



# National Coalition for Arts' Preparedness and Emergency Response

## Steering Committee Meeting Minutes

Thursday, April 25, 2019 1:00 PM (EDT)

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

TOPIC	DISCUSSION/DECISION/ACTION	BY WHOM
Welcome, Introductions & Announcements	Ruby Lopez Harper welcomed and thanked everyone for participating on the phone call and for all the contributions they are making to NCAPER.	R. Lopez Harper
Approval of March 28, 2019 meeting minutes	PROPOSAL: To approve the March 28, 2019 meeting minutes MOTION: T. Clareson moved to approve, motion was seconded by T. Berger All in favor VOTE: Yes - 8, No - 0, Abstentions - 0 APPROVAL: Motion passed 4/25/2019	R. Lopez Harper

<p>Executive Director's Update</p>	<p><b>Travel:</b></p> <ul style="list-style-type: none"> <li>▪ <b>PAR Steering Committee on-site meeting in Atlanta</b> – occurred during our last steering committee call. <b>March 28-29</b></li> <li>▪ <b>Tom Tom Creative Ecosystems Festival</b> in Charlottesville, VA – <b>April 11</b>. Participated on a panel moderated by Andi Mathis, Alison Russo, Artist Protection Fund and Rhonda Bellamy, Wilmington, NC Arts Council. "Now What: How Arts Communities Prepare". Attended by approximately 20 participants.</li> </ul> <p><b>Programmatic Agenda:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Spotlight</b> – second bi-fold on NCAPER activities was published in late March to use as a "leave behind" information piece. You all received it in your membership solicitation packet.</li> <li>▪ <b>HENTF</b> phone calls for Nebraska and Iowa – continue to participate with state arts council people, including Suzanne Wise and FEMA representatives. Students working with Lori Foley at HENTF will be calling arts people affected by the flooding in these two states and will refer them to NCAPER.org to complete the assessment form.</li> <li>▪ <b>Managing Disaster Response without a Dress Rehearsal: <i>Turning Lessons Learned into Action Steps for Preparedness</i> - AFTA panel</b> – put together a panel for our AFTA Conference session for June 16 which includes Brenna Quigley from Puerto Rico, Mitch Menchaca Executive Director, City of Phoenix Office of Arts + Culture, Amy Schwartzman, author of Cultural Placekeeping Guide and Mollie Quinlan-Hayes, to discuss the online tool. This is a shared NCAPER/PAR conference session including a booth. Plans are being made to video tape the session by Forage Films.</li> <li>▪ <b>Online tool</b> – Mollie and I have had weekly calls with Ann Marie Willer from NEDCC; beginning next week our calls will include Frank from Cuttlesoft and will focus on content development of the site.</li> <li>▪ <b>NCAPER Membership</b> – solicitation letters to charter member organizations and individual members of the steering committee were sent via snail mail last week. Registration and payment may be done by check or online through PayPal or Stripe payment systems.</li> <li>▪ <b>Arts Sector Field Guide to FEMA proposal</b> – was submitted by Susie Surkamer to the NEA for NCAPER to receive funding to support the creation and dissemination of the guide and for remaining funds to be used to support Marketing efforts around the online tool. <b>The RFP will be sent out on May 15.</b></li> <li>▪ <b>PAR/NCAPER/California Arts Council Introductory Webinar</b> – <b>scheduled for Thursday, May 23 @ 4 PM EDT:</b></li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>▪ <b>Fiscal agent agreement</b> – was submitted to South Arts early in April</li> <li>▪ <b>Set-up of payment system on NCAPER.org</b></li> </ul> <p>In response to a question from T. Berger, Suzanne Wise gave an update about how individual artists reach out for help with the flooding. She emphasized that more organizations need to know about NCAPER.</p>	<p>J. Newcomb</p>
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	<p>Malcolm White who were going to report on NCAPER activities missed because of travel problems; fellowships to 9 artists, southern prize awarded.</p> <p><b>T. Clareson, PAR</b> – conducted 12 focus groups to determine progress of the PAR project; will release a survey in May to see where people are in preparedness planning. Conference season starts up in June; will conduct classes with CERF+ and PAR in Puerto Rico in June, 41 disaster planning grants are at mid-point and will see where they go by the fall – key trends.</p> <p>Questions: Any update on tool replacement? M. Clifford will get back; Have any other funders required a readiness plan besides South Arts? Mollie - maybe one other; T. Berger – brought up the idea of WAGE which advocates for artists’ wages; we should explore opportunities for additional conversations with NCAPER, PAR, Arts Ready re. standards for developing an Arts Readiness Certification process. T. Clareson suggested the idea could be incorporated into the next Mellon Foundation proposal.</p>	
<b>New &amp; other business</b>	None	All
<b>Adjournment</b>	1:50 PM EDT	J. Newcomb
<b>Next meeting: Thursday, May 30, 2019, 1 PM EDT</b>		
<b>Respectfully submitted:</b> <b>Lynn Dates</b>		