



Education Subcommittee of the Arts Commission Minutes

1. Call to Order and Roll Call

Minutes:

CHAIR KLEVEN called the meeting to order at 3:31 p.m.

PRESENT: CHAIR KLEVEN and COMMISSIONERS DOUGLAS and DE SANTIS

EXCUSED: COMMISSIONER HACKETT-MORGAN

ALSO PRESENT: LAURA MACHADO, Public and Visual Arts Section Manager; REBECCA HOLDEN, MARY SABO, and HOLLY LAY, Visual Arts Specialists II; Q'SHAUNDRA JAMES, Technician/Specialist; VAL STEED, Chief Deputy City Attorney; TAMARA CANNELLA, Deputy City Attorney; CHEYENNE LARANCE, Senior Deputy City Clerk; and ASHLEY FOSTER and VANESSA CHAVEZ-HOLMAN, Deputy City Clerks

2. Announcement Regarding: Compliance with Open Meeting Law

Minutes:

ANNOUNCEMENT MADE: This meeting has been properly noticed and posted at the following locations in accordance with the noticing standards as outlined in NRS 241.020: City Hall, 495 South Main Street, 1st Floor; the City of Las Vegas website – www.lasvegasnevada.gov; and the Nevada Public Notice website – notice.nv.gov.

3. Public Comment: Comment during this portion of the agenda must be limited to matters on the agenda for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion, as well as the amount of time any single speaker is allowed, may be limited.

Minutes:

None.

4. Report by Cultural Affairs staff regarding results of the Educational Workshop and Mentorship Survey – All Wards

Minutes:

MARY SABO, Visual Arts Specialist II, introduced Q'SHAUNDRA JAMES, Technician/Specialist, and noted she is a painter with a background in education that assisted with creating the survey for this item. MS. SABO narrated from a PowerPoint presentation, a copy of which was submitted for the record, to advise that the survey received 110 responses between August 15, 2023 and September 30, 2023. The survey was offered in English, Spanish, and Tagalog and was promoted through several forms, including flyers and newsletters. She noted that no responses were received for the Tagalog survey. Regarding the English survey, the majority of respondents had emerging experience practicing professional art and expressed interest in participating in a mentorship program with established artists as a mentee. They were asked which topics people wished to see offered in public art workshops from a preset list, and top results included developing proposals, artist calls, project planning and management, and grant applications. Regarding the Spanish survey, the majority of

respondents had emerging or mid-career experience practicing professional art and expressed interest in participating in a mentorship program. Further, 100 percent of respondents wished to participate as a mentee. Topics people wished to see offered in public art workshops included developing proposals, project planning and management, Resumes/CVs (curriculum vitae), contracts, and grants. MS. SABO stated that workshop topics by mentors aligned with topics mentees wished to see, and she said the majority of all respondents wished to attend meetings in-person. Lastly, she displayed additional comments from respondents regarding public art workshops and mentorship programs from the presentation.

CHAIR KLEVEN asked if staff was surprised by the results. MS. SABO was happy with the number of responses and was not surprised by the results. She expressed excitement to see people interested in project management and planning and the amount of people interested in teaching.

COMMISSIONER DOUGLAS thought the survey provided good feedback, and she looked forward to connecting artists with these opportunities. She saw Requests for Proposals from people across the world, and she supported assisting Las Vegas artists. The Commissioner asked for the next steps, and MS. SABO believed the next item would answer that question.

5. Report by Cultural Affairs staff regarding updates to the Workshop Program outline and goals – All Wards

Minutes:

MARY SABO, Visual Arts Specialist II, narrated from a PowerPoint presentation, a copy of which was submitted for the record, to provide an update on the outline and goals of the Workshop Program. She stated that survey results helped with planning the program and noted that Q'SHAUNDRA JAMES, Technician/Specialist was working on a programming calendar. The workshop program outline and timeline was displayed listing workshop leaders, and MS. SABO advised that the subjects and number of workshops was TBD (to be determined). The program will have nine workshops from October 2023 to June 2024. The total program budget for FY (fiscal year) 2024 is \$25,000 and will need to include fees for workshop leaders, supplies, and any rental fees. Lastly, she displayed questions from the presentation that Subcommittee members may wish to ask.

CHAIR KLEVEN asked if one program per month might be too much and suggested quarterly workshops. MS. SABO believed they might narrow it down to eight months, opining that having more than one workshop per month might not work. The Chair wondered if the level of engagement and attendance were metrics for success. She suggested holding an RFQ (Request for Qualifications) or RFP (Request for Proposals) workshop before the City releases RFQs and RFPs, as she felt that would help people prepare their applications. MS. SABO liked the idea of larger budgets for fewer workshops. In response to CHAIR KLEVEN, MS. SABO explained that the majority of workshop leaders were selected through the survey. Further, she noted that contact information obtained from the survey would be used to promote the workshops. The Chair believed at least one workshop should be offered in Spanish, and she suggested collaborating with the Library District (Las Vegas-Clark County Library District) and UNLV (University of Nevada, Las Vegas) to increase turnout.

COMMISSIONER DOUGLAS questioned how many more workshop leaders were needed and if a budgeting or financial expert would present. MS. SABO stated they were discussing dates in October with LUIS (VARELA-RICO), as he was interested in leading a panel discussion regarding project planning and management. She clarified that other names listed were subject to change, and she said there could be more than one workshop per month. She thought bringing people with other professional experience could be valuable. The Commissioner advised that holidays were upcoming, and she believed the program could begin next year, which would give people ample time to learn about the program. She suggested holding these discussions within City facilities to avoid renting other locations. MS. SABO agreed that the City has many facilities, and she noted several of the listed artists were interested in holding workshops in their own art spaces.

COMMISSIONER DOUGLAS asked if there was a desired number of participants, as she had attended other Clark County and City meetings with large amounts of people looking to learn how to write a proposal. She wanted to ensure the workshops were long enough for participants to work through proposals with the instructor.

COMMISSIONER DE SANTIS wondered if City staff would be involved with the program. MS. SABO said they would be involved administratively with the planning, and they would like to hire local artists and art

professionals to teach the workshops. The Commissioner believed providing sample proposals would be helpful. CHAIR KLEVEN said it would be good to select someone with a strong background in writing RFPs to work with staff to develop workshop content, and she suggested having a previous winner explain their application and implementation process. COMMISSIONER DE SANTIS opined that the workshop curriculum should be uniform if more than one leader teaches the same subject. COMMISSIONER DOUGLAS noted that she previously completed RFPs and did not understand at the time why she was not selected. She suggested showing winning proposals in the workshops, and COMMISSIONER DE SANTIS believed that would make it easier to select artists. MS. SABO liked the idea of an artist and staff panel to get both points of view.

CHAIR KLEVEN asked if there was an established hourly rate for workshop presenters. MS. SABO suggested taking a survey of artists and people they previously worked with to find an average rate. The Chair opined that the rate would depend on how much research needs to be done.

6. **ABEYANCE ITEM** – Discussion for possible action regarding the development of a cultural appropriation workshop – All Wards

Minutes:

MARY SABO, Visual Arts Specialist II, said this item was requested by COMMISSIONER DOUGLAS at a previous meeting.

COMMISSIONER DOUGLAS stated that this type of workshop could help artists understand terminologies and fair use, and she said it would help put their art towards appreciation versus appropriation. She believed it would help grow artists in the community and could be a strong educational resource. She wondered if this workshop could be added to the previously discussed workshops, and CHAIR KLEVEN agreed.

See Item 5 for related discussion.

Motion made by NOTE: A motion was not made and no action was taken on this item.

For: 0; Against: 0; Abstain: 0; Did Not Vote: 3; Excused: 1

Did Not Vote-Jennifer Kleven, Joan De Santis, Fawn Douglas; Excused-Suzanne Hackett-Morgan;

7. **Discussion regarding topics for future agenda items.** Comments made during this portion of the agenda by individual members shall refer solely to proposals for future agenda items and any discussion shall be limited to whether or not such proposed items are within the purview of the Subcommittee and/or whether such proposed items shall be placed on a future agenda. No discussion regarding the substance of any such proposed topic shall occur and no action shall be taken.

Minutes:

CHAIR KLEVEN believed the Subcommittee needed to review Item 5 at the next meeting. MARY SABO, Visual Arts Specialist II, asked if the Commissioners wanted to see a revised workshop schedule. The Chair affirmed and asked for an update on any internal discussion regarding hourly rates, day rates, and prioritizations based on the survey results.

8. **Citizens Participation:** Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Subcommittee. No subject may be acted upon by the Subcommittee unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited.

Minutes:

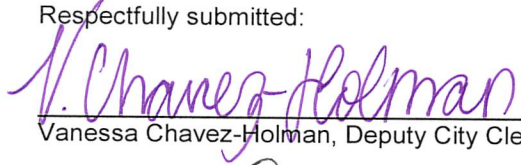
None.

9. **Adjournment**


Minutes:

The meeting was adjourned at 4:05 p.m.

Respectfully submitted:



Vanessa Chavez-Holman, Deputy City Clerk

for 

Maggie Plaster, Acting Director LAURA MACHADO
Department of Parks, Recreation and Cultural Affairs

Minutes Prepared by:
Brian Carroll, Deputy City Clerk

THIS MEETING WAS PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS
IN ACCORDANCE WITH THE NOTICING STANDARDS AS OUTLINED IN NRS 241.020:

The City of Las Vegas website – www.lasvegasnevada.gov

The Nevada Public Notice website – notice.nv.gov

City Hall, 495 South Main Street, 1st Floor