



**INDIANA ARTS COMMISSION  
QUARTERLY BUSINESS MEETING**

**March 13, 2020**

**Eagles Theater**

**106 West Market Street**

**Wabash, IN 46992**

**Allen C. Platt, Chair**

**MINUTES**

**Members Present:** Chad Bolser, Libby Chiu, Donna Catalano, Ruth Ann Cowling, Dave Haist, Allen Platt, Nancy Stewart, Anne Valentine

**Members via teleconference:** Kathy Anderson, Alberta Barker, Walter Knabe, Laurie Burns McRobbie, Sherry Stark, Dusty Stemer

**Members absent:** Gregg Hull, Jake Oakman

**IAC staff present and via teleconference:** *Jasmine Bejar, Bridget Eckert, Stephanie Haines, Miah Michaelsen, Stephanie Pfendler, Deanna Poelsma, Lewis Ricci, Chapin Schnick, Paige Sharp, Anna Tragesser*

- 1) **Pre-meeting Items, Welcome and Introductions.** Indiana Arts Commission (IAC) Chair Allen Platt called the meeting to order at 9:00 a.m. All in attendance as listed above.
- 2) **Welcome from Tod Minnich, President and CEO, Honeywell Foundation.** Mr. Minnich welcomed the Commission and provided an overview of the Honeywell Foundation.
- 3) **Agenda and Minutes.**
  - (1) **Approval of Meeting Agenda.** Mr. Platt presented the agenda and called to approve. Commissioner Anne Valentine motioned to approve. Commissioner Dave Haist seconded the motion. By roll call vote, all were in favor. The motion carried.
  - (2) **Approval December 2019 Meeting Minutes.** Mr. Platt presented the December 7, 2019 meeting minutes and asked for any corrections or additions. Hearing none he called to approve. Commissioner Libby Chiu motioned to approve. Commissioner Kathy Anderson seconded the motion. By roll call vote, all were in favor. The motion carried.
- 4) **Chair and Executive Committee Report.**
  - (1) **Financials.**
    - (a) **Fiscal Year (FY) 2020 YTD.** Deputy Director Miah Michaelsen presented the year to date February FY 2020 Comparative Budget Financial Statement and noted the agency is on target as we near the end of the fiscal year. It was noted the office remodel was anticipated and approved in the most recent agency budget to be expensed in this fiscal year. Of further note the Indiana Office of Technology (IOT) has expedited an agency technology refresh. While, this was not anticipated or budgeted for in this fiscal year, Ms. Michaelsen felt this was best expensed in this budget cycle. The Commission was reminded the agency budget includes Federal carryforward dollars in line with new timelines to expense. Ms. Chiu questioned donation funds and how those are procured. Mr. Ricci provided a history of the Central Indiana Community

Foundation fund which was set up by former commissioners early in the agency as the Indiana Endowment for the Arts to purchase items beyond the state's procurement restrictions for hospitality items such as those associated with the Governor's Arts Awards (GAA), for example. Ms. Michaelsen noted the Hoffman Trust funds were provided by a donor for the Partnering, Arts Communities and Education (PACE) program as well as the Governor's Arts Awards. Mr. Platt called to approve the submitted February Financial statement. Commissioner Ruth Ann Cowling motioned to approve. Ms. Valentine seconded the motion. By roll call vote, all were in favor. The motion carried.

(b) **Cultural Trust Activity and other investments.** Mr. Ricci presented the Cultural Trust Financial Statement and noted a fund balance of \$3,681,282.53 as of December 31, 2019. It was noted available interest, which is currently marked for the Partnering Arts, Communities and Education program (PACE), has not been drawn from in a few years. Due to decreased plate sales and PACE programs coming to a close, the agency is suggesting repurposing the Trust designation as outlined below.

(i) **Cultural Trust benefit designation.** IAC Director of Marketing, Bridget Eckert, presented the Celebrate the Arts License Plate, Arts Trust Projects creative brief, (attached) which delineated the suggested long-term plan for repurposing the Trust. She noted the decrease in plate sales and pointed to research which has indicated plate holders feel a lack of connection to the plate due to lack of understanding what the funds are used for. Thus, the agency is strategizing how to utilize the Trust in a more visible and relevant way to be more impactful. The tactic presented would designate one Arts Project Support grant recipient from each county an Arts Trust Designee. IAC communications staff will then select one grant recipient from each region to feature in marketing efforts with the goal of increasing impact, visibility and relevancy of the plate. In answer to Mr. Haist's question regarding alternative investment strategies for the Trust, Mr. Ricci noted the Commission must abide by the investment policies of the state. Commissioners commended the presented plan. Mr. Platt called to approve repurposing of the Trust as presented. Ms. Stewart motioned to approve. Ms. Valentine seconded the motion. By roll call vote, all were in favor. The motion carried.

(c) **Federal Audit Day of Fun in DC.** Ms. Michaelsen noted as the agency prepares itself and grantees for the eventual Federal audit, the National Endowment for the Arts (NEA) in coordination with the National Assembly of State Arts Agencies (NASAA) will host an audit workshop in Washington D.C. Currently postponed due to COVID-19 travel restrictions, the workshop will be rescheduled.

(d) **FY 2021 First Blush.** Mr. Ricci provided first thoughts on the FY 2021 budget with consideration given to increased grant demand in the 2<sup>nd</sup> year of a 2-year budget cycle. It was noted the state appropriation for this budget cycle has been augmented by Federal funds that needed to be used in accordance with Federal timelines to expense. Because this Federal funding will be unavailable in the next budget cycle, supplementing from the Cultural Trust as previously passed to fund Arts Project Support grants was suggested as one way to address the issue. Mr. Ricci noted this will keep the playing field level but will not address increased demand or challenges in making grants more equitable. Ms. Michaelsen projected an increase of \$500K to meet the growth in demand just to maintain current, core program funding levels. In answer to Mr. Haist's question on lobbying, Mr. Ricci

emphasized the agency's place as stewards of citizen's funds and not lobbyists of funds. He continued Commissioners can, at most, educate legislators on the demand and growth in arts organizations and the arts, and the ramifications of not having those funds. Ms. Stewart noted the importance of organizing and articulating more advocacy in the state by educating our legislators.

Commissioner Chad Bolser joined the meeting.

## (2) **Office of the Governor.**

(a) **Commission Vacancies and Appointments.** Mr. Ricci noted Commissioners Kathy Anderson, Sherry Stark and Nancy Stewart will complete their second term June 30, 2020. A list of commissioner reappointment and term end dates was also provided (attached).

(i) **More deliberate and inclusive nominations process.** Mr. Ricci discussed suggested changes to focus the nominations process which include a deliberate path to connect with prospective commissioners in addition to providing greater context for why nominees meet commission criteria. The Governor's Office has approved this path noting with caution the decisions are ultimately the Governor's and this will need to be communicated to nominees. It was noted the more we can do to make the Office of the Governor's job easier in making appointments to broaden diversity and broaden geography, the better. A list of current nominees was provided to the Commission (attached).

(b) **2020 Governor's Arts Awards and Citizen Gubernatorial Forum.** Mr. Ricci noted both October events are pending commitments from the Office of the Governor with hopes that events can be aligned on the same day.

## (3) **Advocacy Look Forward.**

(a) **Arts Engagement Tour and Homecoming 2020.** Mr. Ricci reported on the region 3 tour and noted two more engagement stops are scheduled for the year in South Bend and Jeffersonville. The tours will follow similar forums and town halls with the inclusion of underserved community focus groups.

(b) **Arts Advocacy Coaches.** Mr. Ricci reported Sally Gaskill, emeritus IAC Commissioner and state representative to Americans for the Arts, and Terry Whit Bailey, former Community Development Director for the City of Muncie will be coordinating advocacy efforts.

(c) **Senate/House/Citizen Arts Leadership Committee.** Mr. Ricci reported the arts leadership committee spearheaded by Senator Ron Grooms will consist of 6 state representatives and 6 senators from each party matched with 12 representative citizens to provide guidance to the legislature on arts related issues during session.

(4) **Executive Director Transition Planning Group.** Mr. Platt reported the group has started work on an Executive Director job description and will be sending out a questionnaire through an online survey to identify those top characteristics.

1) **2020 Calendar.** To inform budget development decision making, Mr. Ricci proposed moving the Executive Committee ahead of those processes to provide front end input on how staff should proceed.

## 2) **Executive Director Report.**

(1) **COVID-19/State of Indiana Preparedness.** Mr. Ricci reported on Governor Holcomb's

directives regarding COVID-19 for state personnel and how the larger statewide directives will affect arts organizations.

(a) **Work from Home Policy and Travel.** Mr. Ricci reported on how directives will affect staff. He noted the IAC has a current work from home policy of one day a week. Based on Governor Holcomb's directives and Center for Disease Control (CDC) best practices, which include social distancing and 45 day travel restrictions, it was suggested to amend the current policy to fulfill those directives by flipping the model to one day a week in the office and 4 days working remotely for the same timeframe as the travel restriction. He added out of state and international travel for state employees has also been suspended. Mr. Ricci opened the policy change up for discussion to determine if the item warranted action considering the current policy was originally passed by the board. Ms. Valentine noted any amendments to the policy should provide flexibility for those staff members with children considering how the directives have impacted schools. Mr. Ricci noted flexibility is certainly important and, if need be, unpaid leave is available for those who do not have sick or vacation time. Mr. Bolser noted any amendment should be flexible in case of an extension of the directive beyond the initial 45 days. Mr. Platt questioned if a motion was needed since day to day operations of staff fell into the hands of the Executive Director who is acting on directives handed down from the Office of the Governor. Mr. Ricci noted because the Commission approved the policy and he does not have overarching authority to make changes to approved policies, he felt there might want to be a motion from the board. Ms. McRobbie noted she was in alignment with Mr. Platt but suggested if we were to amend the existing policy to address such times as these, while also providing flexibility as discussed, the board could amend the policy to state the Executive Director has the authority to make adjustments in accordance with emergency conditions or extenuating circumstances given due communication to the board. Mr. Platt called to approve as stated by Ms. McRobbie. Ms. McRobbie motioned to approve. Ms. Stewart seconded the motion. By roll call vote, all were in favor. The motion carried.

**How it effects the field we serve.** Mr. Ricci noted the statewide executive order currently includes bans on any convening above 250 people for the next 30 days. Discussion followed on how this will affect arts conveners in the state and how the Commission will respond to grantees who may have to cancel programs. Tod Minnich with the Honeywell Foundation discussed what the ban might mean for their organization and similar organizations, and how the directive will affect operations, finances, and staffing. Understanding various aspects including operations, national tour scheduling and rescheduling, loss of marketing costs, and how organizations like his interpret the directive are all considerations. He continued that understanding the role of an organization like his as a large convener in a smaller community and considering ushers and patrons who are in high risk groups are part of this thought process. Mr. Ricci noted being cautious while supporting public health realities is the baseline to help frame decisions we might make. He continued that the Commission is considering how these directives impact grantees, grant execution and compliance. Differences in compliance issues between Arts Organization Support (AOS) grantees and Arts Project Support (APS) grantees was noted, specifically that APS grants will have greater challenges because their events are specific and usually involve events which convene people. Consideration should also be given to the fact that organizations have obligations that predate the directive, such as payments to food vendors or other expenses

incurred. Mr. Ricci then proposed options for these organizations. The first preference would be to reschedule the same service proposed in the original contract to repurpose the funds. The second would be to provide another service that could be provided within the guidelines and we can contract a new budget and new description of service to be rendered. If the first two options are not possible and the grantee has incurred expenses, we could approve the use of our funds to cover those cost losses within the grant amount we have already approved. Mr. Ricci opened the suggested options up for discussion. Mr. Haist noted this is a time for the Commission to lead and these steps provide grantees with greatest flexibility. Ms. Stewart noted the 250 person convening threshold is certainly a difficult line to manage considering differing audiences, understanding high risk groups and the roll your space has in your community, as Mr. Minnich discussed. Mr. Ricci noted the Office of the Governor is accepting submission of temporary policies that they will approve and will then guide how we proceed. Mr. Ricci further emphasized we are a government agency of the State of Indiana and we follow the Governor's directives. We are not recommending changes we are responding to the directives. Mr. Minnich noted for their organization they will err on the side of caution with a more aggressive approach due to their understanding of the traffic flow in their building. He further noted understanding specifics of other organizations who are making these decisions is also important.

- Discussion followed on responding to the field in other ways. Ms. Anderson suggested responding to organizations that are economically impacted by providing information on resources beyond the agency, such as through the Lily Center for Philanthropy and unemployment insurance. Mr. Bolser suggested preparing smaller organizations, in case Federal funds do become available, by guiding them to keep track of and log expenses as they are incurred. Mr. Ricci noted the Governor declared a state of emergency to receive Federal funds and added because it remains to be determined how those funds will be utilized, tracking all expenses in real time, instead of after the fact, will prepare organizations ahead of the determination. Mr. Ricci continued that the State itself issued an accounting code to track COVID-19 expenses and suggested that with final grant reports we may want grantees to include expenses we can document in anticipation of Federal funds. In addition, the agency will be utilizing the online granting system, Foundant, to track conversations with grantees. Ms. Valentine suggested providing regular information sessions to grantees, regional partners and others to keep them informed of agency guidelines and any new parameters. Ms. Sharp agreed and noted getting information immediately out to constituents about tracking information now is integral. Mr. Bolser suggested having a landing spot for smaller organizations that are being run by part time staff or volunteers and also individual artists in an effort to provide valid information. Ms. Sharp continued on the necessity of connecting one on one with grantees at this time..

Mr. Platt noted this is a day to day developing process and giving staff leverage to do what needs to be done to assist our constituent base, as discussed, while keeping the Commission informed would suffice. Ms. Stewart noted the total faith she had in what staff has proposed and asked if the Commission needed to take a motion on what has been discussed. Mr. Ricci noted it would be appropriate to approve. A motion was made to approve responding to the COVID-19 directives and parameters set forth by the Office of the Governor in our procedures, policies, rules and statues to best serve our constituents, grantees and applicants as

discussed. Mr. Haist motioned to approve. Ms. Stewart seconded the motion. By roll call vote, all were in favor. The motion carried.

Ms. Stewart requested receiving an outline on final decisions so she can be another source of information for local organizations that may reach out to her. Mr. Platt challenged commissioners to be a cheerleader and champion for the arts, noting this is a vocation for some and many events are being cancelled.

- (2) **IDEA Emphasis and Commissioner Training/Involvement.** Mr. Ricci noted the Commission is focused on advancing Inclusion, Diversity, Equity and Access (IDEA) work. Staff recently completed unconscious bias training which will also be offered to Commissioners. The Commission will be asked to eventually weigh in on the cultural equity statement which will be drafted through a workgroup consisting of Commissioner Dusty Stemer, former Civil Rights Commission Director Jamal Smith, State Personnel Inclusion and Diversity manager, Shayla Pulliam, and Christine Dahlbergh, Executive Director of the Governor's Council for People with Disabilities.
- (3) **Staffing update.** It was noted Caleb Meadows is the agency's current SPEA intern and the Governor's summer intern position is currently open.
- (4) **Space Renovation Update/Technology Refresh.** As discussed in financials.
- (5) **Technical Assistance/Capacity Building Updates.**
  - (a) **Indiana Arts Homecoming 2020 Update.** Consideration is being given to different delivery systems for the Indiana Arts Homecoming in anticipation of a possible extension of COVID-19 travel and convening restrictions which may include virtual sessions. It was also noted Governor's Arts Awards awardee nominees have been notified.
- (6) **National Partnerships and Advocacy.** Mr. Ricci briefly noted national partner and advocacy agenda items for Arts Midwest, the NEA, NASAA, and Americans for the Arts. He continued that March travel which included Arts Advocacy Day in Washington DC has been cancelled.

### 3) **Committee Reports**

#### (1) **Programs, Grants and Services Committee, Ruth Ann Cowling, Chair.**

- (a) **Regional Initiative Grants Update (AOS I and APS).** Ms. Sharp updated the Commission on Regional Initiative Grants (RIG) and expressed her thanks to the Regional Arts Partners in their work to expand grants into more counties. Ms. Sharp clarified that this cycle includes AOSI and APS grants and excludes AOSII and AOSIII grants which are on a two-year cycle. She noted through the letter of intent (LOI) process we have an indication of potential growth in both the AOSI program with a net of 14 new applicants and the APS program with 26 new applicants. In addition to new grantees, previous grantees are growing. Ms. Sharp noted possible impacts and increased funding totaling an additional \$121,428.83 compared to FY20 for AOS and an additional \$180,000 to fund the same percentage of APS applications as FY20. Ms. Sharp spoke to the ability of APS grants to get into the most rural parts of our state and what the impacts would be if counties served were decreased. Potential solutions were discussed which include utilizing an additional \$80,000 from general funds and the Cultural Trust (for APS grants) and reducing AOSII and AOSIII by 2% for an additional \$32,000. Mr. Ricci clarified these numbers are based on applicant numbers to provide potential scenarios if every applicant is adjudicated by panel to receive funding.

Ms. Stewart questioned how the Commission could implement such a suggested decrease in AOSII and AOS III payments in their second year. Mr. Ricci noted grantees understand that all grant contracts are *up to* a certain amount since state allocation reserves can vary from year to year amongst other possible state funding scenarios. Ms. Sharp added it is always communicated that the same level of funding is not guaranteed for each year in a two-year grant. Mr. Ricci continued that there are other possible long-term solutions the Commission might want to consider which include putting AOSI grants on a two year cycle to decrease variation from year to year. Also, while we have traditionally funded all AOS organizations who qualify, this is not true of all minimum score APS grants. Mr. Ricci noted these are the parameters we need to think about as we begin to craft the FY21 budget and the Commission may want to prioritize funding in a different way as we seek to address equity in rural and urban funding.

(b) **Grant Approvals.** Mr. Platt presented the following for Commission approval:

- (i) **On-Ramp 2020 Cohort.** Mr. Platt presented the recommended On Ramp cohort (attached) made up of 40 representatives from all 11 regions who meet the priority areas as articulated in the 2020 guidelines for Commission approval. Approval includes anticipating cohort members to apply for the \$2000 fellowship after completion of the program. This program will likely be postponed due to COVID-19 since it was slated to take place in May of 2020, but participants will be approved now for when the accelerator program is rescheduled.
- (ii) **Rural Indiana Performance Fund 2020.** Mr. Ricci presented the Rural Indiana Performance Fund grantees (attached) listed by grantee, city, county, region award amount, program date and description. It was noted these grants will be issued through Arts Midwest but the Commission will need to approve.
- (iii) **OCRA Partnership.** The Commission was called to approve ceding authority (one time) to the Quick Impact Placebased (QuIP) Grant review team for grants awarded.

Ms. Stewart made a motion to approve the On Ramp Cohort as presented, the 2020 Rural Indiana Performance Fund grants as presented, and ceding authority to the QuIP review team as stated above. Mr. Haist seconded the motion. By roll call vote, all were in favor. The motion carried.

- (c) **“Third party” grants policy statement – IAC ultimate approval.** Mr. Ricci noted while the Commission continues to include new partners in our granting processes, the Commission currently does not have a third-party grants policy statement. The suggested policy presented for approval would give the Commission the ultimate authority in any state funding being granted on the Commission’s behalf. The motion was stated: All grants awarded by a third party must be approved by the Commission unless the Commission cedes temporary authority to an approved advisory panel. Mr. Haist motioned to approve the stated policy. Ms. Cowling seconded the motion. By roll call vote, all were in favor. The motion carried.

- (d) **Cultural Districts Update.** Ms. Tragesser presented a list of current Cultural District projects (attached) with requested funding for this year. She continued that 9 letters of intent for the Creative Community Pathway were received and a support team is being assembled to provide feedback. She further reminded the Commission the Creative Community Pathway is the framework for supporting arts and cultural development alongside municipalities and it is the pathway by which communities would pursue the Indiana Cultural District Designation. While all 9 are seeking arts and culture to develop communities not all 9 will be pursuing the Cultural District Designation.
- (e) **Partnering Arts, Communities and Education (PACE) update.** IAC Arts Education and Accessibility Manager, Stephanie Haines, reported on the PACE research and artist in schools residency program which is collecting research data to demonstrate the impact arts integration can have on student growth and achievement. She noted current sites in Indianapolis, Marion, Kokomo and New Albany will be complete in 2022, which will close the program in its current form with a full report expected in 2023. She noted the program will close without a PACE site in region 10. While the IAC worked with the Vanderburgh Evansville School Superintendent's office to find a partnering site, the school corporation felt they could not administer the curriculum on top of the many other programs and initiatives already being implemented.
- (f) **Veterans Update/Next Steps.** Mr. Ricci reported on the National Endowment for the Arts (NEA) and U.S. Department of Veterans Affairs (VA) Office of Rural Health (ORH) expansion of the Creative Forces: NEA Military Healing Arts Network to Indianapolis' Richard L. Roudebush VA Medical Center which will deliver telehealth and art therapy services. He continued on the intention to partner clinical art therapy with the arts community to extend benefits into the community setting and bring on other partners especially in rural parts of the state. Mr. Ricci noted funding may be administered through the IAC from the NEA for this program and thanked Ms. Haines for laying the groundwork in which to connect our Federal partners. Ms. Cowling noted many veterans' hospitals are finding that patients want to stay in their care when they get involved in the arts programming they provide.

(2) **Committee on the Future, Nancy Stewart, Chair.**

(a) **Strategic Plan.**

- (i) **Progress to date.** Ms. Michaelsen reported on areas of the strategic plan we are expanding into related to IDEA work, as previously discussed, and data integration. She noted the agency is sharing all of our grantee information with the State of Indiana Management Performance Hub to better communicate our state impact. Ms. Sharp noted features will include being able to download data into a spreadsheet by legislative district and populate tables and other visuals to track funding overtime. Mr. Ricci noted the hub will also provide capacity to integrate our data with other state agency data, which, from a management standpoint, will allow us to better track tourism, OCRA and arts grants by county and perhaps, provide an



opportunity to program a strategy to get services into areas with funding gaps. This capacity for data integration will also provide the ability to understanding causes and effects over time.

(i) **Outcomes review sessions with staff and commission.** Mr. Ricci noted reviewing and assessing outcomes of our current plan with staff and commissioners will be led by Karen Gahl Mills, previous Director of Cuyahoga Arts and currently with I.U.

(ii) **Top Tier Plan – Next Steps.** Mr. Ricci continued on next steps.

1. **Research – Communities and Artists.** He noted surveys are being developed and implemented.
2. **Underserved/Inclusion Focus Groups.** Jamal Smith, former Executive Director of the Indiana Civil Rights Commission, will be leading 3 focus groups with underserved communities in conjunction with our regional tours to inform the strategic plan.
3. **Mission/Vision Values evaluation.** Assessing our current statements considering the past planning cycle will be included in this process leading up to the next strategic plan.

(b) **Communications Activity.**

(i) **Engagement Tour Next Steps and Lessons Learned.** Ms. Eckert reported on the Region 3 engagement tour. She noted the communications team has been working with local videographer's in each region to provide footage that communicates these regional visits. She continued while we prepare for the long-term plan for the Cultural Trust, communications will be promoting the license plate which is celebrating it's 20<sup>th</sup> year through plate holder testimonials. Mr. Ricci further noted Hurley Goodall, who is one of this year's GAA recipients, was the legislator who passed the original arts license plate and cultural trust legislation. Ms. Eckert further reported on the work of IAC Communications and Community Engagement Manger, Jasmine Bejar, in reporting on the work of the Youth Actor's Theater on the opioid crisis. Generating content such as this will live on an impact website, which will provide empowerment for the advocacy effort.

- 4) **Regional Arts Partner Update, Donna Catalano, Consortium Chair.** Ms. Catalano reported on the meeting of the Partners noting discussion was had on working with the IAC to communicate directives from the state. Grant program discussion included taking AOSI grants to a two-year cycle, making sure grant recipients prepare themselves for the NEA audit, and encouraging session proposals for the Indiana Arts Homecoming from the regions organizations. Mr. Ricci noted his appreciation of Ms. Catalano who has been a partner for many years and will be serving her 2<sup>nd</sup> time as consortium chair.
- 5) **Closing Comments.** IAC Artist Services Manager, Anna Tragesser, expressed the need for panel facilitators and noted a list of available dates would be sent to commissioners. Ms. Chiu noted advocacy efforts and how the Commission can support these efforts beyond the budget focus. Mr. Platt thanked Mr. Minnich for hosting the meeting and providing insight into the current situation for organizations. He provided a next challenge to commissioners: to encourage others and cheer on the arts during this time.
- 6) **Adjourn.** Mr. Platt called to adjourn. Ms. Stewart motioned to adjourn. Mr. Bolser seconded the motion. By roll call vote, the motion carried. The meeting adjourned at 11:55 a.m.