

Cultural Planning Subcommittee (CPS)  
of the Portsmouth Arts and Nonprofit Committee  
Minutes of the Noon – **May 8, 2023** meeting  
In Conference Room A at Portsmouth City Hall

Attending: Karen Rosania, chair, Jeffrey Cooper, Secretary, Sean Clancy, Alan Chace, Russ Grazier, Barbara Massar, Gerald Gonzalez. Tom Kauffold, John Mayer, Karen Battles, Suzanne Danforth, Robin Lurie-Meyerkopf, Jason Goodrich, Ellen Fineberg, Beth Falconer by Zoom,

Stephen Chinosi, guest, principal of Portsmouth High School

Karen opened the meeting at 12 PM

1. Alan Chace has volunteered to be Karen’s co-chair. Motion made, seconded and passed unanimously
2. Jason introduced Stephen Chinosi who shared excitement about developments at Portsmouth HS, particularly the arts curricula. Lots going on there with music and theater, notably an “immersive portal” which is a full screen/wall used for face to face communication, just like you are in the same room. It’s used by the theater and arts students. Conversation turned to ways PHS students can get involved in our project, not just the arts students but all sectors of the PHS community – connecting with their parents, as volunteers in our public engagement activities, shadowing our workgroups, generally getting the next generation interested in culture and arts in the community.
  - a. Jason will be our liaison with Stephen and the student body.
3. Group 1 – Review of 2002 report
  - a. Our review of the 2002 report should generate an outline/framework for the 2023 report
  - b. It will have two levels, one readable for the public to understand, the other containing details of legal requirements.
  - c. We find the Nashua cultural plan the best model of those we’ve reviewed
4. Group 2 – City Arts Agency
  - a. We are interviewing past members of Artspeak, including Robin LM who is in Group 2
  - b. We are working a draft ordinance with text to back it up with the rationale. The language will be very general to allow flexibility
  - c. Sean notes that staffing of an arts agency would require funding, and that the budget cycle is July to June; therefore, funding for the agency will not be available until July 2024 at the earliest and be the task of the incoming 2024 City Council, which will also appoint it’s members.
5. Group 4 - Communications

- a. Our web page is up and running and be found on the City website. Click Menuy, Government, Boards and Commissions and we are listed. Here's the link for your convenience
  - i. <https://www.cityofportsmouth.com/city/portsmouth-arts-nonprofits-committee>
- b. The 2002 report is on it, as are our agendas and minutes of past meetings.
- c. A flyer is in progress, with a simple logo for our group, and a QR code linking to our web page. The committee reviewed several versions of the logo and gave input.
- d. Feedback is that the site need a call to action, giving readers ways to participate
- e. The City of Portsmouth has a new tool called Flashvote to get feedback from City residents on important topics. It's a tool that may be useful to us, and to our public input group as well. Here'a a link:
  - i. <https://www.cityofportsmouth.com/city/flashvote>
- f. Jason agreed to create a timeline/calendar as a Google doc and circulate it to the group. Groups can post their activities on it.

(This was circulated on May 11 and here's the link

<https://docs.google.com/spreadsheets/d/1xZuDOF2P-RxM6KDY5RW3VVm7LQFtPZqI8K-qlom4oWw/edit?usp=sharing> )

#### 6. RFP/Consultant update

- a. Sean only received one response to the RFP. He would only say that at a glance they seemed qualified; he and Suzanne Woodward have yet to look more closely at it. They floated the idea that if they decide they don't like it we could line up our own helpers, like NH Listens, Portsmouth Listens, whoever else. That would give us flexibility and control on the one hand; but make us the managers of several smaller parts on the other.

#### 7. Group 5 – Public Input

- a. We have created a set of questions we would like to ask organized stakeholders, focusing mainly on their mission statements, threats and opportunities, economic impact of their organization, and how they would envision a City arts agency being of service to them.
- b. We have an extensive list of who we would like to send the questions to
- c. The question arose about the timing of the consultant coming on board and having input before we send it. Russ suggested that at this phase we write to our list telling them what's going on and asking them how they would see themselves participating. This round offers a checklist of ways they can get involved, for example providing volunteers at pop up events, providing a site for a focus group, holding a focus group for their staff or patrons, answering a survey. The goal at this stage is to use the responses to build a list of resources for when we ramp up. The questions we developed are good ones, and are in our pocket ready to go.

- d. Monte at City Hall will help us create a format for a survey, or two successive ones as it now seems, using whatever tool he chooses to use, SurveyMonkey or some other.
  - e. Portsmouth Listens is currently exploring ways to become active again with a meeting on May 13. Jeffrey on Group 5 has been a PL Steering Committee member but is unable to attend. Ellen and Karen B showed interest in attending in his stead to get a sense of whether or not PL is an option for our public input
8. Motion made seconded and passed unanimously that Karen Battles and Suzanne become voting members of the Subcommittee and Tina Sawtelle and Courtney Perkins become advisors
  9. Next meeting is June 12 at noon, Conference Room A, and will be a joint meeting with the Portsmouth Arts and Nonprofits Committee, PANC
  10. Meeting adjourned at 1:15 PM

Respectfully submitted by Jeffrey Cooper, Secretary