



Culture, Arts and Heritage Commission Meeting Agenda

January 8, 2026
12:00 PM

City Hall

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

[Meeting Link](#)

1. **Call to Order and Roll Call**
2. **Approval of Minutes**
 - a. Approval of the 12.11.25 Meeting Minutes
3. **Action Items**
 - a. Officer Elections
4. **Workshop**
 - a. Inspire Vancouver Update
 - b. Roundtable Discussion: Outreach to Networks
 - c. Presentation Opportunities
5. **Community Forum**

To provide public testimony, please see instructions below.
6. **Commission and Staff Reports**
 - a. Cultural Services Manager
 - b. Commission President
 - c. Clark County Art Commission
7. **Open Discussion & New Business**

Culture, Arts and Heritage Commission

MEMBERS

Brad Richardson, *President*
Linda Reid, *Vice President*

Rebekah Percival
Ricky Gaspar
Rosalinda Mendoza
Michelle Tan
Shon-Lueiss Harris
Russell Ford, CACC
Ruby Lewis
Vacant

Parks, Recreation and Cultural Services

415 W. 6th Street
Vancouver, WA 98660
TTY: 711
www.cityofvancouver.us

8. Next Meeting

9. Between Now & Then

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 parksrecculture@cityofvancouver.us or by phone at 360-487-8311, 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 parksrecculture@cityofvancouver.us by 5:00 pm 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 11, 2025

12 p.m.

Vancouver City Hall

Aspen Room

415 W. 6th Street

Vancouver, WA

Commissioners Present:

Richardson, Reid, Harris, Ford, Tan, Rafferty, Mendoza, Gaspar

Commissioners Absent:

Percival

Item 1: Call to Order

President Richardson called the December 11, 2025, meeting of the Culture, Arts & Heritage Commission to order at 12:03 p.m. The Commission met in Aspen Room at Vancouver City Hall and via Microsoft Teams.

Item 2: Approval of Minutes

Motion by Harris, seconded by Ford, and approved unanimously to adopt the minutes from November 13, 2025.

Item 3: Action Items

None.

Members

Brad Richardson
President

Linda Reid
Vice President

Lee Rafferty
Michelle Tan
Rebekah Percival
Ricky Gaspar
Rosalinda Mendoza
Russell Ford, CCAC
Shon-Lueiss Harris

**Parks, Recreation and
Cultural Services
Department**

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Item 4: Workshop

a. Introduction to Jeff Towery

Perlick introduced Deputy City Manager, Jeff Towery, Deputy City Manager, and shared some background in his career in previous City Manager roles. Towery has spent most of his career in Oregon and is excited to now be part of the Vancouver community. He thanked the commissioners for their service and commitment to the community in our work at the City.

b. Performing Arts Center Update

Natasha Ramras shared an overview of the status of the performing arts center and thanked commissioner Tan for her work as a stakeholder on the project. Her valuable feedback and expertise have been well received by the project team.

Commissioners were encouraged to watch the upcoming Council workshop taking place this following Monday at 4pm in the Council Chambers to learn more current information about the project direction, pro forma, performance types, and facility cost.

Ramras outlined that the City has conducted multiple studies about the type and size of a facility that would be best supported in Vancouver. In 2024, the recommendation from our consultant was to consider 3 different sized facilities to accommodate local demand. As the small venue, the Arts Hub addresses the needs of emerging organizations that cannot yet generate a lot of sales, serving as a place for performing and rehearsal needs. A medium, 400-600-seat auditorium would serve as a venue for organizations in the middle stages. Finally, there is a strong demand for a 1000-1200-seat auditorium for large scale performances.

These needs were shared with Council in 2024, and staff were directed to create a stakeholder group to ensure representation among different sectors on the committee. Engaging with the consultant, the committee drafted a pro forma, operating model, and governance structure. The consultant, AMS, has an extensive background in analysis in performing arts centers across Washington and the country, and access to case studies and relevant construction data. They also were involved with the Portland 5 venues as well as the Patricia Reser Center for the Arts.

Venue flexibility was a priority to allow for accommodating both large and medium-sized events. The proposed site is south of the Weber building near City hall.

Tan shared that her experience in the sessions was reminiscent of having gone through pioneering building a new arts center in Singapore on a waterfront in 2002. Though there were many challenges, stakeholders and the community saw the need for the realization of the project, which is now being expanded to include more capacity. She emphasized how capacity building doesn't happen overnight and takes time. It will be vital to manage expectations, keep the community informed and involved, and focus on growing the ecosystem that contributes to further economic and cultural vitality in our area.

Reid asked if there will be other uses for the building to bring in revenue during non-event days. Ramras confirmed that there will be a rental model, as well as opportunities for philanthropic donations. It was confirmed that the arts group in east Vancouver were approached but will not be participating in the project. Rafferty thanked Tan for her representation on the committee. Ford inquired whether parking will be part of the facility, and Ramras said there is a requirement in city code to provide a certain amount of parking. There are more discussions to come to address site parking requirements.

Harris asked what steps we are taking to ensure small groups with limited budgets can participate. Consultants recommend the Arts Hub as the appropriate venue to meet the needs of smaller groups. Tan added that we

can create awareness and interest by promoting the Arts Hub as an incubator for those groups. Christine Richardson agreed that part of the education process is demonstrating how this project is not going to be duplicating or competing with the work of smaller groups.

c. End of Year Arts Hub Review

Christine Richardson shared an overview of the Arts Hub usage in 2025.

In 2025 the Arts Hub welcomed several monthly and weekly groups, spanning all of the art forms. This list has expanded this year, totaling to 2,167 hours of community use in 2025. Community participation was measured at 14,886 times where arts/culture users and guests walked through the door.

To ensure culturally informed programming, theARTScentered tracked the following information voluntarily provided by participants:

- 6 spoken languages, with 29% speaking a language other than English at home
- Ages:
 - Youth (3-18) 32%
 - Young & Mid-Adults (19-54) 45%
 - Older Adults/Seniors (55-96) 38%
- Other identities:
 - 12% of users were born outside the US
 - 12.5% identify as having a disability
 - 0.8% are veterans
- 8 Ethnic Identities

Arts data includes 35% representing visual arts, 30% representing performing arts, 20% representing literary arts, and 15% representing fiber arts.

Partner events included First Fridays, Freeform, theARTScentered programming, the Pollinator Festival, Sacred Winds & Timeless Strings Candlelight Concert, Fiber Arts, Watercolor Society, and Native Made Holiday Market. The center was also utilized as a winter shelter last winter.

Christine highlighted that commissioners can help by connecting with community members and encouraging them to reach out to theARTScentered if they are looking for space. Commissioners can also advocate for funding in future phases of building repair, and join in on the events.

Reid thanked Christine for all of her hours activating the space and remarked on the impressive numbers that were tracked. She asked where the revenue is used, and Christine provided that there is a sliding scale fee based on the organization's size and needs to ensure that folks can collectively build capacity while keeping the facility activated. Perlick added that we are currently in the consultant selection process, and we are excited about the firms we are reviewing. As part of the community engagement process, there will be further work sessions with local organizations. Ford commented that he is glad to see engagement with so many youth, and that it is a great location to have near a school.

d. Inspire Vancouver Branding Plan

Harris and Burton introduced the branding plan for the cultural access program and gave an overview of who is involved, and their respective roles and responsibilities.

- Stakeholders: Representing the City, defining the ask and determining what the branding must include. Informing the project early on.
- Work Group: Guiding the work, collaborating with the agency partners to determine how to solve the ask. Intermediary between stakeholders and agencies, involved more in the day-to-day.
- Agency Partners: Creating the brand guidelines, website, templates, and other necessary access to equip the City for this project.

Burton shared that the branding group status reports from November and December are available in the meeting packets. We are aiming to launch and announce the program publicly in March. Work will be ongoing to ensure the brand components represent Arts, Culture, Heritage & Science. In building the user experience, simplicity will be key to ensure they can get the information they need.

Another update is anticipated in January, with a presentation in February for brand approval. A formal request was made to recommend 3 commissioners to join the subcommittee. Donovan added that this subcommittee would be meeting independently and keeping the task force informed. Tan, Ford, and Mendoza volunteered.

MOTION: Reid moved to create a subcommittee to review branding results before proposed to the full commission, with Tan, Ford, and Mendoza as active members. The motion was seconded by Rafferty and unanimously approved.

Burton will be in touch with subcommittee members in January with follow-up information.

Item 5: Community Forum

None presented.

Item 6: Commission and Staff Reports

a. Cultural Services Manager

Donovan gave the following updates:

- We have completed our sponsorship packages for VAMF and will email them out to commissioners. Different levels are represented. We have a call for artists and vendors that will be released soon and open through January.
- Big shoutout to Rafferty and Reid for serving on the commission for 6 years after putting CAHC together in 2018. Donovan expressed gratitude for their dedication, time and energy, serving in various roles in the public art committee as well as officers. They were thanked for uplifting the creative community with the impact of their work, including developing the CAH Plan, expanding the arts district, partnering with CAHC-supported public art projects, restoring the grant program, advising on art in public spaces, advising on the original ArtsHQ and now the future arts center, and helping bring Inspire Vancouver to fruition.
- A reminder that a non-meeting happy hour for commissioners will be held at Grant house at 5pm this evening.

b. Commission President

Reid congratulated Richardson for his new appointment as Commissioner for the Port of Camas Washougal.

c. Clark County Arts Commission (CCAC)

Ford gave the following updates:

- CCAC had the idea of using different facilities around county to have regular monthly art conversations, as a way to get folks out in the county.
- CCAC asked schools if they would be interested in artists from CCOS (Clark County Open Studios, ARTSTRA). This year they will initiate the program at VSAA, starting workshops in early February. The first project will involve students conducting historical research for clay projects as part of a permanent sculpture garden. Reid recommended tying this in with an America250 event.

Item 7: Open Discussion and New Business

Public Art Committee: we will look at the public art plan (staff), to support what we are anticipating, will likely hear about it in the spring at earliest.

Staff are examining the public art plan in anticipation of reinstating the Public Art Committee. Further updates will likely come in the spring at the earliest.

Ruby Lewis was selected as our newest commissioner and will start in January. At next month's meeting we will also be holding elections for the Chair, Vice Chair, and Secretary seats. Rafferty will also be leaving the vacancy open, and we will be working to recruit.

Tan shared an update on FVRL regarding concerns regarding the mission and values of the library. She will share details of their next upcoming board meeting with Nilo to distribute to commissioners.

Item 8: Next Meeting – January 11, 2025

Richardson gave a brief summary of agenda items planned for the December meeting.

Item 9: Between Now & Then

PUBLIC NOTICE: Commissioners from the Parks & Recreation Advisory Commission and the Culture, Arts & Heritage Commission are invited to attend an optional holiday social gathering to acknowledge offboarding members on December 11th. In accordance with Section 42.30.070 of the Open Public Meetings Act, no action as defined in the Act will be taken during this social event

Adjourned

This meeting adjourned at 1:38pm.



Cultural Access Program “Inspire Vancouver” Overview

Stacey Donovan
Cultural Services Manager

Jan. 8, 2026

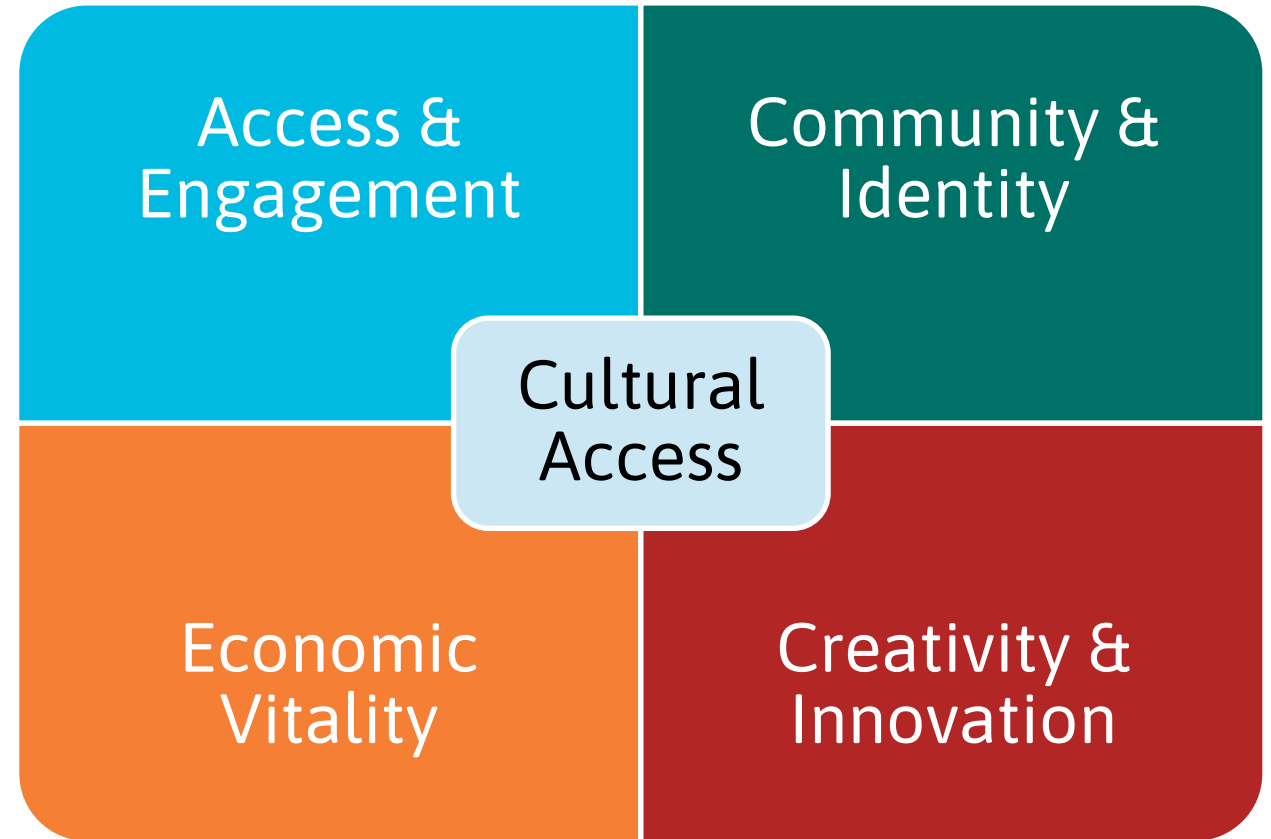
What is Cultural Access?

- A statewide publicly funded program created in 2015 that expands community access to cultural programs in science, heritage and the arts.
- 0.1% increased sales tax adopted Dec. 2, 2024, with ordinance M-4481.
- The City collects the tax and administers the program to distribute funds.
- **ELIGIBLE** cultural non-profits and individuals with an eligible fiscal sponsor.
- **INELIGIBLE** state agencies, city governments, private foundations, radio or television broadcasting network or stations, cable communications systems, internet-based communications venture or services, newspapers, magazines.



Cultural Access Outcomes

- Widespread access to arts, culture, heritage and science
- Programs for schools and underserved communities
- Local cultural identity and pride
- Regional leadership in arts and culture



Public Benefits

Expanding Access & Engagement

- School-based programs for K-12
- Free/low-cost admissions
- Transportation to cultural events

Strengthening the Cultural Ecosystem

- Operating support for cultural non-profits
- Capital investments in accessible cultural spaces
- Long-term sustainability and outreach programs

Driving Economic & Community Vitality

- Job creation in creative sectors
- Cultural tourism & business growth
- Community events foster civic pride

Fostering Innovation & Creativity

- Lifelong learning and creating exploration for all ages
- Cross-sector partnerships between schools, non-profits and the City
- Platforms for diverse voices and community storytelling



Eligibility

- Have a primary mission focused on arts, culture, heritage or science
- Be a 501(c)(3) non-profit incorporated in Washington or apply with a qualified fiscal sponsor
- Be located within Vancouver city limits or deliver at least 55% of programming within city limits
- Provide cultural programming directly to people who live within Vancouver city limits



Funding Categories and Allocation

Grant Types, Program Costs and Allocation Minimums

Innovation Grants: \$5,000-\$25,000

Minimum 5% of available funding

Impact Grants: \$10,000-\$75,000

Minimum 10% of available funding

Comprehensive Grants:

\$100,000-\$300,000

Minimum 10% of available funding

Capital Grants: \$300,000+

Minimum 15% of available funding

School Grants

Minimum 10% of available funding

Program Administration

10% of available funding

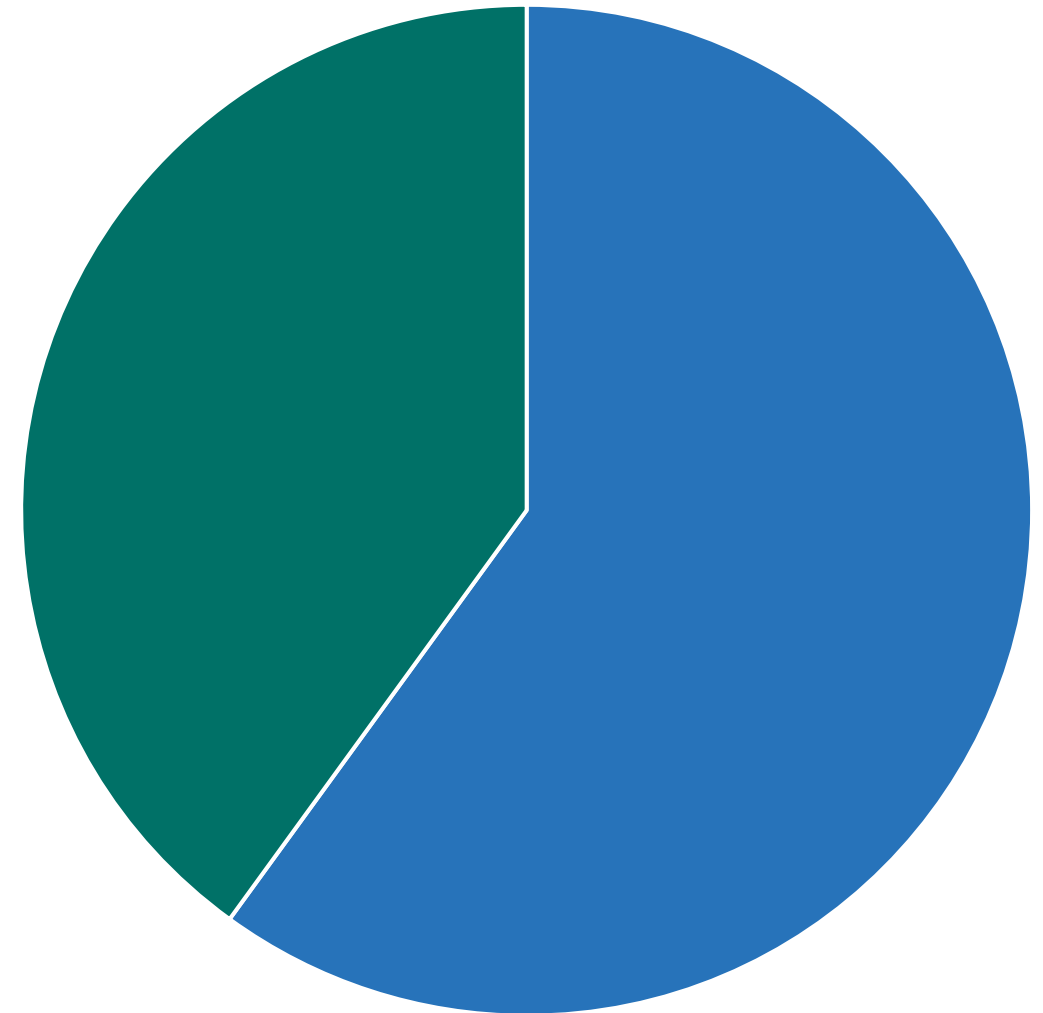


Annual Allocation

60% designated to identified grant categories (est. \$4.2 million)

40% flexible to be directed toward opportunities for greatest public benefit (est. \$2.8 million)

Program goals and direction will be reviewed annually by the Culture, Arts and Heritage Commission



■ Designated ■ Flexible



Program Timeline

Q3 2025	Q4 2025	Q1 2026	Q2 2026
<ul style="list-style-type: none"> • Adopt ordinance amendment • Policy adoption by resolution 	<ul style="list-style-type: none"> • Program branding and identity • Application design • Establish available funding pool 	<ul style="list-style-type: none"> • Hire program staff • Community outreach and education • Recruit and train grant review committee 	<ul style="list-style-type: none"> • Host workshops and training • Year one grants open

Key milestones from policy adoption through opening of year one grants.



Status Report: January 5, 2026

The Inspire Vancouver Brand Work Group met with SiteCrafting on Dec. 15 to review the proposed site map and design templates for the Inspire Vancouver website. Goals for the website include:

- Centralizing and sharing information about the tax-funded program
- Providing clear direction on eligibility and the grant process for artists and non-profits
- Showcasing events and success stories to ensure the Vancouver community experiences the value of cultural access and continues to support the program in the future
- Creating a platform that is easily accessible via mobile devices, is ADA and WCAG 2.0 compliant and offers on-site translation

The site map discussion was robust with a focus on keeping the user experience simple and easy to follow. The organization of the information was approved with a plan to better align the text of headings and page titles as we move into the copywriting phase of the project. The work group also identified areas of the website that needed to be prioritized for launch, and areas that could be added or expanded later, as the grant applications open and as events and stories are able to be shared after grants are awarded. Some of those future expansions could require custom-built features and will be considered after launch, when Inspire Vancouver staff can be included in the discussion. Current challenges for building the site map include designing around unknowns including the grant application portal software, application content and timelines.

Since the Inspire Vancouver brand is still being created, the website design templates were presented in grayscale with a focus on reviewing template functions until the final color palette is selected. The templates include a variety of flexible content options that can be mixed and matched. They feature opportunities to use a lot of images, videos, graphics and icons. In addition to page content, templates include an event calendar for program and grantee events, branded interest and contact forms, accordion-style Q&As, step-by-step instructions, and a blog-style section to highlight future success stories. There is also a footer with social media, contact and newsletter sign-up widgets.

SiteCrafting is working on updates to the sitemap and templates based on work group feedback. Once those are completed, we will move on to copywriting as the rest of the site is developed based on the approved map and templates.

The work group is scheduled to meet twice in January, with a goal of moving forward the brand design with Portland Design Co. for presentation to the Commission in February.

To request other formats, please contact: