

**Metro Arts Commission**  
Minutes of the Commission Meeting  
September 21, 2017  
Metro Office Building 2nd floor, Davidson Conference Room  
800 Second Avenue South, Nashville

*Commissioners attending* K. Clay Haynes(Chair), Jane Alvis, Niki Coffman, Jackie Daniel, Manuel Delgado, Dr. Ruth Ross Edmonds, Mohamed Shukri Hassan, Danielle McDaniel, Joseph Presley, Jim Schmidt, ,  
*Commissioners not attending:* Larry Keeton, Marielena Ramos, Hope Stringer, Santi Tefel, and Marcus Whitney  
*Staff:* Jen Cole, Laurel Fisher, Lauren Fitzgerald, Tré Hardin, Rebecca Kinslow, Van Maravalli, Ian Myers, Anne-Leslie Owens, Skylar Peterson, Olusola Tribble, and Caroline Vincent  
*Guests:*

**Call to Order**

Metro Arts Commission Chair Clay Haynes called the September meeting to order at 12:02PM.

**Minutes of previous meeting**

*A motion to approve minutes from August 17, 2017 was offered by Commissioner Presley, seconded by Commissioner Coffman, and the motion passed.*

**Operations/Policy**

• **Election of Officers, Committee Assignments-- ACTION**

Executive Director Jen Cole presented a draft of the projected 2018 Committee Structure and Members. The structure included:

- **Executive Committee** (purpose: to act on behalf of the Metro Arts Commission between scheduled meetings and to review strategic planning, public art, and grant allocations), chaired by Clay Haynes, and co-vice-chaired by Larry Keeton and Dr. Ruth Ross Edmonds;
- **Grants and Allocations Committee** (purpose: to review policy and guidelines for Metro Arts Commission contributions to the Arts funding program)\_co-chaired by Manuel Delgado and Daniel McDaniel;
- **Public Art Committee- PAC** (purpose: to guide policy and direct oversight of public art projects and the public art collection) chaired by Hope Stringer;
- **Board and Staff Development Committee**, which has been newly created to determine critical staff and board development resources and training, including but not limited to, evaluating Executive Director performance and lead and guide internal race equity work, co-chaired by Jane Alvis and Dr. Ruth Ross Edmonds; and
- **Special Task Force on Public Funding** (purpose: to increase Metro's funding for the Arts Commission).

*A motion to accept committee assignments and the election of officers was given by Commissioner Coffman, seconded by Commissioner Schmidt, and the motion passed.*

• **Branding Presentation-- ACTION**

Cole reported the staff is moving towards a rebrand presentation. Emily Adams of DVL Seigenthaler presented the new design for the Metro Arts logo and discussed development and details of the presented design.  
*A motion to accept the design for the Metro Arts logo was given by Commissioner Delgado, seconded by Commissioner Hassan, and the motion passed.*

• **Evaluation/Date Dashboard Update**

Cole reported that staff is working towards at data dashboard and have initiated a remap of the wireframe for the website. Staff plan to make navigation of the website more accessible and user friendly. A social media campaign rollout is projected for October. Staff plans to incorporate analytic capabilities into the dashboard.

**Community and Organizational Development**

• **Grant Monitoring Report and Allocation Change-- ACTION**

Grants Manager Laurel Fisher presented the grant monitoring report. She stated that FY18 Metro Arts grant allocations were approved with the contingency that additional programmatic, financial, and organizational monitoring would be conducted by Metro Arts staff of four FY18 grantees: Country Music Foundation, Nashville Repertory Theatre, OZ Arts,

and Senior Center for the Arts. Each organization represents the lowest scoring applicants in the Basic 1, 2, and 3 categories. After awards were announced, Metro Arts staff set-up individual meetings with each organization to review scores and comments from the panelists and to determine an individualized improvement plan that addresses the concerns raised. Areas of concern include the following: **Country Music Foundation** – lack of equity practices within the institution; limited access for under-invested communities; **Nashville Repertory Theatre** – financial sustainability; **OZ Arts** – lack of organizational plans and structure; lacking in diverse revenue streams; and **Senior Center for the Arts** – operational deficits in concurrent years; unfocused mission. Fisher reported that to date, staff have met with each organization discussing the areas in which they need improvement. The Grants and Awards committee met on Wednesday, September 13 and recommends that these individualized monitoring meetings continue through the current fiscal year.

*A motion to accept the recommendation for the continued monitoring of Country Music Hall of Fame, Nashville Repertory Theatre, OZ Arts, and Senior Center for the Arts was offered by Commissioner Alvis, seconded by Commissioner Edmonds, and the motion passed.*

Fisher also reported that during meetings with SCA, staff discovered that there is a clear division in their operations between administrative management and artistic management. The SCA board of directors handles all artistic related decision-making, while FiftyForward (the organization's sole member) handles all administrative management for the nonprofit as outlined in a Memorandum of Understanding and Shared Usage Agreement that is renewed annually between the two organizations. This arrangement led to additional questions and concerns about grant contracting and legal/fiduciary responsibility for the operations of SCA. On August 14, 2017, Metro Arts hosted a meeting with FiftyForward Executive Director Janet Jernigan, FiftyForward CFO Teresa McDaniel, SCA Administrator Jamie London, SCA Board President Cary Street, and SCA Board Member Jennifer McCoy so that staff could ask additional questions about this arrangement. Based on that conversation and review of additional documents (SCA board minutes, MOU and Shared Usage Agreement between SCA and FF, SCA charter, by laws, and financial statements of both organizations), the following was discovered:

- While SCA has its own EIN and recognition as a 501c3 arts nonprofit, it functions more like a program of FiftyForward and not an independent nonprofit organization.
- SCA does not technically have any paid staff. SCA's Arts Administrator is a FiftyForward employee who abides by FF hiring processes, employee policies and procedures, etc. and is a contracted employee of SCA.
- The SCA board of directors cannot guarantee that Metro funds will be used the way they are detailed in the grant contract. Because of the administrative services agreement, financials are managed entirely by FiftyForward.
- While SCA does have access to The Larry Keeton Theatre inside the Donelson Station, their own assets are limited.
- SCA has had an operating loss for the past 2 fiscal years. FiftyForward has been providing funds to cover those losses at the end of each fiscal year. SCA is expected to pay those funds back in the following fiscal year.
- In the MOU provided, FF's administrative support services are charged to SCA at \$1750 per month (\$21,000/year). This includes all financial and accounting services, human resources administration, communications assistance, and fund development consultation and assistance. For the use of The Larry Keeton Theater, SCA is charged \$1850 monthly (\$22,200).

Based on eligibility and grant restrictions listed in the Metro Arts Grants Guidelines, Metro Arts is unable to grant operating support funds to SCA because of its substantial financial and legal relationship with FiftyForward. Metro Arts staff and Metro Legal have reviewed organizational documents and agreed that SCA should not receive operating support based on the criteria outlined in the FY18 Metro Arts Grants Guidelines. The Grants and Awards Committee discussed at their September 13 meeting and recommend the following actions:

- rescind the FY18 Basic Operating Award of \$16,900 allocated to Senior Center for the Arts for FY18; c
- create a direct contract for Senior Center for the Arts for artistic services using the agency's purchasing authority in an amount up to \$9,999 that can only be used for artist fees, not for administrative or space rental costs while the remainder of the allocation will be used to underwrite technical assistance for all grant recipients who want to improve in many of the areas of concern raised during the adjudication process, such as financial management, governance and HR practices; and
- require that the funds will be accompanied by additional programmatic, organizational, and financial monitoring throughout FY18.

*A motion to approve staff recommendation for actions affecting SCA was offered by Commissioner Edmonds, seconded by Commissioner Delgado, and the motion passed.*

- **FY18 Racial Equity Strategy & Workplan – ACTION**

Cole reported that as part of Metro Arts' ongoing work towards building equity and embracing antiracist policies and procedures, Metro Arts is engaging in deeper institutional work with Crossroads Antiracism Organization this coming fiscal year. Metro Arts will continue to offer shared learning opportunities for artists and organizations that represent the arts eco-system. As a result, one major goal in FY18 is to form a Transformation Team of Metro Arts staff, board members and community stakeholders. The Transformation Team's main goal is to create structural interventions and developing strategies to break down barriers and create antiracist and anti-oppressive structures, policies, practices, services and procedures for our agency. The Transformation Team will participate in an intensive training process, working together through historical analysis of persistent challenges to apply a comprehensive definition of systemic racism as it relates to the agency's policies and practices. As a result of the training process, the team will be equipped with strategic organizing skills to lead the agency toward long-term and ongoing antiracist and anti-oppressive transformation. The work of the Transformation Team will first begin with an ad hoc Planning and Design Task Force (PDTF) who will to carry out five specific tasks with the assistance of Crossroads organizers:

1. Develop a project description, including a statement of purpose and objectives, historical background regarding the institution's involvement in this issue, a timeline for the training process, a plan for selecting the team, and a budget and funding plan.
2. Present the project description to organizational or institutional leadership, requesting approval and a decision to create the Transformation Team.
3. Ensure funding for the completion of the team training process.
4. Recruit and select the Transformation Team in accordance with the process developed in the project description.
5. Support the Transformation Team and the institution while the team is being trained

The PDTF is comprised of Jen Cole, Rebecca Berrios, Olusola Tribble, Caroline Vincent, and Lauren Fitzgerald. Their work began with an orientation session with Crossroads on August 15 and will continue over the next two months with the goal to identify people to serve on the Transformation Team by the end of October.

*A motion to accept and approve the development of the Planning and Design Task force was given by Commissioner Coffman, seconded by Commissioner Delgado, and the motion passed.*

- **Updates: Opportunity NOW, Restorative Justice and the Arts**

Cole informed Commission that Metro Arts and Opportunity NOW are collaborating again to provide project-based arts work experiences for young people ages 14-16 years old during Summer 2018. A call for proposals has been issued for community arts partners to submit project ideas. The deadline to apply is November 3. The budget for this program increased this year.

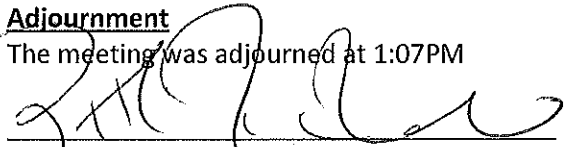
Cole also reported that Staff is currently consulting with 4 other cultural organizations to develop programs and a new cadre of RJAP artists will be recruited in the late fall.

### **Public Art**

Director of Public Art informed Commission that there are currently five open calls and there will be Public Art action items on next month's agenda. She also informed Commission that the Learning Lab rec recruitment is underway.

**Adjournment**

The meeting was adjourned at 1:07PM

  
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Dr. Ruth Ross Edmonds (Secretary/Treasurer)

12.14.17  
Date

Prepared by Skylar Peterson