



## Minutes

### Committee for Antiracism and Equity Meeting

January 13, 2023

9:00 AM – 10:30 AM

1417 Murfreesboro Pike

Nashville, TN 37217

**Committee Members:** Commissioner-Chair Ellen Angelico, Co-Chair Teree McCormick, Ellen Gilbert, Jon Royal, & Fathiyah Shepard-Suso

**Absent Members:** Commissioner Brewer, Commissioner Perez, Dr. Robyn Henderson-Espinoza, M. Kelley, Lakeisha Thomas, and Isabel Tipton-Krispin

**Metro Staff:** Chuck Beard, Daniel Singh, Ian Myers, & Vivian Foxx

- A. Call to Order and Recognize Group Norms & CARE purpose statement 9:00—9:10  
*Meeting called to order by Chair Angelico at 9:11 a.m.*
- B. Approval of Minutes: October 27, 2022, Meeting 9:10  
*Deferred to later date.*
- C. Action/Discussion Items:
- a. Requests and functions of CARE
    - i. Meeting times and locations (new online communication forum) 9:10 – 9:20
      - During the meeting, the committee focused on clarifying their requests and functions within Metro Arts. They agreed on Quarterly Meetings to balance regular communication with focused efforts on projects. The committee addressed the need for virtual meetings but faced restrictions due to Metro guidelines. To resolve this, a subcommittee was formed to research and propose an online communication forum, seeking exceptions and approval for virtual gatherings. The committee aims to enhance inclusivity and adaptability, aligning their objectives with Metro's mission to maximize impact on the arts community and the public.
    - ii. Roles and Representation in all Metro Arts Committees, including Grants, Advocacy, Nominating, and Public Arts (with consideration for the Public Arts Charter). 9:20—9:45
      - The committee acknowledged the importance of cross-committee collaboration and decided that at least one or two CARE committee members would attend the

other Committees' meetings. They would then report back to the CARE committee and present any relevant policy changes to the Commission for agreement. The goal is to implement this arrangement within the next month to enhance coordination and information sharing among committees.

- During the discussion, a pertinent question arose regarding whether the Commission meeting time would need to be extended to accommodate this new practice. The committee recognized the potential impact on the Commission's schedule and agreed to explore alternative solutions to ensure efficient communication. Instead of a quick word during the Commission meeting, they proposed setting aside dedicated time for CARE-related discussions within the Commission's regular sessions to foster meaningful dialogue and decision-making. The committee aimed to strike a balance between effective coordination and respecting existing time constraints.

iii. Moving from Environmental Scan to Disparity Study 9:45—10:00

- The committee identified the need to transition from the Environmental Scan to a Disparity Study to gain deeper insights into art-specific governmental studies. To ensure a comprehensive and effective study, the committee decided to seek a qualified contractor who has prior experience in conducting governmental studies related to the arts. The decision was made to initiate the process immediately, and a call for proposals was scheduled to be released on January 13, 2023. Daniel, a member of the committee and Executive Director, was assigned to review and clarify the language in the call to ensure it accurately reflects the requirements and objectives of the Disparity Study. The goal is to find a skilled contractor who can contribute valuable expertise and insights to the study and its implications for Metro Arts' future initiatives.

iv. Onboarding packet for new commissioners/committee members/staff 10—10:05

- The committee discussed the creation of an onboarding packet for new commissioners, committee members, and staff. The committee clarified that the onboarding packet is intended as a framework to support the smooth integration of new members into Metro Arts. To ensure its effectiveness, they decided to form a panel comprising at least three staff members responsible for developing the contents and resources of the onboarding packet.

- The goal is to provide comprehensive guidance and necessary information to new members and staff, facilitating their understanding of Metro Arts' operations and objectives.

#### D. Staff/Commission Report

- a. Staff Update on Outstanding Items Evaluation Rubric for new hires 10:05—10:15
  - i. The committee had previously tasked the staff with creating a standardized assessment tool to evaluate the performance of potential candidates during the hiring process. Daniel led the update indicating that progress was being made, and the rubric was in the final stages of refinement. Once completed, the evaluation rubric will be used as a comprehensive and objective means to assess the qualifications and suitability of candidates, ensuring that Metro Arts selects the most qualified individuals for available positions.

#### E. Next Meeting & Planning

- a. Strategic Planning 10:15—10:25
  - i. Strategic planning will commence in April 2023. The committee decided to review and potentially expand the membership of the steering committee responsible for guiding the strategic planning process. The goal is to ensure diverse representation and expertise to create a comprehensive and effective strategic plan for Metro Arts. The strategic planning process will be a critical undertaking to set the organization's goals, priorities, and actions for the coming years. By involving a well-rounded steering committee, Metro Arts aims to leverage various perspectives and insights to shape its future initiatives successfully.

#### F. Adjourn meeting 10:30

- a. *Chair Ellen Angelico made a motion to adjourn the meeting. The meeting was adjourned at 10:32 AM.*