



DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Doug Holloway

AGENDA

Arts & History Commission

Wednesday, June 1, 2022

3:30 – 5:00 p.m.

Boise City Hall, Greenbelt Room, 3rd Floor

Virtual attendance is available. Please visit:

<https://cityofboise.zoom.us/j/99194398085>

- I. Call to Order – John Hand (Chair)
 - a. Land Acknowledgment
 - b. Approve Minutes of April 6, 2022 – **Exhibit A**
 - c. Brief introduction of Doug Holloway (Interim Arts & History Director)

- II. Presentations/Updates/Approvals **Pursuant to Idaho Code Section 74-204(4), all agenda items are action items, and a vote may be taken on these items.*
 - a. Review and Discussion of Arts and History Commission Policies and Procedures – **Exhibit B** and **Exhibit C**
 - a. Optional liaison opportunities for Committee Members
 - i. How it would work
 1. Liaison positions require direct communication between staff and committee members.
 2. Priorities of liaisons are based on the needs of department staff.
 3. Five sub-categories:
 - a. Funding (e.g. grants, calls & opportunities, residencies, etc.)
 - b. Collections & Stories (art, archives, artifacts, oral histories, etc.)
 - c. Cultural Infrastructure (e.g. public art, historic artifacts, cultural sites, etc.)
 - d. Free and Low-Cost Programming

- e. Strategic Department Priorities & Fundraising/Development
 - 4. These positions will be self-nominated with a collective vote to approve or deny.
 - ii. Move to vote to approve or deny the creation of Policies and Procedures
 - 1. If passed, move to vote to:
 - a. Nominate a Chair and Vice-Chair
 - b. Move meetings to monthly (not bi-monthly)
 - b. Presentation on Erma Hayman House – Kristen Hill (Interim Cultural Sites Manager) and Travis Jeffres (History Programs Manager) (*Informational Item Only*)
 - c. Public Art – Stephanie Johnson, (Public Art Program Manager)
 - a. Project Update Highlights (*Informational Item Only*)
 - i. Linen District Fence Public Art
 - ii. Traffic Box Art
 - iii. Erma’s Wall and Erma Hayman House
 - iv. Public Art Tours
 - v. City Hall West, Art on Glass
 - vi. West Valley/Ustick NIP Public Art Project
 - vii. Human Rights Memorial Tunnel Mural
- III. Adjourn meeting





DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Doug Holloway

MEMO

TO: Mayor McLean, Courtney Washburn, Council Member Holli Woodings, Arts & History Commissioners

FROM: Travis Jeffres, History Programs Manager

CC: Doug Holloway, Parks and Recreation Director, Interim Arts & History Director

DATE: 5/24/2022

RE: History Division Updates – May 2022

Dear Arts and History Commission:

The History Division is pleased to provide the following updates:

- **Erma Hayman House**
 - History is collaborating with Kristen Hill and the Cultural Sites team to provide research, interpretive planning, and program development to the Erma Hayman House Project.
 - On May 10, Kristen Hill and Travis Jeffres briefed Mayor and City Council on the state of the project as well as future programming and plans for the September 2022 opening and beyond. Mayor and Council were supportive of and enthusiastic toward the project.
 - On May 16, Kristen Hill, Jennifer Yribar, and Travis Jeffres provided tours of the EHH to Council President Elaine Clegg, Council Member Lisa Sánchez, and Council Member Luci Willits. We plan on scheduling tours for Mayor McLean and other council members as well.
 - History and Cultural Sites is in the process of securing two student interns to provide additional research and program development over the course of Summer 2022.
- **Tours**
 - Park City Municipal Council Tour – On May 19, Karen Bubb, with assistance from Public Art and History, provided a walking tour for a group organized by the Park City Municipal Corporation. The intention of this was to learn about how to integrate cultural assets, especially public art, purposefully into a cityscape and its cultural infrastructure. This tour received high praise from participants.
 - 2023 Walking Tour Development - History is also partnering with Idaho State Historical Society (ISHS) to provide paid walking tours beginning October 2022. This is a pilot program that will be expanded pending resource availability and favorable reception within the community. Development of tour scripts, research, and coordination is ongoing.

- **AASLH 2023**
 - The American Society for State and Local History's annual conference will be hosted in Boise, September 4-9 2023. History is involved in the Host Committee and will be contributing to the planning and implementation of walking tours and evening events in connection with this national conference, which is projected to bring 700 people to Boise. The Host Committee met for its first meeting on May 23, 2022.
- **Exhibitions**
 - "City Halls Past and Present" went up in early May and is currently on display on the 3rd floor of City Hall.





MEMO

TO: Mayor McLean, Courtney Washburn, Council Member Holli Woodings, Arts & History Commissioners
FROM: Kristen Hill, Interim Cultural Sites Manager
CC: Doug Holloway, Parks and Recreation Director, Interim Arts & History Director
DATE: 5/24/2022
RE: Cultural Sites Program Update

SUMMARY

This quarter's work was concentrated at the James Castle House (JCH) and Erma Hayman House (EHH).

JAMES CASTLE HOUSE

The JCH welcomed a new resident artist on May 14th and has completed the final application process for AAM (American Alliance of Museums) accreditation. The current exhibition, Ways of Knowing, has been extended through the end of 2022.

Current/Upcoming Artist Residencies:

- Emily Culver, May 18- July 27, 2022
- Antonius-Tin Bui, August 31-November 9, 2022

Exhibition:

- Ways Of Knowing, February 3 – December 31, 2022

Events:

- Free Gallery Tours (daily)
- Resident Artist Emily Culver, Residency Talk, June 2, 2022
- Inside the Studio with Resident Artist, June 11, 18, 25, 2022
- Resident Final Presentation, July 22, 2022
- Resident Artist Flash Show, July 23, 2022
- Historic Artist Homes and Studio Virtual Road Trip 2022 (April-September 2022)

ERMA HAYMAN HOUSE

Construction work at the EHH has been completed; the current focus is on furnishing the space to accommodate public access and developing public programming. Kristen Hill and Travis Jeffres delivered a project presentation at the May 10, 2022, council work session; the IBC was approved. Council tours of the house took place on-site on May 17, 2022. The Erma Hayman House is slated to open in September 2022.



MEMO

TO: Mayor McLean, Courtney Washburn, Council Member Holli Woodings, Arts & History Commissioners

FROM: Stephanie Johnson, Public Art Program Manager

CC: Doug Holloway, Parks and Recreation Director, Interim Arts & History Director

DATE: 5/24/2022

RE: Public Art Program Update

PROJECT UPDATE HIGHLIGHTS:

- **Linen District Fence Public Art:** \$4,000; Received 30 applications; Selection Panel met April 5th and selected Rachael Mayor, textile artist, as the 2022 Linen Fence Artist! Rachael has signed the contract, fabrication this summer for install in September
- **Traffic Box Art:** \$21,000 (NIP grants); Call open, closes June 15th. 5 boxes available in the Collister NA and 1 in South Boise Village NA
- **Erma's Wall, Erma Hayman House:** \$120,000; Erma's Wall, Vinnie Bagwell, In Fabrication, currently consulting with engineer on attachment method and install plan; Install in Summer 2022
- **Public Art Tours:** Restarting our Public Art Tours for the summer season. Ellen has done a wonderful job reviving the public art tours and being the point person to coordinate and lead special tour requests
 - Public Art Tours from City Hall Plaza at 10 a.m., every 3rd Saturday of the month, May through October
 - Special tours as requested:
 - German Fellows - 9
 - PEO Women's Group - 25
 - Park City group - 20
- **City Hall West "Art on Glass":** \$4,765, City Hall West, Fire, Jessica Shuey, Installed and Complete!
- **West Valley/Ustick NIP Public Art Project:** \$100,000; Redwood Park, Selection Committee assembled and will be meeting in the coming weeks
- **Human Rights Memorial Tunnel Mural:** \$35,000; Assembling selection committee after meeting with Dan Prinzing

Ongoing:

- **"ABC's of Public Art" Book:** \$9000; Malia Collins, Stephanie Inman, Arlie Sommer; Project Implementation - final layout, photos

- **Mural Artist Roster:** Call for artists opens April 1st, roster will be hosted on website as a source for property owners and citizens to find artists to work with on non-city funded murals
- **Pioneer Cemetery Kiosko:** \$20,000; Friends of Jesus Urquides, Design Phase with design team
- **Airport Public Art Plan:** Airport Percent-for-Art; Amy Westover, Artist on Contract, Final edits, then to Editor
- **Central Bench Transit Shelters:** \$5,246 (NIP), Installation on hold, waiting for transit shelter to be constructed





MEMO

TO: Mayor McLean, Courtney Washburn, Council Member Holli Woodings, Arts & History Commissioners

FROM: Danielle Grundel

CC: Doug Holloway, Parks and Recreation Director, Interim Arts & History Director

DATE: 5/24/2022

RE: A&H Archives Program Report

SUMMARY

The Archives program is focused on creating a new website to showcase collections, including the River Street Neighborhood collection, in support of the Erma Hayman House launch. Identified and processed City collections to open for research. Continued work in new catalog to offer constituents an access point to collections.

CURRENT

- Collections:
 - Oral history from Boise Civic Opera pioneer collected and preserved
 - Idaho Camera Business records accessioned
 - Morrison Knudsen's historic records on Boise Depot accessioned
 - Continued work on collection audit
 - Continued processing work on Burn's Studio Collection
 - Continued work with community members and organizations to educate the importance on archives and caring for collections
- Digital:
 - Continued work on curated online collections anticipated go-live date, September 2022
 - Continued work on online catalog, anticipated go-live date, September 2022
- Outreach:
 - Fulfilled 13 requests, 98 digital files sent to internal/external patrons
 - Working with Parks & Rec on Boise Depot history
 - National Archives Archiveshashtag Party; #NationalBikeToWorkDay
 - Represented A&H for Parks & Rec Pool open house
 - Continued work with departments on identifying historic records



MEMO

TO: Mayor McLean, Courtney Washburn, Council Member Holli Woodings, Arts & History Commissioners

FROM: Amy Fackler, Grants Manager

CC: Doug Holloway, Parks and Recreation Director, Arts & History Interim Director

DATE: 5/24/2022

RE: Program Update

SUMMARY

Tracking FY2021, and FY2022 recipients; continue managing modifications due to Covid-19; managing FY2022 awards; began FY2023 application cycle (opened May 1, 2022); updates to City Hold Music; contracts; other projects as assigned.

FY2023 GRANTS

- Published updated general grant information, criteria, and resources
- Presented 3 grant training workshops (1 recorded)
- Ongoing meetings and consultations with potential applicants
- Coordinating timelines and promotion strategies (press release, social media, etc.) with Outreach & Education Coordinator.

FY2022 GRANTS

- Process Agreements and Invoices
- Track timelines and assist recipients as needed
- Communicate with recipients on upcoming projects and events
- Add information to A&H website

FY2021 GRANTS

- Continued tracking modifications and postponements due to Covid-19;
- Promoted grant recipient events/projects (coordinating with outreach and education communications team for social media)

OTHER

- Coordinating update of City Hold music (includes contracts, call to artists, panel coordination, working with CE to include overall input as well as planning promotion)
- Complete miscellaneous administrative tasks



MEMO

TO: Mayor McLean, Courtney Washburn, Council Member Holli Woodings, Arts & History Commissioners

FROM: Josh Olson, Cultural Asset Program Manager

CC: Doug Holloway, Parks and Recreation Director, Interim Arts & History Director

DATE: 5/24/2022

RE: Public Art Maintenance and Conservation

Preventative and Corrective Maintenance:

Inspections, cleaning, graffiti removal, and repairs are ongoing for many of the City's 900 locations of public art and cultural collections. Downtown has seen a consistent surge of graffiti and vandalism as well as calls for permanent removal for development and renovation projects. Large-scale efforts to refabricate and reinstall sculptures in the downtown core are in process. A large portion of the collection is 20+ years old and showing heavy signs of wear, but new and exciting projects are being installed annually. All projects new and old require staff time and resources to help keep them well maintained for the public to enjoy. Spring/Summer 2022 has been busy.

Current Project/ Updates:

- **"Gentle Breeze," Cherie Buckner Webb Park:** There has been repeated and extensive vandalism damage to the east-facing swing apparatus. Staff removed the swing for safe offsite repairs; the estimated return date is May 25, 2022. Graffiti and slap tag removal is ongoing (high school nearby). There is a top-to-bottom May/June washing scheduled. Painting touch-up, fiberglass repairs, re-engineering of swing components, wood slat cleaning, and sanding are scheduled for June-October 2022.
- **"Three Deer," Anne Morrison Park:** Boise Parks and Recreation Landscape Architect/Planners and Arts & History staff worked together to ensure the *Three Deer* sculpture found a prominent location along the river. The relocation is a small part of the park's larger redesign. Special thanks to Parks and Recreation for their leadership and assistance.
- **"Bike Trio," Linen District:** *Bike Trio's* removal, restoration, and new footing are being timed with the CCDC Master Plan for street improvements. The piece is slated for removal to storage in October 2022. The plan for 2023 re-siting and restoration will require future discussion.
- **"Wind Dance," Cancer Survivor Park Plaza Julia Davis Park:** Installed kite sculptures and immediately tested strength with a heavy spring snow/ice storm (Memories of 2016). Kites were unaffected.

- **“Gem Block” sculpture on Main St between 10th St and 11th St:** The deaccession of this art piece has been approved. The status of removal warrants further discussion.
- **Boise Chinatown Historic Site:** The artist was notified that the third remaining viewfinder (one of three) was removed due to extreme and constant vandalism. Exposed electrical components, a damaged footing, and surface water required removal. The future of the artwork warrants further discussion. Electrical estimates and restoration costs are being calculated and weighed against the purchase price (value) of the art piece.
- **Boise Airport projects:** The “Reticulated Horizon” glass mural was removed and placed in storage. “Slip Stream” (the salmon glass mural) is slated for removal and storage. There are no reinstallation plans in the master document or discussions. This item is pending review.
- **“Vox Poplar” Sculptural Installation at Bown Crossing Library! Branch:** Relocation request, discussion ongoing.
- **Bronze Sculpture Collection:** A shortlist of sculptures requiring patina, cleaning, and stabilization will be underway in June 2022.
- **“Boise Totems” at the corner of 8th St and Idaho St:** The portion of bronze sculptured bear heads requires relocation and complete conservation treatment. Repairs include welding cracks, foot replacement, patina overhaul, and possible relocation due to new easement concerns. This will be an item for FY2023 discussion and enactment.
- **“River Sculpture” at the Grove Hotel, corner of Front St and Capitol Blvd:** There is currently small custom stonework repair ongoing. The mosaic tiles repairs have been completed as well as top-to-bottom cleaning and hardware repair. The LED strip replacement warrants further discussion.
- **Mosaic mural collection (various locations):** Repairs are ongoing to “Botanica,” “Zoo Boise Party Animals,” “Catface Revival” (Foothills Learning Center), “Warm Springs Wildflower Mural,” “Perfect World,” and the surface of the “River Sculpture.” Completion is currently around 50% with a June deadline.
- **“Litharacnium,” BODO sculpture:** One of Public Works’ eco-art projects was hit by a cement truck. The reconstruction process is underway.
- **“Heliotrope,” BODO sculpture:** Another of Public Works’ eco-art projects, the site construction cleanup and BODO sculpture vine replanting for “Heliotrope” has been completed for spring.
- **“Virgo,” BODO:** This Public Works eco-art project has required ongoing inspections and the reinstallation of numerous components. A sidewalk paver replacement query has been submitted to Boise Planning and Development Services.
- **“Historic South Boise Streetcar Station Plaza,” Ivywild Park:** This work has required small welding repair, weeding, cedar shingle roofing, and heavy graffiti removal and painting. This piece warrants further discussion.
- **Collection documentation:** In discussion with Carrie Quiney Photography.
- **Traffic Boxes:** 250 traffic box cleanings and graffiti removals have been performed.
- **Collection signage:** In discussion with BVC/Advanced Signs.





EXHIBIT A



DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Doug Holloway

Minutes

Arts & History Commission Meeting

Wednesday, April 6, 2022

3:30 – 5:00 p.m.

Boise City Hall, Greenbelt Room, 3rd Floor

ZOOM link: <https://cityofboise.zoom.us/j/99194398085>

Commissioners Present: Amanda Ashley, Kris Clegg, John Hand (Chair), Alan Heathcock, J.J. Saldaña, Melissa Thom, Sophie Squyres, and Catherine Seo

Commissioners Absent: Gabrielle Thomason, Lilly Wilson

Council Liaison: Lisa Sánchez

Staff Present: Amber Beierle, Cat Bullock, Travis Jeffres, Stephanie Johnson, Jennifer Yribar, Alaggio Laurino, and Tyler Powers

Public: None present

- I. Call to Order – Commission Chair John Hand called the meeting to order at 3:39 pm due to technical difficulties.
 - a. Land Acknowledgment (Hand)
 - b. New Arts & History Staff Introduction – Amber Beierle, Arts & History Director
 - i. Introduced Cat Bullock, new Executive Assistant
 - c. Review of February 2, 2022, Commission Meeting Minutes
 - i. Commissioner Melissa Thom moves to approve the minutes, seconded by Commissioner Kris Clegg. The motion was unanimously carried at 4:00 pm.

- II. Presentations/Updates/Approvals **Pursuant to Idaho Code Section 74-204(4), all agenda items are action items, and a vote may be taken on these items.*
 - a. Project Updates – Amber Beierle, Travis Jeffres
 - a. Beierle reintroduces Jeffries to attendees
 - b. History Department Walking Tours update – Jeffres
 - i. Walking tours program will be a pilot program for Fiscal Year 2022. Arts & History is partnering with Boise Parks and Recreation to provide more robust walking tour options for a growing local and visiting audience.

- ii. The program will focus on historical situations and their current relevance.
 - iii. There are preliminary discussions with potential partnerships to ensure our offerings are not repetitive or in competition with existing tours.
 - iv. Commissioner Thom asked how the new History Dept. walking tours would fit with existing Art Dept. walking tours and whether art and history tours would be kept separate. Director Beierle answered that programs will remain distinct as they are for now, but they have high hopes of expansion; the department is still envisioning what the partners might be and what the program might look like.
 - v. Chair Hand was very excited at the proposal, having taken public art tours previously.
- b. Public Art – Stephanie Johnson, Public Art Program Manager
- a. Art acquisition to present for acceptance into the collection
 - i. *Boise Urban Wildlife* by Kirsten Furlong
 - 1. Original artwork created for a traffic box art wrap
 - 2. Ink and colored pencil on wood veneer, 23" x 29", framed
 - ii. Commissioner Ashley inquired if there was any precedence for other traffic box pieces being added to the collection. Why wouldn't someone want to donate (or Arts & History want to accept) an original work?
 - iii. Johnson explains that Arts & History has several other pieces. The traffic box wraps don't last forever; having the original artwork is a way to keep pieces in perpetuity.
 - 1. Arts & History does not own all the original artworks. Depending on the quality and medium of the original artwork, not all pieces would be acceptable for retention.



2. Johnson further clarified that owning an original artwork does not mean we have the license to reproduce it.
- iv. Commissioner Ashley expanded if the ownership and reproduction rights are clarified in the donation process; Johnson stated not presently. Commissioner Ashley added it could be beneficial to the public to have additional information context offered on why particular pieces are added to the collection. She suggested that the broader context of each piece should be included in descriptions on varying platforms.
- v. Director Beierle asked what the specific standards needed to accept a piece of art were. Johnson replied that accepting original works should have historical importance to the community and/or a specific location or building.
- vi. Johnson: this location of this artwork isn't of unique importance; more value comes from the artist (Furlong) teaching at Boise State and being a prolific artist and community member.
- vii. Tyler Powers requested that Legal be involved when it comes time to accept the piece.
- b. Move to vote to approve or deny the addition of the piece.
 - i. Commissioner Clegg motions to approve the acceptance of *Boise Urban Wildlife* by Kristen Furlong into the collection. Commissioner Ashley seconds. The motion is unanimously carried at 4:00 pm.
- c. Potential Formation of New Commission Bylaws– Commission Chair Hand
 - a. Introduction to the concept to include the discussion of adopting a Vice Chair position and potential subcommittee members within the commission and/or other City Departments as well as liaison(s) with Arts & History Advisory Team (AHAT)



- i. Commission Chair Hand clarified that the committee currently has a low volume of work in this very unique time in departmental history with leadership and staffing changes.
 - 1. There is some concern about a disconnect between department staff and committee members.
 - 2. Committee does not currently have the concept of a vice-chair within the bylaws. Things happen, and we can and should consider having a vice-chair.
 - 3. This discussion aims to formalize the processes that allow the communication between staff and committee to improve communication, fill this gap, and achieve our goals.
- ii. Powers expounded:
 - 1. We cannot have the concept of a vice-chair or liaison without formal policy on Commission Member communication.
 - 2. The committee has the duty of establishing policies for its own internal proceedings. What should those policies look like? Do we have a general discussion about what might be included OR would we decide we don't have the need to discuss this? What do we want those policies to look like and which positions do we think would be necessary?
- iii. Director Beierle responded that the department wants the commission to have a thorough understanding of the day-to-day operations of the department to fully realize the purpose behind the decisions we make. Beierle imagines more of an intimate level of working with staff to maximize everyone's potential and empowering committee members to be advocates out in our community.
- iv. Commissioners Heathcock, Ashley, Thomlinson, and Council Member Sanchez expressed concern over adding



additional work to department employees. Commissioner Ashley suggested that the committee keep in mind that expectations can evolve or be replaced as the department evolves. This is also an opportunity for intersectional City themes and values to be practiced.

- v. Commissioners disagreed on the merits of subcommittees. Commissioner Heathcock expressed worry regarding overcomplicating a process involving capable staff. Commissioners Clegg and Thomson wanted room for opportunity for commissioners to be more involved.
 - vi. Powers understands the legal concern and aversion to making bylaws overly formal. He reassured the committee informal opportunities were also possible on a volunteer basis, so long as a quorum wasn't met and commissioners remained within communication and gathering rules.
 - vii. Powers further suggested tabling the discussion until the next meeting and further debating possible merits or flaws with additional department personnel. At that point, the Committee can vote to form policy drafts to bring to the next committee or vote to dismiss the idea.
 - viii. Commissioner Hand suggests making a motion to set up a subcommittee to evaluate potential drafts and bring ideas back to the next meeting. Hand notes that the conversation can't continue without this further motion.
 - ix. Upon openly expressed interest in voting, Powers advised creating a motion to approve the endeavor, taking up to two additional volunteers from the commission to provide input.
- b. Move to vote to approve or deny the creation of bylaws. Specifics will be presented, discussed, and determined at a later date.
- i. Commissioner Hand motions to approve the endeavor to outline what bylaws may look like be developed.



Commissioner Clegg and Commissioner Saldaña second.

The motion is unanimously carried at 4:46 pm.

- III. Meeting Adjournment – Commission Chair Hand motioned to adjourn the meeting at 4:47 pm. The motion was unanimously carried, and the meeting adjourned at 4:48 pm.





EXHIBIT B



DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Doug Holloway

Minutes Arts & History Commission Special Session Meeting Thursday, May 5, 2022, 10:00 a.m. – 12:00 p.m.

Tablerock Room, 3rd Floor, City Hall

Commissioners Present: Kris Clegg, J.J. Saldaña, John Hand (Chair)

Council Liaison: Not present

Staff Present: Doug Holloway (Interim Director), Jennifer Yribar, Cat Bullock, and Tyler Powers (Legal)

- I. Call to Order – John Hand at 10:05 a.m.
- II. Introduction of Doug Holloway – Doug Holloway
- III. Takeaway and Action Items from A&H Leadership Meeting
 - a. **JH:** There is a sizeable distance relationship-wise between staff and commission members post-COVID-19.
 - i. The vice-chair position is another way to potentially support the chair.
 - ii. We will need to delineate how much community engagement can happen while still maintaining an advisory position.
 - b. **KC:** A list from AHAT exists containing survey results from asking what members' interests were. Members were then placed on panels accordingly and the level of involvement was based on choice. We could revitalize and reuse this method from AHAT again for Commission.
 - c. **DH:** Parks has two backup vice-chair positions with no additional powers beyond filling in with meetings. Can break down intimidation from Commission to chair to general A&H staff. DH recommends more interaction.
 - d. **DH:** I'll work with Jennifer to set up some sort of retreat/meet and greet outside of City Hall, mostly small talk.
 - e. **TP:** I support this agenda. We'd need to make the gathering an agenda item and open to the public. This sort of situation is allowed so long as that's followed.
 - f. **JY:** The presence of recordings on YouTube forever has both staff and Commission members uncomfortable.
 - g. **DH** suggestions:
 - i. Add executive summary to the packets.
 - ii. Why are we going every other month?
 1. Suggests going every month. **TP** suggests bringing it up at next meeting.
 - iii. Consider re-inviting staff to meetings for more opportunities.

- iv. Only use subcommittees for certain items that require a deeper dive.
 - v. Work on making the weekly staff members meeting every week, not every other week.
 - vi. Commissioners can meet monthly, not every two months, and can always cancel if needed.
 - vii. Keep the weekly communications report **JY** sends.
 - h. **JH:** The co-chair should be invited to monthly leadership meetings.
 - i. General question: what responsibilities should the co-chair have?
 - i. In the absence of the chair, the co-chair assumes responsibility.
 - 1. There are no additional responsibilities beyond that: just filling in for the Chair's duties (leading meetings, etc.).
 - ii. What should the process be?
 - 1. Go by tenure (**DH** suggestion)
 - 2. Allow people to nominate themselves and then take a vote through an election process. **This is the agreed-upon option.**
 - iii. Either way, we'll need to codify and officialize the chair and co-chair roles.
 - j. **JY:** Another pressing issue- do we return to the matrix or can we assign subcommittees by theme?
 - i. **General conclusion: leaning strongly toward theme, potentially five (5) groups.**
 - ii. General conclusion: subcommittees should be driven and defined from *within* the department.
 - k. **CB:** Bring up our discussion today to staff in the next staff department-wide meeting.
 - i. This can help identify specific areas of need with examples.
 - ii. **DH:** I want to have those answers.
 - l. **KC:** Can we have mini-presentations for A&H staff for commissioners? We need to focus on communication from both directions.
- IV. Idea for gathering location: Cherie Buckner Webb Park with catered light snacks and refreshments
- V. Call to action: schedule another meeting with this group the week of the 19th (20th or after) or the week after.
- VI. Conclusion: we will keep at least a week in between the leadership meeting and Commission meeting to allow for packet and agenda revision, legal overview and approval, etc.





EXHIBIT C



DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Doug Holloway

1

Arts and History Commission

Policies for Internal Operation

Whereas, pursuant to Boise City Code Section 2-8-6 The Arts & History Commission is empowered to adopt policies for its internal operation; and

Whereas, the Arts & History Commission desires to adopt the following policies to better serve the City in the performance of its Duties and Responsibilities detailed in Boise City Code 2-8-6; and

Whereas, the Department of Arts & History staff has advised the Arts & History Commission that the adoption of the following policies would assist the Department in providing administrative support to the Commission in its advisory function; and

NOW THEREFORE, the Arts and History Commission of the City of Boise does hereby adopt the following Policies for Internal Operation.

Section 1. Duties and Officers

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Commission acting as a body, as codified, shall be:

- A. Reviewing and approving programs and projects proposed or administered by the Boise City Department of Arts and History and providing recommendations to the Mayor and City Council.
- B. Assisting in strategic planning processes initiated by the Boise City Department of Arts and History and periodically reviewing the role and responsibility of the Boise City Arts and History Commission, to the extent requested by the Boise City Department of Arts and History.
- C. Ensuring the integrity of the public process by being transparent in decision-making and by affirming equity, and inclusion goals through the recognition of the diverse community within Boise City.
- D. Promoting events and programs sponsored by the Boise City Department of Arts and History within and to the community.

OFFICERS: The Officers of the Arts and History Commission shall be a Chairperson and a Vice-Chairperson.

Duties of the Chairperson – The Chairperson shall preside and be physically present at the noticed location for all meetings of the Board. The Chairperson shall attend the Executive Meeting and shall have final approval on the inclusion or exclusion of agenda items. The Commissioner may perform such other duties and functions as may from time to time be required subject to prior approval of a majority of the Commission. In the event the Chairperson cannot be physically present for a meeting, the Chairperson shall ensure physical presence of at least one Commissioner.



Duties of the Vice-Chairperson – The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson, and, in the case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Commission elects a new Chairperson.

Section 2. ELECTIONS, TERMS and VACANCIES

ELECTIONS: Elections of Officers shall take place annually at the time and place of the corresponding regular meeting for the calendar month in which the Officer's previous term expires. Any voting member of the Commission shall be eligible for the offices of Chairperson and Vice-Chairperson. A majority of votes cast shall elect. Participation as an Officer shall not be required of Commissioners and consideration for office shall be on a volunteer basis.

TERM: The term for Officers of the Commission shall be one (1) year from the date of the vote at a public meeting.

VACANCIES: When the office of Chairperson or Vice-Chairperson shall become vacant, the Commissioners shall elect a Chairperson or Vice-Chairperson from their number, which elect shall hold office for one year. The Commission may adopt a presumption that Chairperson and/or Vice-Chairperson vacancies will be filled in the order of tenure.

Section 3. MEETINGS, NOTICE, and AGENDA

Regular Meetings: The Commission shall hold regular monthly meetings on the first Wednesday of every month beginning at 3:30 p.m. The regular monthly meeting of the Commission shall be held at Boise City Hall or at such other designated meeting places as shall be convenient for the Commission and purpose of the meeting.

Special Meetings: Special Meetings of the Commission may be held on the call of the Chairperson at such time and place as the Chairperson may designate.

Executive Meetings: Executive Meetings shall be held monthly on or about one week prior to Regular Meetings. Executive Meetings shall include the Chairperson, may include the Vice-Chairperson, and may include members of staff for the purpose of setting the Regular Meeting agenda items. All Commissioners may propose items for the agenda to be considered at the Executive Meeting. To allow for discussion and compliance with notice requirements, all Commissioners shall communicate all proposed agenda items to the Chairperson 14 days in advance of the Regular Meeting.

Quorum: For the purpose of any meeting a majority of the voting members of the Commission shall constitute a quorum for the purpose of conducting its business, exercising its powers, and for all other purposes. A small number of Commissioners may meet from time to time to discuss proposed agenda, or special problems and objectives, but no official action by less than a quorum may be taken.



Agenda: The Agenda for all Meetings shall be posted publicly at Boise City Hall and available on the Department of Arts & History's website at <https://www.boiseartsandhistory.org/about-us/committees/commission-reports/>.

Order of Business: An Agenda for each meeting will be prepared in advance and posted in compliance with Idaho law. All matters of business presented to the Commission for consideration shall be approved or denied on motion by majority vote. All voting shall be by voice vote unless roll call has been requested by a Board Member. Records of votes, abstentions or absences shall be entered upon the minutes of such meeting. All meetings of the Commission and notice thereof shall comply with the requirements of Idaho law. To the extent possible, the conduct of the meeting of the Commission shall be in accordance with Robert's Rules of Order.

Section 4: Commissioner Liaisons

Purpose: Commissioners and Department staff may better assist one another in their duties when they can collaborate in shared areas of interest and expertise.

Liaisons: Commissioners may volunteer for nomination and election to one or more of the following Arts & History discipline/specialty Liaison. Each of the following Arts & History discipline/specialty may have no more than three (3) Commissioners at any one time. A Commissioner Liaison may serve until tendering resignation. A Commissioner Liaison shall deliver notice of the intent to resign from their position to the Chairperson at least 14 days in advance of the regular meeting at which their resignation will be announced to allow for an agenda notice of the vacancy and election of a replacement.

Disciplines/Specialties:

1. Funding (e.g. grants, calls, opportunities, and residencies, etc.)
2. Fundraising and Strategic Planning
3. Stories and Collections (e.g. art, archives, artifacts, oral histories, etc.)
4. Cultural Infrastructure (e.g. public art, historic artifacts, cultural sites, etc.)
5. Programming

Role: Commissioner Liaisons are intended to directly communicate and participate with staff in their Discipline/Specialty to the extent it assists both staff and Commissioners in the fulfillment of their duties under the Boise City Code. Any participation and information gained by a Commissioner in their Role shall be summarized by the Commissioner Liaison at the next possible Regular Meeting.

Section 5: Amendments or Waiver

The Policies for Internal Operation of the Arts & History Commission may be amended only by a vote of the majority of the voting Commissioners at a Regular Meeting. No such amendment may be considered or adopted unless written notice of the proposed change shall have been previously given to all the Commissioners, at least 48 hours in advance of the meeting.



DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Doug Holloway

END OF POLICIES FOR INTERNAL OPERATION

The Policies were adopted by _____ vote of the board at the regular meeting of _____.

DRAFT