



Culture, Arts & Heritage Commission

Meeting Minutes

Thursday, March 12, 2026

4:30pm

Vancouver City Hall

Aspen Room

415 W. 6th Street

Vancouver, WA

Commissioners Present:

Lewis, Mendoza, Richardson, Percival, Ford, Harris, Tan

Commissioners Absent:

Gaspar

Item 1: Call to Order

President Lewis called the March 12, 2026, meeting of the Culture, Arts & Heritage Commission to order at 4:32p.m. The Commission met in Aspen Room at Vancouver City Hall and via Microsoft Teams.

Item 2: Approval of Minutes

Motion by Richardson, seconded by Mendoza, and approved unanimously to adopt the minutes from February 12, 2026.

Item 3: Election of Vice President

Michelle Tan will be resigning as Vice President with the start of her new position at the City of Beaverton. She will continue serving as a regular commissioner.

Brad Richardson nominated himself for the position for the next 9 months.

Motion by Ford, seconded by Mendoza, and approved unanimously to elect Richardson as Vice President of CAHC.

Item 4: Workshop

a. Cultural Stakeholder Asset Mapping Update

Members

Ruby Lewis
President

Brad Richardson
Vice President

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

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Cooley shared that his team is advancing goals around comprehensive cultural mapping to gather data on local stakeholders and community assets, such as organizations, spaces, festivals, events, and community resources.

They are aiming to develop a form by mid-March for gathering contact information for stakeholders and sorting categories into spreadsheet lists. The team will review lists and incorporate internal information to ensure information is as comprehensive as possible. Next Cooley will reach out to the CAHC, task force, key community connectors to include as many as possible.

Lewis asked if the mapping will be color coded to indicate categories within city limits. Cooley shared that the GIS system includes a “city limit” layer, and “city growth” areas which can be turned on by default. Cooley welcomes assistance on focus and category recommendations as we develop filters and tags for groups. The form is designed to sync up with the spreadsheet as we collect information for ease of access.

b. Inspire Vancouver Update

Melody Burton, Stacey Donovan, and Kirsten Hull gave an overview of the Inspire Vancouver Cultural Access Program progress.

Feedback from the Commission and City Communications Director on the brand work group specified which design aspects to keep and which to refine. The final brand addresses these concerns with updated solutions. Logos are available in full color, black, white, and navy, and can be arranged in a primary design as well as stacked, horizontal, and brand mark. The final color palette and fonts were shared.

Branding next steps include completing website development, building out social media channels, creating key templates, and building video strategy.

Outreach committee efforts seek commissioners to be public ambassadors for Inspire Vancouver by educating and engaging eligible organizations and individuals in Vancouver. Materials will be provided, and questions and suggestions are welcome to be brought back to staff for improvements. Ambassador training will be available this spring.

The grant process workgroup will guide the grant process for Inspire Vancouver through recommending performance measures, advising staff on the grant process, developing a review process, and approving recommendations.

Program launch timeline:

- March
 - Program introduction at State of the City
- April-May
 - Website and social media channels go live
 - Program launch, public outreach begins
- June-July
 - 1st round application launch
 - Review committee selection and training
- August-September
 - Review committee recommendations at August meeting
 - 1st round grants awarded

The floor was open for discussion. Lewis inquired if the outreach materials will include multiple languages, and Burton confirmed that printed materials would be available in multiple languages. We would also offer dates for presentations that include interpreters. Tan supported offering language-specific opportunities. An open discussion was held regarding partnering with organizations and venues to host in-person conversations to foster hospitality beyond City Hall. Commissioners were encouraged to share their ideas for places to host small gatherings with Burton. Once social media accounts are live for Inspire Vancouver, commissioners can share and help spread the word in the community.

Donovan shared that we are aiming to get the staff positions posted soon to oversee this program. An open discussion was held regarding eligibility and engaging organizations at all levels of establishment.

c. America250 Update

Donovan announced that the project got recommend and is pending Council approval on 4/6 for \$20,000 to go toward the America250 event on July 3rd, ending with a movie in the evening. Richardson shared the 250 committee is still meeting to cross-promote and collaborate associated events. Committee members shared that there is positive engagement with the full list of aligned events.

d. Arts Hub Update

Donovan shared that on 3/16 Council will consider the recommended consultant for leading the Arts Hub next phase of facility design. Staff will be working with the consultant on project timeline, outreach, presentation and engagement for CAHC and Council. The CAHC will receive requests for dates and times to meet with the consultants as an opportunity to share feedback and input as stakeholders, and share information among networks.

Perlick added that this will be a great opportunity to connect the commission with what is going on at the Arts Hub. Ford asked for an update on occupancy requirements on the building, since an exception was made for State of the City. Perlick shared that with safety as a priority, further code work will be required to increase occupancy.

e. VAMF Update

Donovan shared it was recommended that the Vancouver Arts & Music Festival receive further funding for this year, and Council will review and vote this upcoming Monday. VAMF is on year 4 with the event planned for August 7-9, and we are still partnering with VSO. Planning is coming together and we have closed most applications. Call for art vendors yielded 124 applications, 27 movement and dance applications, 164 music stage applications, and 43 food vendor applications. We have received more applications than in past years, and the selection committee will have a great selection for a diverse and full festival. Hilton art exhibition applications are open until June 15. Volunteer recruitment launches around May and we encourage commissioners to attend and participate in the event.

Item 4: Community Forum

None presented.

Item 5: Commission and Staff Reports

a. Cultural Services Manager

Donovan gave the following updates:

- The State of the City address was hosted at the Arts Hub on March 9th with the theme of embracing Arts, Culture and Heritage in Vancouver.

- With the application process open for empty seat, we will have our subcommittee review applications. Ford, Mendoza and Richardson reviewed last time. Commissioners Harris, Lewis, Ford, Mendoza, and Richardson volunteered make recommendations to be approved to be reviewed by Council for final selection.
- We may hold April 9th meeting at the Arts Hub, which is important to set up this format in that space. We are hoping to have approval of the consultant team, they will be there that day doing interviews and conversations about the space. It is our hope that the consultant will be there presenting with CAHC.
- We recently updated the CAH page on the city website to include a meeting information page. Burton is finalizing new information flyer that commissioners can share with the commission's role. PRCS will be posting monthly reminders via posts on social media, including key agenda highlights, instructions on signing up for public comment, and how to attend. Commissioners are welcome to share.

b. Commission President

President Lewis gave the following updates:

- Highlights from the 2026 State of the City Address and the evening's featured performances and artistic contributions from several cultural groups and artists.
- Lewis met with staff from PRCS to discuss the role of the commission and upcoming initiatives. Several topics relevant to the commission's work include community engagement, cultural partnerships, future cultural spaces, and strategic outreach.
- Lewis shared a proposal for a month-long Black History Month Cultural Exhibit in February 2027, organized by CAHC. The purpose of this exhibit would be to celebrate and document the history, culture, and contributions of Black residents in Vancouver and Clark County while creating opportunities for education and cultural expression. This exhibit could bring together several organizations and community groups.

Harris expressed the importance of seeing the creators in our community. Ford recommended considering including the library as a partner.

Item 6: Open Discussion and New Business

No new business.

Item 7: Next Meeting – April 9, 2026

Donovan gave a brief summary of agenda items planned for the April meeting.

Item 8: Between Now & Then

Commissioners and Staff shared any known events:

- Staff will be sending commissioners calendar invitations for the work group.
- Lewis shared that Metropolitan Performing Arts Center will hold a gala fundraiser on March 27th to support youth.
- Mendoza shared about the Readiness to Achieve program, which provides mentors for students by Latino Leadership Northwest.
- Tan updated that performing arts center stakeholders will be meeting on 4/7 to provide an update on the project. She will be attending and will update CAHC on next steps.

Adjourned

This meeting adjourned at 6:21pm.