



Date: August 10, 2023

Time: 7:00 PM – 8:00 PM

Location: Zoom Meeting

Attendees: AOC Members: Jenn Falco (Chair), Ellen Thomas, Hana Layson, Margo Norton, Suzy Root, Jessica Lagunas, Carlee Smith, Dunja Marcum (Jennings)

City of Portland Staff: Barbra Rice, Celita Holt, Jeff Hawthorne, Dawn Isaacs, Viviane Xiong

1. Greetings/Introductions (Jenn Falco)

2. Public Comment

- a. **No public comment**

3. Approval of Prior Meeting Minutes

- a. Meeting notes from 8 June 2023 were emailed to the group.
- b. Meeting minutes from 8 June 2023 were reviewed by everyone and it was approved.

4. Committee Reports

- a. **Bylaws Working Group:** Status report on bylaws - information only, no action required.
 - i. Although it is still awaiting several signatures and City Council's approval, AOC members agree that the bylaws are finalized and updated to meet best practices. The bylaws will be the governing philosophy of the committee.
 - ii. **Next steps:** The Chair and the Arts Manager will shepherd the bylaws through the City's approval process. While the bylaws are not yet officially approved, the AEAF will be using them as our interim operating guidelines.

5. Action Items

No items requiring voting by the AOC are planned for this meeting.

6. Revenue Update – Barbra Rice

- a. Tax year 2022 (which was due on April 18, 2023) collections to date are \$8.8 million. This time last year collections to date were \$8.6 million.
 - i. Compliance efforts:
 - 1. Late June 2023, Revenue Division began sending non-filer letters to taxpayers who have not filed/paid for tax year 2022. Collection efforts will continue until the end of September. An average of 15,000 letters are being mailed out weekly.
 - 2. Starting October 2023, compliance letters will continue but at a slower pace through December. Those letters will focus on taxpayers who have outstanding debt from prior years.
 - 3. Collection Agency
 - a. Revenue Division has resumed sending some accounts to their outside collection agency for the first time since before the pandemic. Efforts will start slowly and ramp up.
- b. Numerous AOC members have questions regarding distribution of funds, including City's distribution to the school districts and RACC.
 - i. ARTS tax funds are distributed twice a year to the six different school districts and RACC, normally November and March.
 - ii. City Arts Manager:
 - 1. RACC only receives the disbursement after the city has paid out to the school districts.
 - 2. RACC currently has a surplus of about \$2.4 million Arts dollars and is only allowed to hold the reserve fund up to one's year revenue because of the inconsistent rate of collections over the years.
 - 3. RACC's goal is to distribute funds evenly throughout the year. RACC pays out three times a year to organizations that receive general operating support and two to three times a year to organizations receiving the access grants. RACC's distribution is not necessarily linked to when funds are received from the city.
 - 4. After June 2024, City of Portland will not renew their contract with RACC. Any remaining reserve fund RACC has, RACC will return it back to the City of Portland unless a new agreement is established.
 - iii. There were questions on how the City will distribute fund to RACC in the spring.
 - 1. Before the Spring 2024 distribution to RACC, City Council must make plans to renew a new contract with RACC or will need to modify city code to distribute the Arts funds to another organization.

7. City Arts Program Update

- a. Arts Education Coordinator, Dawn Isaacs:
 - i. She has met representatives from the six school districts including Portland Public Schools. Most recently David Douglas and Riverdale.
 - 1. The goal of the meetings was relationship building and to build rapport and starting to plan for quarterly meetings with the school districts starting in late August or early September.

- ii. She would like feedback on the master calendar of activities for the fiscal year by August 18.
 - iii. Has been working on bringing IGA to current best practices. This update includes removing RACC, add City Arts, adding requirement for state of the Arts report from the Districts, preferably on how qualitative and quantitative are being collected, and clarity on compliance.
 - iv. She would like to know what additional matrix to include on the 2022/2023 reports.
 - v. She would like to create a Teacher Advisory Group. This committee should be comprised of classroom teachers, expressing their perspectives on the Arts program.
 - vi. She also would like to create an Equity Lens. It is a series of questions and changes based upon the inputs.
- b. City Arts Manager, Jeff Hawthorne
- i. RACC and City of Portland contract ends June 2024, but it is not necessarily to end its relationship with RACC, but they are letting the contract expire so that it can be reworked and split into smaller components such as grants work.
 - ii. RFPs will be required for similar work that RACC does. RACC may be awarded future contracts if they apply.
 - iii. City is not looking to do grant making but can/will depending on the outcomes of the RFP.
 - 1. Many AOC members expressed their concern of the City's grant making due to the rigorousness and bureaucracy.
 - 2. If grant making is going to be in-house, AOC members want to make sure the grant distribution meets the terms and conditions of the original ballot.
 - 3. The Chair noted that RACC plans to attend the next AOC meeting (October 2023) to discuss RACC's current grant making process including evaluation and their matrix.

8. Update from the Commissioner in Charge

- a. The Chair reported on behalf of Commissioner Ryan's team.
 - i. Commissioner Ryan has drafted a five-year impact report of the Arts Education and Access Fund.
 - ii. Commissioner Ryan's team requested AOC Committee recommendation/feedback on the five-year impact report.
 - iii. In addition to the five-year impact report, the Voter Council Report/Council Mandate Report is due in late September/early October.
 - iv. The Chair has requested that the Commissioner Ryan's office give AOC members two weeks to review the five-year impact report.

9. Next Steps/Other Items

- a. AOC Membership
 - i. There were concerns relating to AOC membership because some members' terms are expiring in November 2023.
 - ii. Arts Program Manager says that AOC members may be recruited in a few different ways:
 - 1. Community members who are interested in being AOC member may call or submit application with the City's Responsibility to Office of Civil Life.
 - 2. Targeted support recruitment

iii. For the AOC member whose term schedule to expire may reply yes or no to the Chair's email about whether or not they want to seek reappointment. There may not be enough AOC members as some may not renew their membership.

b. 8:06 adjourn.