



**National Coalition for Arts' Preparedness & Emergency Response
Steering Committee Meeting Minutes
Thursday, February 28, 2019 1:00 EST**

ORGANIZATIONS

- [The Actors Fund](#)
- [Americans for the Arts](#)
- [3 Arts](#)
- [CERF+](#)
- [Grantmakers in the Arts](#)
- [Joan Mitchell Foundation](#)
- [MusiCares](#)
- [National Endowment for the Arts](#)
- [National Performance Network](#)
- [New York Foundation for the Arts](#)
- [National Assembly of State Arts Agencies](#)
- [Performing Arts Readiness Project](#)
- [South Arts](#)

INDIVIDUALS

- Stephanie Atkins
- Ted Berger
- Cornelia Carey
- Debbie Carroll
- Tom Clareson
- Mirielle Clifford
- Barbara Davis
- Ruby Lopez Harper*
- Jennifer Leff
- Andi Mathis
- Janet Newcomb, Exec. Dir.
- James Hafferman
- Rose Parisi
- Mollie Quinlan-Hayes*
- Michael Royce
- Amy Schwartzman
- Tom Simplot
- Susie Surkamer
- Kay Takeda
- Eddie Torres
- Patricia Walsh
- Suzanne Wise
- *Co-Chairs
- Lynn Dates, Program Assoc.

PARTICIPANTS		3-Jan	28-Feb	28-Mar	April 25
Stephanie	Atkins	✓	E		
Ted	Berger	✓	✓		
Cornelia	Carey	✓	E		
Debbie	Carroll	E	E		
Tom	Clareson	✓	✓		
Mirielle	Clifford	✓	✓		
Barbara	Davis	✓	E		
Ruby	Lopez Harper	✓	✓		
Jennifer	Leff	✓	✓		
Andi	Mathis	E	✓		
James	Hafferman		✓		
Rose	Parisi	✓	E		
Mollie	Quinlan-Hayes	✓	✓		
Michael	Royce	✓			
Amy	Schwartzman	✓	✓		
Tom	Simplot	E	E		
Susie	Surkamer	✓	E		
Kay	Takeda		E		
Eddie	Torres		E		
Patricia	Walsh	E	E		
Suzanne	Wise	✓	✓		
Janet	Newcomb	✓	✓		
Lynn	Dates	✓	✓		
Barbara	Schaffer Bacon	✓			

TOPIC	DISCUSSION/DECISION/ACTION	BY WHOM
WELCOME	Welcome, Introductions & Announcements 1:00 pm EDT James Hafferman, Deputy Director at CERF+, first meeting today, Steering Committee introductions all around.	M. Quinlan-Hayes, R. Harper
ANNOUNCEMENTS	Celebrated J. Newcomb's one-year anniversary.	M. Quinlan-Hayes, R. Harper

<p>EXECUTIVE DIRECTOR UPDATE</p>	<p>J. Newcomb presented her update Executive Director Update – 2.28.19 Travel:</p> <ul style="list-style-type: none"> ▪ January 19 - Cancelled due to weather – Chamber Music of America presentation, although Tom was able to get there and represent on behalf of both PAR & NCAPER. ▪ January 30 – At the request of the VA Commission for the Arts, I presented at Art Works for VA Conference in Richmond with Carrie Cleveland from CERF+. Janet Starke, ED, has assured me of her interest in supporting NCAPER’s role and wants to strengthen and coordinate communications to ensure that her network of arts organizations and artists are aware of our resources – both in planning and in times of crisis. We had about 20 participants and others stopped by who had gone to competing sessions. ▪ February 13-17 – Montreal -to attend the Folk Alliance International Conference. Focus Group (7 in attendance representing an affinity group of music festivals); Exhibit booth – many artists and presenters stopped by and inquired about NCAPER and PAR. <p>Programmatic Agenda:</p> <ul style="list-style-type: none"> ▪ February 6 – Ellen Korpar came to Corning to conduct a workshop on disaster planning for the first meeting of the Southern Finger Lakes Arts Preparedness Network; 23 in attendance. This gave me an important glimpse into how the planning guide is being used. I realized that NCAPER needs to get more feedback on how the new PAR networks are using the <i>Cultural Placekeeping Guide</i>. Tom and I will be talking further with the grantee organizations and perhaps bring up Amy to work with them at the end of their PAR grant period. ▪ February 20 – I conducted a video interview about NCAPER with Leah Hamilton from the University of Kentucky arts management program faculty. She is teaching a summer course on preparedness and wanted a video interview for her students. She was interested in having PAR & NCAPER join her in a roundtable discussion for the Association of Arts Administration Educators’ conference if her proposal gets accepted. ▪ February 27 – had a conversation with Ayanna Kiburi, Deputy director of CA Arts Council and Caitlin Fitzwater, Public Information Officer of CAC about having NCAPER & PAR assist them in conducting 9 regional informational and training sessions on preparedness for their arts councils throughout the state this summer. Tom and I are talking about this later today. This dovetails extremely 	<p>J. Newcomb</p>
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	<p>well with our workplan goals for 2019 of the Mellon grant deliverables - “connecting” networks within and beyond the arts sector.</p> <p>DISCUSSION: T. Berger - What would they have to do to get money to get us there? With a feeling of anticipation of what’s to come, there is the larger issue of sustainability through larger networks. Long-term thinking is needed - the creation of a sustainability model.</p> <p>A. Schwartzman – At one time we were working to create a network in CA - it didn’t move forward. Amy will work with Cornelia to locate historical materials that they can share with the SC, and would like to talk about this at a different time.</p> <p>T. Claeson – PAR’s grant requires workshops and webinars, this outreach might accomplish that for Jan and Tom. Further discussion will ensue so funds are maintained.</p> <p>Continued ED Report - Administration</p> <ul style="list-style-type: none"> ▪ Co-chairs conducted my first annual review this past Monday ▪ I prepared the narrative for the Mellon Interim report that was submitted by South Arts yesterday. We underspent approximately \$105,000 of our first-year allocation of Mellon funds – calendar 2018 - due to delay in hirings and also delays in project development. However, the videography project ramped up in January, and now with the membership roll-out approaching and the work in California, we will be implementing soon the deliverables that had originally been proposed for the first year. 	
<p>COMMITTEE UPDATES</p>	<p>MEMBERSHIP – no report. Expanding upon the conversation noted above – CA groups might be prime candidates for membership. Requested that Jan organize a phone call of the membership committee. T. Claeson - International Consortium of Library Consortia (ICOLC) is an organization he is familiar with to look at for membership ideas.</p> <p>TRANSITION – the working groups have not met since January meeting.</p> <p>AGENDA (formerly PROGRAMS) – no report</p> <p>GOVERNANCE REVIEW AD HOC – Reported that ideas regarding changes to current governance document were shared with J. Newcomb, we’ve discussed strategies, and a plan for presentation to the SC.</p> <p>FUNDRAISING S. Surkamer met recently with T. Simplot, who had recommended approaching insurance companies for funding or sponsorship – he will be taking another tactic with them soon.</p>	<p>S. Wise</p> <p>M. Quinlan-Hayes</p> <p>T. Claeson</p> <p>A. Schwartzman</p> <p>J. Newcomb for S. Surkamer</p>

	<p>They discussed seeking corporate funding and asked SC members for suggestions. M. Quinlan-Hayes suggested approaching Home Depot or Lowes.</p> <p>MARKETING/COMMUNICATIONS – Reported that the workgroup reviewed the possibility of marketing the online tool, but since it is still in development we will hold off. At this time we feel it is best to arrange a joint call with Membership and work to create a plan for a successful launch. We are working to enhance NCAPER’s social media presence and ask that SC members provide social media links and social media contact within their organizations. M. Clifford will send an excel spreadsheet for SC input about what’s working, what’s not with the website. SC should review the site and record notes on the spreadsheet.</p>	M. Clifford
MEMBER UPDATES	<p>CERF+ - J. Hafferman reported on behalf of C. Carey: Mellon grant activities began 1/1/2019, and will play out in two phases, with artist responders training artists in emergency preparation and with CERF+’s other tools. They will be exploring regions and making contacts. Fiscal review, long term strategy. J. Hafferman noted that the focus would be studio artists only. A. Schwartzman asked if this might be reconsidered and be done more holistically – expanded.</p> <p>J. Hafferman – artist responders will be able to expand over the long term. Discussion: M. Quinlan-Hayes – how are regions determined? J. Hafferman – chamber of commerce determined areas of higher national disaster occurrence. First half is an exploration. Considered red zones, partners, and arts community. A. Schwartzman – as we think about membership and expansion we need to remember we are not a diverse organization and we should always keep this in mind.</p> <p>J. Hafferman – CERF+ is preparing to hold workshops in USVI; working with PAR and FEMA. NCAPER is supporting this endeavor through funding. T. Claeson – USVI has developed an academic and resources major and the week-long classes will take place late April through early May.</p> <p>J. Hafferman – C. Carey attended the Clinton Global Initiative who is looking at how to continue to work with artists. Upcoming CERF+ board meeting will be held in PR.</p> <p>NEA - A. Mathis noted that she is on the PR cultural resources solutions team for FEMA. They are planning grant and technical assistance workshops, including advising organizations on obtaining 501(c)(3) status. Discussion: A. Schwartzman recommended Celia Romeny for an organization similar to Lawyers Alliance in NY but with a different name.</p> <p>T. Berger inquired of A. Mathis – What do we need to do to advance conversations with NEA? Eventually the private sector will inquire about its involvement.</p> <p>A. Mathis responded that NEA would like to have a policy for how they respond to recovery and must have internal conversations first, since they don’t have a special account for this type of work.</p>	All

	<p>A. Schwartzman suggested looking at the NEH as an example of a funding organizations. A. Mathis noted that NEH has program authority to support institutional preservation projects, while NEA’s program authority is to support arts projects. (updated 3/25/19 led)</p> <p>South Arts - M. Quinlan-Hayes noted that six regional arts organizations met in DC recently and talked with A. Mathis and senior leadership making a point that readiness and recovery remain on radars. Colleagues at Mid-America Arts Alliance are putting together an exhibition of PR artists. The online tool development is still in process. Using their ingredient strategy – South Arts is co-sponsoring a creative placemaking conference in South Carolina.</p> <p>A. Schwartzman noted that her Rand reports are stalled in review. She created a hurricane impact report – she will publish independently when the Rand completes their reviews. Some regions feel as though they are back to normal. PR demonstrated that their needs remain and have been preexisting problems. T. Berger reminded SC of an action item from the January SC meeting. To create a preparedness report for state arts agencies – a report card to the field to talk about where we are – progress and continuing vulnerability. Discussion: M. Quinlan-Hayes agreed and will talk further with Ted, Amy and Jan.</p> <p>NYFA - M. Clifford noted that recycling previously created content is a good idea. At the upcoming Arts Action Summit – M. Clifford will present on the Create Act, and will include NCAPER slide – still working with Legislators.</p>	
NEW AND OTHER BUSINESS	None	All
ADJOURNMENT	2:05 PM	J. Newcomb
NEXT MEETING	March 28, 2019 at 1:00 PM	