



Arts Education & Access Fund Oversight Committee

Date: October 12, 2023

Time: 7:00 PM – 8:30 PM

Location: Zoom Meeting

Attendees: AOC Members: Jenn Falco (Chair), Ellen Thomas, Hana Layson, Eric Miller, Margo Norton, Suzy Root, Carlee Smith, Dunja Marcum (Jennings), Helen Daltoso, Ingrid Carlson

City of Portland Staff: Celita Holt, Jeff Hawthorne, Ian Ryan

NOTE: These notes do not represent the complete meeting as Zoom had technical issues multiple times and was not allowing some participants to join the meeting or get proper audio.

1. Greetings/Introductions (Jenn Falco)

2. Public Comment

3. Approval of Prior Meeting Minutes

- The meeting notes from 10 August 2023 were approved without changes.

4. Hiring

- Jeff Hawthorne provided link to volunteer jobs with COP [Job Opportunities | City of Portland Job Opportunities \(governmentjobs.com\)](#)

5. Current Events

- Dawn Isaccs shared Instagram link to Gladstone School Classwork [Ms. Keira \(@pdxkidartifacts\)](#) • [Instagram photos and videos](#)

6. City Arts Update/Teacher Advisory Group/Points of Order/Process

- Point of order from Margo Norton – asking about how to handle appointments, Jenn Falco asked for requests to be emailed to her. Margo suggests that if a person is going to represent the committee, they should be approved by the committee.
- Dawn Isaccs, City Coordinator, asks the AOC for a TAG member.

7. Darion Jones returning to the City of Portland. Looking forward to coming back to the City.
8. Shared City Council Session on AEAF Impact Report [Portland City Council Meeting AM Session 09/27/23 - YouTube](#)

9. Revenue Update

As of 10/9/2023

- TY 2022 Collections to Date = \$9,514,000
- TY 2021 Collections this time last year = \$9,498,000

Collection Efforts

- TY 2022 non-filer campaign finished at the end of September for taxpayers who owed for TY 2022. If the taxpayer owed for any back years, those amounts were included in the TY 2022 letter.
 - About 168K letters mailed from June through September
- Letters started in October for taxpayers who do not owe TY 2022 but still have an outstanding liability for older years
 - These will go out at a rate of about 3,500 weekly through the end of the year

10. Agenda Items

- Item 7 - reviews for committee applications are coming in
 - Jenn Falco asking for recommendations.
 - Eric Miller asks for contract management/IGA experience.
 - Ellen Thomas asks for attendance, commitment to regular participation.
 - Margo Norton asks for comprehensive information for volunteers on what their obligations will actually be, commitment to accountability.
- Item 8 – 22-23 reports to council
 - Dawn Isaacs collecting data from school district about taking recommendations.
 - What metrics should be reported to build on successes? How can we show how art is connecting with the community, community building?"
- Item 9 - Strengths of AEF grant support making, RACC projects are conducted by experienced professionals, wants to focus on bringing community members into their local spaces.
- Item 10 - Grants
 - AEAF Grants Administered by RACC – see accompanying PowerPoint
 - RACC questions – Margo Norton has question about consistency of money coming in, Helen Daltaso says that rates will fluctuate to provide services even if revenue doesn't increase.
 - Margo Norton has questions about how grants are allocated, Ingrid Carlson responds with how different grant tiers are administered.

- Carlee Smith – grant subcommittees, summary of grants subcommittee processes, dependent on previous grant cycles, work with Jeff Hawthorne on goals, concerns about how grant amounts are sustainable, negotiations over how grants are distributed, concerns about wait time on RFP and org chart and how timely they're being delivered, POO other meetings can be recognized and incorporated.
- The committee discussed the impact/value of grants of varying sizes, from minimum of \$1K or \$5K and up...and how to better measure impact moving forward.
- The committee discussed whether certain grants met both of the AEA's grant objectives - arts access for K-12 students and arts access for underserved communities - as illustrated by SMU data reporting.

11. Hana Layson will serve as the AOC Vice Chair moving forward.

12. Adjourn

- 8:50 PM