

## **Metro Arts Executive Committee Meeting Minutes**

**Date:** July 15, 2024

**Time:** 6:00 – 7:30 PM

**Location:** 1417 Murfreesboro Pike,  
Green Hills Conference Room,  
Nashville, TN 37217



**METRO ARTS**  
NASHVILLE OFFICE OF ARTS + CULTURE

**Present Committee:** Leah Dupree Love, Janet Kurtz, Heather Lefkowitz, Campbell West  
**Ex-Officio Member Present:** Dr. Paulette Coleman (Interim Executive Director)

**Metro Arts:** Vivian Foxx

**Metro Legal:** Tessa Marsh-Ortiz

### **A. Call to Order, Welcome, and Land Acknowledgement**

Chair Leah Love called the meeting to order at 6:02 PM. She opened with a land acknowledgment, recognizing the traditional lands of Indigenous people and expressing a desire to refine the language in future versions.

### **B. Public Comment**

No members of the public signed up to speak. Staff member Vivian Foxx confirmed there were none submitted online, or in-person public comments submitted.

### **C. Approval of Minutes: February 7, 2024**

***A motion was made to approve February 7, 2024 minutes by Commissioner Love and seconded by Commissioner Lefkowitz. The motion passed by common consent.***

### **D. Action Items / Discussion**

#### **a. Interim Director Timeline**

Chair Love acknowledged Dr. Coleman's leadership since her appointment on May 16 and expressed appreciation for her stabilizing presence. The committee discussed forming a selection committee to begin the search for a permanent Executive Director in coordination with HR. Chair Love expects to name committee members by the next full Commission meeting.

#### **b. Director Search / Nominating Committee**

Clarification was provided between the nominating committee (for Commission officer elections) and the search committee (for the Executive Director). Chair Love confirmed the search committee will work closely with HR to review applications and guide the process.

**c. Potential Bylaws Changes**

Chair Love proposed that the Executive Committee take on a temporary role as a Bylaws Review Committee. The group will begin a thorough review and propose edits or updates by the August 15 full Commission meeting. A final vote is anticipated in October. Legal confirmed the process is allowed under the current bylaws and provided guidance. Secretary Lefkowitz volunteered to assist with tracking down missing records from a prior vote.

**d. Board Interactions**

Chair Love emphasized that Commissioners should focus on governance, not operations. Concerns about staff or operations should be routed through appropriate channels. Legal confirmed that Commissioners should work through the Executive Director. The committee discussed onboarding and training needs for new Commissioners and proposed holding a retreat in the fall.

**E. New/Old Business**

**a. Nominating Committee Update**

Chair Love announced that Commissioners Hardin, Jester, and Wade agreed to serve on the Nominating Committee.

**b. Standing Executive Committee Meetings**

The committee discussed establishing recurring Executive Committee meetings on the first Monday of each month, with flexibility as needed.

**c. Councilmember Liaison Proposal**

Dr. Coleman shared Councilmember Styles' proposal for a non-voting Council liaison to the Arts Commission. The committee agreed to defer to the Council's judgment. Dr. Coleman will relay this feedback.

**d. Commissioner Handbook**

Commissioner Lefkowitz offered to distribute handbook copies to new Commissioners. The group suggested including key documents such as bylaws and contact info.

**F. F. Adjournment**

The meeting was adjourned by common consent.