



Culture, Arts and Heritage Commission Meeting Agenda

January 9, 2025

12:00 PM

Microsoft Teams

[Join the meeting](#)

[Dial +1-347-941-5324,,46661841](#)

City Hall

Aspen Room, 1st Floor

415 W. 6th St

Vancouver, WA 98660

[Virtual Meeting Details](#)

1. Call to Order and Roll Call

2. Approval of Minutes

- a. December 12, 2024

3. Workshop

- a. Annual OPMA and Ethics Refresher and New Handbook
Speaker: Tricia Juettemeyer
- b. 2018-2024 Culture, Arts & Heritage Plan Review
Speaker: Stacey Donovan
- c. James Lee Hansen Lifetime Achievement Ceremony
Video
Speaker: Beth Harrington

4. Community Forum

To provide public testimony, please see instructions below.

5. Action Items

- a. Officer Elections
Speaker: Kirsten Hull

Culture, Arts and Heritage Commission

MEMBERS

Brad Richardson, *President*

Linda Reid, *Vice President*

Beth Harrington

Vacant

Lee Rafferty

Rebekah Percival

Ricky Gaspar

Rosalinda Mendoza

Russell Ford, CACC

Parks, Recreation and Cultural Services

415 W. 6th Street

Vancouver, WA 98660

TTY: 711

www.cityofvancouver.us

- b. Appointment of Application Review Subcommittee
Speaker: Kirsten Hull

6. Commission and Staff Reports

- a. Cultural Services Manager
- b. Commission President
- c. Clark County Art Commission

7. Open Discussion & New Business

Adjournment

Community Forum Instructions

Time is reserved at each Commission meeting for Community Communications. During this time, the public may speak on any issue. Each speaker will have three minutes to address the Commission. Community members who wish to submit detailed testimony that may exceed three minutes of speaking time are encouraged to email their comments so they can be included with the meeting materials.

Community Communications participants are encouraged to pre-register by email at kirsten.hull@cityofvancouver.us or by phone at 1-360-487-8307, but may comment during this period without pre-registration; options for Community Communications are:

1. In Writing: Public comments can be submitted in writing via email to kirsten.hull@cityofvancouver.us by 5pm the day before the meeting.
2. Remotely: attend the Microsoft Teams meeting online; be prepared to speak online during the Commission meeting at the time of Community Communications.
3. In Person: Fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

City Hall is served by C-TRAN. Route information and schedules are available online at www.c-tran.com. You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.

Meeting Minutes

Thursday, December 12, 2024

12 p.m.

Vancouver City Hall

Aspen Room

415 W. 6th Street

Vancouver, WA

Commissioners Present:

Richardson, Harrington, Rafferty, Reid, Percival, Ford, Gaspar and Mendoza

Commissioners Absent:

None

Item 1: Call to Order

The December 12, 2024, meeting of the Culture, Arts & Heritage Commission was called to order at 12:02 p.m. by President Richardson in Aspen Room at Vancouver City Hall and with Microsoft Teams.

Motion by Rafferty, seconded by Harrington, and approved unanimously to amend the order of the agenda.

Item 2: Approval of Minutes

Motion by Harrington, seconded by Ford, and approved unanimously to adopt the minutes from November 7, 2024.

Item 3: Workshops

a. Budget Update and Cultural Access Program

Dave Perlick, Parks, Recreation and Cultural Services (PRCS) director, thanked the commission and community members for their support for the Cultural Access Program and 0.1% sales tax to support the program. Perlick reviewed the requirements of the program and details from the ordinance adopted by City Council. The Culture, Arts & Heritage Commission has been identified as the designated entity to distribute funding and is expected to return to Council by July 1, 2025 with a set of recommendations for program implementation.

Members

Brad Richardson
President

Linda Reid
Vice President

Beth Harrington
Vacant
Ricky Gaspar
Lee Rafferty
Rosalinda Mendoza
Rebekah Percival
Russell Ford, CCAC

**Parks, Recreation and
Cultural Services
Department**

P.O. Box 1995
Vancouver, WA 98668
360-487-8311
TTY: 711
cityofvancouver.us

b. Arts Hub Activation Year-end Report

Christine A. Richardson, Executive Director of The Arts Centered, presented an update on temporary activation of the arts hub building since May 2024. Richardson noted that much of her time is spent in conversation, building or repairing relationships with members of the culture and arts community including giving group and individual tours, coordinating space use and cost, and hearing what space or other support needs the community has. Since May, the building has been activated a total of 1,022 hours which averages to 38 hours per week. Activities have included cultural and modern dance groups, youth and adult theatre, workshops for traditional cultural arts, visual arts, fiber arts, art therapy, and others. The building is available by appointment only with exception of First Fridays, which feature a range of activities open to the public for drop in.

Harrington and Rafferty commended Richardson for her work and Rafferty asked Richardson about the biggest challenge she faces. Richardson spoke to the difficulties of correcting misinformation about the project and repairing relationships with participants who've felt let down by the decades-long endeavor to build an arts center in Vancouver or feel undervalued by the City.

c. 2023-2024 Grant Wrap Up

Kirsten Hull, Cultural Services Support Specialist, presented a summary of the 2023-2024 Culture, Arts & Heritage grant round that wrapped up in December 2024. 15 projects received funding that totaled \$92,000. Projects included, performances, public art, arts education, and more. At the time of the presentation, 10 projects had been completed, four were still in progress, and one had been canceled. Hull reviewed statistics from the final reports and gave an overview of lessons learned from that round of grants including:

- Process changes to support a more equitable application such as an application revision period, off site workshops, loosening the nonprofit requirement, and simplified application and budget language
- Dilemmas for future consideration such as the limitations of reimbursement-based grants, the balance between specificity and complexity in the application, and finding ways to build capacity of organizations beyond the grant program.

Richardson suggested sending a media template toolkit that encourages grant recipients to reach out with their project updates and invitations in addition to providing template language and logos for acknowledgement.

Item 4: Community Forum

No testimony presented.

Item 5: Commission and Staff Reports

a. Cultural Services Manager

Stacey Donovan, Cultural Services Manager, gave the following updates:

- The City of Vancouver will be hosting a flag design competition through a call for artists and the Commission can participate in the selection process, if desired. The Commission volunteered to participate.
- The Vancouver arts hub building will serve as a winter weather shelter site for households and individuals experiencing homelessness. The shelter will be located on the lower level of the building and open nightly from 6:30 p.m. to 7 a.m. from Dec. 14, 2024, through March 2025. Users must get a referral through the Council for the Homeless to access the shelter and regular programming will continue as scheduled at the arts hub.

b. Commission President

Richardson gave the following updates:

- Richardson thanked his fellow Commissioners and recapped the high priorities for the commission in 2025: the Vancouver Arts and Music Festival, the arts hub, Cultural Access and the 200th anniversary of Fort Vancouver.
- Officer elections will be held in January and Richardson encouraged his fellow commissioners to consider an executive leadership role and to reach out to him or Reid with any questions.

c. Clark County Arts Commission

Ford gave the following update:

- The Clark County Arts Commission is still looking for leadership for 2025 but Ford is optimistic, as some existing members are taking on new roles and new members have been appointed.

Item 6: Open Discussion and New Business

None presented.

Adjourned

This meeting adjourned at 1:15 p.m.

Culture, Arts & Heritage Commission Handbook

V1 – January 2025



Parks, Recreation and Cultural Services Department
PO Box 1995

Vancouver, WA 98668-1995

[Boards and Commissions -The City of Vancouver, WA](#)

Accessibility Statement. The City of Vancouver is committed to providing accessibility and accommodations in its services, programs, and activities. If you need an alternative format of this handbook due to a disability, please let us know. Please contact Kirsten Hull by phone at 360-487-8307 or email kirsten.hull@cityofvancouver.us.

Culture, Arts & Heritage Commission Contacts

The Culture, Arts & Heritage Commission was established on July 1, 2019.

City of Vancouver Staff

Stacey Donovan

Cultural Services Manager

Parks, Recreation and Cultural Services Department

PO Box 1995

Vancouver, WA 98668-1995

360-487-8630

Stacey.Donovan@cityofvancouver.us

Kirsten Hull

Parks, Recreation and Cultural Services Department

PO Box 1995

Vancouver, WA 98668-1995

360-487-8307

Kirsten.Hull@cityofvancouver.us

Culture, Arts & Heritage Staff Roles

The below City staff engage with the Culture, Arts & Heritage Commission (“CAHC” or “Commission”) on a regular basis.

Stacey Donovan

Staff liaison to the Commission; Cultural Services Manager, Parks, Recreation and Cultural Services (PRCS) Department

Primary contact for the Commission members regarding CAHC process and programs. Provides information and answers questions for Commission members. Develops CAHC meeting agendas and annual workplan.

Dave Perlick

Director, PRCS Department

Presents information on special projects. Serves as liaison to City leadership.

Tricia Juettemeyer

Assistant City Attorney assigned to the Commission

Provides staff and CAHC guidance to ensure compliance with Open Public Meetings Act (OPMA) and other applicable laws. Provides staff and CAHC guidance on meeting process and roles.

Kirsten Hull

Support Specialist assigned to the Commission

Sends out notices and information on upcoming meetings. Responsible for meeting minutes and posting of meeting materials. Contact for meeting attendance.

Melody Burton

Marketing Manager, PRCS Department

Advises the Commission on public engagement and marketing strategy.

Commission Roles

Brad Richardson

President (2024)

Responsible for facilitating Commission meetings and works with staff liaison to ensure efficient and effective meetings.

Linda Reid

Vice President (2024)

Fills the role of the President when absent.

Beth Harrington

Secretary / Treasurer (2024)

Serves as third member of executive committee; other duties delegated to Commission staff.

Contents

Section 1: Background Information	6
Section 2. Practical Tips for the Culture, Arts & Heritage Commissioner	7
Section 3. Charter and Bylaws of the Culture, Arts and Heritage Commission	8
Section 4: Procedures	9
4.1 Calling the Meeting to Order and Roll Call	9
4.2 Absences	9
4.3 Adoption of Minutes	9
4.4 Community Communications	10
4.5 Taking Commission Action	11
Section 5: Open Public Meetings Act and Public Records Act	12
Section 6: Culture, Arts & Heritage Grants	15
Section 7: City of Vancouver Boards and Commissions Handbook	16
Section 8: Cultural Access Sales Tax Procedures [placeholder]	17

Section 1: Background Information

Purpose

The City's Culture, Arts and Heritage Commission is comprised of nine members who are responsible for facilitating the development and promotion of a thriving cultural, arts and heritage environment that reflects the Vancouver community. This is accomplished through community-informed programs, ownership of buildings and public art, and a commitment to community partnerships.

Origin

In 2018, the Vancouver City Council approved a Culture, Arts and Heritage Plan. The plan's overarching vision is to integrate culture, arts and heritage into the daily life of the community by bringing together diverse interests and talents in Vancouver.

The plan lays out 13 specific objectives, each with several associated actions, necessary to achieve the plan's vision. Creation of the commission was identified as an action under objective 1.2: "engage and elevate community leaders in support of culture, arts & heritage."

Vancouver City Council established the Culture, Arts & Heritage Commission as a public development authority which allows it to acquire and manage real property, secure financing, undertake the development or redevelopment, construction and maintenance of structures and facilities, including public amenities, and enter into agreements with cultural, public and other non-profit entities, or with private developers proposing to develop public facilities or retail for the purposes of promoting art, culture or heritage.

In its first five years of operation, the Commission has advised on the following matters:

- Award of Culture, Arts & Heritage grants
- Acquisition of public art
- Support for privately-owned art on public property
- Integration of public art into new developments and City infrastructure projects
- Integration of heritage, placemaking and storytelling in infrastructure projects
- Creation of a dedicated arts facility
- Support and funding for City-sponsored cultural events.

Current Work

In 2022, the Commission set three goals: to increase the availability of creative programming and education in Vancouver, to develop a physical space for that purpose, and to plan an annual multi-day festival to showcase performances and arts & culture professionals. Through 2023 and 2024, those goals took form in the Culture, Arts and Heritage grant program, the Vancouver arts hub initiative, and the Vancouver Arts and Music Festival. In 2025, The Commission will work with City Council to establish a Cultural Access Program for Vancouver.

Section 2. Practical Tips for the Culture, Arts & Heritage Commissioner

1. **Read Your Packet:** To be successful as a Commissioner you must be informed and prepared for discussion at Commission meetings. A presentation will be made for each item on the monthly CAHC agenda; always review the packet material in advance to be sure you understand the full details of the presentation to the Commission.
2. **Take Part in Debate:** The quality of the CAHC's decision-making is improved when all Commissioners contribute to the discussion. Please openly share your thoughts on any matter before the Commission.
3. **Decision-Making:** The Commission will collectively decide a variety of matters that come before it. Staff will provide criteria and procedures related to decisions the Commission must make either in the meeting packet or during the meeting. Staff will seek Commission feedback on criteria as part of the decision-making process. It is important to align your decision making with these criteria to ensure an equitable process.
4. **Use the President to Keep the Meeting Orderly:** Do not engage in extensive one-on-one conversations with presenters or members of the public. Use the CAHC President to direct questions and comments to those persons.
5. **Remember that the Commission Serves the Entire Community:** An issue may be directly related to where you live or work, and you may already have a perspective on that issue. Keep in mind that your Commission role and decisions must be based on the relevant decision-making criteria provided and benefit the community as a whole.
6. **Ask Questions:** The only way to become fully informed on a matter before the Commission or about the Commission is to ask questions when you have them. You can reach out to staff about procedural questions and background information on matters before the Commission. Reach out to fellow Commissioners on an individual basis (to avoid violating laws related to open public meetings; see Section 5 of this Handbook) for questions about Commission service, community groups, or events.
7. **Being a Commissioner Takes Time and Commitment:** The time you actually spend at meetings is only a small part of the time and commitment it takes to be a good Commissioner. Be prepared to spend a considerable amount of time becoming informed and remaining active and engaged as a Commissioner, both in meetings and in the greater community. You bring value to the Commission because you have specific experience and community connections; keep engaging with and building your network to help the Commission serve our community.

Section 3. Charter and Bylaws of the Culture, Arts and Heritage Commission

As adopted pursuant to City of Vancouver Ordinance M-4271

See below CAHC Handbook – Charter Document 1-9

and

Bylaws of the Culture, Arts and Heritage Commission - Vancouver, Washington 1-6

Section 4: Procedures

4.1 Calling the Meeting to Order and Roll Call

At the beginning of each Commission meeting, the President will direct staff to conduct a roll call of the appointed Commissioners by name. This will determine who is and is not present at the meeting and establish whether there is a quorum of Commissioners, which is required to transact business and take Commission action. A quorum requires at least six of the seated members of the Commission. If quorum is not met the meeting will be recessed until the following month.

4.2 Absences

Commissioners are expected to attend all meetings. A Commissioner must inform the President and Staff in advance if they are unable to attend any Commission meeting, or if they anticipate being late to any meeting. Any absence may be excused by the Commission through a vote of at least a quorum of Commissioners, including an extended period of absence. If an emergency prevents a Commissioner's attendance at a meeting, notice should be given to the President and Staff as soon as possible.

After the roll call vote described in Procedure 2.1, Commissioners may make a motion to excuse absent Commissioners as follows:

1. A Commissioner must make a motion to excuse the absent Commissioner(s).
2. The motion requires a second from another Commissioner.
3. A yea/nay vote is conducted.
4. At least six votes in favor of excusal are required for approval.
5. Staff will record the vote result.

Late arrivals and early departures will be recorded by Staff and entered into the minutes.

City Council will refer to attendance information during considerations for the reappointment of Commissioners. If a Commissioner has an unexcused absence from three consecutive meetings, Staff will notify and discuss the situation with the Council Appointments Committee Chair to determine appropriate action, which may include removal from the Commission.

4.3 Adoption of Minutes

Meeting minutes for the most recent regular Commission meeting will be provided to Commissioners at least six days prior to the next regular Commission meeting, in the Commissioners' meeting packet. Commissioners should make note of any comments or points of discussion and present them at the next meeting. Commissioners should not discuss proposed changes with other Commissioners outside the Commission meeting to ensure Open Public Meetings Act compliance (see Section 5 for information about complying with the Open Public Meetings Act or "OPMA").

Minutes must be approved at an open public meeting. Staff will notice the public of all meetings and the proposed action to approve minutes during each meeting.

Under the “Approval of Minutes” agenda item, the President will open the floor for any discussion regarding the minutes and proposed amendments. Following discussion, the Commission will vote in accordance with the following standard procedure:

- Any Commissioner makes a motion to approve the minutes, as is or with amendments. The Commissioner says: Motion to approve the minutes from the [date] meeting.
- The motion requires a second from another member of the Commission.
- The President will state: all in favor, say I, [say I if approving] any opposed [say nay if opposed]? This is a yea/nay vote. Members who were absent from the meeting for which minutes are approved may abstain from voting.
- At least six votes in favor of adoption are required for approval.
- Upon approval, staff will submit the approved minutes to the record and post a copy to the agenda and minutes portal on the City’s website.

4.4 Community Communications

Time is reserved at each Commission meeting for Community Communications. During this time, the public may speak on any issue. Each speaker will have three minutes to address the Commission. Testimony should be directed to the entire Commission. Community members who wish to submit detailed testimony that may exceed three minutes of speaking time are encouraged to email their comments to parksrecculture@cityofvancouver.us. Commissioners will receive these comments in their packet.

Community Communications participants are encouraged to pre-register but may comment during this period without pre-registration; options for Community Communications are:

- Members of the public may:
 - pre-register by phone or email before 5pm on the day before the meeting;
 - fill out a comment form before the beginning of Community Communications during any regular Commission meeting;
 - email written comments by 5pm on the day before the Commission meeting;
 - attend the Microsoft Teams meeting online; be prepared to speak online during the Commission meeting at the time of Community Communications.

Commissioners should welcome and consider community input regarding the Commission and its activities. Commissioners are not obligated to respond to public commenters but may respond. Commissioners may also direct Staff to follow up with the public commentor for additional information.

4.5 Taking Commission Action

Main Motion:

1. A Commissioner must be recognized by the President in order to make a motion.
2. The motion requires a second by another Commissioner.
3. The President calls for a vote of the Commission.
4. The motion requires at least six votes for approval.

Amendment of a Main Motion:

1. A Commissioner moves to amend the main motion.
2. The Commission can amend in the following ways: (1) add words, (2) strike words, or (3) substitute new language to the main motion.
3. The motion requires a second by another Commissioner.
4. The President calls for a vote of the Commission.
5. The motion requires at least six votes for approval.

Withdrawing a Motion:

1. The motion may be made at any time before a vote on the motion has occurred.
2. The motion requires a second by another Commissioner.
3. Withdrawing a motion is not debatable.
4. Withdrawing a motion is not amendable.
5. The President calls for a vote of the Commission.

The motion requires at least six votes for approval.

Recorded Vote Types

1. Roll Call Vote. Any Commissioner may request a roll call vote for any purpose. A roll call vote records the individual vote of a Commissioner on an action.
2. Yea/Nay Vote. A yea/nay vote records the number of Commissioners who voted in favor of an action, against an action, or abstained from voting on an action.

Abstention from Voting

In response to a call for a yea/nay vote, a Commissioner may abstain. A Commissioner has an obligation to abstain if the Commissioner has a direct personal interest in the matter that amounts to a legal conflict of interest. Abstentions are recorded by Commissioner name in either roll call votes or yea nay votes.

For more information on conflicts of interest under Washington law please see: MRSC's Ethics and Conflicts of Interest information at <https://mrsc.org/explore-topics/officials/ethics/conflicts-of-interest>.

Section 5: Open Public Meetings Act and Public Records Act

Obligations of Commission Members under Washington's: Open Public Meetings Act RCW Chapter 42.30 and Public Records Act RCW Chapter 42.56

Please consider the following guidelines when interacting with members of the public or your fellow Commissioners outside of an open public meeting.

Commission Meetings must be open to the public, with limited exceptions, as stated in the Open Public Meetings Act.

The Commission is a governing body of a public agency and subject to the Open Public Meetings Act ("OPMA"). In general, all meetings of the governing body of a public agency must be open and public and all persons must be permitted to attend any meeting of the governing body of a public agency under RCW 42.30.030 of the OPMA. This means that Commission business must occur openly at its regular monthly meeting, or any special meeting that may be scheduled under the OPMA. Commissioners would violate the OPMA if they met as a quorum and engaged in the business of the Commission outside these open, public meetings. The statute subjects Commissioners to personal liability for any OPMA violation; see below for detailed information.

So, can you talk to your fellow Commissioners while out in public and still comply with OPMA?

Yes, if you do not meet as a quorum and so long as you avoid a series of meetings in which you engage in the business of the Commission. The Commission's quorum is six Commissioners. If you inadvertently end up at the same event in numbers more than six, avoid any discussion of Commission business. Additionally, avoid serial meetings in which you meet as a quorum to discuss Commission business through several meetings, each with less than six Commissioners but together comprising a quorum.

What about communicating online or by phone, in chat, in comments, by text, or by email?

If you communicate online or by phone with at least a quorum of Commissioners about Commission business, you are meeting for the purposes of OPMA outside of an open, public meeting, and that meeting violates OPMA. You could inadvertently create a serial meeting by sending a series of emails to all Commissioners or asking one Commissioner to forward a communication to another Commissioner, in which you end up discussing Commission business and collectively take action outside an open public meeting asynchronously as a quorum. Asynchronous, serial meetings can also occur in social media comments, in chats, in text messages, direct messages, and even in a series of small group meetings in which there is no quorum in any particular meeting. Key is ultimately a quorum of Commissioners are involved in the discussion, and the Commissioners are

aware that the discussion is occurring amongst other Commissioners, either directly, or through another channel, including Staff communications.

Staff will avoid inadvertently violating OPMA by emailing the entire Commission on the bcc: line. Mere passive receipt of information by itself will not violate a Commissioner's obligations under the OPMA.

How to communicate as a Commissioner while avoiding OPMA risk.

As noted, passive receipt of information via email will not violate OPMA but avoid engaging or communicating with six or more Commissioners at any time outside a Commission meeting, whether in person or asynchronously, including through a chain of communications, in which less than six Commissioners are present on any one email but at least six Commissioners end up discussing the same information. This approach will mitigate OPMA violation risk.

Let staff do the work instead! Avoid emailing something related to the Commission's work directly to fellow Commissioners. Instead, send items or issues directly to Commission staff. Staff can communicate directly with other Commissioners in preparation for an upcoming Commission meeting through the bcc: approach above, or directly in numbers less than a quorum for any particular issue.

What are the consequences of violating OPMA?

Individual liability. If you participate in a Commission meeting that violates the OPMA, *with awareness of other Commissioner's participation*, then you will be subject to personal liability and a court may impose a civil fine of \$500 in response to an OPMA complaint for a first violation. A court may impose a civil fine of \$1000 for a second or any later violation by a Commissioner in response to an OPMA complaint.

Action null and void. Actions taken by a Commission during a meeting that fails to comply with the OPMA, such as a resolution or action taken by "secret vote," are null and void.

Agency liability. Any person who prevails in court when alleging an OPMA violation will be awarded all costs, including attorneys' fees, incurred in connection with the lawsuit, which the City would be obligated to pay. However, if the City proves that the lawsuit was frivolous and unreasonable, then the person who brought the complaint must pay the City's costs.

What about talking to the public or others about your work as a Commissioner?

Do:

- Tell your colleagues, friends, and family you are on the Commission and what that role entails.
- Listen to community members and bring up important issues in the new business portion of the monthly meeting.
- Encourage public participation in the Commission's process; share the time and place of the Commission's monthly meeting and encourage community members to engage during Community Communications.

- Engage in the civic process as an individual, not as a member of or on behalf of the Commission. The Commission may only act as a body after voting to do so in an open public meeting.
- Ask Staff for help! Staff can assist you with directing community members and providing information to the community.

Don't:

- Discuss items before the Commission or that may come before the Commission.
- Promise to vote a certain way on an issue.
- Do not bring books, charts, studies or other items community members may provide to you to meetings; staff should receive any of these items so all Commissioners may receive them, as appropriate.

What should I know about the Public Records Act?

The Public Records Act is a broad mandate for transparency throughout Washington's government agencies. The Act mandates the disclosure of public records, which are most records related to an agency's work. The City and the Commission are both agencies for the purposes of the Public Records Act. This means that any communication you create related to your work on the Commission is a public record and subject to disclosure in response to a public records request. Best practice is to use your City-issued email address for all communications related to your work on the Commission to avoid retaining public records on personal devices. Text messages, emails, voicemails, and your writings related to the Commission are all public records. Records retention laws require the retention of public records for certain periods of time. Please seek guidance from Staff on any questions you may have about the creation of public records, to ensure your records are retained in compliance with the law so that they may be disclosed if requested under a public records request.

Additional Resources:

[Knowing the Territory: Basic Legal Guidelines for Washington City, County and Special Purpose District Officials \(mrsc.org\)](#) Last Revised 10/2023

[Open Public Meetings Act \(mrsc.org\)](#) Last Revised 07/2024

[Public Records Act for Washington Cities, Counties, and Special Purpose Districts](#) Last Revised 03/2019

[Open Government Training \(Washington State Office of the Attorney General\)](#)

Section 6: Culture, Arts and Heritage Grants

The Commission issues Culture, Arts and Heritage grants annually when funding for these grants is available. Culture, Arts and Heritage grants support performances, exhibitions, activities, public art, and more. Community members and non-profit organizations are invited to apply for grants ranging from \$1,000 to \$10,000. Community members or organizations without 501(c)(3) tax status must be fiscally sponsored by a non-profit organization with that status. Grant recipients receive funds by reimbursement after incurring expenses related to the approved project. The Commission serves as the selection committee for Culture, Arts and Heritage Grants.

Outcome Statement

To be selected for funding, projects must:

- elevate Vancouver's livability by demonstrating social & economic impact
- celebrate Vancouver's vibrant and diverse community
- exemplify the best of Vancouver's creative community by demonstrating feasibility and creative merit
- support innovation and collaboration
- encourage and provide a wide range of creative experiences for the community.

Grantmaking Process

The Culture, Arts and Heritage grant application period opens in early spring of each year in which funding is available. The Commission awards grants in late spring or early summer of the same year. Grant recipients have ~18 months to complete their projects; projects must be completed and reimbursed no later than December 15 of the following year. Commissioners participate in the following ways:

1. At the beginning of each grant cycle, Staff will ask the Commission to revise or reaffirm the decision criteria (shown above). Staff will also present an overview of the proposed grant cycle timeline and any process changes for the grant cycle.
2. Once the application period opens, Commissioners should engage individually with the community about the opportunity. Staff provides template emails, printed fliers, and talking points for Commissioners to use. Commissioners should also plan to attend workshops for prospective applicants to answer questions.
3. After the grant application period closes, Commissioners will receive a copy of all applications and will have two weeks to work on their evaluation sheets, which Staff will provide. Commissioners will use the evaluation sheets to score each application on the same set of criteria. This score serves as a jumping off point for discussion at the regular Commission meeting in which grant applications are discussed and awarded by the Commission.
4. During the meeting in which grant applications are discussed, Commissioners determine how much funding, if any, each grant applicant will receive. When the

Commissioners reach consensus, the Commission roll call votes to approve the slate of awards.

5. After the grant award process, Staff will return to the Commission for feedback on the process and to identify any changes, trends, concerns, or areas for improvement for the next year's grant process.
6. Staff will share information collected from project final reports with the Commission. Some data from the final reports will also be available on the City's website:
 - [View the Past Projects Gallery](#)
 - [View the Strategic Plan Dashboard for Culture and Heritage](#)

Section 7: City of Vancouver Boards and Commissions Handbook

The [Boards and Commissions Handbook](#) (last updated June 2021) is published by the City Manager's Office.

Section 8: Cultural Access Sales Tax Procedures

In December 2024, City Council passed a Cultural Access Sales Tax, effective January 1, 2025. The Commission will administer a portion of the proceeds of this tax. The Commission will engage with Staff in early 2025 to determine procedures for administering this tax, at which point this placeholder will be updated with those procedures.



CITY OF
Vancouver
WASHINGTON

Open Public Meetings Act Training Culture, Arts and Heritage Commission

Tricia Juettemeyer
Assistant City Attorney
City Attorney's Office
January 9, 2025



Open Public Meetings Act

Chapter 42.30 RCW

- What is OPMA?
- Training Requirements
- Definitions
- Requirements
- Prohibitions
- Avoiding OPMA Risk
- Resources

What is the Washington Open Public Meetings Act?



Open Public Meetings Act

Ch. 42.30.205 RCW - Commissioner Training Requirements

- CAHC Commissioners must complete OPMA trainings within 90 days of appointment to the CAHC
- CAHC Commissioners must renew their training at least every four years
- This training satisfies these requirements.



Open Public Meetings Act

Chapter 42.30.010 RCW – Legislative Declaration

- The legislature finds and declares that all public commissions... exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.
- The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed and informing the people's public servants of their views so that they may retain control over the instruments they have created. For these reasons, even when not required by law, public agencies are encouraged to incorporate and accept public comment during their decision-making process.



Open Public Meetings Act

Chapter 42.30 RCW

- State Law
- Ensures commission meetings are open and public
- Attendance open to all persons
- Public may not be required to identify themselves as condition of attendance
- Minutes must be recorded and open to public inspection



OPMA Definitions



Open Public Meetings Act

Ch. 42.30.020 RCW - Definitions

- (1) **Public agency** means ... (c) any subagency created by ordinance...including...commissions...
- (2) **Governing body** means ... the commission
- (4) **Meeting** means meetings at which action is taken.
- (3) **Action** means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.



OPMA Requirements



Open Public Meeting Act Requirements

Ch 42.30 RCW

- Meetings Open and Public (42.30.030)
- Minutes (42.30.035)
- Provide regular time for meeting (42.30.075)
- Make agenda available online 24 hours in advance (42.30.077(1))
- Public Comment (42.30.240)
- Special Meetings / Special Notice (42.30.080)
- Continuance
- Executive Sessions (Limited Applicability 42.30.110)



OPMA Prohibitions



Open Public Meeting Act Prohibitions

Ch 42.30 RCW

- Non-Public Meetings – Is there a Quorum? (42.30.010)
- Secret Voting (42.30.060)
- Fully Remote Meetings (42.30.230)



Avoiding OPMA Noncompliance



Avoiding OPMA Risk / Noncompliance

Ch 42.30 RCW

- Don't communicate about CAHC matters when a quorum (6) is present outside a public meeting.
- City staff will email blind copy (bcc) members to avoid serial meetings.
- Establish communications best practices
 - Commission members should share information passively (bcc)
- Violations
 - Personal Liability – Civil Penalty \$500 first violation / \$1000 thereafter
 - Attorneys Fees for prevailing plaintiff in all claims
 - Action Void (42.30.06(1))





A word on the Public Records Act 42.56

- All 'writings' are public records
- Personal devices may become subject to PRA requests
- Use City of Vancouver email for commission-related communications



Thank you!

OPMA Resources

- [Open Public Meetings Act](#)
- [MRSC – OPMA Decisions and Attorney General Opinions](#)
- [MRSC OPMA FAQs](#)
- [MRSC OPMA eBook](#)

Comments & Questions



tricia.juettemeyer@cityofvancouver.us | (360) 487-8500





CITY OF
Vancouver
WASHINGTON

Culture, Arts and Heritage Plan

Stacey Donovan

Cultural Services Manager

Parks, Recreation and Cultural Services

January 9, 2025





Agenda

- Plan Overview
- Elements
- Achievements
- 2025 & Beyond
- Questions

Plan Overview

In 2018, the Vancouver City Council approved a Culture, Arts and Heritage Plan - To integrate culture, arts and heritage into the daily life of the community by bringing together the diverse interests and talents in Vancouver.

The plan details

- Vancouver's existing cultural assets
- Best practices from other cities in the Pacific Northwest
- The Vancouver arts community's needs, and the City's role.
- 13 specific objectives, each with several associated actions, necessary to achieve the plan's vision.



Plan Elements

- Build Cultural Capacity
- Strengthen the Cultural Core
- Expand Cultural Space



Achievements

- Dedicated Staffing
- CAH Commission
- Grant Program 2024/2025
- Vancouver Arts and Music Festival
- Vancouver arts hub
- Public Art added
- Cultural Partnership events
- Arts District expanded
- Added some interpretive signs





2025 & Beyond

- Vancouver Arts Hub
- Cultural Access Tax
- Vancouver Arts and Music Festival
- Grant Completions

Questions



Thank You!



Stacey.donovan@cityofvancouver.us | 360-487-8630 | cityofvancouver.us



Cultural Access Program

David Perlick

Director of Parks, Recreation & Cultural Services

Stacey Donovan

Cultural Services Manager



Current Status and Work Ahead

- Cultural Access program overview
- Work Plan Concept
- Vancouver adoption details

Cultural Access Program Overview

Legislative Intent

There is also a need to provide public and educational benefits and economic support for cultural organizations. **Providing local support for the state's cultural organizations** is in the public interest and will serve multiple public purposes including, among others, **enhancing and extending the education reach and offerings of cultural organizations; ensuring continued and expanded access to the facilities and programs of cultural organizations by economically and geographically underserved populations; and providing financial stability to the organizations** to continue and extend the numerous public benefits they provide. (RCW 36.160.010)

Existing programs in WA (2018-2025):

- Tacoma Creates
- Inspire Olympia
- Doors Open King County
- San Juan County
- Vancouver



Vancouver City Council Adoption

- Cultural Access approved by City Council in November; effective Jan. 1, 2025
- Results in \$6.5 million revenue annually (.1% sales tax)
- 7-year duration; can be renewed
- Collections will begin in May with an initial year est. of \$4 mil.
- Cultural Art & Heritage Com. is the “designated entity”
- Ordinance calls for a CAHC to make program recommendations to the City Council by July 1
- This will define a variety of findings, criteria, and procedures

This will be the major focus of the Commission for 2025



Work Plan Concept



Discussion

