



Maryland State Arts Council Meeting September 2019

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ARTS COUNCIL

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Agenda

- 10:00** Call to Order and Chair Remarks, Jack Rasmussen
Welcome New and Returning Councilors
Approval of Agenda
Introduction of Committee Chairs
- 10:10** Executive Director's Report, Ken Skrzysz
Organizational Chart
Past Year Overview
Council Overview
- 11:00** Program Performance and Evaluation Committee Report, Carla DuPree
- 11:30** Major Partners Update, Alysia Lee, Quanice Floyd and Nicholas Cohen
- 11:45** Break
- 12:00** Strategic Planning Implementation, Ken Skrzysz
- 12:15** Staff Reports

Agenda

- 12:45 Lunch**
- 1:15 Equity, Diversity and Inclusion Work
Reading Discussion
Activity, Quanice Floyd**
- 2:30 Facility Update, Teddy Krolik**
- 2:45 New Business, Jack Rasmussen**
- 3:00 Adjourn**



Remarks, Jack Rasmussen

Welcome New and Returning Councilors

Motion to Approve Today's Agenda: Lily Bengfort

Second: Carole Alexander

Vote: Unanimously approved

Introduction of Committee Chairs and Committees

All in attendance except Anthony Cornwell



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Committees

Councilors are assigned to committees but may attend any committee meeting.

Executive Committee

Has general supervision of the affairs of the Council between its meetings, fixes the hour and place of meetings, makes recommendations to the Council, and shall perform other duties as specified in the By-Laws. The Executive Committee is authorized to approve individual grants up to \$2,000, but the total amount of such grants approved by the Executive Committee shall not exceed \$10,000 in any one fiscal year.

Jack Rasmussen, Chair

Julie Madden, Vice Chair

Anne West, Treasurer

Carla DuPree, Programming Performance and Evaluation Committee Chair

Carole Alexander, Senate Appointee

Shelley Morhaim, House Appointee



Committees

Grants Committee (Lily Bengfort, Chair - Timothy App, Zoe Charlton, Jackie Copeland, Tony Cornwell, Sumita Kim, Benny Russell, John Schratwieser, Anne West, Jack Rasmussen)

Review funding recommendation made by the advisory panels; to review applications for grants as necessary; and to undertake such other duties as the Council may from time to time.

Nominating Committee (Carole Alexander, Chair - Zoe Charlton, Jack Rasmussen)

Nominates one candidate for each office and present these nominations to the Council at least one month prior to the elections at the Annual Meeting. Before the elections, nominations from the floor shall be admitted. The election of officers shall take place at the Annual Meeting.

Finance Committee (Anne West, Chair - Lily Bengfort, Joan Lyon, Jack Rasmussen)

Reviews the budget throughout the year and meets ahead of the June Council meeting to review and recommend a budget for the coming fiscal year.



Committees

Governance Committee (John Schratwieser, Chair - Timothy App, Sumita Kim, Shelley Morhaim, Julie Madden, Jack Rasmussen)

The **purpose** of the **Governance Committee** is to enhance the engagement and participation of Council members, and to ensure the effective operation of the lay leadership structure.

Program Planning & Evaluation Committee (Carla DuPree, Chair - Jackie Copeland, Tony Cornwell, Joan Lyon, Benny Russell, Jack Rasmussen)

Reviews and assesses, as necessary, on-going programs maintained by the Council; studies new program initiatives for Council consideration; directs the Council's on-going planning process with respect to policies, programs, and Council operations; makes recommendations for Council action on these matters when appropriate; and undertakes such other duties as the Council may from time to time direct.

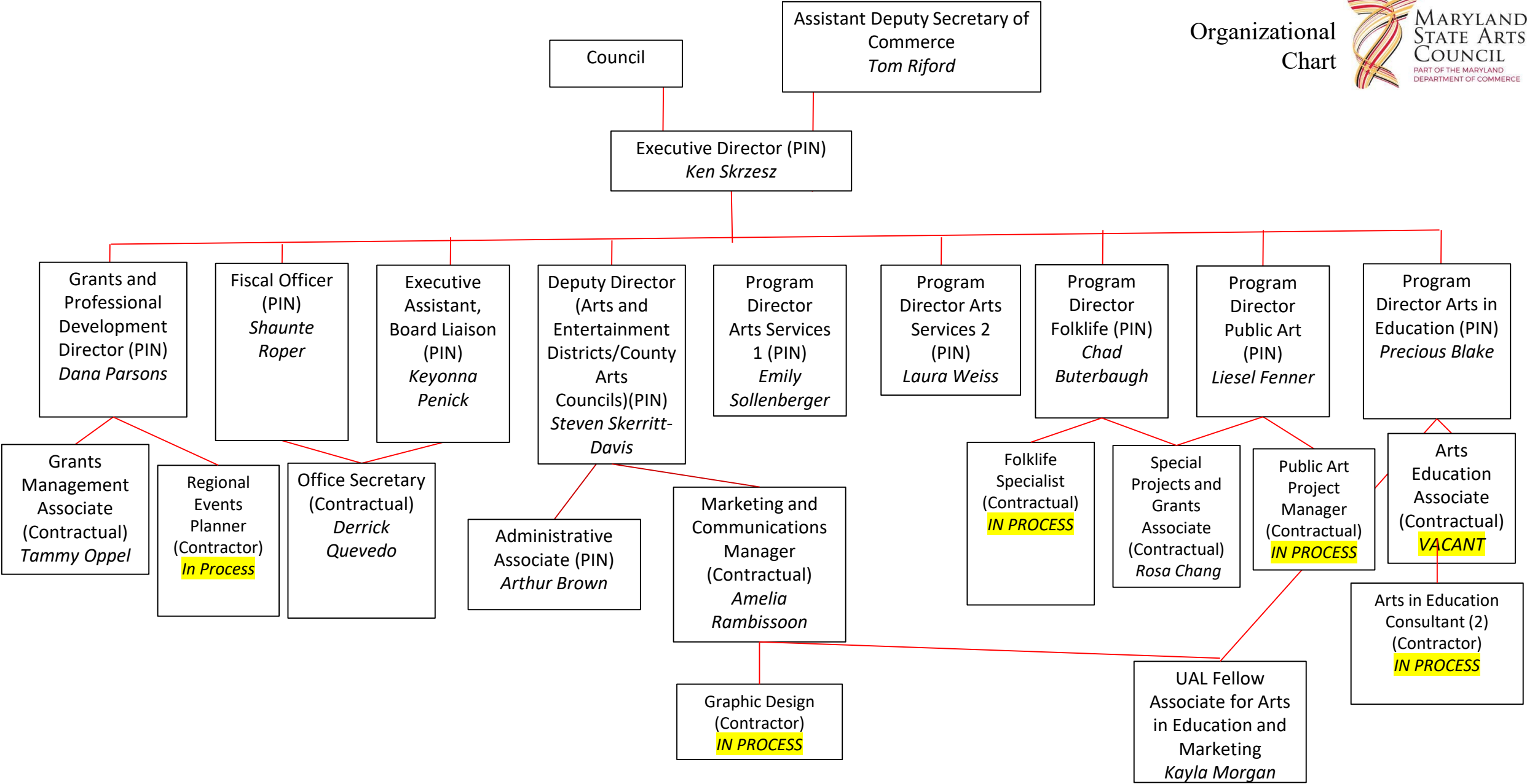
Jack Rasmussen made a motion to approve Committees.

Carole Alexander second.

Vote unanimously approved.

Executive Director Report, Ken Skrzysz

Organizational Chart



Executive Director Report, Ken Skrzysz

Past Year Overview

Executive Director, Ken Skrzysz, shared an overview of the Council activity for the past year. Major points: Increase opportunities for leadership on partners' boards for those that understand 21st century values for arts impact through equity, diversity and inclusion; Continue to increase opportunities for constituent feedback, documenting what we hear, making decisions based on what we hear, here to serve constituents of Maryland; Find ways to augment our storytelling so that we are sharing our accomplishments and impact; This is the work of our time.



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Executive Director Report, Ken Skrzesz

Council Overview



Vision

The Maryland State Arts Council plays an essential role ensuring every person has access to the transformative power of the arts.

Mission

Maryland State Arts Council advances the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland.



Goal 1. Increase Participation: Broaden MSAC's constituency, providing avenues designed to increase pathways to engagement

Goal 2. Provide Intentional Support: Embrace thoughtful and targeted approaches to serving known and yet to be known MSAC constituents

Goal 3. Build Capacity: Work strategically to further build organizational and governance capacity to ensure that MSAC is capable of vigorously delivering on its mission

Goal 4. Leverage Connections: Further enhance current relationships and involve additional partners, collaborators, and constituents who will benefit from and advance the work of MSAC

Goal 5. Bolster Maryland Arts: Showcase the high caliber, diverse and relevant work of Maryland's artists and arts organizations; their contributions to community vitality and MSAC's role as a catalyst

MSAC Overview

Established 1967

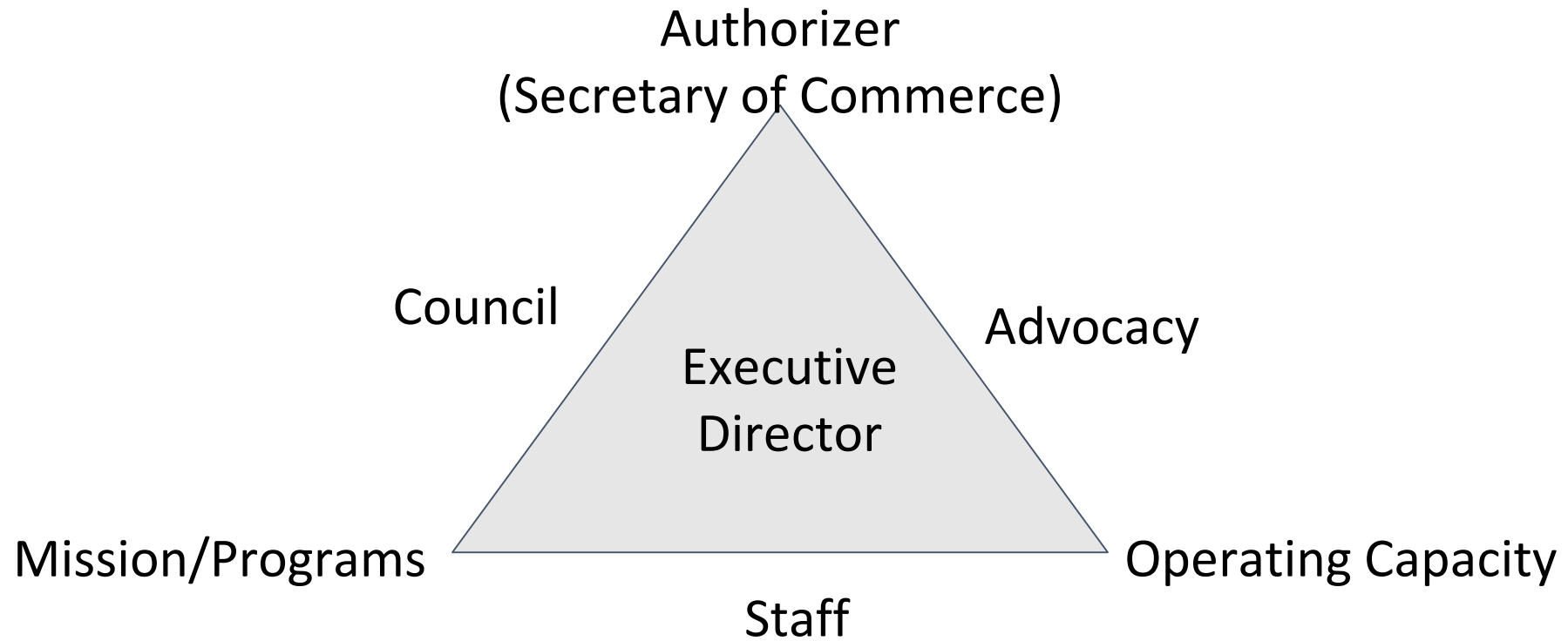
State agency within the Department of Commerce,
Division of Tourism, Film, and the Arts

The Council consists of the following 17 members: and with the advice 13 members and consent appointed by Senate; the Governor in consultation with the Secretary one of whom shall members be a member appointed by Senate; the President and of the Senate of Maryland, at least one of whom shall members be a member appointed of the by House the Speaker of Delegates.

Our work ensures equitable funding for and access to the arts for all Maryland residents.



State Arts Agency Strategic Triangle



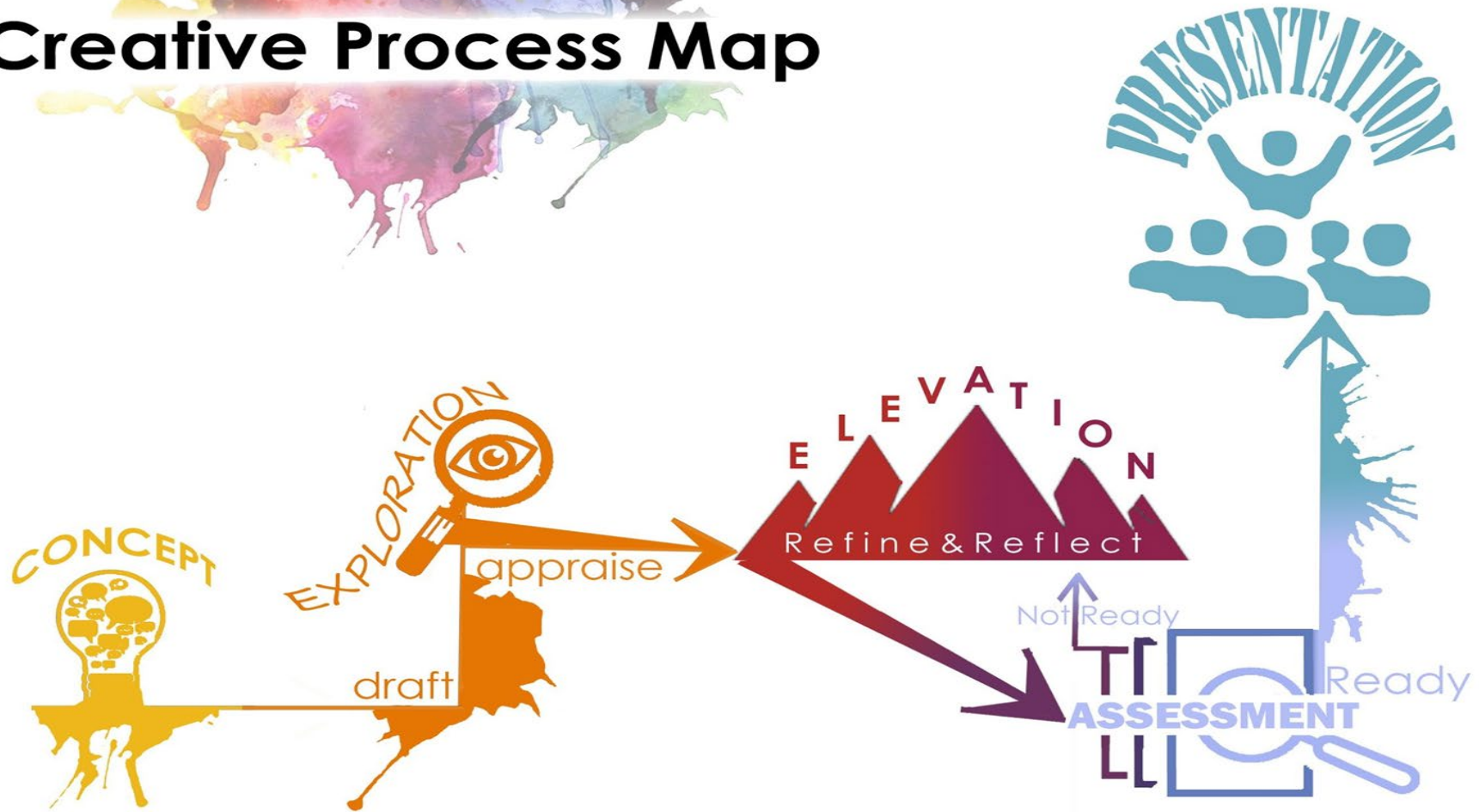


The Role of a Councilor

- Be an advocate for the work of the Council
- Be an advocate for all art forms and all regions of the State
- Be a representative at MD Arts Day
- Attend Council meetings, Council retreats, and committee meetings
- Attend the GFO Panel Orientation
- Attend GFO Panel meetings, as assigned
- Attend exhibits, performances, and events of grantee organizations
- Attend your local Arts Council meetings and events
- Become a member of a professional organization (Maryland Citizens for the Arts, National Assembly of State Arts Agencies, Americans for the Arts, Alliance of Artist Communities)
- Become an active member/participant of your local arts agency
- Connect with Maryland based arts organizations and explore a personal creative practice
- Encourage artists and organizations to apply to the Council

- Meeting Participation:
 - Use your voice in meetings to ask for clarification and/or suggest a different direction
 - Committee meetings are open to all Council members
 - Attend committee meetings to recommend change
 - All councilors may attend committee meetings - committee members may vote
 - Committees take a deep dive into staff presented information
 - Full Council meetings are used to vote on recommendations of the committee, not to re-investigate the committee's work
- Staff Communication
 - Please communicate with the Executive Director, Deputy Director, and Council Liaison as necessary
 - Please limit staff communication to program partner assignments

Creative Process Map



FEEDBACK TOOLBOX

Rumble Language

- ___ The story I make up
- ___ I'm curious about
- ___ Tell me more
- ___ That's not my experience
- ___ I'm wondering
- ___ Help me understand
- ___ Walk me through that
- ___ What's your passion around this
- ___ Tell me why this doesn't fit/
work for you





Program Performance and Evaluation Committee Report

Carla DuPree

General Policy Updates

The following policies are recommended for approval by the Program Performance and Evaluation Committee.



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Current Language	Recommended New Language	Justification
<p>County Arts Councils and A&E Districts are eligible to apply for Creativity Grants.</p>	<p>County Arts Councils and A&E Districts are ineligible to apply for Creativity Grants.</p> <p><i>(Edited the Creativity Grant Program "Eligibility by Program" document for FY20. Track changes document attached.)</i></p>	<p>Consistency: Organizations receiving general operating funds (through GFO) cannot receive additional project funding through the Creativity Grant. County Arts Councils and A&E Districts now both receive general operating funds as well.</p>



Current Language

Recommended New Language

Justification

No current language.

Any organization may request an on-year full panel review at any time, with the understanding that the most recent panel score, whether it is lower or higher, will be used to determine the organization's grant amount.

(To be added to Grants for Organizations Guidelines.)

Clarification and Transparency:
To provide additional information to organizations in a transparent way that would allow them to make more informed decisions about their funding cycle.



Current Language	Recommended New Language	Justification
No current language.	<p>Non-Allowable Expense: Collaborating artists residing outside the state of Maryland.</p> <p>Work may be created in collaboration with artists residing outside the state of Maryland, however applicants and collaborators supported by the grant must be Maryland residents.</p> <p><i>(To be added to Creativity Grant Guidelines.)</i></p>	<p>Clarification and Transparency: Funding can only be used to support projects and artists Maryland. Projects may involve artists outside of Maryland, however the funding from MSAC may not be used for this expense.</p> <p>To provide additional information to applicants in a transparent way that would allow them to make more informed decisions and gain a deeper understanding about their project-based applications.</p>

Current Language

Have 501(c)3 tax exempt status from the U.S. Internal Revenue Service by March 31, 2019, except for units of local government and colleges and universities.

Have operated as an arts organization or arts program for one full fiscal year and be able to submit a financial statement* for their most recently completed fiscal year at the time of application.

Recommended New Language

Have 501(c)3 tax exempt status from the U.S. Internal Revenue Service at the time of application, except for units of local government and colleges and universities.

Have operated as an arts organization or arts program for one full fiscal year and be able to submit a financial statement* for their most recently completed fiscal year at the time of application.



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Justification

Consistency throughout all grant programs; increased access to new organizations:

- No justification for current 6-month window.
- No legal requirement for current 6-month window.
- Creativity Grant programs reflect this policy and language for organizations.
- Removing this 6-month barrier can increase access for newer organizations.

Current Language	Recommended New Language	Justification
<p>No current language is written, however the policy has been in practice.</p>	<p>Organizations with fiscal sponsorships can be funded if:</p> <p>The Fiscal Agency and the Organization operate within a Model A sponsorship. (The Fiscal Agency has direct and active involvement in the oversight and accountability of the organization’s finances and programming.)</p> <p>Organizations with fiscal sponsorships cannot be funded if:</p> <p>The Fiscal Agency and the Organization operate within a Model C sponsorship. (The Fiscal Agency has minimal or no oversight and/or accountability regarding the organization’s finances and programming.)</p>  <p>MARYLAND STATE ARTS COUNCIL PART OF THE MARYLAND DEPARTMENT OF COMMERCE</p> <p>(410) 767-6555 MSAC.ORG</p>	<p>Transparency:</p> <ul style="list-style-type: none"> ● Commitment to having all policies in writing for transparency to constituents within Grant Guidelines documents. ● Research shows alignment of this policy with best practices of the Maryland Philanthropy Network.

The previous policies are recommended for approval by the Program Performance and Evaluation Committee.

Motion: Joan Lyon

Second: Lily Bengfort

Vote: Unanimously approved



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County Arts Development Policy Updates

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Current Language	Recommended New Language	Justification
Community Arts Development	County Arts Agencies of Maryland (CAAM) Network County Arts Development (CAD) Grant	To be intentional and explicit in MSAC's desire to increase collegiality and sharing among the county arts councils, align terminology with the CAAM organization, and rename the grant to be more descriptive.

Current Language	Recommended New Language	Justification
<p>The purpose of the CAD Program is to establish a vital connection to artists, arts organizations, and audiences throughout the State and to encourage local arts activity and funding for the arts on the local level. County arts councils fulfill the purpose of the CAD Program by providing financial and technical support to artists, arts organizations, and arts programs within the county; encouraging and supporting local arts activity; and advocating for the arts in each local jurisdiction.</p>	<p>The purpose of the CAAM Network is to extend the service of the Maryland State Arts Council, supporting county arts agencies with the goals of providing:</p> <ul style="list-style-type: none"> ● a vital connection with artists, arts organizations, and audiences throughout the State; ● encouragement of local arts activity of all disciplines in all of Maryland’s diverse communities; and ● equitable funding for the arts on the local level through transparent processes that are accessible to all county constituents. <p>County arts agencies fulfill the purpose of the CAAM Network program by:</p> <ul style="list-style-type: none"> ● providing financial and technical support that is equitable and accessible to all artists, arts organizations, and arts programs within the jurisdiction; ● engaging with MSAC in ways that strengthen and enhance an inclusive, collegial network of county arts agencies across Maryland that are working in current best practices of local arts agencies; ● encouraging and supporting arts activity, creative expression, diverse programming, and lifelong learning throughout their jurisdictions; and ● advocating for the arts in their local jurisdiction. 	<p>To better articulate the purpose of CAAM, make explicit the purpose of the network, and align the program (and thereby county arts agencies’ work) with MSAC’s current EDI goals.</p>

Current Language	Recommended New Language	Justification
None.	<p><u>Network Expectations</u></p> <p>MSAC recognizes that each county arts agency comprises unique combinations of expertise, capacity, and effective constituent service. To that end, the expectations of CAAM Network members and the County Arts Development grant application and reporting processes are intended to support county arts agencies’ ability to best serve their local constituencies, addressing identified needs while furthering MSAC’s goals for advancing the arts for all Marylanders.</p> <p>MSAC is responsible for:</p> <ul style="list-style-type: none"> ● Providing funding, guidance, resources, and support to aid in the creation and implementation of county arts agencies’ three-year plans. ● Providing tools and resources to aid in county arts agency’s infusion of equity, diversity, inclusion, and access in all aspects of its work. ● Maintaining MSAC grantmaking and reporting schedules, facilitating county arts agencies’ access to MSAC application and reporting materials, and providing technical support as needed. 	To make explicit and add clarity to the expectations of CAAM Network members and MSAC.



Current Language	Recommended New Language	Justification
None.	<p><u>Network Expectations (Continued)</u></p> <ul style="list-style-type: none"> ● Soliciting professional development needs and providing professional development opportunities for the 24 county arts agencies as well as technical assistance to individual county arts agencies and their constituents as needed or requested. ● Publicizing county arts agency grant opportunities, programs, and events. ● Sharing the impact of county arts agencies' work. ● Responding to local needs and concerns communicated by county arts agencies through scheduled reports and other communications. ● Making at least one site visit per year to each county arts agency to meet with leadership, board, and/or constituents. 	To make explicit and add clarity to the expectations of CAAM Network members and MSAC.



Current Language	Recommended New Language	Justification
None.	<p><u>Network Expectations (Continued)</u></p> <p>Each county arts agency is responsible for:</p> <ul style="list-style-type: none"> ● Adhering to all grantmaking and reporting requirements, as communicated by MSAC. ● Making grants to local organizations for arts activities through open, transparent, accessible, and publicized grant programs. ● Supporting local independent artists through grants, programs, and/or technical assistance. ● Supporting local Arts in Education programming outside of school curricula. ● Maintaining programs that are responsive and equitably benefit all county constituents. ● Maintaining a website that publicizes the county arts agency’s grants and programs with current eligibility and grant deadlines and links to MSAC’s site and relevant opportunities. ● Maintaining a distribution list of local constituents. 	To make explicit and add clarity to the expectations of CAAM Network members and MSAC.



Current Language	Recommended New Language	Justification
None.	<p><u>Network Expectations (Continued)</u></p> <ul style="list-style-type: none"> ● Sending regular communications (email, social media, and/or print, etc.) promoting county arts agency and MSAC opportunities. ● Maintaining a current profile page on MSAC’s website ● Notifying MSAC of available local grant opportunities at least two months ahead of deadlines. ● Providing MSAC with ongoing updates of local needs and concerns through scheduled reports and additional communications. ● Communicating grant noncompliance and/or concerns about organizations that receive both county arts agency and MSAC funding so MSAC can provide appropriate technical assistance to organizations. ● Arranging at least one site visit per year for MSAC to meet with county arts agency leadership, board, and/or constituents. 	To make explicit and add clarity to the expectations of CAAM Network members and MSAC.



Current Language	Recommended New Language	Justification
<p>On Year (every 3 years or as requested by panel or staff)</p> <ul style="list-style-type: none"> ● County arts councils submit an application with an eleven page narrative and support materials. ● The application is reviewed by a panel that scores applications and recommends to fund or not. (Scoring does not affect funding amounts.) ● The Council approves funding recommendations at the June meeting. ● Staff provide feedback to councils. 	<p>On Year (every 3 years or as requested by panel, staff, or council*)</p> <ul style="list-style-type: none"> ● County arts agencies submit a three-year plan that details how the county arts agency will meet constituent needs as well as MSAC CAAM Network goals through their grant making and programs. ● A draft plan is reviewed by staff and a review panel, and feedback is given with technical assistance as needed. ● Revisions are made based on staff input, as needed, and the preliminary plan is submitted for Council approval. ● The Council (or a designated committee) reviews on-year county arts agency's' plans and approves them or makes suggestions and requests for revision. 	<p>To align with GFO in making the application a reflective exercise and forward-looking tool that can guide MSAC/CAAM interactions using county arts council-specific priorities that align with MSAC and CAAM network goals; encourage long-term planning and constituent input in county arts agency program development; and encourage Council involvement with county arts agencies' planning.</p>

Current Language	Recommended New Language	Justification
<p>Off Year (intervening 2 years)</p> <ul style="list-style-type: none"> ● County arts councils submit a short Request for Funding application outlining significant changes and ● Staff reviews applications and follows up as necessary. ● The Council approves funding recommendations at the June meeting. 	<p>Off Years (intervening 2 years)</p> <ul style="list-style-type: none"> ● County arts agencies submit a Request for Funding (RFF) that details any changes to its three-year plan, required financial reporting, and any requests for professional development. ● RFFs are reviewed by staff and any major changes are reported to the Council <p><i>*MSAC staff, panelists, or councilors can recommend a county arts agency be required to submit a full application in any subsequent fiscal year for reasons including but not limited to: submission of a weak three-year plan, grant noncompliance, or significant changes in budget, programming, operations, or leadership.</i></p>	<p>To align with GFO in making the application a reflective exercise and forward-looking tool that can guide MSAC/CAAM interactions using county arts council-specific priorities that align with MSAC and CAAM network goals; encourage long-term planning and constituent input in county arts agency program development; and encourage Council involvement with county arts agencies' planning.</p>

The previous policies are recommended for approval by the Program Performance and Evaluation Committee.

Motion: Lily Bengfort, Remove “required to, any subsequent fiscal year we’ll provide technical assistance”

Second: Carole Alexander moved to approve amendment

Vote: All policy changes unanimously approved



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15-Minute Break



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Major Partners Update

The following partners presented updates about their respective organizations:

Alysia Lee, Fine Arts Coordinator, Maryland State Department of Education

Quanice Floyd, Executive Director, Arts Education in Maryland Schools

Nicholas Cohen, Executive Director, Maryland Citizens for the Arts
Mr. Cohen provided legislative updates which included:

- **House Bill 191 and**
- **House Bill 152**



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Strategic Planning Implementation

The Executive Director presented an implementation plan for the Strategic Plan:

Maryland State Arts Council Strategic Planning Implementation 2019-2020

Who	Task	Sep	Oct	Nov	Dec	Jan
Staff/Executive Committee	<ul style="list-style-type: none"> ● Review, Create, and edit actions to be accomplished by 12/2020 (First Draft) ● Research Best Practices for each action and metric to be accomplished by 12/2020 					
Staff	<ul style="list-style-type: none"> ● Communicate Implementation Strategy with Constituents at Regional Arts Institutes and Centralized Listening Session ● Present Goals, Objectives and Strategies to be accomplished by 12/2020 ● Workshop Actions to be accomplished by 12/2020 					
Staff/Executive Committee	<ul style="list-style-type: none"> ● Organize Constituent Feedback ● Finalize Actions 					
Staff	<ul style="list-style-type: none"> ● Share Final Actions with Council 					
Executive Director	<ul style="list-style-type: none"> ● Develop Future Action and Accomplishments Templates for Monthly Review and Reporting 					
Staff	<ul style="list-style-type: none"> ● Begin Formal Implementation of Strategic Plan to be accomplished by 12/2020 					

Maryland State Arts Council Strategic Planning Implementation 2020-2021

Who	Task	Sep	Oct	Nov	Dec	Jan	Feb
Staff/Executive Committee	<ul style="list-style-type: none"> ● Report on Accomplishments with 12/2020 deadline ● Review, Create, and edit actions to be accomplished by 12/2021 ● Research Best Practices for each action to be accomplished by 12/2021 	■					
Staff	<ul style="list-style-type: none"> ● Report on Accomplishments with 12/2020 deadline ● Communicate Implementation Strategy with Constituents at Regional Arts Institutes and Centralized Listening Session ● Present Goals, Objectives and Strategies to be accomplished by 12/2021 ● Workshop Actions to be accomplished by 12/2021 		■				
Staff/Executive Committee	<ul style="list-style-type: none"> ● Report on Accomplishments with 12/2020 deadline ● Organize Constituent Feedback to be accomplished by 12/2021 ● Finalize Actions to be accomplished by 12/2021 			■			
Executive Director	<ul style="list-style-type: none"> ● Finalize Reporting on on Accomplishments with 12/2020 deadline 				■		
Staff	<ul style="list-style-type: none"> ● Begin Formal Implementation for each action to be accomplished by 12/2021 					■	
Staff	<ul style="list-style-type: none"> ● Report on Accomplishments for or each action to be accomplished by 12/2020 and 2021 					■	■
Executive	<ul style="list-style-type: none"> ● Executive Committee assesses accomplishments and recommends next 					■	■



Implementation Strategy

Executive Committee Recommendation to Accept the Implementation Strategy as Presented by the Executive Director and Staff

Additional discussion?

Motion to approve the Implementation Strategy?: Anne Winter-West moved

Second: Joan Lyon

Vote: Approved unanimously by the Council



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Deputy Director Report, Steven Skerritt-Davis, Arthur Brown

- IAA Revision Process
- CAD Revision Process FY21
- CAD FY19 Reports in, FY20 Payments Processing
- CAAM Retreat - September 12-13 (Cumberland)
- County Arts Council Board Visits
- Somerset County Arts Council Update



Deputy Director Report, Steven Skerritt-Davis, Arthur Brown

- **A&E Operating Support**
 - FY19 Final Reports Due 9/15/19
 - FY20 Applications Due 10/1/19
 - Leveraged Funds
- **A&E Revision Process**
 - Alignment with Other Networks



Program Partners, Steven Skerritt-Davis



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<i>Last Name</i>	<i>First Name</i>	<i>Partners</i>
Alexander	Carole	Creativity, A&E, Events
App	Timothy	Public Art, Exhibitions
Bengfort	Lily	Folklife, A&E
Charlton	Zoe	Independent Artists, Exhibitions
Copeland	Jacqueline	AiE, CAD
Cornwell	Anthony	Public Art
Du Pree	Carla	Creativity, AiE (POL)
Kim	Sumita	Public Art
Lyon	Joan M.G.	Folklife, Editor
Morhaim	Shelley	Professional Development, Editor
Rasmussen	Jack	Professional Development
Russell	Benny	Independent Artists, Touring
Schratwieser	John	CAD, AiE
Spangler Madden	Julie	Folklife, Marketing
Winter West	Anne	Creativity

Program Partners

Duties:

- “Sounding board” for Staff.
- Review initial drafts for feedback/advice.
- Review committee recommendations presentations prior to Council meetings.
- Attend program-specific meetings and events (at invitation of the staff).



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Program Partners

- **Thoughts**
- **Additional Discussion**



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Fiscal Officer Report, Shaunte Roper

Introduction

Finance Committee Meeting Scheduled for September 9, 3:00 p.m.



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FY 20- Budget Variance For BSO Grant

FY 20- Funding Requests

FY 20 Budget Variances- Expenditures

	Budget	Actual from FY20	Variance	Variance Explanation
BSO Grant	1,577,598	1,183,199	(394,399)	394,399 of the grant was expensed in FY 19 due to the surplus



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FY 20 Funding Requests

Request Justification	Requested Amount	Executive Committee Recommendation
Baltimore Choral Arts Society for UK tour	20,000	0
BRJA (Baltimore Racial Justice Action)	47,520	47,520
National Commission on Traditional Arts acting as Fiscal Agent for the Production of a Maryland Folklife Book	50,000	50,000
National Folk Festival: additional funding for FY 20	75,000	10,000
FY20 -Total Funding Requests	192,520	107,520



Additional discussion? The Executive Committee recommended that the Baltimore Choral Arts Society pursue funding from the Mid Atlantic Arts Foundation for its UK Tour.

Motion to approve Funding Requests?

Motion: Lily Bengfort

Second: Joan Lyon

Vote: Unanimously approved by the Council



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Thank-you for your time and attention!

Contact Information:

Shaunte Roper

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410-767-6551



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Executive Assistant Report, Keyonna Penick

- **Sharing Documents**
 - **Creating Gmail accounts to access shared Council drive**
- **Board Travel & Expense Procedures**
 - **Deadlines to confirm attendance**
 - **DOB database for booking purposes**
- **Open Meetings Act**
 - http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/OMA_FAQ.pdf
 - **Attendance**
 - **Update Council Bios and Pictures on MSAC and Commerce Website**



Office Secretary Report, Derrick Quevedo

Joint Staff Meeting Report

Maryland State Arts Council
Maryland State Department of Education Fine Arts Office
Maryland Citizens for the Arts
Arts Education in Maryland Schools Alliance

26 Attendees at the Creative Alliance

Anti-Racism Activity
Defining "Partnership"
The Year Ahead
Summit Post Mortem
Collaborative Marketing
Regional Arts Institutes
Kite Building
Networking



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Dana Parsons

Regional Arts Institutes!

Dates and Locations:

*Friday, 9/20 - Washington College, Chestertown

Tuesday, 9/24 - Washington County Museum of Fine Arts, Hagerstown

Thursday, 9/26 - Carver Center, Baltimore

*Friday, 9/27 - The Writer's Center, Bethesda

Tuesday, 10/1 - Ocean City Art League, Ocean City

Friday, 10/4 - Annmarie Sculpture Garden, Solomons

Tuesday, 10/8 - Chesapeake Arts Center, Brooklyn Park

*A&E District pre-institutes



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Dana Parsons

Regional Arts Institutes!

Schedule Overview:

For A&E Districts (Chestertown and Bethesda)

9AM - 10:30AM Learning Lab

11AM - 2:00PM Tour and Lunch in District

2:00-3:00 A&E Updates and Listening Session

1PM - 3:30 PM (+ Other attendees) Browse the Arts & Entertainment District! (On Own)

3:30 PM - Check in and Hello!

3:45 - 4:45 One on One Networking Hour

5:00 - 6:15 Strategic Plan Release and Discussion

6:30 - 7:30 Grants for Organizations On-Year Application Overview

6:30 - 7:30 Independent Artist Network Launch

7:45 - 8:45 Partners Presentation

Councilor Role:

- Participate/Observe
- Network
- Take notes for MSAC staff feedback

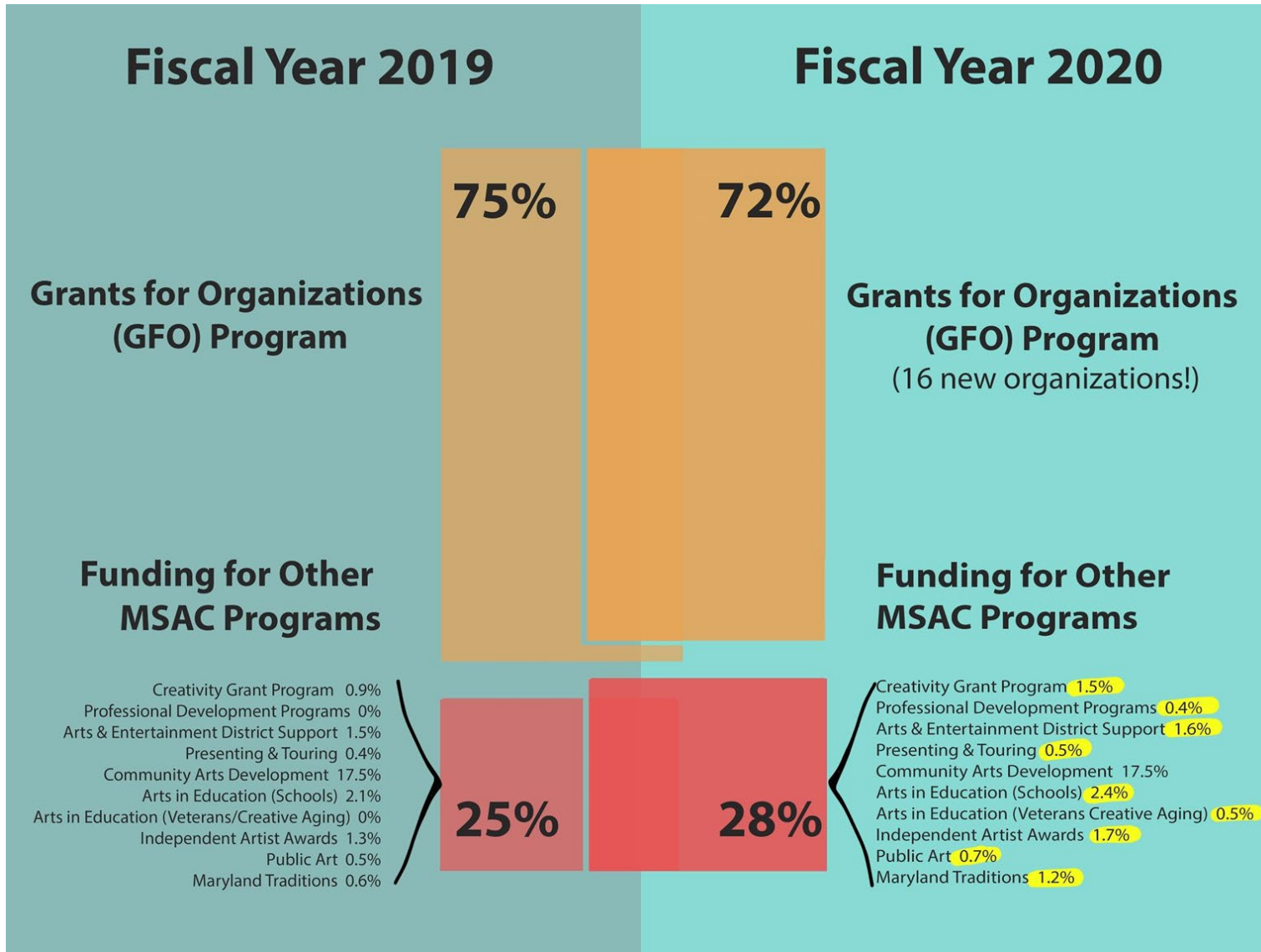


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Request from Executive Committee: Consistent Response



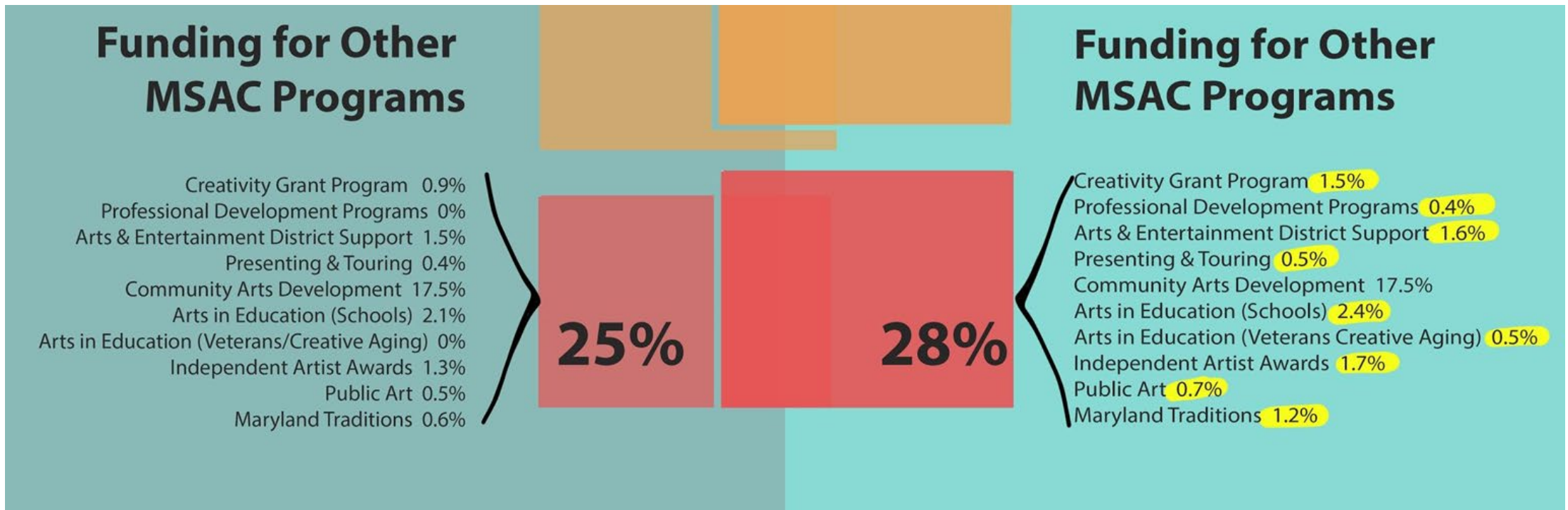
1. From a big picture perspective:

- a. The GFO program is the largest funded program at 72% of all MSAC grant funds.

Request from Executive Committee: Consistent Response

1. From a big picture perspective:

b. The shift in ~2% funding allowed extraordinary accomplishments in 10 other granting programs that focused on feedback from the state and alignment of our Strategic Plan to diversify funding and reach new communities.



Request from Executive Committee: Consistent Response

Grant Award =

Total Allowable Income X
Adjusted Transition Rating X
7.5% (Cap Allocation)

2. From an individual perspective:

- a. Grant amounts were calculated with the same formula for each organization.
- a. The transparency of this formula was included in individual Grantee Feedback alongside recommendations for improvement and/or commendations for the first time in MSAC history.

MSAC Talking Points for Councilors in the Community:

- **The Grants for Organizations program is the largest funded program (72%) of all MSAC grant funds.**
 - **FY19 to FY20 saw ~2% shift in these funds.**
 - **The shift in ~2% funding allowed increased funding for in 10 other grant programs in response to statewide constituent feedback and in alignment with our Strategic Plan.**
 - **Goal 1: Strategy 1: Engage with community leaders, artists, and organizations from less represented areas or communities to better understand and respond to their needs**
 - **Goal 2: Strategy 1: Incorporate grantee feedback to broaden and diversify the opportunities and outcomes of MSAC funding programs.**
- **In alignment with transparency and equity, Grants for Organizations grant amounts were calculated with the same formula for each organization.**



Grants Management Associate Report, Tammy Oppel

Impact of Creativity Grant Program

Month	# of Applicants	# of Grants Awarded
March	94	40
April	52	35
May	89	9
June	57	9
July	51	11
August	41	8
Total	384	112

- Since February 2019, **\$296,097.50** in funding has been awarded to individuals and organizations through the Creativity grant program
- Awards have been granted to individuals and organizations in **23 out of 24** counties across the state of Maryland

Creativity Grants August 2019

- Highest average scores since inception
 - Increase in technical assistance
 - Increased connections to MSAC office
 - Funding for worthy projects is limited

Arts Services Program Director Report, Emily Sollenberger

Independent Artist Network

Call for GFO & IAA Panelists

- GFO due 9/26 with 104 responses to date.
- Majority: Baltimore City, Montgomery, Prince George

GRANTEE FEEDBACK!



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Constituent Feedback GFO (PDF to follow)

“I was thrilled to have the chance to outline what we have cooking at TWC. As we discussed, MSAC's support is enormously important to us, and I look forward to partnering more closely as we go forward.”

- Amy Freeman, The Writer's Center

“While change of any sort is hard, Baltimore Center Stage is greatly appreciative of the changes you and your team have made to the MSAC GFO application process. Baltimore Center Stage applauds MSAC efforts to promote and encourage inclusion in organizational artistic practices, instill equity in non-profit administrative structures, and uplift programming in Maryland arts organizations in order to actively reflect the geographic area of service they seek to serve.

This year's grant application process did for us what a good grant application should do—spark our thinking and inspire us to go further. It brought employees from all levels of Center Stage, across multiple departments, to reflect on the advancement of the organization's mission and values, and to discuss areas for improvement. Baltimore Center Stage looks forward to continuing conversations that began with its GFO application. We are committed to exploring new and expanded ways in which the theater can ensure it is serving its community with the highest regard to access, equality, and inclusivity.

Many thanks for all your support for the great work being done throughout the state.”

- Michael Ross, Baltimore Center Stage



Constituent Feedback GFO

... The Walters Art Museum supports MSAC's bold and ambitious work, as part of the FY20 GFO cycle, which reflects the important and laudable aim to further transparency, openness, and inclusivity in the arts across the states.

We especially applaud MSAC's efforts to respond to the evolving needs of arts organizations and Maryland citizens today and consider how the organization can help direct our state towards a bright future. We appreciated the series of listening sessions MSAC held through the state as an attempt to collect input from different sized organizations across the region. Our team valued MSAC's attempts to make this process transparent and cooperative; having access to the panel meetings and having active communication with MSAC throughout the application process be encouraged were incredibly helpful as we crafted our application and assembled our materials. This was a new process for all of us, and we consider how challenging it is to create and launch a revised mission and a new application. MSAC staff, especially Dana, were incredibly forthcoming with information and accommodating as we worked on our application and navigated evaluations and other logistics. We, at the Walters, wholeheartedly reiterate Michael Ross's assertion that "this process did what a good process should do--spark our thinking and inspire us to go further." This process—which included a cross-divisional group of museum employees--prompted us to look inwards and think outwards, and it has encouraged us to reflect upon the integral role the museum plays in our local city and state communities.

We look forward to being partners with MSAC as we all hone this new and transformative program. We applaud you on its implementation and look forward to working with you as we move forward together.

Thanks so much, and see you soon-

Julia Marciari-Alexander, PhD

Andrea B. & John H. Laporte Director, The Walters Art Museum

Constituent Feedback Creativity (PDF to follow)

This program has allowed us to expand our community reach and reach more citizens on the mid shore. Much appreciated.

- Bay Country Chorus, Dorchester and Queen Anne's

It was amazing to get support to continue to promote unique musical performances at a venue with limited financial means and a low income clientele. We were able to promote and grow artistically, as well as, enhance the community involvement of Maryland jazz artists.

- Jeff Cosgrove, Frederick

This grant was a huge help to us. The kids got a huge kick out of seeing their work performed by professionals. The program would not have occurred without MSAC's support. The kids and teachers had a great time. We presented the plays as part of the Gaithersburg Book Festival this year, greatly expanding our presence in the city and the county.

- Best Medicine Rep, Gaithersburg

The Creativity Grant is such an incredible boon to smaller art organizations and individuals, leveling the playing field and supporting artistic exploration and discovery. Thank you!

- Mind on Fire, Baltimore City



Constituent Feedback (PDF to follow)

As a playwright and former professor of theatre, I am excited by our state's persistent investment in supporting artists and making so many varieties of artistic expression available to all our citizens. It makes me proud to be Marylander..and excite about the prospects for the future.

- Pat Montley, Baltimore County

This has been a wonderful granting opportunity and an excellent program. Thank you!

- Worcester County Arts Council

Thank you for the incredible support for the expansion of my artist portfolio. This program is well-managed and makes a tremendous difference for Maryland artists and residents.

- Liz Seaton, Montgomery County

The MSAC's Creativity Grant made it possible for my organization to expose students to the culture and contributions of the Gullah people through the arts. With the provision of the grant, students gained access to literary theater, books, enhanced lessons in art skills, scientific knowledge of climate warming and sustainability while involved in fabric art, scientific information through engagement in robotics and plants, and enhanced self-perception and positive racial identity. It allowed for collaboration among community partners to make an impact that inspired and empowered young students. On behalf of GJFC Inc., thank you for your support!

- Global Journey for Children, Prince George's



Constituent Feedback (Field Services)

Grant inquiry for Western Maryland Traditions and Folklife Apprenticeship	Chad Buterbaugh is a wonderful listener and collaborator in terms of making connections and encouraging forward progress. My conversation with him left me feeling understood and well directed in next steps for me to take. I appreciated his professionalism and investment in helping connect me to the right information.
Theatre Education professional development	Dana is phenomenal. I have attended many of her PD sessions and have learned valuable, relevant, important concepts from her - every single time. Thank you for sharing her with us - our day with her was the highlight of our back-to-school training!
Looking into grant opportunities	Found representatives to be eager and helpful. Looking forward to working with you.
Fine Arts Professional Development Meeting - Kent County MD	Ken Skrzysz did a phenomenal job! He was professional, personable, well-prepared and engaging. The materials and activities were exactly what we needed. I can't wait to have another session with him.
MD	Our Theatre Workshop with Dana was phenomenal! I walked away with so much information that I can take back and use in my classroom.
in service for drama teachers new school year	Outstanding afternoon! Fed our souls and creative minds 1 million per cent. Very thankful.
Creating a Professional Development Experience for Kent County Public Schools Fine Arts Teachers	Ken Skrzysz provided an outstanding and engaging professional development experience focused on student engagement in the arts. Our fine arts teachers were completely absorbed in the program, they learned practical applications for increasing student engagement in the classroom. A perfect way to start off their school year.
To access a Maryland State Arts Council Touring Grant	It was excellent!
Where to donate art and art supplies. Steve S Davis was great and filled my request. Thank you.	Could not have been better.

Arts Services Program Director Report, Laura Weiss

Field Work Overview

- At the 8/21 Staff Meeting, Staff looked at the current Field Work tracking document to assess where our Field Work (meetings, events, performances, etc.) has taken us so far this year.
- We noticed that some counties are heavily visited, while some are not visited as often.
- We collectively made it a goal that all counties receive at least 2 visits during the course of the calendar year.
- During the last quarter of 2019, we will be focused on attending events and meetings in counties that have received less than 2 visits so far in 2019.

Field Work Tracking Document



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	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Allegany	Chad (Folk), Steven (CAD, Tourism), Ken		Chad (Folk)			
Anne Arundel	Chris, Kayla (Literary), Liesel, Ken	Steven, Chad (Folk), Dana, Liesel, Ken	Liesel, Kayla (Film), Ken	Kayla (Literary)	Ken	Dana (Arts in Education), Chad (Folk)
Baltimore County	Steven (CAD, A&E)	Liesel, Chris, Steven (CAD)			Liesel, Ken	All Staff (Arts Summit)
Baltimore City	Chad (Folk), Liesel, Dana (Music, Theatre), Rosa (Folk/Traditional)	Rosa (Folk/Traditional), Steven (A&E), Dana, Chad (Folk), Ken	Rosa (Folk/Tradition al), Chad (Folk)	Rosa (Folk/Tradition al), Kayla (Visual), Liesel, Chad (Folk)	Liesel, Dana (Large Orgs), Chad (Folk)	Dana (theatre, arts services), Chad (Folk)
Calvert			Ken			

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Caroline				Steven (CAD)		
Carroll	Dana (PD AiE)	Chris, Kayla (Literary)				
Cecil		Chris		Chad (Folk)		
Charles						Liesel
Dorchester		Steven (CAD, A&E), Ken				
Frederick				Liesel, Rosa (PA)		Ken
Garrett			Steven (CAD), Ken	Ken		
Harford	Steven (CAD), Chris	Ken				

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Howard				Ken		Dana (Arts in Education), Howard, Chad (Folk)
Kent	Liesel	Chris, Kayla (Literary)				Ken, Steven
Montgomery	Chad (Folk), Ken	Chris, Dana, Chad (Folk), Ken	Dana, Kayla (Literary), Liesel, Ken, Chad (Folk)	Liesel, Chad (Folk)	Dana (Large Orgs, Visual Art, Theatre), Ken, Chad (Folk)	
Prince George's	Steven (A&E)	Liesel, Dana, Chad (Folk)				
Somerset						
St. Mary's		Ken			Steven (A&E)	Chad (Folk)



	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Queen Anne's	Chris, Liesel					Liesel/Rosa
Talbot	Chad, Liesel, Ken		Steven (CAD), Ken			Liesel/Rosa, Ken
Washington			Steven (CAD)			
Wicomico			Chad (Folk)	Chad (Folk)		
Worcester				Ken, Chad (Folk)	Steven (CAD), Ken	Ken

Public Art Program Director Report, Liesel Fenner

Public Art Across Maryland Grants



Maryland Public Art Initiative Projects

Always Ready
Mark Stutzman
Easton

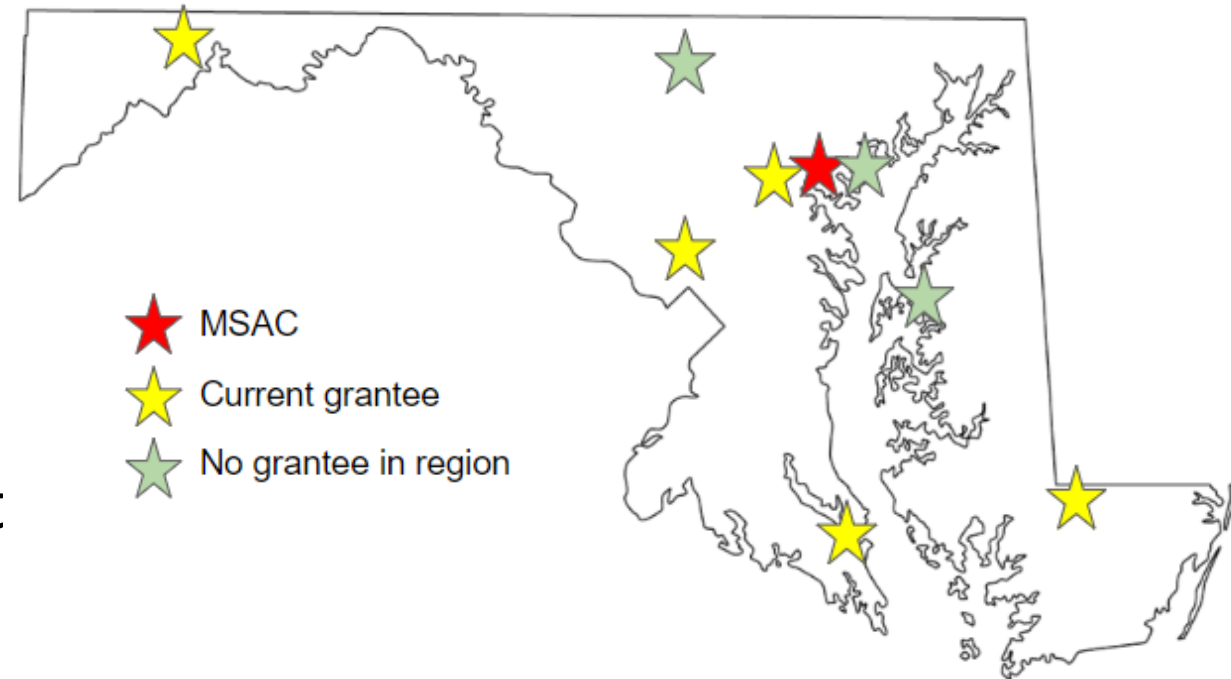


INFLIGHT Volkan Alkanoglu
Dedication 10-12-19, 11 AM
UMBC Interdisciplinary Life Sciences

Maryland Traditions Program Director Report, Chad Buterbaugh

- **Folklife Network development**

- FY 2020 funding in process for current grantees
- FY 2021 applicants being sought
- Guidelines reviewed by current grantees
- PPE review Oct. 22



Maryland Traditions Program Director Report, Chad Buterbaugh

- **Folklife funding**
 - Book production and design
 - Increase for National Folk Festival



Maryland Traditions Program Director Report, Chad Buterbaugh

Upcoming events

- National Folk Festival
 - *Sept. 6-8, Salisbury*
- NEA National Heritage Fellowship events
 - *Sept. 18 & 20, Washington, DC*
- Appalachian Festival
 - *Sept. 21, Frostburg*
- American Folklore Society conference
 - *Oct. 16-19, Baltimore*



Baltimore City storyteller Mama Linda Goss. Photo by Edwin Remsberg Photographs.



Arts in Education Program Director Report, Precious Blake

Welcome, Precious!

Joins the Council from the Kennedy Arts Center, led regranting and national awards to artists, excited about teacher artist roster as well as bringing arts in education to the students of Maryland.



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Marketing and Communications Report, Amelia Rambissoon, Kayla Morgan



Month (2019)	Total Impressions	Total Post Engagement	Total Likes
January	39.7k	812	5,544
February	33.7k	853	5,598
March	110.7k	3,961	5,700
April	90.9k	2,081	5,833
May	94.4k	4,031	5,887
June	51.4k	1,549	5,979
July	56.7k	2,666	6,026
August	49.23k	4,597	6,102
Jan - Aug 2018	330,084	20,613	5,312
Jan - Aug 2019	476,407	42,287	6,102

Marketing and Communications Manager Report, Amelia Rambissoon



Month	Total Impressions	Total Post Engagement	Total Followers
January	0	120	1,195
February	9,164	542	1,338
March	8,122	432	1,408
April	11,924	720	1,514
May	7,947	483	1,585
June	17,618	1,000	1,655
July	9,004	407	1,717
August	10,056	552	1,766
Jan - Aug 2018	0	806	779
Jan - Aug 2019	71,855	4,159	1,766

Marketing and Communications Manager Report, Amelia Rambissoon



Month	Organic Impressions	Total Engagement	Total Followers
January	4,152	3	6,883
February	18.9k	190	6,897
March	41.9k	421	6,908
April	42.2k	491	6,945
May	26.6k	215	6,963
June	35.7k	416	6,971
July	37.1k	394	6,988
August	35.2k	400	6,995
Jan - Aug 2018	54.1k	859	6,750
Jan - Aug 2019	244k	2,530	6,995



Marketing and Communications Manager Report, Amelia Rambissoon

Upcoming Projects

- **Social Media partnership with AEMS, MCA, MSDE**

Creating infographics, a shared message, incorporating “social media holidays”

- **New website and rebranding**

Working with Commerce to streamline MSAC’s branding

- **Wide Angle Youth Media Film Project**

Wrapping up filming on the first batch of promotional videos for release in early 2020

- **Year of the Woman**

Working with JHU to promote branded events in 2020

- **Hiring Contractual Graphic Designer**
Immediate projects include:

- Templates for newsletter, eblasts, social media posts
- Publications: Strategic Plan, A&E District program, Economic Impact Report
- Folklife Network branding
- Grant cycle infographics

Special Projects Report, Rosa Chang

Exhibition (Four times a year)



**New Exhibition Coming up!
9/12-11/12**



Pilot Project: Baltimore Natural Dye Initiative



**First Indigo Harvest Day
with the First Lady
@ Parks and People
on August 19, 2019**



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30-Minute Lunch



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Equity, Diversity and Inclusion

**Quanice Floyd, Executive Director,
Arts Education in Maryland Schools**

**Quanice led the staff and Council members
in an exercise, highlighting accessibility.**



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Facility, Ken Skrzesz

Timeline Update:

1. August 14, 2019 - Commerce decision to move forward with lease
2. September 25, 2019 -- DGS lease drafted (30 business days)
3. October 9, 2019 -- lease signed (10 business days)
4. December 4, 2019 -- lease approved by BPW (40 business days)
5. February 26, 2020 -- space planning and construction drawings complete (60 business days)
6. May 6, 2020 -- permitting complete (50 business days)
7. September 9, 2020 -- construction complete (90 business days)
8. Sept 23, 2020 -- move in complete (10 business days)



New Business, Jack Rasmussen

None



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Wide Angle Youth Media Project Vote

Extend the timeline by 1 year and increase the funding by \$75,000 for the Wide Angle Youth Media project. MSAC contracted Wide Angle Youth Media to create video marketing pieces for all 24 County Arts Councils, all 26 Arts and Entertainment Districts, and statewide marketing pieces for MSAC. The reasons for the timeline extension are that the original contract was delayed by 4-months as we clarified procurement procedures within the Department of Commerce and actual filming had to be rescheduled because of time restraints and weather complications within each County/District. The funding increase is due to the rescheduling of filming, expanded needs within each County/District, and the addition of two (possibly three) A&E Districts before the project ends. Steven and I have met with Wide Angle Youth Media and recommend both the extension and funding increase to bring this project to completion.

Approved: Ron Young, Julie Madden, Carole Alexander, Joan Lyon, Sumita Kim, John Schratweiser, Shelley Morhaim, Jack Rasmussen, Jackie Copeland, Anne West, Carla DuPree, Lily Bengfort



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Governance Committee Vote

*The addition of a Governance Committee to the standing committees of the Maryland State Arts Council. The **purpose** of the **Governance Committee** is to enhance the engagement and participation of Council members, and to ensure the effective operation of the lay leadership structure. Specific actions to be taken by the Governance Committee include: Finalizing the By Laws; Creating a procedure for board engagement that includes Field Work, Ambassador, Speaking Opportunities, and; Reviewing and editing Board Orientation.*

Approved: Ron Young, Julie Madden, Carole Alexander, Joan Lyon, Sumita Kim, John Schratweiser, Shelley Morhaim, Jack Rasmussen, Jackie Copeland, Anne West, Carla DuPree, Lily Bengfort



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Maryland Traditions Vote

*The approval of Maryland Traditions Apprenticeship (\$40,000) and Project Grants (\$24,229) for Fiscal Year 2020. The **Maryland Traditions Apprenticeship Award** supports living cultural traditions by connecting master folklife artists with apprentices to whom they may pass on their skills and knowledge. The **Maryland Traditions Project Grant** supports research and programming at organizations whose work complements the mission of Maryland Traditions to identify, document, support, and present folklife.*

Approved: Ron Young, Lily Bengfort, Jackie Copeland, Carole Alexander, John Schratweiser, Shelley Morhaim, Jack Rasmussen, Timothy App, Julie Madden, Anne West



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Baltimore Symphony Orchestra Fiscal Analysis Vote

Through the League of American Orchestras, a fiscal analyst was identified to perform an objective review of the BSO's financial situation and publish a report. The cost is \$8,000 and the request is that MSAC cover the expenditure. We have the funding in FY19 surplus so it will not affect the FY20 budget.

Approved: Carole Alexander, Joan Lyon, Shelley Morhaim, Jack Rasmussen, John Schratwieser, Zoe Charlton, Timothy App, Sumita Kim, Lily Bengfort, Jackie Copeland, Anne West, Carla DuPree, Tony Cornwell, Julie Madden, Ronald Young



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Other new business?

Adjourn



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