

# National Coalition for Arts' Preparedness and Emergency Response

### **Steering Committee Meeting Minutes**

### Thursday, April 25, 2019 1:00 PM (EDT)

PARTIC	CIPANTS	3-Jan	28- Feb	28- Mar	April 25
Stephanie	Atkins	<b>~</b>	E	<b>~</b>	Е
Ted	Berger	<b>&gt;</b>	>	>	<b>~</b>
Cornelia	Carey	>	E	E	E
Debbie	Carroll	E	E	E	E
Tom	Clareson	~	>	~	~
Mirielle	Clifford	>	<b>&gt;</b>	<b>~</b>	~
Barbara	Davis	<b>&gt;</b>	Е	Е	Е
Ruby	Lopez Harper	<b>&gt;</b>	<b>&gt;</b>	E	~
Jennifer	Leff	<b>&gt;</b>	>	Е	Е
Andi	Mathis	Е	<b>&gt;</b>	<b>~</b>	Е
James	Hafferman		>	<b>~</b>	~
Rose	Parisi	~	E	E	~
Mollie	Quinlan-Hayes	<b>&gt;</b>	<b>&gt;</b>	<b>~</b>	~
Michael	Royce	<b>&gt;</b>			
Amy	Schwartzman	<b>&gt;</b>	<b>&gt;</b>	<b>~</b>	Е
Tom	Simplot	E	Е	Е	
Susie	Surkamer	<b>&gt;</b>	E	<b>~</b>	E
Kay	Takeda		E	Е	E
Eddie	Torres		Е	Е	Е
Patricia	Walsh	Е	Е	Е	E
Suzanne	Wise	<b>~</b>	>	Е	~
Janet	Newcomb	~	~	~	~
Lynn	Dates	~	>	~	~
Barbara	Schaffer Bacon	~			

TOPIC	DISCUSSION/DECISION/ACTION	BY WHOM
Welcome,	Ruby Lopez Harper welcomed and thanked everyone for participating on	R. Lopez Harper
Introductions &	the phone call and for all the contributions they are making to NCAPER.	
Announcement		
S		
Approval of	PROPOSAL: To approve the March 28, 2019 meeting minutes	R. Lopez Harper
March 28, 2019	MOTION: T. Clareson moved to approve, motion was seconded by T.	
meeting	Berger All in favor	
minutes	VOTE: Yes - 8, No - 0, Abstentions - 0	
	APPROVAL: Motion passed 4/25/2019	

Executive Director's Update

Travel:

- PAR Steering Committee on-site meeting in Atlanta occurred during our last steering committee call. March 28-29
- Tom Tom Creative Ecosystems Festival in Charlottesville, VA April 11. Participated on a panel moderated by Andi Mathis, Alison Russo, Artist Protection Fund and Rhonda Bellamy, Wilmington, NC Arts Council. "Now What: How Arts Communities Prepare". Attended by approximately 20 participants.

#### Programmatic Agenda:

- Spotlight second bi-fold on NCAPER activities was published in late March to use as a "leave behind" information piece. You all received it in your membership solicitation packet.
- HENTF phone calls for Nebraska and Iowa continue to participate with state arts council people, including Suzanne Wise and FEMA representatives. Students working with Lori Foley at HENTF will be calling arts people affected by the flooding in these two states and will refer them to NCAPER.org to complete the assessment form.
- Managing Disaster Response without a Dress Rehearsal: Turning Lessons Learned into Action Steps for Preparedness
  - AFTA panel – put together a panel for our AFTA Conference session for June 16 which includes Brenna Quigley from Puerto Rico, Mitch Menchaca Executive Director, City of Phoenix Office of Arts + Culture, Amy Schwartzman, author of Cultural Placekeeping Guide and Mollie Quinlan-Hayes, to discuss the online tool. This is a shared NCAPER/PAR conference session including a booth. Plans are being made to video tape the session by Forage Films.
- Online tool Mollie and I have had weekly calls with Ann Marie Willer from NEDCC; beginning next week our calls will include Frank from Cuttlesoft and will focus on content development of the site.
- NCAPER Membership solicitation letters to charter member organizations and individual members of the steering committee were sent via snail mail last week. Registration and payment may be done by check or online through PayPal or Stripe payment systems.
- Arts Sector Field Guide to FEMA proposal was submitted by Susie Surkamer to the NEA for NCAPER to receive funding to support the creation and dissemination of the guide and for remaining funds to be used to support Marketing efforts around the online tool. The RFP will be sent out on May 15.
- PAR/NCAPER/California Arts Council Introductory Webinar scheduled for Thursday, May 23 @ 4 PM EDT:

#### Administration

- Fiscal agent agreement was submitted to South Arts early in April
- Set-up of payment system on NCAPER.org

In response to a question from T. Berger, Suzanne Wise gave an update about how individual artists reach out for help with the flooding. She emphasized that more organizations need to know about NCAPER.

J. Newcomb



# National Coalition for Arts' Preparedness and Emergency Response

Working Group Updates	Transition – we continue to look at software development needs and social media content management. The videotaping of the session at AFTA and additional interviews will to add to our library of stories that can be used on the website and as part of the tool. Letter from R, M, J to renew membership in Coalition  Marketing/Communications – no new updates but we will be developing an overall campaign to help with the membership drive.  Membership – no additional information	M. Quinlan-Hayes  S. Wise
	Questions: S. Wise – Progress needs to be made to make NCAPER top of mind; M. Clifford – we need to develop a marketing campaign focusing on membership; T. Berger reintroduced his idea of having an Annual report card showing data to be used to get people's attention; Mollie – we need to encourage all members to have a link and tagline.	
	Agenda – Why the name change? Programming is tactical; this group will be more strategic. 1) Web videos – done at GIA and APAP – many uses for materials generated. 2) Response approach – sources of information – A. Schwartzman's reports from PR; and updated version of NYFA Source; response approach for individual artists; AFTA impact study tools. Lots of tool sharing and looking for additional resources. 3) NEA arts-friendly version of FEMA funding guidelines.  Questions: NYFA Source tool – matching in-kind services and goods; M. Clifford explained updated source tool	T. Clareson
	<u>Governance</u> - Should have something to show the group in a couple of weeks	J. Newcomb for A. Schwartzman
Member updates	S. Wise, NASAA – appreciates all the help and encouragement that the HENTF group including NCAPER is doing for the Nebraska artists and arts organizations after the flooding. Although not many artists and arts organizations were affected, the flooding has emphasized the need for readiness – no matter where you live.  R. Parisi, 3Arts - serving Chicago artists is in the midst of its Community	
	Award process and is crowdsourcing to fund one of the \$25k awards which will be announced in November.	
	J. Hafferman, CERF+ - held its annual meeting in PR to listen and understand the needs of the artists there. He gave a Planning grant update about artist responders; CERF+, with the help of Claudia Bach, is researching 3 - 4 possible "hot spot" locations for what will eventually be two pilot sites. These "hot spot" locations include: the Twin Cities, Los Angeles, Seattle and Miami.	
	<ul> <li>M. Clifford, NYFA – reworking our Emergency Grant Roundups on NYFA site – new approach more applicable to more people designed to be helpful.</li> <li>M. Quinlan-Hayes, South Arts – we're in the midst of grant making season; had a spring board meeting in Columbia, SC which she and</li> </ul>	

Respectfully submitted: Lynn Dates					
Next meeting: Thursday, May 30, 2019, 1 PM EDT					
Adjournment	1:50 PM EDT	J. Newcomb			
business					
New & other	None	All			
	because of travel problems; fellowships to 9 artists, southern prize awarded.  T. Clareson, PAR – conducted 12 focus groups to determine progress of the PAR project; will release a survey in May to see where people are in preparedness planning. Conference season starts up in June; will conduct classes with CERF+ and PAR in Puerto Rico in June, 41 disaster planning grants are at mid-point and will see where they go by the fall – key trends.  Questions: Any update on tool replacement? M. Clifford will get back; Have any other funders required a readiness plan besides South Arts? Mollie - maybe one other; T. Berger – brought up the idea of WAGE which advocates for artists' wages; we should explore opportunities for additional conversations with NCAPER, PAR, Arts Ready re. standards for developing an Arts Readiness Certification process. T. Clareson suggested the idea could be incorporated into the next Mellon Foundation proposal.				
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