



## Culture, Arts and Heritage Commission Meeting Agenda

May 14, 2026  
4:30 PM

### City Hall

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

Virtual Meeting Credentials:

### Microsoft Teams Meeting

Meeting ID: 222 196 556 019 86  
Passcode: 9Wb9G6vf

1. **Call to Order and Roll Call**
2. **Approval of Minutes**
  - a. Approval of the April CAHC Minutes
3. **Action Items**
4. **Workshop**
  - a. Application Review Subcommittee Recommendations
  - b. Inspire Vancouver School Grants
  - c. Grant Process Workgroup Updates
  - d. Inspire Vancouver Outreach Update
5. **Community Forum**

## Culture, Arts and Heritage Commission

### MEMBERS

Ruby Lewis, *President*  
Brad Richardson, *Vice President*

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

### Parks, Recreation and Cultural Services

415 W. 6<sup>th</sup> Street  
Vancouver, WA 98660  
TTY: 711  
[www.cityofvancouver.us](http://www.cityofvancouver.us)

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**

## **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](mailto: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](mailto: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](http://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, April 9, 2026

4:30pm

Vancouver Arts Hub

1007 E Mill Plain Blvd  
Vancouver, WA 98663

### Commissioners Present:

Ford, Harris, Lewis, Gaspar, Richardson, Percival, Tan

### Commissioners Absent:

Mendoza

### Item 1: Call to Order

President Lewis called the April 9, 2026, meeting of the Culture, Arts & Heritage Commission to order at 4:33p.m. The Commission met in the main hall at Vancouver Arts Hub and via Microsoft Teams.

### Item 2: Approval of Minutes

**Motion** by Ford, seconded by Richardson, and approved unanimously to adopt the minutes from March 12, 2026.

### Item 3: Action Items

None presented.

### Item 4: Workshop

#### a. Cultural Stakeholder Asset Mapping Update

Cooley shared that his team is advancing goals around comprehensive cultural mapping to gather data on local stakeholders and community assets. Meeting invitations have gone out to commissioners and other community stakeholders to share feedback and recommendations for organizations and individuals to add to the master contact list.

## Members

**Ruby Lewis**  
President

**Brad Richardson**  
Vice President

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

**Parks, Recreation and  
Cultural Services  
Department**

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

It was noted that we will need to add tags and categories to the known arts organizations to create a more refined search system. There are other lists that need to be incorporated, namely from local school-led groups and contacts and groups of faith communities.

Commissioners were welcomed to add to and share the list provided. Next week the meetings with commissioners will start. There is an online form for those in the community who are interested in joining the list.

Lewis asked how organizations can join the list. Cooley confirmed that there is the ability for folks to add themselves to the list and his team could create a link with a current list for the public to track. An open discussion was held regarding deciding factors for including and highlighting individuals, businesses, spaces, and venues that could be updated in the database. Ford asked how to use existing email lists to share information without oversaturating. Cooley shared that there are filters in the spreadsheet that will allow us to categorize messaging to tailored groups in the community list. Lewis commended the inclusivity and diversity of the organizations on the stakeholder list so far as a collective effort.

Gaspar asked about security and protection of the contact information on stakeholder lists. Cooley confirmed that teams will need to be thoughtful about where lists are published, and that no personal information is shared, and that formal record requests will need to be made to obtain internal information. Lewis encouraged artists with personal home addresses attached to their businesses to consider PO boxes as a resource. Richardson added the merit of adding consent in the process for use of information as we collect contact information. An open discussion was held regarding the usage of preferred contact information on the intake form.

#### **b. Vancouver Arts Hub Update**

Stacey Donovan (PRCS Cultural Services Manager) and Kevin Kearns (Capital Projects Project Manager, General Services) gave an overview of the Vancouver Arts Hub project background and next steps.

The project journey from historic library building to a community arts building was outlined, highlighting the Culture, Arts & Heritage plan adoption in 2028, relocation of the library administration and City building ownership in 2020-2021, building reuse study in 2022, and assessment of critical building repairs. In 2024, the initial building activation was launched with theARTscentered, with budget approval for critical repairs.

The building reuse study involved a broad community survey with over 1,000 responses, stakeholder interviews, community engagement events, exploration of operating plans from other organizations, and creating early design concepts. Final outcomes of the building reuse study revealed strong community support, a better understanding of needs and opportunities, endorsement from City Council, and funding for critical repairs.

The building assessment, completed by MENG in 2022, showed that the building is in generally good condition, but some deficiencies were identified including a failing roof, hazardous materials, and lack of fire suppression. Based on the findings of the Building Reuse Study, City Council approved limited funding in the 2025-2026 budget to address priority projects including roof replacement and emergency HVAC upgrades. These projects are focused on structural preservation and maintaining building comfort and are not intended to guide or constrain future design.

Goals for initial activation include open space to support current community needs, development of proof of concept for future operations, understanding community needs and capacity to inform future planning, and building excitement and investment in the project. Donovan shared upcoming [workshops and events](#) at the Arts Hub that are available to the public.

Initial activation outcomes have shown an established environment that welcomes a wide range of local artists and organizations. We have developed stronger relationships and renewed community trust by providing critical available space for artists and organizations to thrive.

The team gave an overview of current and future work:

- Engagement – Hear from building users and the community. This will include building on previous input through targeted outreach, as well as broader community outreach.
- Analysis – Use what we've learned to inform future plans to develop an activity profile to inform the building program, conceptual design, and implementation plan. This will guide the operational strategy recommendations and financial operating forecast.
- Design – Create a phased approach for design and construction. This includes development of up to three options supported by stakeholder feedback and initial cost estimates. A preferred option will be identified, followed by the development of a multiphase implementation plan.
- Operating – Recommend an operating plan with cost recovery.
  - Goals:
    - Serve all in the community
    - Activity day and night
    - Financial stability and scalability
    - Private/public partnerships
    - Flexibility
  - Lines of Business:
    - Studio rentals and memberships
    - Education programs and classes
    - Events and space rentals
    - Retail/concessions
    - Contributed support

The design team is made up of Opsi (conceptual design), AMS (business and operational planning), and Framework (stakeholder and community outreach). Phase 1 Masterplan begins in the spring of 2026 through fall of 2026. Phase 2 will include design and implementation, starting in fall 2026 with phased construction set to begin in fall of 2027.

Kearns introduced key project team members: Steve Nelson (Design Team Project Manager, Opsi), Joe Baldwin (Principal, Opsi), Jim Kavelage (Founder, Opsi), Bill Blake (AMS Planning & Research), and Leslie Bane (Framework).

Masterplan schedule and future engagement with CAHC was outlined:

- April
  - CAHC Kickoff
  - Information gathering
  - Stakeholder interviews
- May - Stakeholder interviews
- June
  - Council update
  - CAHC update
- July - CAHC Update of draft plan
- August - Council Presentation
- September – CAHC update of final plan

Commission involvement was highlighted. Commissioners can attend committee meetings, help increase community awareness, provide guidance to staff on design and operating recommendations before City Council consideration, and advocate for continued investment in the project and build community stakeholder support.

An open discussion was held regarding accessibility to public transportation in proximity to the building and parking solutions. Gaspar noted the importance of creating synergy to support the small local organizations as an incubator and resource and not duplicate or compete with existing efforts. Richardson encouraged the team to consider gaps and needs in the creative economy and ecosystem. Kearns noted that design flexibility and adaptability will be critical.

**c. Inspire Vancouver Update**

Commissioners were reminded to sign up for the ambassador training for Inspire Vancouver. Donovan announced that the inspire Vancouver website is live as of today and can be viewed online at <http://www.inspirevancouver.org/>.

Burton shared that the eligibility checker will be launched next week as a tool for organizations to learn more about grants on the project website. The grant process workgroup also held its first meeting to develop grant reporting, application process, and performance metrics. More updates from the grant process workgroup will come next month. We currently are waiting to get the software contract finalized.

**d. America250 Update**

Richardson shared that the committee met to coordinate existing events that are aligned with the larger event.

**Item 4: Community Forum**

None presented.

**Item 5: Commission and Staff Reports**

**a. Cultural Services Manager**

Donovan gave the following updates:

- The open seat for the vacant commissioner position is open until 4/15. At next month's meeting, the review committee will give recommendations to present to CAHC and city council.

**b. Commission President**

President Lewis gave the following updates:

- Artists: if you have any art, please reach out to other artists VAMF has a call for artists. The deadline is coming up in June for submissions.
- A reminder to commissioners to please check your city emails on a regular basis for time-sensitive projects.
- Please RSVP to Nilo before meetings to indicate online or in person attendance.

**c. Clark County Arts Commission**

Ford gave the following updates on CCAC:

- May 1, First Friday, this space will host 40 local sculptors and 3 arts educators giving artist talks on the benefits 3D art and sculpting. 6 week show, running through mid-June.

**Item 6: Open Discussion and New Business**

Richardson asked for an update on legal Council, Donovan shared that we are waiting to hear back from the lead City attorney.

Previous commissioner Lee Rafferty shared that she met a local Vancouver on her travels who excitedly shared about the old library being repurposed into the Arts Hub.

**Item 7: Next Meeting – May 14, 2026**

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

**Item 8: Between Now & Then**

Commissioners and Staff shared any known events:

- Staff will be sending commissioners calendar invitations for the work group.
- African Fashion Show PDX is hosting this year in Vancouver on 4/18 from 12:30pm – 6pm, tickets are available on their website.
- Ricky's space is hosting a show on First Friday featuring Polynesian artwork.
- Richardson shared a shoutout that it is National Poetry Month!

This meeting adjourned at 6:44pm.



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**Vancouver**  
WASHINGTON

# School District Funding

**Stacey Donovan**

Cultural Services Manager, PRCS Dept.

**Carinn Ormson**

Fine and Performing Arts Specialist, ESD

**Traci Young**

Curriculum Specialist, VSD





# Agenda

- 2026/2027 Funding
- Elementary Field Trips
- Secondary Field Trips
- Funding for In-School Programming -
- Next Steps





# School District Funding

## 2026/2027 School Year Funding

- A public school access program is required under state law
- The adopted Inspire Vancouver policy sets a minimum of 10% to be distributed equally to Evergreen and Vancouver School Districts
- Funds help cover field trip transportation and admission costs
- These resources supplement existing programs and expand access for all students
- Additional Opportunities for Eligible nonprofit organizations offering in-school programming in 2027 school year



# Elementary Field Trips

- Each class can choose 3 trips per year
- Each grade has an approved list to select from
- Reimbursement Process
- Funding sustains existing field trips



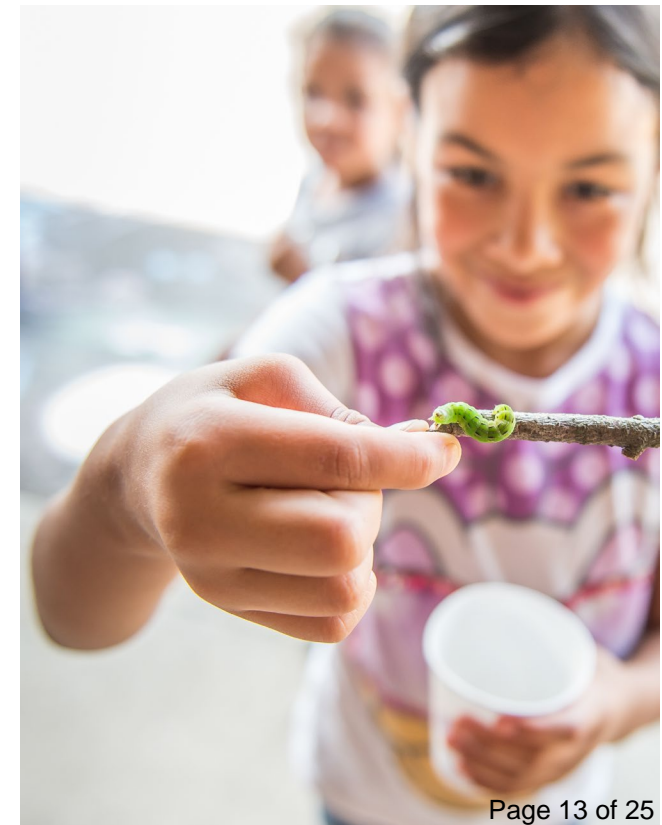
# Secondary Field Trips

- Trip options available for each category: Culture/Heritage, Science, Art
- Local field trips prioritized
- District competitions and festival funding
- Individual Teacher Application process



# Funding for In-school programming

- Work with schools to create Roster for eligible non-profits and artists
- Coordinate informational workshops to inform in-school programming needs
- Grant Coordinator supported
- Begin 2027 school year





# Next Steps

- Hire School Programming Grant Coordinator
- Work with VSD & ESD on in-school programming needs for 2027 / 2028
- Create grant application for in-school programming
- Create guest artists/non-profit roster



# Thank You



[Stacey.donovan@cityofvancouver.us](mailto:Stacey.donovan@cityofvancouver.us) | 360-524-5285 | [inspirevancouver.org](http://inspirevancouver.org)





# Grant Process Update

**Stacey Donovan**

Cultural Services Manager, PRCS Dept.

**Kirsten Hull**

Grants Coordinator, Inspire Vancouver

May 14, 2026





# Agenda

- Grant Process Work Group
- Grant Process
- Score Card
- Discussion
- Next Steps





# Grant Process Work Group

Representing organizations of different sizes, budgets

## Members

- Rose Mendoza
- Rebekah Percival
- Linda Reid
- Jenny Thompson
- Erica Schwenneker

## Tasks

- Program performance measures
- Grant guidelines
- Grant applications and reports
- Application score card
- Application review process



# Work Group Guidance

- Grantmaking is a relationship
- Simplify applications and reports
- Use plain language
- Communicate in person, over phone
- Provide definitions and examples





# Grant Process

## Applicants will choose their own contract deliverables, goals

1. Applicants will suggest their own contract deliverables, goals and budget
2. Deliverables, goals and budget will become the contract scope of work
3. Grantees receive funding upfront, after contract is signed
4. Progress tracked with programming summary chart, expenditure chart, and reports each quarter

Applications will also ask about mission, public benefit, partnerships, community engagement, work to reduce barriers to access, and organization capacity.





# Score Card

Two-part score card, with customizable bonus points

## Alignment Section

- Public benefit
- Proposal feasibility
- Community engagement and trust
- Equitable access
- Sustainable operations and management

## Impact Section (up to you!)

Examples:

- *Community need*
- *Youth focus*
- *Priority audience*
- *Geographic diversity*





## Next Steps

- Approval of score card
- Approval of grant guidelines
- Approval of review committee process



# Thank You



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## **Inspire Vancouver Outreach Update: May 14, 2026**

The first wave of community outreach for Inspire Vancouver is off to a strong start. Right now, our primary focus is connecting with people and organizations who are eligible to apply for grants. We want to make sure they have enough time to learn about the program and begin considering grant opportunities before the applications open later this summer.

We are using social media and email to encourage people to follow Inspire Vancouver social media, visit the website, join the mailing list and attend one of our community information sessions. There have been three information sessions so far, with four more scheduled in May and June. We have an updated flyer available for you to see the dates, times and locations of those sessions.

We've welcomed between 10-25 people each time. The information session includes a short presentation and Q&A. After that, staff and ambassadors stick around to meet people and answer any additional questions they may have related to their specific situation.

We've been receiving positive feedback from the sessions so far, and people who have attended are helping spread the word about our remaining sessions through their networks.

There is a lot of learning happening both ways at these information sessions. We are there to educate people about the program, but we are also learning a lot from the questions community members are asking. This real-time feedback has already identified new information to add to the website and helped us recognize areas where more research is needed before the grant applications open.

I want to thank commissioner Lewis for leading one of the sessions already. She will be leading two more in June. Some of our other Inspire Vancouver ambassadors will be leading the remaining May sessions. Commissioners are encouraged to attend any of the sessions. It's a great way to support this work and connect with the people and organizations that are interested in the program.

We're looking forward to having Inspire Vancouver staff on board soon to help create the outreach plan for the summer and fall. We know that the primary focus during that period will be to encourage people to apply and promote supporting services and events like grant workshops. After the grants are awarded in the fall, the outreach strategy will broaden to include the whole community, as we start promoting all the exciting new arts, culture, heritage and science experiences that Inspire Vancouver is helping make possible in Vancouver.

Here's how commissioners can help with community engagement in May and June:

- Complete the ambassador training and plan presentations with your networks
- Attend scheduled information sessions to connect with the community
- Visit [inspirevancouver.org](https://inspirevancouver.org) to join the email list and encourage others to do the same
- Follow Inspire Vancouver on Instagram and LinkedIn and share our posts



# Get to Know Inspire Vancouver

Join us to learn more about this exciting new grant program that supports arts, culture, heritage and science in Vancouver.

Enjoy light refreshments and a short Inspire Vancouver presentation that covers:

- What it is and how it's funded
- Different grant opportunities available
- Who is eligible to apply
- What to expect and how to get started

These sessions are open to anyone interested in learning more about Inspire Vancouver. Come ready to connect, ask questions and see what's possible!

## Save the date for an upcoming info session

- **Monday, May 18 at 6:30 p.m.**  
**English/Spanish**  
Fourth Plain Commons  
3101 E. Fourth Plain Blvd.
- **Friday, May 29 at 5:30 p.m.**  
Vancouver arts hub  
1007 E. Mill Plain Blvd.
- **Wednesday, June 3 at 6 p.m.**  
Cascade Park Community Library  
600 NE 136<sup>th</sup> Ave.
- **Thursday, June 11 at 6 p.m.**  
**English/Spanish**  
Vancouver arts hub  
1007 E. Mill Plain Blvd.

*Photos courtesy of theARTScentered/Lori Loré, Vancouver Ballet Folklórico, Columbia Play Project, and Clark County Historical Museum/Vancouver NAACP*

Visit our website to learn more and join the Inspire Vancouver mailing list:  
[inspirevancouver.org](http://inspirevancouver.org) | [inspirevancouver@cityofvancouver.us](mailto:inspirevancouver@cityofvancouver.us)