



Culture, Arts and Heritage Commission Meeting Agenda

March 13, 2025
12:00 PM

City Hall

Aspen Room, 1st Floor
415 W. 6th St
Vancouver, WA 98660

[Join the meeting via Teams](#)

Or dial: [+13479415324,,632765559](#)

1. Call to Order and Roll Call

2. Approval of Minutes

- a. January 9, 2025
- b. February 25, 2025

3. Community Forum

To provide public testimony, please see instructions below.

4. Action Items

- a. City Flag Discussion
Speaker: Laura Shepard

5. Workshop

- a. Arts Hub Update
Speakers: Stacey Donovan
- b. Cultural Access Program
Speaker: Subcommittee Members

6. Commission and Staff Reports

- a. Cultural Services Manager

Culture, Arts and Heritage Commission

MEMBERS

Brad Richardson, *President*

Linda Reid, *Vice President*

Vacant

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. 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, January 9, 2025

12 p.m.

Vancouver City Hall

Aspen Room

415 W. 6th Street

Vancouver, WA

Commissioners Present:

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

Commissioners Absent:

Gaspar

Item 1: Call to Order

The January 9, 2025, meeting of the Culture, Arts & Heritage Commission was called to order at 12:01 p.m. by President Richardson in Aspen Room at Vancouver City Hall and with Microsoft Teams.

Motion by Reid, seconded by Harrington, and approved unanimously to add an update on Cultural Access to the agenda.

Item 2: Approval of Minutes

Motion by Harrington, seconded by Ford, and approved unanimously to adopt the minutes from December 12, 2024.

Item 3: Workshops

a. Annual OPMA and Ethics Refresher

Tricia Juettemeyer, Assistant City Attorney, presented a training on the Open Public Meetings Act ('OPMA') and Public Records Act ('PRA') as relevant to the Commission's work.

Richardson asked for guidance regarding the commissioner's use of social media, wondering if there was a risk of creating a public meeting if a quorum of commissioners engaged in the same post by commenting, liking or resharing. Juettemeyer offered to research the issue and provide guidance.

Members

Brad Richardson
President

Linda Reid
Vice President

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

**Parks, Recreation and
Cultural Services
Department**

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b. Review of the 2018-2024 Culture, Arts & Heritage Plan

Stacey Donovan, Cultural Services Manager, provided an overview of the 2018-2024 Culture, Arts & Heritage Plan. Accomplishments from this plan's era include:

- Assignment of dedicated staff and budget to a Culture, Arts & Heritage program
- Appointment of the Culture, Arts & Heritage Commission
- Reestablishment of the Culture, Arts & Heritage grant program for 2023-2024
- Creation of the Vancouver Arts and Music Festival
- Planning and initial activation of the Vancouver arts hub
- Development of cultural events with community partners
- Expansion of the Arts District
- Installation of new interpretive panels and public art

Donovan reported that the program will not prepare an additional 6-year plan but instead shift their focus to implementing the Cultural Access Program adopted by City Council in November 2024.

c. Cultural Access Program

Perlick presented an update on the Cultural Access Program adopted by Vancouver City Council and described next steps for program implementation. Perlick highlighted the intent of the program, stating that the tax revenues collected must support cultural organizations and expand access to their programming. City Council adopted a Cultural Access ordinance effective in January 2025 and lasting 7 years. Collection of tax revenue will begin in May of 2025.

The Culture, Arts & Heritage Commission is the 'designated entity' and the ordinance calls for the Commission to make program implementation recommendations to City Council by July 1. This work will occur in a Task Force that reports to the larger Commission in February through June 2025.

Richardson encouraged the Commission to form the best possible program, both to respect the great opportunity granted by City Council and to also serve as an example to other Clark County municipalities who are now eligible to adopt a program of their own. Richardson underscored the importance of framing a program that supports the long-term sustainability and infrastructure of cultural organizations in the community, contrasting this opportunity with other tax grant programs that prioritize short term programming boosts. Ford expressed support for serving as a model program for smaller municipalities in Clark County. Mendoza advocated for exploring grants that provide funding up front, noting that reimbursement-based grants create access barriers for underfunded organizations. Reid noted this was being explored at the state level as well. Richardson offered to ask Inspire Washington about the issue directly.

d. James Lee Hansen Lifetime Achievement Ceremony Video

Harrington introduced a short video of the Clark County Arts Commission's Lifetime Achievement Award ceremony honoring James Lee Hansen and spoke to the importance of capturing these events and stories for future advocacy.

Item 4: Community Forum

No community members registered for Community Forum and no testimony was presented.

Item 5: Action Items

a. Officer Elections

Kirsten Hull, Support Specialist, reviewed the duties of each office as described in the bylaws.

Motion by Reid, seconded by Ford, and approved unanimously to elect Richardson as President. Richardson abstained.

Motion by Richardson, seconded by Harrington, and approved unanimously to elect Reid as Vice President. Reid abstained.

Motion by Richardson, seconded by Harrington, and approved unanimously to elect Rafferty as Secretary/Treasurer. Rafferty abstained.

b. Appointment of Application Review Subcommittee

Hull gave an update on the vacancies of Harrington and Mercado's seats. The application is currently open and will close on Friday, February 7th. A subcommittee of commission will review the applications and make a recommendation on candidates to advance to interviews conducted by the City Council subcommittee responsible for the appointment.

Motion by Harrington, seconded by Reid, and approved unanimously to appoint Ford, Mendoza and Richardson to the application review subcommittee.

Item 6: Commission and Staff Reports

a. Cultural Services Manager

Donovan, Cultural Services Manager, gave the following updates:

- The sculpture Revealed has been completed and will be placed on the grounds of the Clark County History Museum on Tuesday, January 14. An unveiling will be scheduled for a later date.
- The arts hub hosted a celebration of Vietnamese New Year on First Friday in January.

b. Commission President

Richardson gave the following updates:

- The 200th anniversary of Hudson's Bay Company's Fort Vancouver is this year and committee members are needed to coordinate activities across multiple event partners.

c. Clark County Arts Commission

Ford gave the following update:

- Ford is working with The Arts Centered to host a sculpture workshop at the arts hub.

Item 7: Open Discussion and New Business

Mendoza announced an upcoming Civic Minds event on January 30 and invited commissioners to volunteer at the event or to host a table during the exhibition hour. Students from Hudson's Bay High School are invited to City Hall to attend a variety of activities, panels, and workshops to facilitate their participation in local government. Latino Leadership Northwest organizes this event.

Adjourned

This meeting adjourned at 1:26 p.m.

Special Meeting Minutes

Tuesday, February 25, 2025

9 a.m.

Vancouver City Hall

Balsam Fir Room
415 W. 6th Street
Vancouver, WA

Commissioners Present:

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

Item 1: Call to Order

The February 25, 2025, meeting of the Culture, Arts & Heritage Commission was called to order at 9:05 a.m. by President Richardson in Balsam Fir Room at Vancouver City Hall and with Microsoft Teams.

Item 2: Community Forum

No community members registered for Community Forum and no testimony was presented.

Item 3: Action Item

a. Recommendation from Application Review Subcommittee

Richardson summarized the discussion at the Application Review Subcommittee meeting. Five candidates were recommended for two vacant seats to provide the Council Subcommittee with a variety of candidates at the interview stage.

Motion by Percival, seconded by Ford, and approved unanimously to recommend five applicants for City Council's consideration: Michelle Tan, Judith Sotelo de Gomez, Katrina Wheeler, Tawny Ritchey, and Shon-Lueiss Harris.

The subcommittee requested a rubric to assist with this process in the future. The rubric would ideally include a way to assess the applicant's relevant experience and a way to compare their background to the current composition of the commission to ensure a balanced group.

Adjourned

This meeting adjourned at 9:16 a.m.

Members

Brad Richardson
President

Linda Reid
Vice President

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

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This headstone is laying on the ground at the back side of the Utility building at the Vancouver Old City Cemetery. What can we do to get it placed back on her grave in the SW section?

Lucinda (McFadden) Barker
Born: 1824 Pennsylvania
Died 1 July 1870, Vancouver, WA
Buried at Old City Cemetery, Vancouver, WA, SE section, Block 46

Lucinda came to Washington Territory in 1855 with her sister-in-law, Margaret (Caldwell) McFadden and several of her nieces and nephews.

Lucinda's brother, Judge Obadiah McFadden, had been appointed by President Franklin Pierce to be a justice at the Territorial Supreme Court. Obadiah had come ahead of his family to the Pacific Coast in 1854.

Lucinda and the rest of the McFadden family had been living in Monongahela, Washington County, Pennsylvania, but on 21 April 1855 they set sail from New York on the steamship Illinois which took them to Aspinwall, Panama. At Aspinwall they crossed the Isthmus, then boarded the steamship John Stephens for San Francisco. The ship arrived in San Francisco on 17 May 1855. The next day the group boarded the S.S. Republic which took them to Portland, Oregon where they arrived on 23 May 1855.

Lucinda lived with her brother and his family in Vancouver, Washington Territory until her marriage to Sumner Barker 21 Oct 1856. They are listed in the 1860 census for Vancouver, Clark Co, W. T. and Sumner's occupation was "Merchant".

Lucinda Barker died 1 July 1870 in Vancouver. She was buried at Vancouver Old City Cemetery in the SE Section, Block 46. After her death Sumner Barker moved with his brothers to Yakima, W. T. where they opened a trading post.

Researched 2025 by
Peri Lane Muhich
Camas, WA



Designing a new City flag

Laura Shepard
Director of Communications
March 13, 2025

Why do we need a new flag

Should represent shared values and aspirations of the community

- Vancouver has grown and changed in 32 years (adopted in 1993)
- Dated design
- Not recognizable
- Vancouver's flag doesn't follow basic flag design principles
 - Simple design
 - Meaningful symbolism
 - Writing on the flag



Flag selection committee

Committee expected to meet four to five times

Who

- Three to four members of Arts, Culture and Heritage Commission
- City Council
 - Mayor Anne McEnery-Ogle
 - Councilor Ty Stober
- Youth member

Duties

- Participate in meetings
- Learn about effective flag design
- Provide input to judging rubric and judging schedule
- Review entries
- Select Top 10
- Recommend flag to Council



Design Brief

Design parameters

- Design should reflect City and community values, diversity, and future aspirations
- Keep the design simple
- No lettering or numbers
- No seals or logos
- Use two or three basic colors that follow WCAG 2.0 contrast standards for accessibility
- Be distinctive
- Have an enduring appeal
- Easily understood when flown outside on a flagpole or displayed indoors



Design Competition Prizes

The winner and runner-up will receive prizes

Winner

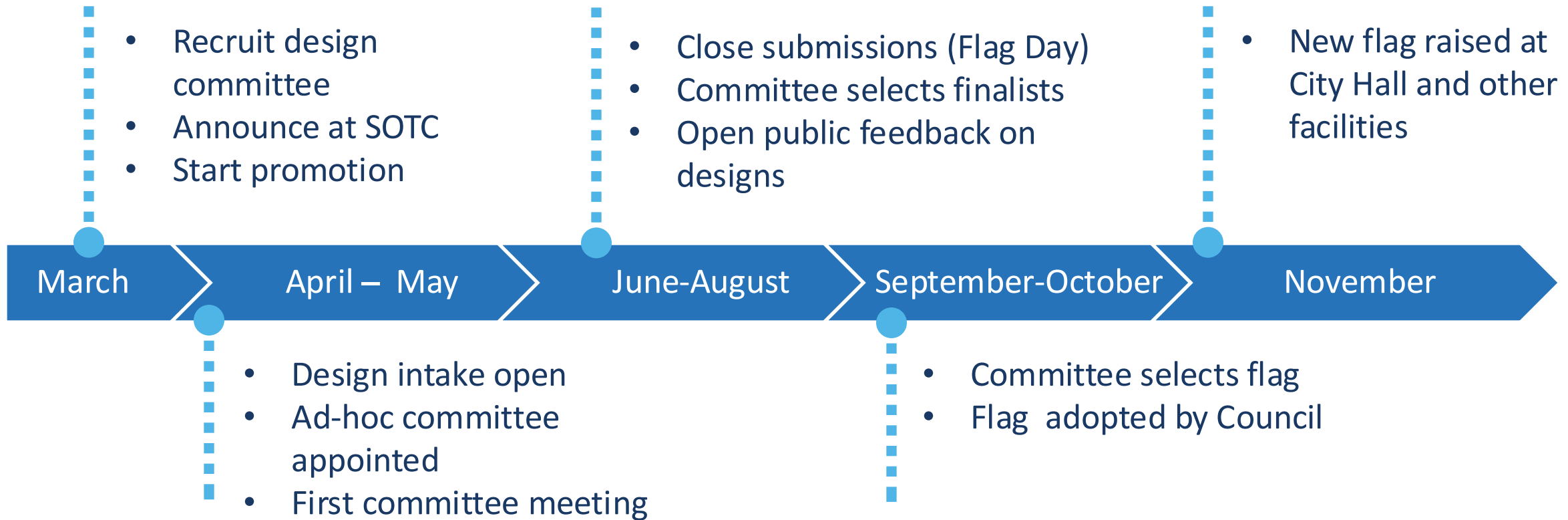
- Credit for design in City communications channels
- Flag raising ceremony
- Key to the City
- City flag
- TBD/cash prize (?)

Runner-up

- Recognition in City communications channels
- Year pass to recreation center



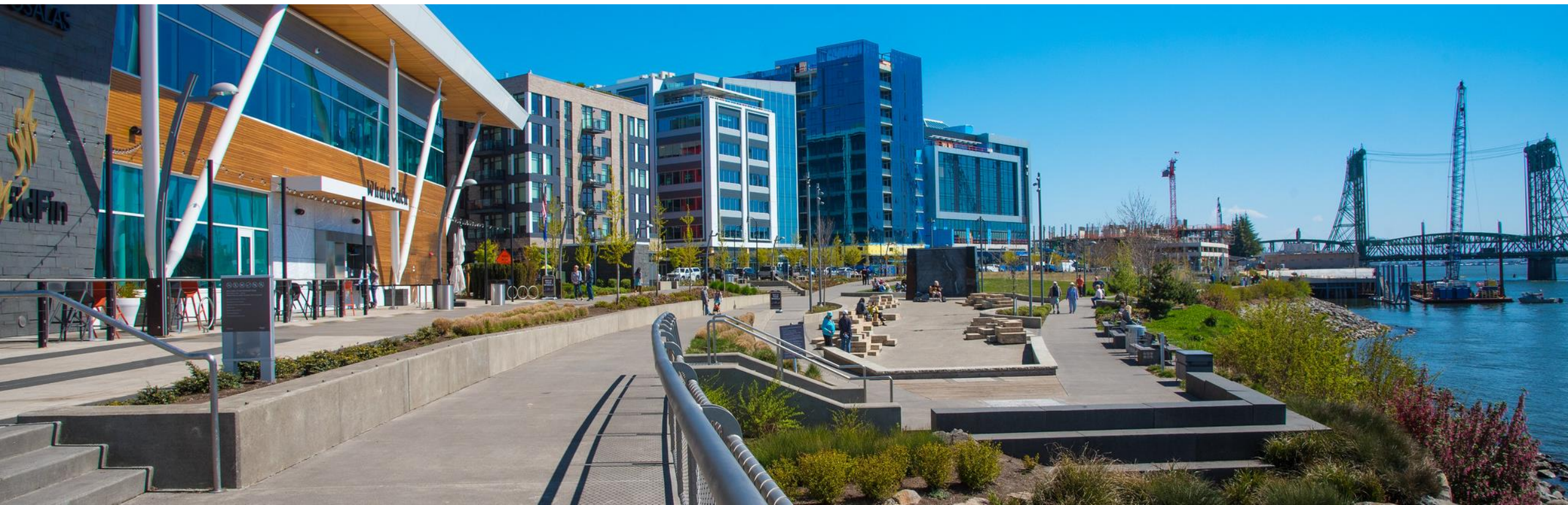
Flag Design Timeline



Project milestones for developing a new flag for Vancouver



Discussion



Project Charter

Project Name: Cultural Access Program – Phase 1 This charter is focused on the first phase of creating the Vancouver Cultural Access Program (VCAP), from proposal development through policy adoption.
Goal: Develop a proposal that will guide City Council to adopt a policy creating the new Vancouver Cultural Access Program, a community-driven initiative dedicated to enhancing access to arts, culture, and heritage throughout Vancouver. By focusing on sustainability, capital project support, public school partnerships, and innovative programming, the policy will aim to reduce barriers and expand opportunities for all. The policy will help nonprofit arts, culture, and heritage organizations create lasting, equitable access to cultural experiences; increase access to arts, culture, heritage and science educational opportunities for school-age children; and ensure the ongoing vitality and growth of creative programs across Vancouver.
Objectives: • Outline VCAP goals and related criteria to guide program formation and evaluation of proposals ○ This includes “public benefits” under RCW (which are the basis for eligibility and performance review) ○ Includes necessary definitions for organizational/project eligibility ○ Consideration of strategies for long-term and sustainable impact • Define VCAP categories and funding allocation ○ Establish programmatic and project funding categories and define key considerations ○ Allocation for capital projects ○ Allocation for public school access ○ Allocation/reservation to support administrative process ○ Allocation/reservation to support initial startup costs • Establish key considerations for the VCAP application, review, award, and monitoring process ○ Considerations of timing and frequency of fund award ○ Reporting, compliance and performance review • Oversee the name selection for VCAP.
Phase 1 Scope: • In Scope: Development of proposal/creation of policy; subject matter experts • Out of Scope: Implementation; broad community engagement

Success Criteria: The project will focus on ensuring that the proposal and adopted policy is well-defined, aligns with community needs, and is sustainable over time. Key success criteria include: - Clarity and consistency of goals and objectives - Eligibility and evaluation criteria - Sustainability and long-term impact - Funding structure and allocation - Application, review and monitoring process - Community engagement and inclusivity - Legal and compliance alignment - Impact measurement and evaluation
Stakeholders in Phase 1: Vancouver City Council; Culture, Arts & Heritage Commission; Vancouver Public Schools; Evergreen Public Schools; Inspire Washington
Project team members: David Perlick, Stacey Donovan, Kirsten Hull, Melody Burton, Brad Richardson, Linda Reid, Ricky Gaspar, Jeanne Bennett, Jenny Thompson (TBD 1-2 other team members)
Meetings every second Monday of the month from 9 to 10:30 a.m. and as needed Project Milestones (Subject to change, as needed): • Feb. 13: Present draft charter to CAHC for review <i>meeting canceled due to weather</i> • March 13: Project update to Culture, Arts & Heritage Commission • April 10: Project update to Culture, Arts & Heritage Commission • May 8: Project update to Culture, Arts & Heritage Commission • May 19: City Council Work Session 4-4:30 p.m.; Legislation overview with Inspire Wash. • June 12: Present draft proposal to CAHC • June 16: City Council Work Session 4:15-5 p.m.; Proposal status update and feedback • June 30: Submit draft proposal to City Council for Review • July 10: Project update to Culture, Arts & Heritage Commission • Aug. 4: City Council Work Session 4:15-5 p.m.; Receive feedback on draft proposal • Aug. 14: Project update to Culture, Arts & Heritage Commission • Aug. 25: City Council Work Session 4:30-5 p.m.; Present final proposal to City Council • Sept. 11: Project update to Culture, Arts & Heritage Commission • Sept. 15: City Council first reading of policy • Sept. 22: City Council second reading and adoption of policy