**PAR Partner Conference Call**

**Thursday, May 3, 2019**

**1:00-2:30 PM ET**

**Summary Notes**

**Attending:**

Mary Eileen Fouratt, New Jersey State Council on the Arts

Susie Surkamer, SouthArts/NCAPER

Mollie Quinlan-Hayes, SouthArts/NCAPER

Samantha Forsko, Conservation Center for Art & Historic Artifacts

Julie Page, Project Consultant

Stephanie Atkins, NPN

Tom Clareson, LYRASIS

Steve Eberhardt, LYRASIS

Janet Newcomb, LYRASIS/NCAPER

Alicia Johnson, LYRASIS

**Not Attending:**

Colin Turner, Midwest Art Conservation Center

Ann-Marie Willer, NEDCC

**Priority Project Components -- Discussion**

*Training Webinars and Classes*

Steve Eberhart reported there are seven webinars scheduled in May-June 2019. There will be no scheduling of webinars during the summer. Leigh Grinstead was unable to schedule the webinar, “Protecting Your Assets” for this Summer due to scheduling conflicts with other projects, but will be teaching a live version of the class this summer for the Northwest Pennsylvania Alliance for Response. The new “Safety and Security” webinar developed by Emma Stuart is currently scheduled to debut on May 29. Slides will be forwarded to the Steering Committee so they can complete their review by May 19th. The “Community Recovery” webinar scheduled for June 4th may be rescheduled due to Amy Schwartzman’s travel schedule to teach PAR live workshops in Puerto Rico. Currently, there are no scheduled webinar promotions via Facebook. Steve will promote via Facebook ads if needed. Steve will add a promotional message for new classes for social media as well as for Partners to share.

Disaster Preparedness Recovery live/face-to-face classes are scheduled for Puerto Rico during the week of June 3rd. Funding from FEMA is moving slowly for co-teaching with Amy Schwartzman and CERF+. Jan Newcomb and Tom Clareson were asked to do a set of PAR introductory disaster preparedness and response classes for the California Arts Council during August-October 2019 in each of their nine regions.

*Conference Presentations- Early 2019*

Jan Newcomb sent an updated conference list to the group. Jan reported that the National Alliance for Musical Theater and the Circuit Rider Hosts for the Houston Arts Alliance will potentially work together on a round table meeting for NAMT. Program proposals are due for the January 2020 APAP and Chamber Music America conferences. A heavy conference season is upcoming in June 2019. If anyone has ideas for conferences please forward to Jan Newcomb, Tom Clareson or the group. There may not be a booth for APAP, as booth traffic has not gone well for the past two conferences. Options are uncoupling programs and the booth due to cost and time issues. Susie Surkamer and Mollie Quilan-Hayes are willing to speak with APAP regarding uncoupling the booth and programs. The Association of Tribal Archives Libraries and Museums program will be held in California this year. Tom Clareson and Holly Witchey will present a PAR program, and there will be separate programs from CCAHA, NEDCC, and other partners as well. Tom and Jan will update the group on acceptance of the regional conferences for the PAR programs within the month and forward another (updated) conference grid.

*PAR Survey Status and Plans*

Tom Clareson sent the PAR Survey for edits and review. Alicia Johnson will develop the test version of the survey and forward to Tom by May 6th. The survey can be sent out to the field by May 8th or 9th with completion by May 29th. The group is asked to help distribute the invitation to participate. The survey will be distributed via the PAR mailing list and social media. Mollie Quilan-Hayes suggested incentives for survey participation. Tom and Mollie will discuss further.

*Circuit Riders*

The next Circuit Riders’ call is scheduled for Wednesday, May 8th. Tom will follow-up with the Steering Committee on the development of additional Circuit Rider tools.

*Sub-Grants*

Steve Eberhardt reported contact was established for all 41 of the sub-grantees. All is going well. There are six project extensions so far. Opera Creole should start its project in early May. Columbus Arts Council was difficult to contact due to the illness of the project manager. Steve suggested pairing the Council with a consultant to analyze their situation. The Folk Alliance International has completed its project and will send the project report and materials created soon. Reporting of these subgrant projects and products may be added to the website.

*Project Website Status and Mailing Lists*

Steve Eberhardt has been working with Lynn Dates at NCAPER to create a wiki resource page for the PAR Steering Committee. A log-in will be provided to access the materials.

Steve will update the mailing list with additional webinar participants. Tom Clareson will forward a few additions for the mailing list from the Focus Group participants within the next week or two. The Steering Committee and Circuit Riders are asked to forward any tools or handouts in electronic form for the wiki to Steve Eberhardt. Tom Clareson is in contact with the Dance Institute in Washington; staff there have completed succession planning work and are currently writing an article for PAR’s website on succession planning issues in the performing arts. A draft will be forwarded by the end of May with upload to the site in June.

*Tools Projects – Update on ArtsReady/dPlan Tool Status*

Mollie Quinlan-Hayes shared that the legal agreements are now complete and the first kick-off working call with Cuttlesoft has been held. The functionalities list is being revisited. Slides are being readied as a demonstration on how the tool might work at the Spring Performing Arts conferences. The wireframes are not developed yet. Interest may be in the following features: 1) where the logic tree happens, and 2) the tangible outputs. The tool will be publicly launched in September or October 2019. An announcement was made in a newsletter sent by ArtsReady to their 1700+ members across the country. A boilerplate response on when the tool can be used, how it will function and when it will roll-out is being developed.

**Steering Committee Plans**

Confirmation was received from the Mellon Foundation regarding their interest in receiving a concept paper for the next grant. Sandy Nyberg, Grants Officer, and Tom Clareson are beginning work on the concept paper. Tom will forward the concept paper for awareness/review in late May or early/mid-June for the group. The group will decide if a conference call or email is needed for further discussion.

Mollie Quinlan-Hayes shared with the group about the ArtsReady rubric used to assess disaster plan descriptions, and how to score those documents for funding required by South Arts’ grant-making program. Mollie would like to get input on the use of a rubric from those in the field. Mollie and Tom Clareson will send an email to get input about standards and best practices to the Steering Committee and the Circuit Riders. Model disaster plan components to be placed online will be further discussed for the current and next grant.

**Other Updates and Opportunities**

Tom Clareson will talk with Stephanie Atkins about partnering with Opera Creole on completion of their PAR planning grant. Also, the New Orleans Preservation Council and Alliance for Response are busy doing workshops and a membership drive; Stephanie has been a part of those organizations from the start.