



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

February 11, 2025

10:30 am – 11:30 am

Metro Southeast Building,  
1417 Murfreesboro Pike,  
Nashville, TN 37217

**Committee:** Campbell West (Chair), Tré Hardin (Vice Chair), Heather Lefkowitz (Secretary), Shawn Knight & Ashley Bachelder (Interim Executive Director, ex-officio)

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

Chair Campbell West called the meeting to order at 10:30 a.m. A land acknowledgement was presented.

### **B. Public Comment**

There were no public comments. The public comment period closed with no sign-ups submitted in advance or in person.

### **C. Approval of Minutes: January 15, 2025**

Approval of the January 15, 2025, meeting minutes was deferred to the full Commission meeting scheduled for March 3, 2025.

### **D. Action Item/Discussion**

#### **Defining Requirements for FY25 Background Checks**

Ashley Bachelder presented the updated requirements for background checks for adults working with minors in Metro Arts-funded programs. This meeting was called in response to confusion and lack of clarity in the original guidelines related to background check documentation.

Key points of discussion:

- The existing guidelines required background checks within the last two years but did not specify documentation expectations or definitions.
- The newly proposed documents clarify definitions of "satisfactory" background checks and introduce criteria for disqualification based on findings.
- Definitions were informed by Metro Code 6.64.080 and conversations with other Metro departments.
- The documents include a consent process for individuals undergoing background checks and outline Metro Arts' right to audit up to 10% of grantees.
- Additional disqualifying offenses such as kidnapping, stalking, solicitation, and child abuse will be added, along with a general clause for other crimes directly related to minors.
- Minor editorial corrections to the Thrive and Operating grant templates were noted and will be incorporated.

***A motion was made to approve the revised background check attestation form for both Operating and THRIVE grants, with amendments to include additional disqualifying offenses and corrections as discussed by Commissioner Hardin and seconded by Commissioner Knight.***

## **E. New Business**

Ashley Bachelder provided an update on panelist selection:

- Panel applications closed on January 22, 2025.
- 31 finalists were notified on February 7, 2025.
- Panelist availability was being collected to finalize schedules for three panels (two for THRIVE, one for Operating grants).

## **F. Adjournment**

With no further business, the meeting was adjourned at 11:30 a.m.