

## Minutes

Metro Arts Executive Committee

April 15, 2025

11:00 AM-12:00 PM

800 President Ronald Reagan Way

1<sup>st</sup> floor, Development Services Conference Room

Nashville, TN 37210



**Commissioners:** Campbell West, Tre Hardin, and Shawn Knight

Absent Commissioners: Heather Lefkowitz

**Metro Arts staff:** Ashley Bachelder and Vivian Foxx

**Metro Legal:** Tessa. Ortiz-Marsh

### A. Call to Order

Chair West called meeting to order at 11:00 a.m.

- Meeting was called to order and Roll call was conducted by Vivian Foxx

### B. Public Comments

- No public comments submitted online.
- No members of the public present to speak.

### C. Approval of Minutes

- *A motion was made to approve January 15, 2025, minutes with corrections by Commissioner Hardin and seconded by Commissioner Knight*
- *A motion was made to approve February 11, 2025, minutes with corrections by Commissioner Knight and seconded by Commissioner Hardin.*

### D. Action/Discussion Items

#### 1. Commission Updates

##### a) Committee Rosters:

- Chair West updated committee descriptions and roster. Committee chairs should review and revise as needed.
- Committees include:
  - Executive (West, Hardin, Lefkowitz, Knight)
  - CARE (Hardin, Yu, community representatives)
  - Grants and Funding (Lefkowitz, Jester, Wade, Knight, Khalil)
  - Nominating (Wade)
  - Public Art (West, Brown, community representatives)

- Audit & Finance Committee (Jester, West)
- Advocacy and Community Engagement

**b) Commission Schedule:**

- Executive Committee meetings will now be held midway between full Commission meetings to allow timely agenda preparation and discussion of action items before full Commission meetings.
- Chair West and Director Bachelder are establishing a monthly Commission and committee meeting scheduled, departing from the two months on, one month off schedule. This will improve coordination between Commission and Director/staff, improve public information and transparency, and improve efficiency for Commission actions.

**c) Retreat:**

- To be scheduled for summer 2025.

**d) Dissolve the Advocacy Committee**

- The Advocacy Committee was created several years ago but has been inactive. The primary purpose was to communicate and advocate to Metro Council about budget needs.
- Chair West is dissolving this committee. Advocating for the Commission and the arts is an expectation of all Commissioners, and specific needs or functions can be coordinated through the Chair and/or Executive Committee as needed.

**2. Bylaws Review**

- Bylaws are overdue for update. The Executive Committee will oversee the review and update process, with a target timeline to complete this by the end of summer.
- Staff will send follow up information.

**3. Forthcoming Legislation that affects the Commission**

- BL2025-811 is moving through the legislative process with Metro Council.
- Will modify the Arts Commission membership size from 15 members to 11 members. Director Bachelder supports the legislation and submitted a Letter of Support to the Mayor and Council

**4. FY25 Grant Appeals Process (Action Item)**

- Three appeals were submitted, and the Commission will hear appeals at the next full Commission meeting.

- FY25 guidelines include basic information on appeals, but more details are needed to operationalize the process. Staff are bringing a recommendation to the Executive Committee to consider, to then bring to the full Commission.
- Director Bachelder provided an overview of the proposed appeals process:
  - Appellants will have an opportunity to provide additional written information after the originally submitted appeal.
  - One week before the Commission meeting, the Interim Executive Director will provide a written response to appellants and Commissioners. Full appeal packet will be compiled and shared with all parties.
  - At the Commission meeting, the appellant may address the Commission for up to 3 minutes. Interim Executive Director will then address the Commission for up to 3 minutes.
  - Commission will deliberate and vote to approve or deny the appeal. Commissioners who have a conflict of interest will abstain from discussion and voting.
- *A motion was made to approve the recommended appeal process to the full Commission by Commissioner Knight and seconded by Commissioner Hardin.*

## 5. Hiring Updates

- Finance Administrator: A candidate has been selected, and the candidate accepted the offer. Director Bachelder is working on onboarding logistics.
- Public Information Manager: Position was reopened due to a time lapse. 105 applications are now under review.
- Public Art Manager: Application process will begin after hiring PIM.
- Executive Director: The search will take approximately six months. Timeline and details will be discussed at the June Commission meeting. The goal is for the new Director to start by December 2025, with overlap with Interim Director Bachelder for a smooth transition.

## 6. Chair's Report

- FY2025-2026 budget process is underway.
  - The State of Metro is May 1<sup>st</sup>.
  - Metro Arts Departmental Hearing with Metro Council is May 14. Bachelder, Chair West, and the new Finance Administrator will represent the Commission. Commissioners are encouraged to attend.
  - Budget modifications submitted for FY26 budget include increase to grants budget, expansion of court-involved arts programming, and community engagement and communication budget.

## E. Old Business

- Conversations are ongoing in Board and Commission Working Group about community members serving on Commission committees.

## **G. Adjournment**

Meeting was adjourned at 12:00 p.m.