

MINUTES OF A MEETING OF THE  
NASHUA ARTS COMMISSION  
October 11, 2016  
City Hall Auditorium

**Members in attendance:** Tracy Hatch, Alison Bankowski, Mitzi Barrett, Judy Carlson, Tina Cassidy, John Egan, Bonnie Guercio, Donna Metzger, and Lindsay Rinaldi.

**Absent:** Paul LaFlamme

**Also present:** Amy DeRoche NAC Admin, Marc Thayer Symphony NH ED

Called to order: 8:07 am

1. Upon motion duly made by John and seconded by Mitzi, it was VOTED to approve the previous meeting's minutes, distributed by Amy DeRoche with the correction to the starting time to 8:30am.
2. Grant Application Update: Lindsay reported that she and Mitzi have met to discuss the application. See the attached document below that outlines the potential changes. They will present the revised application at the November meeting and will ask for input from the commission. They hope to present the final application at the December meeting for approval.
3. Budget Discussion: Tracy asked for input on how the commission should divide up the money for the current fiscal year. The overall opinion is that it should fall into 3 categories: Grant awards, a discretionary fund for workshops or additional funding requests, and a marketing/publicity fund. Tracy will put together a potential budget breakdown for the next meeting.

Positive Street Art submitted a request to help fund their VISTA Volunteer (see the attached request letter below). They reported that they have raised \$1500 so far and need to reach the goal of \$7400. The commission raised concerns that there are currently no criteria in place to allow for funding requests outside of the grant process. There were also concerns that this could set a precedent going forward for many people/organizations to request money outside of the grant process.

Upon motion duly made by Mitzi and seconded by Lindsay, it was VOTED to postpone action on this request until the budget is in place and there is a procedure for using discretionary funds. Carried Unanimously.

4. Workshops: Tracy reported that she and Paul have been discussing potential ideas but we will probably need to wait until the spring. Judy is waiting on the budget decision before officially engaging people to hold workshops for artists. Tracy has requested that Judy find out how much it can generally cost to put these on so she can work it into the budget for the year.
5. The Public Art working group will be meeting to start a criteria list. They will present a draft to the commission at the December meeting.

Mitzi moved the meeting be adjourned which was seconded by Judy. So voted.

## Notes from initial Grant Application meeting on 9/27/16

Established revision priorities:

1. Overall timeline
2. General format
3. Evaluation criteria
4. Structure of questions
5. Publicity of Grant

### **TIMELINE**

1. Oct 2016: brief presentation of NAC Grant Revision Direction to NAC Board
2. Nov 2016: 1<sup>st</sup> Draft of revised grant app due to NAC Board
  - a. Board Option to Approve/Deny with comment
3. Dec 2016: present final revised draft to NAC Board
  - a. Board Option to Approve/Deny
  - b. If denied, then additional volunteers must come forward to assist with revision
4. Jan 2nd 2017: NAC Grant goes live on City Website
5. Feb 2017: NAC offers a grant writing assistance program or connection to an existing workshop
6. Feb 2017: Evaluation Committee Members are confirmed
7. March 31<sup>st</sup>, 2017: NAC Grant Application are due
8. First week of April 2017: Evaluation Committee meets to read, discuss, and make conditional grant award decisions
9. Second week of April 2017: Evaluation Committee reports decision to NAC Board Meeting, NAC Board approves/denies Evaluation Committee's recommendations
  - a. If denied, evaluation committee meets again during the last two weeks of April 2017
10. May 2017: Final approval of grant awards is sent to NAC Board for approval vote
11. June 2017: Award Money is disbursed from Mayor's Office

### **GENERAL FORMAT & STRUCTURE OF QUESTIONS**

- a. Lindsay & Mitzi will go through existing grant application questions and revise to include proper evaluation material with numbers [action item]
- b. Mitzi will research grant writing assistance workshops [action item]
- c. Lindsay & Mitzi will begin to devise evaluation criteria [action item]
- d. Lindsay will get existing evaluation rubric from Bonnie [action item]

### **EVALUTAION CRITERIA**

A separate committee consisting of community members outside of the NAC and current NAC members that are not seeking grant assistance will be appointed to the Evaluation Committee. Availability to meet the Evaluation Committee meeting dates will be confirmed prior to individuals being placed on the committee.

Suggested members include: Mitzi, Tracey, John, Tim Cummings, Carol Eyman, Charlie Matthews (?), +1, +alternate [other suggestions include Paul Shea, Mary Jordan, Philip Scontsas, Sy Mafus

Next meeting set for Lindsay & Mitzi on: **Tuesday, Oct. 25<sup>th</sup> at 11am**

Positive Street Art Request:

Members of the Nashua Arts Commission,

We are writing to you to ask for your support of a very important endeavor for our organization. For four years, Positive Street Art has pursued our mission to inspire a passion for urban arts, and build stronger communities, through educational workshops, community events and artistic services. In the process, we have transformed whole parts of the city, neighborhoods along the heritage trail, French Renaissance Park, and Los Amigos Park. We pair our programs with people invested in their community, working with youth from the Nashua Police Athletic League, Boys and Girls Club of Greater Nashua, Elm Street Middle School, and others. We support a tremendously popular hip hop dance team, called PSA T.H.R.I.V.E., built on concepts of inclusiveness and multi-cultural dance styles, which is likewise, reflected by the youth dance program, PSA H.Y.P.E. (Healthy Youth Engagement and Positive Expression).

We have worked to build ownership of community in our artists a sense of responsibility in teaching youth positive self expression, and we have found that is tremendous potential among our volunteers, as well as need in the community. Our board has worked tirelessly, producing enormous amounts of programming and art these past four years, despite the lack of any dedicated staff support. We have an opportunity to partner with NH Catholic Charities and the Corporation for National and Community Service to sponsor a VISTA, An AmeriCorps VISTA is a volunteer in service to America. Dedicated individuals commit to volunteer for a non-profit organization for forty hours a week for a full year. They are provided a living stipend and health insurance, through this partnership. Positive Street Art is responsible for sponsoring the VISTA in the amount of \$5,000.

Our VISTA project is designed to specifically focus on our youth workshops, with a third of their time allowed for building organizational sustainability as well. We anticipate that we could expand our current workshop offering of one art class and one dance class, between seven and nine of the city's after school programs, Nashua Police Athletic League, Boys and Girls Club of Greater Nashua and Girls Inc. If funding is available, an additional \$2400 would provide the VISTA with an immediate budget to compensate instructors, and buy supplies. It is an integral part of the VISTA's role that she identifies and develops mechanisms for program support.

We have identified our VISTA position as Nicole Otis. She is a highly capable VISTA with three years of PeaceCorps service under her belt, as a team trainer and organizer. She is bilingual, experienced and much respected by her peers. We are excited to have someone of her abilities willing to help build our organization.

We can reach more at-risk youth, seeking means of positive self expression than ever before. We can build our capacity and visibility through this project, and develop donor cultivation strategies. We can organize the passion that has driven Positive Street Art for four years. We understand this request is outside your normal grant process, but we believe your support in funding this project can help us continue to inspire a passion for urban arts and build stronger communities.

Thank you for your time and consideration,

Tom Lopez

Director of Development

Positive Street Art