



## MEETING OF THE COMMUNITY INVESTMENTS COMMITTEE

**Tuesday, August 15, 2023  
1 p.m.**

### **Approved Minutes**

Chair Shiota called the meeting to order at 1:00 p.m.

#### **1. Call to Order, Roll Call, Agenda Changes, Land Acknowledgment (0:07)**

##### **Commissioners Present:**

Janine Shiota, Chair  
Seth Brenzel  
Charles Collins  
Nabiel Musleh  
Marcus Shelby (joined the meeting at 1:03 p.m.)

##### **Commissioners Absent:**

J. Riccardo Benavides  
Jeanne McCoy

##### **Staff Present:**

Denise Pate, Director of Community Investments  
Anne Trickey, Senior Program Officer  
Jennifer Chu, Program Officer  
Jonell Molina, Program Officer  
Arianna Vazquez, Program Associate  
Thanh Hong, Program Associate

Chair Shiota announced the hybrid meeting instructions.

Program Associate Vasquez announced public comment instructions.

Chair Shiota began the meeting by reading the Arts Commission's land acknowledgment statement.

## **2. General Public Comment (6:29)**

There was no public comment.

## **3. San Francisco Artist Grant (7:57)**

Senior Program Officer Anne Trickey, stated that a couple of grantees were not able to receive the grant payment. They explained the two additional grants on the agenda are going to individuals able to receive payment.

Commissioner Musleh asked why the two individuals were not able to receive payment.

Senior Program Officer Trickey discussed the process of grant approvals. They explained a part of the process and a requirement in the guidelines is the ability to receive the funds from the City which involves a number of checks and balances and registration with the City's payment systems. They said these two individuals were not able to successfully register to receive payment, so the program is seeking to give that money to two additional grantees from the San Francisco Artist ranked list.

Chair Shiota asked if the funds are going to grantees next in line on the ranked list. Senior Program Officer Trickey confirmed that the two applicants listed in the motion are the next two applicants on the list.

Commissioner Shelby asked if they knew why the applicants were not able to receive the funds.

Senior Program Officer Trickey confirmed that staff understood the error and had implemented changes to the guidelines, program technical assistance instructions/webinar and the SmartSimple application platform to address the issue.



Chair Shiota asked for a motion to approve the funding recommendation of the San Francisco Artist (SFA) panel.

Commissioner Musleh, seconded by Commissioner Brenzel to approve the motion to award two grants totaling \$40,000 to the following individuals, and to authorize the Director of Cultural Affairs to enter into grant agreements with each artist or their fiscal sponsor for amounts not to exceed the following at this time:

- i. Sara Toby Moore (Fiscal Sponsor: Circuit Network), \$20,000
- ii. Sharon Steuer, \$20,000

There was no public comment.

The motion was unanimously approved.

#### **4. Community Services Allocation Plan (CSAP)**

*(14:10)*

Director of Community Investments, Denise Pate corrected the item title and described the intent for the next Cultural Services Allocation Plan. She said the selected consultant will conduct an evaluation of the Hotel Tax Funded Arts Impact Endowment guided by the 2019 CSAP plan. She described the process of the evaluation and the community process that will be used to inform the funding priorities for the next CSAP for the years 2025-2029. She mentioned that several proposals were received and the panel, in partnership with Grants for the Arts (GFTA) selected AMS, Planning and Research Corporation (AMS).

Director Pate stated that AMS brings over 30 years of evaluation planning and research policy development. She explained that they have experience with City, State, and federal government. Director Pate added that Senior Program Officer Debbie Ng and additional staff are in the process of creating the contract. Director Pate provided background information about Prop E.

She said the previous CSAP dedicated the Arts Impact Endowment (AIE) to four buckets: Arts Education, Affordable Space, Arts Organizations Core



Support, and Individual Artist Support. Director Pate discussed how the CSAP will inform allocations for the next five years of AIE funding.

Commissioner Musleh asked a clarifying question and wanted to know if the next CSAP will decide how the money will be allocated for 2025.

Director of Community Investments Pate confirmed that this will guide the next five years of funding, starting in 2025. She noted that the projections for the Hotel Tax fund are positive.

There was no public comment

## **5. Cultural Ambassador Program (20:10)**

Program Officer Jonell Molina and Program Officer Jennifer Chu presented the Cultural Ambassador Program. Program Officer Molina began the presentation by describing the image by Artist Grantee Alleluia Panis. He presented the goals for the FY24 Cultural Ambassador Program.

He said the goals include increased community awareness of the Fiscal Year 2024 Grant Cycle and strengthened engagement with the San Francisco Arts ecosystem. Program Officer Molina also mentioned increased staff visibility and attendance at community arts events. He noted that eligible applicants should know about the grant opportunities and feel comfortable communicating with staff. He discussed how Community Investments staff are working with the communications team to bring more awareness to the website.

Program Officer Jennifer Chu discussed the program strategic design and timeline. She mentioned using applicant and grantee data from previous fiscal years to design the program and prioritize communities in the Cultural Endowment legislation. She listed some of the communities that the Cultural Ambassadors will focus on. She talked about the applicant outreach strategy including publishing a Cultural Ambassador webpage on the website and Chief of Staff Alyssa Ventre's emailed request for applicant

referrals to all commissioners. Program Officer Chu asked commissioners to share the opportunity with their networks.

She shared that the deadline for the Cultural Ambassador application is Friday, August 25, 2023 and noted that eight Cultural Ambassadors will be selected by September 5, 2023. Program Officer Chu described the plan after the selection process which will include an orientation and training for the selected cohort to help them develop individual outreach plans. She added that outreach plans will highlight two roles: Bridge Builder, and Influencer.

Program Officer Molina described the Cultural Ambassador program timeline. He said after grant applications are closed, the cohort will meet to evaluate and discuss their experiences with staff in order to help iterate and design the next round of the program. He described monthly coaching opportunities depending on their individual plans. He added that Cultural Ambassadors will help connect the community to staff so applicants can receive one on one support.

Program Officer Chu described the image of Mark Harris at Malcom X Academy with students in 2021 courtesy of the Cultural Equity Initiative grantee Friends of SCRAP. She described the honorarium amount and budget for the program. She how staff will address potential conflicts of interest.

Chair Shiota asked for Commissioner discussion.

Commission Musleh asked if an artist referral can be an influencer as well. Program Officer Molina mentioned that Cultural Ambassadors cannot apply to the same category that they promote. Commissioner Shelby discussed the merits of artists as ambassadors.

Commissioner Collins asked if the honorarium is taxable and if so, recommended that the funds be reexamined to make sure Cultural Ambassadors are fairly compensated. Program Officer Chu stated that the honorarium was increased from last year. Commissioner Collins asked to

review a possible additional increase before approval. Chair Shiota clarified that this is a discussion item and not a motion to approve.

Commissioner Musleh suggested a more developed scope of work. Program Officer Molina stated that a full scope of work developed through program feedback is part of the program design process.

Commissioner Shelby asked if organizations can be Cultural Ambassadors. Program Officer Molina stated that organizations are part of the program outreach for referrals. He mentioned that some organizations might be applying for grants. Commissioner Shelby commented that organizations are in direct relationship with community. Program Officer Molina stated that partnerships with organizations will be essential for in-person events. Program Officers Molina and Chu noted upcoming events where they could share the Cultural Ambassador opportunity and have Cultural Ambassadors attend to share the grant opportunities. Program Officer Chu discussed the program's communications tool kit which will guide how the grant opportunities are shared out to the broader arts community.

There was no public comment.

## **6. Staff Report (41:27)**

Director of Community Investments Denise Pate presented her staff report. She mentioned that staff are working to release guidelines and applications for the next fiscal year 2024 grant season. She said the Dream Keepers Initiative (DKI) has already opened. She explained that DKI is for artists and organizations deeply rooted in the Black community traditions and customs. She explained that staff will launch eight distinct categories. She noted the DKI deadline is August 21, 2023. Director Pate discussed the upcoming Arts Impact Endowment project-based funding, which is open to everyone, not just first-time grantees.

Director Pate shared that staff will launch Cultural Equity Grants in October. She discussed the program preparation and updates to grant guidelines. She specifically mentioned the increased funding for the Cultural

Ambassador program based on Program Officer Jonell Molina and Jennifer Chu's work.

Director Pate discussed increasing grant amounts and potentially lengthening duration in response to community needs. She said the Artistic Legacy Grant will receive increased funds and time. She mentioned that allocation projections remain positive and that the program is currently recruiting panelists for upcoming panels. She asked that Commissioners share this opportunity with their networks. She explained that panelists need to be able to navigate the technical application and review process. Director Pate gave a shout out to the Community Investments team for all their work. She mentioned that the program currently has over 400 grantees that staff are getting into contract and paying.

Commissioner Collins addressed the positive change of increased time for grants. He noted his respect for what it takes to do grants management and understands the equity involved with the frequency of grants. He asked if there were any problems with the increased time for grants or if people are happy about it. Director of Community Investments Pate said people are happy with the increased grant window. Commissioner Collins followed up with asking if there are ways to streamline the grant reporting as well. Director Pate confirmed staff are working on reporting.

Commissioner Brenzel asked if there is information about panelists on the website. Commissioner Shelby and Chair Shiota asked if Commissioners will approve the panelist list. Director Pate stated Director of Cultural Affairs Ralph Remington administratively approves the panelists.

Commissioner Shelby asked if Commissioners could serve on the panel. Senior Program Officer Anne Trickey clarified that it is a conflict of interest for Commissioners to be panelists since they are the body that reviews and approves funding recommendations.

There was no public comment.

## **Item 7. New Business and Announcements (57:29)**

Commissioner Collins discussed the events happening in Lahaina, Maui, and asked if there are ways the Arts Commission can express support. Chair Shiota mentioned that there is a Northern California Chambers of Commerce sister city group active in San Francisco that is supporting the islands. She said this group suggested that Maui Strong is the best organization to support people on the ground. Commissioner Collins asked staff to look for opportunities to provide support at this time.

There was no public comment.

## **8. Adjournment**

**(1:01:22)**

There being no further business, the meeting was adjourned at 2:01 p.m.

Posted 09/12/2023, 1:00 PM, a.d.v.

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