url has been shortened as well to align with the request of the CCWC board, www.wccls.org/ccwc (the old url still functions and provides a redirect to the new site). Nielsen shared copies of the two Washington County Arts Guide print advertisement – the Fall 2019 ad was designed to
announce the 2020 Grant Cycle and the Spring 2020 print advertisement announced the 2020 CCWC grant recipient list. **Training** – Nielsen shared that she participated in the recent Americans for the Arts Virtual Conference – topics of interest included Breaking down racism in grant making; Death of Equity – where is the action behind the words and Tackling COVID Trauma – tools for planning and working with grace during the pandemic. **CCWC Cultural Plan Update** – The Oregon Cultural Trust has extended the deadline for the CCWC to update the plan to the end of 2021.

**Budget Report:**

**CCWC FY 2019/20 Budget – Projected**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>$3,026.70</td>
<td>CCWC carry over from FY 18/19</td>
</tr>
<tr>
<td>$63,477.00</td>
<td>2020 Oregon Cultural Trust allocation to CCWC</td>
</tr>
<tr>
<td>$2,900.00</td>
<td>Liquidated Grants (Grant #WC1924 &amp; WC1624)</td>
</tr>
<tr>
<td>$69,403.70</td>
<td>FY 19/20 projected REVENUE/starting balance</td>
</tr>
</tbody>
</table>

**Projected Expenses this fiscal year:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>$55,650.00</td>
<td>Grants Awarded FY 2020</td>
</tr>
<tr>
<td>$5,078.16</td>
<td>RACC receives 8% allocation for administrative fee (includes Submittable fee of $1,018.40)</td>
</tr>
<tr>
<td>$1,247.00</td>
<td>Arts Guide ads (Fall =¼ page &amp; Spring =½ page)</td>
</tr>
<tr>
<td>$200.00</td>
<td>Meeting supplies – refreshments – planning</td>
</tr>
<tr>
<td>$150.00</td>
<td>Training – Americans for the Arts Virtual Conference</td>
</tr>
<tr>
<td>$89.87</td>
<td>Mileage</td>
</tr>
<tr>
<td>$6,888.67</td>
<td>Website – domain registration &amp; security, misc.</td>
</tr>
<tr>
<td>$69,403.70</td>
<td>FY 2019/20 projected EXPENSES</td>
</tr>
</tbody>
</table>

**Update on CCWC 2020 Grants under COVID:** Nielsen shared the approved repurposing and/or refunds process that has been approved by the Oregon Cultural Trust for the 2020 grants impacted by the COVID crisis. All recipients received an email detailing the four options available to them – including a pdf fillable waiver amendment form. Grant recipients have the option of:

1) Project activity rescheduling (change in timing is allowed through Dec. 31, 2021), describe budget impact
2) Project modifications (change in activity) – this will be allowed so long as the proposed new activity aligns with the same channel of activity that the grant was original funded under (a public engagement – face to face project could be repurposed to be a public engagement – virtual project). Cannot switch funding channels.
3) Project grant period extension – waivers will be allowed to extend projects through Dec. 31, 2021 and Final Report extension will be allowed through January 31, 2022.
4) Cancelled Project – if a project can not be modified to fit within one of the three options listed above, then the project may be officially canceled and the CCWC grant funds will need to returned to the Regional Arts & Culture Council (RACC) to the CCWC account.

Those recipients with approved 2020 grant waiver amendments are eligible to apply for the 2021 CCWC grant cycle and the Oregon Cultural Trust grant cycle. They will be advised to keep in mind that the 2021 project should be different in scope from their 2020 funded project.

**Discuss 2021 grant guidelines & process under COVID:** Nielsen presented the recommendations she and Aili Schreiner from the Oregon Cultural Trust drafted as a starting point for the CCWC board discussion to develop 2021 COVID impact concepts for applicants to keep in mind while writing their proposals. The CCWC discussed and made recommendations - see file attachment for draft of ideas/resources for applicants to consider when project planning in the months ahead.

- The outline to be added to front page of Guidelines to guide applicants in their 2021 applications.
- The Oregon Cultural Trust endorses this advisory.
The Oregon Cultural Trust plans to roll out the CCWC COVID Impact Advisory to all Cultural Coalitions in the state as a recommendation of “best practices” for their local 2021 grant cycle.

Add advisory to the CCWC website

Translations:
  - Create guidelines and advisory in both English and Spanish.
  - Create application in English and Spanish (Nielsen to consult with WCCLS and County Community Engagement on which languages and percentages may have greatest need for translation)
  - Other languages disclaimer: following consultation, consider adding a disclaimer that with ____ weeks advance notice CCWC could translate into additional languages (after looking at the time frame and application deadline constraints).

Add disclaimer – those with approved 2020 grant amendment waiver are eligible to apply for a 2021 grant cycle.

**Update on DEI Training:** Nielsen reported back on the available resources & guidance from the County to appointed boards interested in pursuing training for diversity, equity and inclusion. The County can offer guidance and recommendations to the CCWC. First the Board will need to further identify what the perceived obstacle(s) are to advancing equity in their work. In particular, the board has expresses interest in applying an equity lens to the grantmaking process. The board discussed and agreed that those interested would gather later in the summer after the new slate of board members have been appointed and onboarded. The focus of this gathering would be to outline the “wants & needs” to focus on for a consultant or training. There will need to be actionable goals identified. It was agreed that it is best to take the time to get it right.

**2020 Buddy Reports** – The board members shared their 2020 grant recipient buddy reports – Nielsen added this to the Buddy tracking list spreadsheet for future reference and will email out to the CCWC.

**Review task assignments, set agenda for Sept meeting:**

**Action items for CCWC board:**
- Summer networking with arts, cultural and heritage organizations to encourage application to the 2021 grant cycle in September 2020.
- Follow-up with your 2020 grant buddies – encourage waiver amendment submission if their project has a COVID impact.
- Consider participating in late summer gathering to discuss equity and grantmaking – identify goals/objectives for a future training or consultant

**Action items for Nielsen:**
- request update from RACC on when to expect funds disbursement timeline to aid 2021 applicants with project planning – i.e. don’t plan a January event if you can’t float the expenses, etc.
- email pdf applications to CCWC board members requesting copies of 2020 applicants for their buddy list.
- Meet with WCCLS and County Community Engagement staff for consultation on translation of CCWC grant guidelines
  - Follow up with Chair Moore on recommendations received and path forward for 2021 guidelines/application
  - Submit for translation, post to CCWC website and release announcement to CCWC organization email list and board networks.
- Onboarding on new CCWC board members following appointment by Washington County Board of Commissioners.
  - email out pdf of updated board roster following appointment of new members.
  - update CCWC board roster on CCWC website and see to the update on the County Boards & Commissions web page.
- update the expiration date of the CCWC Cultural Plan on the CCWC website.
update with COVID advisory and post 2021 guidelines and application to CCWC website as soon as Chair Moore gives approval – goal early August
  o update Oregon Cultural Trust with CCWC COVID advisory best practices for 2021 grant cycle

September 2020 CCWC Agenda topics:

• Discuss ad options for beyond 2021 – print, digital, etc. format and message focus. Where to place, what languages to advertise, etc. outline goals/objectives.
• Outline the 2021 grant cycle – deadlines, grant review panel, secure panelists,
• DEI discussion – where to go from here – full board to discuss results of late summer gathering/discussion
• Buddy reports

Meeting adjourned at 4:55 p.m. by Chair Melissa Moore.

Notes submitted by Jodi Nielsen