



Arts Education & Access Fund Oversight Committee

Date: December 14, 2023
Time: 7:00 p.m.-8:15 p.m.
Location: Zoom link: <https://zoom.us/j/5791839895>.
Meeting ID: 579 183 9895

Attendees: AOC Members: Jenn Falco (Chair), Ellen Thomas, Hana Layson, Margo Norton, Suzy Root, Carlee Smith, Ilima Considine, Frank Medrano, Melanie Hernandez, Mark Wubbold, Jessica Lagunas, Leah Faure

City of Portland Staff: Celita Holt (Interim Tax Division Manager), Jeff Hawthorne (Arts Program Manager), Dawn Isaacs (Arts Education Coordinator), Barbra Rice (Personal Income Tax Section Manager)

Members of the Public: Li Ezzell

1. Greetings/Introductions

- a. Welcome new members

2. Public Comment

3. Approval of Prior Meeting Minutes

- a. Meeting notes from 12 October 2023 approved

4. Revenue Update (Barbra Rice)

- a. TY 2022 Collections to date: \$9,919,710 (Due April 15, 2023)
- b. TY 2021 Collections this time last year: \$10,054,080
 - We will continue to receive money as we continue compliance efforts
- c. FY 2023/2024 Collections - \$3,150,619 (7/1/23 – 6/30/24)

- d. FY 2022/2023 Collections - \$11,855,359 (7/1/22 – 6/30/23)
- e. FY 2022/2023 Grants Distributions: \$3,468,668
- f. FY 2023/2024 Grants Distributions to date \$2,057,657
 - Next disbursement will be in March

5. City Arts Program Update

- a. Disbursements are starting to schools. Some are pending calculations from schools.
- b. Arts Tax Readiness: The Revenue Division is entering Arts Tax Readiness time and preparing public communications, including the following:
 - **Dear Resident Mailer:** Sent to every household in Portland and includes a cover letter, paper tax form, and a flyer insert explaining the AEF. The Arts Education Coordinator will coordinate the creation of the flyer insert.
 - **Email Reminder:** Sent to residents with an email on file who have yet to pay their TY2023 tax. The email reuses images from the flyer.
 - **Targeted Bills:** Sent to people who owe from past years.
 - **Press Release:** Coordinated with OMF communications for a release in April.
 - **Tax Software:** Arts tax information is embedded in paid preparer software and this year the software Tax Act will support integration of the Arts Tax. There is a plan for Turbo Tax to support it in future years.
- c. Oversight Reports – Districts and charter schools submitted all requested data for the 2022/2023 school year. The Arts Education Coordinator consolidated school district and charter school data and submitted the draft report to the AOC Chair.
 - The updated IGAs require districts to submit a State of the Arts Report in February for the 2023/2024 school year.
- d. IGAs: All IGA have been provided to districts. Some waiting for signatures/pending while they get board approval. The process is expected to be completed in January.
- e. City Arts webpage went up yesterday: <https://www.portland.gov/omf/arts-program/aeaf>. The Arts Education Coordinator is building the AEF program pages, and anticipate them being made public later this month. Beginning with the February AOC meeting responsibility for hosting and posting all AOC information will shift from Revenue to the City Arts program.
- f. AEF Teacher Advisory Group (ATAG): The ATAG met for their initial meeting on Thursday, December 7th and will have three other meetings this school year on January 11, March 7, and May 2. The group is comprised of five representatives from PPS, all visual arts teachers, and one music teacher from each of the following: David Douglas, Reynolds, and Riverdale. We don't yet have representatives from Centennial or Parkrose. The ATAG is designed to be advisory to the Arts Education Coordinator in their role, rather than to the AOC. Suzy Root, AOC member, will join the ATAG meetings and both she and the Arts Education Coordinator will share insights

from the ATAG with the full AOC. ATAG will meet 4x/year to build cross-district connection and community.

- g. RFP: The City's RFP for small grants administration will be coming out on Monday, December 18th. Responses are due on February 1st. The RFP will be published in BuySpeed and will also be in the City Arts email newsletter.
- h. Monuments: City is working to assess monuments in the City. Please share the Monuments Survey with your network and ask them to participate. Several public talks and conversations are being scheduled for January and February. Visit www.portland.gov/monuments/survey

6. AEF Teacher Advisory Group (TAG) Update (Suzy)

- a. Was impressed by experience and backgrounds. They were excited to communicate cross-districts & teachers happy to be included. Discussed how to communicate the Arts Tax to the communities more. Big thank you to Dawn for pulling it all together.

7. Update from the Commissioner in Charge (Jeff Hawthorne)

- a. Commissioner Ryan has initiated Arts Talks and collaborated with City Arts Program. They went well. They were held in each of the 4 new voting districts. About 200 people came. Many wanted to know why City was ending contract with RACC. Had breakout sessions on the topic. Dawn had some AEF breakouts and Monuments breakouts also happened. Commissioner will review the results and report out later.

8. AEF Recruitment Update (Hana Layson)

- a. Jenn and Hana – set up informational interviews to inform applicants about the role and if it would be a good fit. Recruited five new members from the process. New candidates will be presented to Council. Can attend virtually on City website.
- b. Still recruiting and looking for a diverse committee across all school districts. Portland is well represented but holding positions for underrepresented districts. Please consider how to provide any possible assistance recruiting AEF AOC members that live, work or play in the Centennial, David Douglas, Parkrose, Reynolds and Riverdale school districts.
- c. New members introduced themselves: Frank Medrano, Mark Wubbold, Ilima Considine, Melanie Hernandez

9. Grants Subcommittee Update (Carlee Smith)

- a. Purpose of the committee was to bring forward their recommendations for the next Grant Services provider:

- *We'd like our next grant services provider to make clear which grant programs tie to each AEA objective: K-12 arts ed OR access - specifically illustrating they are meeting the INTENT of the AEA.*
- *Related to the above, we'd like them to indicate whether each funded grant supports K-12 arts ed, access to underserved communities or BOTH! (We think both may apply, for example, to General Operation Support grants currently serviced via RACC.)*
- *Building deeper on the above, we'd like the arts ed reporting broken out by K-5, K-8, K-12.*
- *While this might require partnership with the City (or travel Portland) we would like them to focus on illustrating efficiency, impact and economic tie-ins (e.g. out of state visitors, hotel rooms, etc.)*
- *We would like to see reporting on which underserved communities and how many of them are being reached through access grants (e.g. BIPOC, veterans, low income seniors etc. - exactly how to define these we are not sure) - this supplements the current list of which org got how much and for what kind of program)*
- *Adding to this, an indication of the kinds of programs being funded should accompany the above (perhaps as categories community art-making and appreciation, arts performance, support for K-5 classroom learning - this up for discussion). The goal is for easy to digest messaging to voters about what actually happened with grant funding.*
- *By individual grant, how much additional funding beyond AEA a grantee provided to perform the grant activities ("matching or in-kind funds"), if any (we don't believe this is required). The total will most likely be impressive and can be placed next to the economic impact data above in #4.*
- *The grant administrator(s) should collect and aggregate photographic documentation, anecdotal stories, audience feedback data etc. from grantees, and deliver to City Arts and deliver to the AOC stories/testimonials/quotes, pictures, graphs etc. which can used to explain to the voters what their tax dollars are achieving (this is not the function of the AOC itself).*

b. The AOC will have a representative present in each phase of the RFP process: development and selection (Carlee Smith) and then contract review (Ellen Thomas).

- Question from AOC – Asked Jeff Hawthorne to discuss City's decision to separate the general operating grants from small grants, and as a policy issue, how that relates to the city code regarding distribution of funds. Also what is the timeline for considering any recommendations the AOC might have related to the formula expressed in code (no more than 95% as General Operating Support for arts organizations, and at least 5% as grants for access for K-12 students and underserved communities).
- Response – Plan is to change City Code next year so that Revenue will distribute funds to City Arts Program instead of RACC. The City Arts Program will then distribute the money to our TBD service provider(s). There won't be any

significant changes to the 95/5 formula in FY24 but if the committee has recommendations in the next 12 months the City could consider changes effective July 1, 2025 (1 ½ years from now).

10. Action Items

- a. Next year make decision making about priorities and areas of interest.

11. Other Agenda Items

- a. Leah and Jenn to start a Reporting subcommittee.
- b. Margo encourages new members to engage in a subcommittee and reminds that the job of the AOC is ensure that the will of the voters is upheld.

12. Close

- a. 8:17 adjourn.