



MARYLAND STATE ARTS COUNCIL

Meeting Minutes – November 14, 2018

The Maryland State Arts Council (MSAC) held its annual meeting in Annapolis, Maryland on November 14, 2018. Chair Jack Rasmussen called the meeting to order.

Present: Timothy App, Carole Alexander, Lily Bengfort, Barbara Bershon, Jackie Copeland, Joan Lyon, Julie Madden, Shelley Morhaim, Jack Rasmussen, Anne West, MSAC staff

Absent: Zoe Charlton, Anthony Cornwell, Carla Du Pree, Senator Richard Madaleno, B.G. Muhn, Gary Vikan, Delegate Alonzo Washington

Approval of Agenda

The agenda was approved as presented.

Chair's Remarks

Jack Rasmussen reported the following:

- ✚ Jack welcomed and thanked everyone for attending
- ✚ Special thanks to Sally Boyett and the Annapolis Shakespeare Theatre for hosting the Council
- ✚ Jack provided an overview of events, activities and meetings attended
- ✚ Please take note of upcoming meeting dates, special events, etc.
- ✚ Thanks to all who attended NASAA in Baltimore
 - Baltimore continues to be highest attended conference
 - Thanks to the Council and staff for all of your work and participation
- ✚ There is a lot of activity going on at MSAC and in the field, your continued support is appreciated

Council Committee Discussion

The group discussed the roles and needs of the Executive, Panel and PP&E Committees

- ✚ The Executive Committee shall have general supervision of the affairs of the Council between its meetings, fix the hour and place of meetings, make recommendations to the Council, and shall perform other duties as specified in the By-Laws
- ✚ The Program Planning and Evaluation Committee shall review and assess on-going programs maintained by the Council; study new program initiatives for Council consideration; direct the Council's on-going planning process with respect to policies, programs, and Council operations; and make recommendations for Council action on these matters when appropriate
- ✚ The Panel Selection Committee reviews the names and resumes of candidates for nomination to the agency's advisory panels, as collected and submitted by the staff from a variety of sources; to
- ✚ recommend to the Council a slate of advisory panelists in all grant categories that require panel review
 - Questions raised:
 - Is there still a need for the current panel process
 - What are the responsibilities of the Executive vs. PP&E (They seem to overlap)
 - Is there a true need for each committee
 - Is there a difference of policy and financial responsibility between the Executive & PP&E
 - The group agreed that for the time being, there is still a need for both Executive & PP&E

- Further discussion of committees will be moved to the Executive committee agenda

Bylaws Update

- ✚ The last bylaw revision was completed in September 2010
 - The Executive Committee met in October 2018, and made the suggested revisions
 - Please review and make any additional suggestions
 - All suggested revisions will be presented in January for Council approval
- ✚ The Executive committee met to review the current MSAC Bylaws
 - The current bylaws were last revised in 2010
 - The bylaws with suggested revisions have been provided for review
 - Please forward any suggestions, prior to the January meeting
 - The revised copy will go to the board for full approval at the January meeting
 - Once approved by full Council, revisions will go to Commerce for review

Council Event Attendance

- ✚ The group discussed the new event attendance procedure
 - Councilors shared what events they have recently attended
 - The new procedure seems to be going well
 - Councilors like having the list of events sent all together
 - It is helpful to obtain event invitations from the grantees with more advance notice
 - When attending an event, it is good for the Councilors to reach out to the organization
 - Upon arrival at an event, Councilor should inform the organization that they are present
 - Councilors may not always be acknowledged, but at times may be asked to stand or speak
 - Our goal is to have MSAC representation at all requested events
 - Steven will also reach out to CAAM to get more event information and to see if folks can be invited to CAAM meetings, etc.

Financial Report

The financial report was approved as presented.

Executive Director's Report

Ken Skrzysz reported the following:

- ✚ Ken provided MSAC facility and staffing updates (Including new staffing organizational chart)
- ✚ Policy issues to be reviewed include:
 - How to handle line item request from organizations...
 - Should organizations be penalized for making these requests
 - Current policy states: Our assistance cannot be used to fund organizations receiving line-item funding from the State of Maryland
 - This is not statutory
 - We need to look into grant language to discourage this action
 - Revision of GFO categories (Large & Children)
 - Overall GFO discussion
 - GFO Education Policy statement
 - Review Document
 - Further discussion on line item request suggestions, and GFO categories to go on the Executive committee agenda
- ✚ As part of the strategic planning process, an EDI statement for MSAC has been drafted:
 - The Maryland State Arts Council (MSAC) celebrates our state's diversity and promotes the role of the arts to connect people, bridge our differences, and inspire an appreciation of our shared humanity. Because the arts have the power to

transform individuals and communities, MSAC is committed to advancing diversity, equity, and inclusion in all aspects of our organization and across all the communities of our state, and in supporting our partners in modeling the same commitment

- Diversity is the extent to which an organization recognizes and supports all dimensions of human identity and differences
- Equity identifies and eliminates barriers that have prevented the full participation of historically excluded groups in order to ensure fair treatment, access, opportunity, and advancement for all people
- Inclusion is the active and effective engagement and participation of diverse individuals and groups involved in decisions that impact the policies and practices of the organization
- These are the principles that guide our work
- Any recommendations for edits to the statement may be forwarded for the Executive Committee to further review and discussion
- ✚ Ken also provided a Council “refresher” for the group
- Topics reviewed included:
 - Councilor Roles
 - Conflicts of Interest
 - Bylaws/Legislation
 - Meeting and Event Attendance
 - Involvement with partner organizations and local arts councils
 - CAAM
 - Structure & Overview

Program Director Update

- ✚ Program staff shared a quick overview of their programs and upcoming events

Grants/Professional Development

- ✚ The fall institutes were a hit, there was a great response and valuable information was obtained from each session
- Attendee count at 175
- ✚ We are excited about the June Summit, that will combine the work of MSAC, MSDE, MCA, AEMS
- A planning meeting will be held in December
- More information coming soon

Strategic Planning Update

- ✚ Our January meeting will also serve as a two day retreat for strategic planning
- We encourage all to attend, as there will be a great deal of information covered
- This will be a deeper dive into all of the areas previously discussed
- AMS has done an amazing job and are very excited to share the findings
- So far, there are 737 responses to the survey
- People are eager to share their thoughts and ideas
- Best Practices Themes include:
 - MSAC capacity building, board training, development and structure.
 - Statewide resource for non-monetary support
 - Equity, Diversity and Inclusion in all efforts

Funding Request (Maryland Traditions)

- ✚ MD Traditions is requesting a \$15,000 increase to compensate a Folklife Area Coordinator for 2019 National Folk Festival
- ✚ MD Traditions is requesting an immediate \$12,500 disbursement to pay for production services at the 2019 Maryland Heritage Awards (Serving as a shift of FY20 funds)
- ✚ The recommendation is for one time grant to NCTA for \$27,500

The recommendation was approved as presented.

Funding Request (American Folklore Society Annual Meeting)

- ✚ Recommendation of \$25,000 for professional development toward the annual American Folklore Society meeting

The recommendation was approved.

Funding Request (MSDE/AEMS)

- ✚ Recommendation of \$30,000 for micro-credentialing program
 - Professional Development Institutes for Teaching Artists Leading to MSAC endorsements reflecting standards of MSDE

The recommendation was approved.

Creativity Grants

- ✚ Request was made to Council for approval to pilot new program under Creativity Grant title
 - The purpose of the Creativity Grant is to strengthen the vitality and sustainability of artists and small organizations
 - The Creativity Grant also provides opportunities to serve the growing needs of relevant arts projects and collaborations within Maryland communities
 - Eligible applicants may apply for a single Creativity grant per fiscal year

The recommendation was approved.

New Business

- ✚ Next meeting is January 11-12, 2019, Location TBD
 - This will also serve as our strategic planning session w/AMS
 - Nicholas Cohen will be present to provide an update from MCA as we head into session

Adjournment