

**Cultural Planning Subcommittee (CPS)
of the Portsmouth Arts and Nonprofit Committee
Minutes of the Noon – March 13, 2023 meeting
In Conference Room A at Portsmouth City Hall**

Attending: Karen Rosania, John Maher co-chairs, Jeffrey Cooper Secretary
Alan Chase, Ellen Fineberg, Gerardo Gonzales, Tom Kaufhold, Amanda Kidd-Kestler, Emma
Stratton; PANC members Russ Grazier, Barbara Massar by zoom, Beth Falconer by Zoom;
alternates Karen Battles, Suzanne Danforth, Ed Simeone; City representatives and liaison
Sean Clancy, Suzanne Woodland, and Kate Cook City Councilor; special guest Ben VanCamp
Portsmouth CoC

Members absent: Robin Lurie-Meyerkopf; PANC members Jason Goodrich, Courtney Perkins,
Tina Sawtelle, Larry Yerdon

Meeting called to order at 12 noon by John Mayer who gave some welcome comments.

1. Review of meeting agenda by Karen Rosania, and a check in question, *What are your superpowers?*
2. Review of minutes - a grammatical correction, and a note that Ben Van Camp is a guest attendee, not a member of PANC. Motion to accept and seconded, approved unanimously.
3. Karen presented a draft statement of purpose for the Subcommittee as follows.
 - a. ***To lead the process in creating the next Cultural Plan by soliciting and engaging diverse stakeholder input and ideas across the broader Portsmouth community.***
 - b. Russ pointed out that the PANC also has a statement describing that a cultural arts plan is needed to identify needs of the arts community as well as the wider community, and what the City can do to support that.
4. John described some of the work the executive committee has been doing since the February 6 meeting. This includes a draft Scope of Work for a professional consultant, a framework for the subcommittee's work and some key definitions. Some highlights
 - a. Public engagement will be a significant part of our task
 - b. Some cultural plans from other cities include an implementing body (Nashua and Boulder, CO) while others do not.
 - c. A toolkit for cultural planning is available and can be read at the following link.
 - i. https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/events-hosting/hosting-toolkit/cultural_planning_toolkit.pdf
5. Ellen Fineberg presented an overview of how the 2002 plan was created. Some highlights
 - a. The process actually began in 1989 when then Mayor Evelyn Sirrell established a Blue Ribbon Committee on the Arts. It pointed out the need for an arts council
 - b. The Committee that Ellen served on in 2000 considered input from 82 different people contacted by various means. Their report was presented in October 2001,

approved in December 2001 and included in the City Master Plan in January 2002. In our case our goal is that our report become part of the Master Plan that will be worked on beginning in January 2024.

- c. The report was published in a special insert in the Portsmouth Herald and 750 high quality booklets were printed.
 - d. The report led to the establishment of Artspeak as an arts advocacy group, but it was a stand alone agency, not part of city governance. Councilor Cook pointed out that to do so would require an ordinance be passed by the City Council
6. Karen introduced Sean and Suzanne W for a discussion of the process of obtaining a consultant to aid in the process. Some highlights:
- a. Sean notes that our Scope of Work is an excellent start toward creating an RFP, Request for Proposals with some modifications as needed. Suzanne and Sean would like to have 2 of our committee members as their contacts to coordinate the RFP process. (Task group 3, see below)
 - b. An advantage of an RFP process is that any responses will include a cost estimate. Counselor Cook mentioned that the Sustainability Committee had a budget of \$40,000 for the Climate Action Plan.
 - c. The success of the RFP depends to a large extent on creating an effective list of firms to solicit. Forward suggestions to him.
 - d. Responses to the RFP are prioritized to determine which one to pursue, then we enter a negotiating process to finalize a contract. Items to be negotiated are the cost, and what is actually achievable in terms of the Scope of Work within the budget and timeline available. In our case the timeline is extremely tight and may not be achievable. Suzanne suggested a solution - the process can continue and be completed in the early months of 2024 by a Cultural Arts Agency that may be established as a result of our work, and still be ready for inclusion in the Master Plan
 - e. If we wish to engage a second agency such as NH Listens, which has been discussed, for help with the public input sessions, it must go to RFP by state law if the cost is over \$10,000. An alternative would be to have that agency act as a subcontractor to the primary consultant.
7. Suzanne pointed out that by state law all communications to they entire group, or to any subset of 9 or more members, being a quorum, must be distributed through City channels, meaning in our case, Sean. They described the process for handling minutes and agendas, going forward.
8. Karen addressed the topic of Task Groups as outlined in a document created by the Executive Committee. Karen circulated a sign-up sheet and everyone joined a Task Group of their particular interest. The Task Groups will meet between CPS meetings to do their work, and report on progress monthly. The groups are listed below.
9. Motion to adjourn was made and seconded, and the meeting adjourned at 1:30 PM

Sign-up Sheet

2023 Cultural Planning Subcommittee

Work Groups

Work Group 1: Conduct a review of the 2002 Cultural Plan/other municipal cultural arts plans

Ellen Fineberg, Russ Grazier, Ed Simeone

Work Group 2: Conduct a review of Artspeak/and possible structure for new city-arts agency

Gerard Gonzalez, Tom Kaufhold, Robin Lurie-Meyerkopf, Barbara Massar, John Mayer

Work Group 3: Steering Committee to manage overall project plan

Alan Chace, Karen Rosania, Tina Sawtelle

Work Group 4: Communications team to develop and implement Communications Plan

Karen Battles, Suzanne Danforth

Work Group 5: Research and Plan all forms of Community Engagement

Karen Battles, Jeffrey Cooper, Amanda Kidd-Kestler, Emma Stratton,

Work Group 6: IT group or person to help with all IT related tasks pertaining to subcommittee

Alan Chace, Councilor Kate Cook