



**National Coalition for Arts' Preparedness & Emergency Response**  
**Steering Committee Call Notes**  
 Call in: 712/770-4634 Passcode: 432808#  
**Thursday, August 30, 2018, 1 PM**

Participants		Jan. 16	April 26	May 31	June 28	July 26	August 30
Stephanie	Atkins	✓	✓	✓			
Ted	Berger	✓	✓		✓		✓
Cornelia	Carey	✓	✓	✓	✓		✓
Debbie	Carroll				X		X
Tom	Clareson	✓		✓	✓		
Mirielle	Clifford	✓	✓	✓	✓		✓
Barbara	Davis	✓					✓
Ruby	Lopez Harper	✓	✓	✓	✓		X
Jennifer	Leff, LCSW				✓	Meeting Canceled	✓
Andi	Mathis	✓	✓	✓	✓		✓
Meg	Ostrum			✓			
Rose	Parisi		✓				
Mollie	Quinlan-Hayes	✓	✓	✓	✓		✓
Michael	Royce				✓		X
Amy	Schwartzman	✓	✓	✓	✓		X
Tom	Simplot	✓	✓				✓
Susie	Surkamer	✓	✓		✓		X
Patricia	Walsh	✓					
Suzanne	Wise				✓	✓	
Janet	Newcomb	✓	✓	✓	✓	✓	
Lynn	Dates						✓

TOPIC	DISCUSSION/DECISION/ACTION	BY WHOM
WELCOME	Welcome, Introductions & Announcements 1:00 pm EDT J. Newcomb reviewed roll; M. Quinlan-Hayes welcomed L. Dates, new NCAPER program assistant	M. Quinlan-Hayes
MINUTES	Approval of June 28, 2018 minutes - motion: T. Berger, seconded: S. Wise; All approved. Correction: sending staff to Mellon Foundation in September, not November J. Newcomb emailed the CERF+ flier "protect your art studio" in Spanish and English. C. Carey stressed the importance of reaching individual artists. We're assuming organizations are providing this information, but we're not certain	M. Quinlan-Hayes

	T. Berger agreed that there needs to be a deeper conversation about serving artists.	
EXECUTIVE DIRECTOR REPORT discussion	<p><b>Questions on ED report &amp; Schedule</b></p> <ol style="list-style-type: none"> <li>1. Artspace addendum: J. Newcomb had emailed the Committee a draft proposal from Artspace. T. Berger, a fan of Artspace projects, wondered how this model would work in Puerto Rico, and was not sure that this financial model is what's needed in Puerto Rico. Ownership and self-determination is needed. J. Newcomb said that she is interested primarily in the Artspace process. This type of process might be what Puerto Rico needs to be thinking about, and she noted that she is not advocating for contracting with Artspace. T. Berger said that the Artspace model is interesting and the concept of space merits conversation.</li> <li>2. T. Berger mentioned that there has been a lot of travel, and M. Quinlan-Hayes is impressed by the number of invitations for NCAPER presentations. T. Berger inquired about other venues to pass along information.</li> <li>3. It was noted that videographer Laura Asherman will work to capture stories from the movers and shakers in this movement as well as the steering committee members' thoughts. Laura Asherman is thought of as warm and adept, and able to capture stories that will encourage membership. Videos can be used for future proposals, final reports, in line tools for presentations and trainings. Videos will provide accessible guidance and training for the Arts Ready online tool. J. Newcomb will work with Mollie to schedule interview times for attendees in San Francisco and Oakland. C. Carey asked if we are looking for artists who have suffered disasters or just the "everyday variety"? J. Newcomb – Both are important <b>the steering committee should send names of those artists and organizations who have experienced disasters to Mollie and J. Newcomb.</b> It was noted that the session moderated by T. Clareson will be recorded on video.</li> <li>4. J. Newcomb asked who from the Steering Committee would be attending APAP, Jan 4-8, to plan a meeting, and hopefully be able to use B. Davis' space.</li> </ol>	J. Newcomb
FINANCE	<p><b>2019 Budget</b></p> <p>M. Quinlan-Hayes – South Arts generates financial statements for NCAPER. C. Carey – It would be helpful to have any variances of 20% of more noted in the future, for year-over-year comparisons. T. Berger – add footnotes or charts that shows how Mellon money is used and what remains.</p>	M. Quinlan-Hayes

	<p>J. Newcomb – It can be difficult to get timely financial information from South Arts, so she will format our own budget format to show these specifics.</p> <p>T. Berger – membership projection is modest. How realistic is it?</p> <p>M. Quinlan-Hayes – We’ve not progressed as much as we’d like to have – originally optimistic – curious about organizations coming in at lower membership amounts, compared to what they have historically given. GIA doesn’t see membership as fundraising, so not viewed as a conflict.</p> <p>M. Quinlan-Hayes – there is confusion re NASAA presentation</p> <p>C. Carey – CERF+ is hoping to be there – artist piece of the work of the coalition is important.</p> <p>T. Berger – we need to have a comprehensive conversation the organization and how it moves forward before there is a phase two request to Mellon; we need more formal and strategic conversations which would inform the proposal. If we delay we’ll lose momentum or centrality. Maybe we should use our time at GIA to begin discussions. Preliminary conversations could be our September call to add to the October discussion.</p>	
<p><b>COMMUNICATIONS &amp; MARKETING</b></p>	<p>M. Clifford – J. Newcomb and L. Dates moving forward with a WIX website tool. J. Newcomb – M. Clifford will be added to the administrative back end. Site is about a week away from a healthy preview. Cost is \$25-30 per month. M. Clifford – SEO is important when we are starting out so it’s easy to find via organic searches in Google. We’ll have more to share once we have the preview ready to go. J. Newcomb – this is where we can reach out to artists and individual artists will know that this tool is for them.</p> <p>T. Berger – supports idea of equity through messaging, very few people are aware of how hand to mouth the sector is.</p> <p>M. Clifford – not as familiar with budget but suggests training to forge equity and inclusion partnerships – it’s important to educate ourselves – learn what our organizations are doing already.</p> <p>M. Quinlan-Hayes – supports this idea – there was previous success in bringing in beta testers – find individual artists and pay to test the site navigation.</p> <p>M. Clifford – Suggested talking about the Create Act. She connected with a staffer from Rep. Donovan’s office who talked about Create Act. There is an interest in his staff about the tool replacement – self-employed artists are not eligible for tool replacement there has been progress with making this change.</p> <p>C. Carey – FEMA reauthorization language – it was taken out and was drafted back in, but is not exactly the language we want but at least it’s back in.</p>	<p>M. Clifford</p>

<p><b>INSURANCE COMPANY</b></p>	<p>T. Simplot – reported that he met with three representatives from American Insurance Association: James J. Whittle, Thomas J. Santos and Michael Richmond-Crum to find out what information the insurance industry has about the arts sector. They were very interested. Jim Whittle has never had a conversation with the arts industry and is curious about where industries intersect. They suggested forming an Ad-hoc working group to see how we can work together and engage in the community, T. Simplot recommends M. Quinlan-Hayes, J. Newcomb, A. Mathis, and himself to work with two representatives from AIA and two from insurance companies.</p> <p>C. Carey – will share information that is five years old and was shared by artists regarding insurance; some have liability insurance but not property insurance.</p> <p>T. Berger – does the Endowment have any information about what the arts sector carries? T. Simplot will try to find out and get back to M. Quinlan-Hayes and J. Newcomb.</p>	<p>T. Simplot</p>
<p><b>ONLINE TOOL</b></p>	<p>M. Quinlan-Hayes reported that there is now a final draft agreement between NEDCC and South Arts regarding intellectual property rights that is in compliance with the Mellon Foundation’s policies. It should be signed next week and then the second phase of the project can commence. In the end, NCAPER will be responsible for marketing the tool; NEDCC will be responsible for maintaining the system.</p> <p>C. Carey – surprised that she didn’t know about this and is concerned about how decisions are being made through this Committee. M. Quinlan-Hayes - things have happened quickly, and we can always work to be more transparent, and improve the governance process.</p> <p>T. Berger – everyone is right, and this should be used as a learning opportunity. We don’t have formal structure like an executive committee. What are the financial implications to NCAPER?</p> <p>J. Newcomb – I started my work with NCAPER thinking that this was already decided and that the NCAPER program assistant would handle program support at 10 hours per week T. Berger – is this realistic?</p> <p>M. Quinlan-Hayes – with our developing goals for membership – there should be increased funding for marketing and communication.</p> <p>T. Berger – this needs more discussion</p> <p>J. Newcomb – We’ll need to have a governance committee meeting sooner than later to develop a decision-making process.</p> <p>C. Carey – This is a huge undertaking for the coalition and she is</p>	<p>M. Quinlan-Hayes</p>

	<p>uncomfortable – South Arts has wanted to pass it along, and it could take up a huge amount of responsibility</p> <p>T. Berger – This is an opportunity on how to put the pieces together – how to make it work.</p> <p>M. Quinlan-Hayes – we shared elements of Mellon grant from the very beginning – we will be much more attentive in the future – time implications? – gather feedback.</p>	
<b>MEMBER updates</b>	<p>Member organization updates – there was no time for updates. C. Carey – suggested that the Steering Committee submit written summaries prior to business meetings, so that committee members can read about activities ahead of time and have questions prepared.</p>	All
<b>ADJOURNMENT</b>	<p>2:09 pm Motion to adjourn: T. Berger; seconded C. Carey; all approved</p>	M. Quinlan-Hayes
<b>NEXT MEETING</b>	<p>September 27, 2018 - non-business meeting – discussion about Equity &amp; Access</p>	