

**Metro Arts Commission**  
**Executive Committee Meeting Minutes**  
**August 13, 2025**  
**1417 Murfreesboro Pike**  
**Nashville, TN 37217**  
**Ridley Conference Room**  
**Time: 2:00 p.m. – 3:00 p.m.**



**Attendance:** Tre Hardin, Heather Lefkowitz, Shawn Knight & Ashley Bachelder (Interim Executive Director, ex-officio)

**Absent:** Campbell West (Chair)

**Staff:** Vivian Foxx (Metro Arts), Tessa Ortiz-Marsh (Metro Legal)

## **A. Call to Order & Roll Call**

The meeting was called to order by Vice Chair Tre Hardin at 2:03 p.m.

## **B. Public Comment**

No public comments were provided in person or submitted.

## **C. Approval of Minutes**

A motion was made to approve the July 9, 2025, Executive Committee meeting minutes by Commissioner Knight, seconded by Commissioner Lefkowitz, and unanimously approved.

## **D. Financial Update**

Ashley Bachelder provided the financial update on behalf of Finance Administrator Capri Harston. Harston's work has been focused on consolidating and correcting longstanding financial records, creating systems, and resource documents for staff. Highlights included:

- Efforts to create a consistent budget vs. actuals regular reporting format for submission to Commission.
- Assessing and verifying timekeeping data in the current Honeybee system to prepare for a transition to Oracle beginning January 1, 2026. Harston is completing an internal audit of past time records.
- Creation of a procurement compliance overview and resource guide for staff.
- Harston is leading the search for a new office location. Potential sites have been visited under the coordination of Metro General Services. Considerations include accessibility, security, IT readiness, parking, and accessibility and compliance for public meetings.

## **E. Discussion Items**

1. Audit Implementation Plan Status and Update

Ashley Bachelder provided an overview of the audit implementation plan. The Ad Hoc Audit Committee has been dissolved, and updates will be brought to the Executive Committee. An overview of the audit recommendations is available for reference from previous ad hoc committee meetings. Of audit's recommendations, the current priorities have been focused on grant-related recommendations (led by Bachelder) and timekeeping recommendations (led by Harston).

Bachelder provided an in-progress draft procedural manual that includes standard operating procedures for every step of implementing a grant cycle. She reviewed each section and noted that the manual is responsive to the audit requirements but will be an important resource for staff training. Sections include Submittable applications, technical review, panel review, commission approval, award notification, contracting and invoicing, closeout.

## 2. Retreat Debrief and Next Steps

Bachelder asked Commissioners to provide feedback on the recent Commission retreat. Commentary included valuing the opening and discussion-based dialogue, conversations about strategic direction, and engagement with staff and fellow commissioners. Further opportunities need to be planned to continue conversations, including the role of advocacy, community relationships, and committee work as priorities.

## 3. Bylaws Review

Bachelder provided an overview of proposed revisions to the Arts Commission bylaws. The majority of revisions are edits to update the bylaws to reflect recent code changes or other procedural updates. Bachelder highlighted substantive changes where decisions will be needed by the Commission, including addressing term limits and standing committees.

Regarding term limits, the current bylaws allow for two terms. The staff anticipate bringing a recommendation to remove term limits or extend the limit to three terms. Regarding standing committees, discussion focused on the role of the Advocacy Committee and CARE Committee. The scope of the Advocacy Committee may be developed to expand and strengthen community engagement, external partnerships, and strategies for local advocacy for the arts. Discussion of the CARE Committee focused on its operational challenges, legal compliance under new laws, and limitations of implementing the intended scope and purpose of the CARE committee. Staff and Commissioners serving on the committee will follow up with next steps.

## **F. Director's Report**

Ashley Bachelder shared updates on the ongoing search for a new office location, plan to convene the Nominating Committee in August, work toward finalizing the job postings for the Public Art Manager and Strategic Grants and Initiatives Manager, and progress toward identifying a consultant to serve as a facilitator for the strategic visioning and alignment work to be done before beginning the director search. The consultant will be a firm that is already on contract with Metro.

## **F. New Business**

None. The meeting was adjourned at 3:14 p.m.