



**Business Meeting Minutes**  
**Thursday- November 4, 2021, 5:00 pm**  
**Sandler Center for the Performing Arts / Classroom 1**

**Commissioners Present:**

- Susan C. Grube, Chairman
- Brenda J. Roberts, Secretary
- C. Cheyney Cole, Jr.
- Mia K. Guile
- Raeesah Islam
- Olga Torres-Baker

**Cultural Affairs Department Staff Present:**

- Emily S. Labows, Cultural Affairs Director
- Hillary L. Plate, Cultural Programs & Grants Coordinator
- Nina Goodale, Public Art & Placemaking Coordinator
- Beth Hundley, Assistant Director

**Absent:**

- Emma "Em" Davis, Vice Chair
- Megin R. Kennett, Treasurer (**RESIGNED**)
- Michael Cloud Butler
- Cynthia Romero, MD
- Hon. Winship C. Tower (Ret.)

**I. Welcome**

*Chair Susan C. Grube* called the meeting to order at **5:08 pm**. She introduced the new *Cultural Affairs Department Assistant Director, Beth Hundley*. *Ms. Hundley* had previous experience 5 years ago working in the City Manager's office with Mayor Meyera Oberndorf. Overall , *Ms. Hundley* has 20 years working in municipal, state and federal government and expressed her excitement to work with the Commission.

**II. Approval of Minutes from September 2, 2021**

**Motion I.**

*Mr. C. Cheyney Cole, Jr* made a motion to approve the September 2 Business Meeting Minutes and it was seconded by *Ms. Olga Torres*. There was no discussion. All those in favor said "Aye". None opposed and the motion passed to approve the minutes.

**III. Approval of Treasurer's Report**

*Chair Susan C. Grube* provided a quick summary of the Treasurer's Report. Funding for all the project grants have been distributed. *Ms. Hillary Plate*

added that the Community Cultural Arts Grants have \$10,000 available to award and the LOD Grants have \$1,000 available.

### **Motion II.**

Ms. Olga Torres made a motion to approve the Treasurer's Report and it was seconded by Ms. Mia Guile. There was no discussion. All those in favor said "Aye". None opposed and the motion passed to approve the Treasurer's Report.

## **IV. Old Business**

a. FY23 Project Grant Applications Update and Vote Approval: Chair Grube explained that this reorganization stemmed from years of accumulated information added onto the application that in time became unyielding for the applicant and the commissioners reviewing the application. No new content was added.

Changes include the following:

- The application has been organized and consolidated to make it easier to manage the application process.
- Clarifying information was added to the financial section.
- It has been organized into five sections: Organizational, Project Information, Financial Information, Evaluation & Planning and Attachments.

Mr. C. Cheyney Cole, Jr. commented he was impressed that this was accomplished in a short amount of time and commended and thanked Chair Grube and Ms. Plate for a good job.

Chair Grube welcomed feedback on the updated application. Ms. Plate added that four (4) Project Grant Workshops are being offered: 3 virtual workshops and the final being in-person at the end of January.

### **Motion III.**

Mr. C. Cheyney Cole, Jr. made a motion to approve the updates and changes to the FY23 Project Grant Application and it was seconded by Ms. Raeesah Islam. There was no discussion. All those in favor said "Aye". None opposed and the motion passed to approve the FY23 Project Grant Application.

## **V. New Business**

a. Leadership & Organizational Development Grant: Tidewater Arts Outreach Ms. Stacy Jones from Tidewater Arts Outreach (TAO) spoke on behalf of Ms. Kate Powell to request \$750 for the Program Director to receive Conference/Professional Development: Activity Consultant Certified Credential.

#### **Motion IV.**

Mr. C. Cheyney Cole, Jr. made a motion to approve the LOD Grant request for \$750 to Tidewater Arts Outreach and it was seconded by Ms. Mia Guile. Chair Grube said this was great step for TAO. All those in favor said "Aye". None opposed and the motion passed to approve the \$750 grant to Tidewater Arts Outreach (TAO).

b. \*\*Delayed presentation due to traffic accident.

#### **Community Cultural Arts Grant: Atumpan Edutainment (1<sup>st</sup> time applicant)**

Ms. Laquita Marie and Corey Staten presented their request for \$5,000 to fund their project titled, "Ago-Ame Bullying Awareness & Prevention Story Adventure Ballets". It's an annual show with four programs scheduled in partnership with the Z (Zeiders American Dream Theater). This is the first time of this partnership collaboration. A website presentation of their work was shown to the commission.

Chair Grube had the following questions:

- How many different shows and performances are there?  
*There are four different shows with two performances each (11 am and 2 pm.)*
- What is the ticket price? And how is that split?  
*Main admission is \$10 and senior/children is \$8.50 as well as Military Discounts*

C. Cheyney Cole, Jr. commented that he is inclined to support the project if given more clarity on the Profit and Loss Statement and Balance Sheet. He is open to approve the grant subject to financial review from the Chair and Ms. Plate. Chair Grube specifically added to receive the current P&L Statements and Balance Sheets. These documents can be forwarded via email to Ms. Plate.

How is the program being marketed?

- On the Z website
- Information can be forwarded directly
- Community calendars , Macaroni Kid
- Live preview performances are given before the show to the children's museums of Virginia
- YouTube live broadcasts
- Mailing lists and flyers passed out on a weekly basis
- The target audience is FAMILIES.

#### **Motion V.**

Mr. C. Cheyney Cole, Jr. made a motion to approve the Community Cultural Arts Grant request for \$5,000 to Atumpan Edutainment/The Talking Drums subject to an acceptable Profit & Loss Statement and Balance Sheet reviewed by Chair Grube, Ms. Labows and Ms. Plate It was seconded by

Ms. *Olga Torres*. There was no discussion. All those in favor said “Aye”. None opposed and the motion passed to approve the \$5,000 grant to Atumpan Edutainment/The Talking Drum.

Ms. *Plate* excitedly announced that the partnership between Atumpan and The Z stemmed from the Hidden History of the Banjo Program. *Chair Grube* asked that Atumpan please include the Commission on their mailing list for upcoming events. Ms. *Plate* also added that they will be assigned a new liaison.

c. Explanation of Commission Mentor Proposal

- *Chair Grube* suggested the idea of having veteran commission members to mentor the newer commission members to answer any questions and guide them through the Project Grant application and deliberation process in March 2022.
- There was a consensus to move forward with the mentorship and *Chair Grube* will talk to the veteran members to reach out to the newer commissioners.
- Social Event suggestion: *Chair Grube* asked the group if there was an interest to do a holiday social get-together and there was consensus to move forward with the planning. Because there is no meeting in January 2022, it was suggested to hold a New Year’s Holiday Social. More information will be provided by email by *Chair Grube*.

d. Resignation of Treasurer Megin Kennett

- Due to the recent resignation of *Treasurer Megin Kennett*, there are two vacant council liaison spots; a vacant Treasurer’s position and the need of a new Committee Chair for the Advocacy Committee.
- The Executive Committee will discuss the process to fill the vacant Treasurer’s Position which would be voted on at the December meeting.
- *Chair Grube* asked for volunteers for the following Council Liaison positions:
  - ❖ ViBe Creative District: Ms. *Raeesah Islam* volunteered.
  - ❖ Teens With a Purpose: Ms. *Mia Guile* volunteered.
- C. *Cheyney Cole, Jr.* suggested that a thank you letter from the Cultural Affairs Department be written for her service and presented a certificate at a future meeting.
- Any replacement recommendations to fill Ms. *Kennett’s* spot in the Commission should be directed to *Chair Grube*.

**VI. Committee Reports**

- a. Champion for the Arts Committee/ Committee Chair: Cynthia Romero, MD  
No report.

- b. Advertising & Marketing Committee/ Committee Chair: Brenda Roberts  
*Secretary Brenda Roberts* reported that the marketing funds will carry over from last year. *Mr. Alex Dye* provided a marketing report in the agenda packet along with a calendar of events.
- c. Advocacy Committee/Committee Chair: Megin Kennett  
 No report.
- d. Public Art Committee/ Committee Chair: C. Cheyney Cole, Jr.  
*Committee Chair C. Cheyney Cole, Jr.* deferred to *Ms. Nina Goodale* to provide an update to the Commission:
- ❖ The At-Large Public Art Committee application is live next week to accept candidates.
  - ❖ Bobby Levine: The installation of Inside Out/ Faces of Courage Mural at Haynes Furniture Company is occurring now and will be unveiled on Veteran's Day, Nov. 11 which consists of 200 portraits of veterans. Invitations will be shared to the Public Art Committee and the Arts and Humanities Commission.
  - ❖ Shore Drive Mural: Mural has been completed on the underpass at Shore Drive and the artist was invited to the Public Art Meeting. Ms. Goodale is working with other City departments to add Solar lighting will enhance the mural and provide a welcoming space for locals and travelers and visitors.
  - ❖ Public Art Sketch Crawl: The last tour was well attended by 16 guests. It was requested that one more tour be added in support of the opening of MOCA's new show in December.
  - ❖ ViBe Creative District: Executive Director Kate Pittman is currently working on their Strategic Plan.
  - ❖ Sport Center Update: An update will be provided by the December Public Art Committee Meeting.
  - ❖ There is no Public Art Committee meeting in November. The next meeting has been moved up to Friday December 10.
- e. Cultural Equity Committee/ Committee Chair: Olga Torres-Baker  
 There is no report at this time.

## VII. Commissioner Comments

- Chair Grube: Amazing to see things happening.
- Secretary Roberts: Great to see all the faces
- C. Cheyney Cole, Jr.: Continues to appreciate the events at the ViBe and congratulated Kate Pittman on continued success
- Olga Torres: Just came off from Spanish Heritage Month (Sept 15 – Oct 15) that was hosted at the Convention Center; mentioned Que Pasa Virginia magazine; excited to bring awareness of her culture; attended Elephant in the Room forum hosted by Pharrell Williams
- Raeesah Islam: Started teaching Street Art History and Portfolio Prep

- Mia Guile: Attended Elephant in the Room Forum that was a significant step forward on awareness; happy to have committee interaction

#### **VIII. Public Comments**

The following organizations presented event updates and announcements:

- Melissa Day / Zeiders American Dream Theatre in support of Atampan
- Amber Caudell / The Hurrah Players
- Stacy Jones / Tidewater Arts Outreach
- Kate Pittman / ViBe Creative District
- Homer Babbitt / Virginia MOCA
- Juanita Felton / Symphonicity

#### **IX. Next Meeting – Sandler Center, Second floor**

- a. Dec 2/4:00 pm: Executive Committee Meeting (Conference Room)
- b. Dec 2/5:00 pm: Business Meeting (Classroom 1)

#### **X. Adjournment**

The meeting ended at **6:25 pm**

Submitted by Arts and Humanities Commission Recorder: Mari R. Coronado, Executive Assistant II