Community Arts Advisory Committee

Meeting #2
August 8, 2019 | 6:30 – 8:30 p.m.
3700 South Four Mile Run Drive
agenda

INTRODUCTIONS – 20 minutes
• Welcome
• Introductions
• Remarks from County Board Member Katie Cristol

LEVEL SETTING – 5 minutes
• Ground Rules, Expectations & Responsibilities
• Review of Project Scope & Work Plan

MOVING FORWARD – 85 minutes
• Overview of Tools & Models
• Subcommittee Report Out
  Scene Shop/Costume Lab; Joint Use; Mobile Stage – 5 minutes per subcommittee
  • Summary of discussions (including rubric)
  • Information required
  • Next meeting date
• Criteria Evaluation & Model Building
  • Introduction of template – including rubric evaluation tool and model building
  • Agreement on overarching goals, success criteria and measures for each service
introductions
welcome
introductions
remarks
level setting

- ground rules, expectations & responsibilities
- review of project scope & work plan
Agreements create a safe space for dialogue, critical conversation and decision-making, while aiming to create equity of voice for this work.

**ground rules & working agreements**

- Listen to each other
- Participate fully
- Respect and share air time
- Be brief – share air time
- Assume positive intent
- One person talks at a time – signal intent to speak (using name tents)

**expectations & responsibilities**

- Think creatively
- Remain positive and forward looking
- Speak for yourself, not on behalf of others
- Differences of opinion are natural and useful

- The process is explicit, rational, and fair.
- I was treated well and my inputs were heard.
- I can live with and commit to the outcome.

*from consensus prime – decision making*
project scope

1. **catalogue** public and private **arts services** in Arlington and the region to include audio-visual services, costumes and scenery construction;

2. develop and analyze **alternative management and service delivery proposals** and funding sources for scenic studio, costumelab and mobile stage operations including a proposed transition for future operations;

3. evaluate and propose **public-private partnerships** for audio-visual services, costumes and scenery construction;

4. develop a new **scheduling process for joint-use theater space** in partnership with Arlington public schools.
work plan

July 15
first meeting #1 of CAAC

July, August, September, October

review & discussion of research methods; establish descriptors; develop review criteria

Initial scenario building and evaluation

Initial scenario analysis; pros & cons; key questions

October 15
final draft recommendations & actionable items

October 31
final recommendations to county manager

final scenarios analysis & actionable items

moving forward

overview of tools & models
subcommittee report out
criteria evaluation & model building
subcommittee report out

<table>
<thead>
<tr>
<th>Scene Shop and CostumeLab</th>
<th>Mobile Stage</th>
<th>Joint Use Theater Scheduling</th>
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<tbody>
<tr>
<td>Maggie Boland</td>
<td>Pryalal Karmakar</td>
<td>Pam Farrell</td>
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<tr>
<td>Sara Duke</td>
<td>Amy McWilliams</td>
<td>Carol Cadby</td>
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<tr>
<td>Jane Franklin</td>
<td>Kat Williams</td>
<td>Ava Boston and Yasmina Mansour</td>
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<tr>
<td>Tom Prewitt</td>
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<td>Janet Kopenhaver</td>
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<td>Steven Yates</td>
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<td>Leslie Peterson</td>
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<td>Alex Bryce</td>
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<td>Matthew Randall</td>
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FIVE MINUTES OR LESS...
- summary of discussions (including rubric)
- information required
- next meeting date
a suggested framework: five steps

described for each service:

1. define the service
2. describe the overarching goal for the future state of the service
3. define the factors that will determine the achievement of this overarching goal (criteria), how these will be measured and what you consider the ‘optimal state’ indicators for these measures
4. generate ideas/scenarios for the service
5. evaluate the ideas/scenarios against the optimal indicators and the current state, and summarize the results
feedback

criteria evaluation & model building

criteria

- cost sharing
  - cost to county
  - cost to users
  - cost to private partners
  - cost to non-profit partners
- efficiency
  - process to use
  - service delivery
  - direct users
  - percentage of use by each user
- equity of access
- quality of facility/service
- overall effectiveness

management arrangements

- public
- public partnership
- public contracted
- public private partnership
- private consortium
- private

alternative models
## Initial Proposal of Rubric of Evaluation Criteria for Options for Scene Shop, Costume Lab and Mobile Stage

Column A contains the criteria by which an option will be assessed. Columns B through D are examples of measures and indicators that could be applied for each criterion.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>EXAMPLES - MEASURES &amp; INDICATORS</th>
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<tbody>
<tr>
<td>Cost Sharing</td>
<td>Cost to County is 10%</td>
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<tr>
<td>Efficiency</td>
<td>Usage is at 10% by 2021, and increases by 10% annually</td>
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<tr>
<td>Equity of Access</td>
<td>All Users have equitable access to service across/within</td>
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### Quality of Facility/Service

<table>
<thead>
<tr>
<th>Service Area/Agreement</th>
<th>Joint Use Agreement for Thomas Jefferson and泉州 Middle Schools Only</th>
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<tbody>
<tr>
<td>Brief Description of Service</td>
<td>Direct Users</td>
</tr>
<tr>
<td>Current State</td>
<td>CAS Tech Director works with facility managers at the two schools and with the relevant arts organizations to negotiate availability, facilities, dates, and times. Procedure: Each arts organization submits its proposal dates to CAS Tech Director. After the school year calendar is finalized, CAS Tech Director works with schools to find a suitable time for the arts organizations. In April of each year, the arts organizations receive a proposal calendar with their schedule of all their use. Typically, the schedule is within one month of the dates requested by the arts organizations. Challenges: (1) School has impacted the arts calendar. There is one time where arts organization had no space in the two middle schools and had to use the CAS Black Box which was not ideal.</td>
</tr>
<tr>
<td>Optimized State</td>
<td>Digital calendar system where each arts organization uploads its dates. These are pending until reviewed and approved by CACOPS. These would be reviewed only once so that arts groups can see a high-level overview of conflicts there is in the calendar. If school and other external demands occur and demand changes, the changes would be made digitally and sent to all parties.</td>
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### Overall Effectiveness

<table>
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<tr>
<th>Alternative 1</th>
<th>Alternative 2</th>
<th>Alternative 3</th>
<th>Alternative 4</th>
<th>Alternative 5</th>
<th>Alternative 6</th>
<th>Alternative 7</th>
<th>Alternative 8</th>
<th>Alternative 9</th>
<th>Alternative 10</th>
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criteria evaluation & model building

• Overarching goals, success criteria and measures for each service
Overarching goals – meeting discussion

- Scene Shop & CostumeLab
  - Costumes for production (if needed) – to communicate the character; drama & story
  - Quality of production
  - Better audience experience
  - Community participation in the shop
  - Employment of technicians
  - Education/learning
    - How to use equipment
    - History via costumes
  - Enriching the community
  - Entertainment & cultural expression
wrap up

- finalize criteria
- sub-committee work
  - schedule meeting(s)
  - initial alternative model building
- next meeting: August 29 @ 6:30 pm