



**Arts Commission Executive Committee
Meeting Minutes
January 15, 2025
12:00 P.M. - 1:00 P.M.
Metro Southeast Building, Conference Room A
1417 Murfreesboro Pike, Nashville, TN 37217**

Commissioners: Campbell West, Tre Hardin, and Heather Lefkowitz

Absent: Immediate Past Chair Leah Dupree Love and Dr. Paulette Coleman

Metro Staff: Vivian Foxx

A. Call to Order, Roll Call & Welcome

Chair Campbell West called the meeting to order at 12:00 P.M.

B. Public Comment

Vivian Foxx confirmed that no public comments were submitted in advance, nor were there any individuals signed up for in-person public comment.

C. Items for Discussion and Approval

1. Conciliation Agreement Review

- Ashley Batchelder (MHRC) presented an update, emphasizing that this is the last significant piece of the conciliation agreement.
- The committee acknowledged the contributions of Ashley Batchelder and Tessa Ortiz in drafting the agreement.
- Chair West and Director Tucker reiterated the importance of equitable distribution of public resources.

2. Review of FY25 Grant Cycle to Date

- Commissioner Lefkowitz provided an update on the newly constituted Grants and Funding Committee.
- The committee reviewed policy gaps, timeline mechanisms, and a revised grant cycle schedule.
- Lefkowitz was designated to collaborate with Metro Arts staff and Metro Legal to finalize the grant policy documents by Friday at noon.
- The Executive Committee agreed that this delegation of duty was appropriate.

3. Interim Executive Director Vacancy

- Director Hall addressed the need for an interim executive director and recommended Ashley Batchelder as the most qualified and available candidate.

- The committee discussed Batchelder's experience and her role in the conciliation agreement.
 - A motion was made and seconded to recommend Ashley Batchelder for interim executive director. The motion passed unanimously.
- 4. Management of Staff, Duties, and Processes**
- Director Hall provided an update on open staff positions, including Finance Administrator and Public Information Manager.
 - Interviews for these positions could begin within the next month.
 - The Public Art Manager position would be reposted due to an administrative error.
 - Concerns were raised about ensuring sufficient staff support for grant implementation and budget deadlines.
 - The committee discussed potential interim staffing support and the importance of timely hiring.

D. Old Business

- 1. Open Staff Positions**
- The hiring process for Finance Administrator and Public Information Manager was discussed in detail.
 - The committee emphasized the need for continued financial oversight until the Finance Administrator position is filled.
- 2. Executive Director Search**
- The search process and timeline for hiring a permanent Executive Director were discussed.
 - Director Hall reaffirmed the importance of filling this position swiftly.

E. New Business

- 1. Executive Committee Meeting Schedule**
- The committee agreed to meet prior to each commission meeting, with additional meetings as necessary.
 - A poll will be conducted to determine the best meeting times for the full commission.
- 2. Annual Report Submission**
- The committee discussed the annual report submitted to the Metro Council and the necessity of commission review before submission.
 - A review process will be established to ensure compliance with grant funding release requirements.

F. Adjournment

A motion was made and seconded to adjourn at 1:00 P.M.