



## DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | DIRECTOR: Jennifer Stevens

### AGENDA Arts & History Commission

Wednesday, January 4<sup>th</sup>, 2023

3:30 – 5:00 pm

Boise City Hall, Greenbelt Room, 3<sup>rd</sup> Floor

Virtual attendance is available. Please visit:

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

- I. **Call to Order** – John Hand, Chair
  - a. **Land Acknowledgment** – Commission Chair John Hand
  - b. Approve Minutes from December 7<sup>th</sup>, 2022 (**Exhibit A**)
  - c. Introductions of new staff – Jennifer Stevens, Director
    - i. Tenisha Eastman-Dodson, Cultural Sites Program Coordinator
- 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. Department Update – Stevens
    - i. Informational item only
      1. Administrative
      2. Hiring
      3. CCDC/Public Art
  - b. Boise Airport Arts Master Plan – Matilda Bubb, Cultural Planner
    - i. Approval requested
  - c. Communications Plan, 2023 – Jennifer Yribar, Outreach & Education Coordinator
    - i. Informational item only
- III. **Adjourn Meeting**



## DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | DIRECTOR: Jennifer Stevens

# MEMO

**TO:** Mayor McLean, Courtney Washburn, Council Member Lisa Sánchez, Arts & History Commissioners

**FROM:** Jennifer Stevens, Director

**DATE:** December 27, 2022

**RE:** Department of Arts & History Update

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### GENERAL UPDATE

I'm pleased to provide an update on the status of the Department of Arts & History at the end of 2022.

#### Administrative

I have begun to prepare a strategic plan for the department that takes into account the many conversations I have had since September with A&H staff as well as city leadership and other department directors. I expect to have a draft of the plan ready to discuss at the February 2023 commission meeting.

#### Organization:

- We will be hosting the rescheduled Department offsite retreat in February as part of our ongoing team building and organizational assessment. We will discuss the draft strategic plan at that time, and examine our vision, mission, and values, with the goal of designing and implementing program-specific goals and objectives that roll up to those.
- The Department's current vacancies (Cultural Assets Program Manager and Grants Manager) have provided an opportunity to re-examine the department's budget and the best use of the budgeted personnel dollars to achieve the Department's goals. This is an important first step in the redesign of A&H and an assessment of the existing organizational structure.
- Work continues with the city's Facilities Services & Operations team on space planning. The loss of the Frances Perkins conference room will occur in March, when the remodel of the adjacent first floor space commences. It is unclear whether the budget will stretch to accommodate the plans for A&H, and the Department may undergo a mere rearrangement rather than a remodel for now.

#### Hiring

#### Cultural Sites:

We have hired a Cultural Site Program Coordinator, Tenisha Eastman-Dodson, at the Erma Hayman House, and expect to have her counterpart at the James Castle House in place by mid-January. We will kick off the pilot internship program at the Erma Hayman house in January, as well, with two Boise State University students filling and sharing the 19-hour temporary position there.

#### Care and Conservation:

We are in the process of interviewing for the Cultural Assets Program Manager position, and hope to have that filled by mid-January.

#### Grants:

Grants Program Manager Amy Fackler's last day is January 3. Tilley Bubb, Cultural Planner, has graciously agreed to temporarily serve in this role while we assess the future of the program and the position.

#### Public Art:

Together with the Department of Finance & Administration and Human Resources teams, we are continuing plans to hire new Public Art Coordinators for Public Works and Airport to execute on the two respective Arts Master Plans.

#### CCDC/Public Art

Work with CCDC continues. Stephanie Johnson, Public Art Program Manager, presented the first T4 Agreement proposal to the CCDC Board of Commissioners in December for the public art that will grace the Old Boise Blocks in the River-Myrtle Urban Renewal District. The Board of Commissioners acted to "designate" the agreement, and it will now be considered on the commission's consent agenda in January. We expect to present another two T4 Agreement proposals to CCDC in the next two months: one for signage at the Erma Hayman House and one for public art at the 521 Grove Street Park Site location.

Additionally, with the assistance of Cultural Assets Program Assistant Alaggio Laurino, I presented a proposal to CCDC staff for deferred maintenance on public art within the River-Myrtle and West Side districts, scheduled to sunset in the next several years. The proposal was met with enthusiasm, and we are awaiting a firm commitment to funding the proposed work.





## DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | DIRECTOR: Jennifer Stevens

**TO:** Mayor McLean, Courtney Washburn, Council Member Lisa Sánchez, Arts & History Commissioners  
**FROM:** Tilley (Karen) Bubba, Cultural Planner  
**CC:** Jennifer Stevens, Arts & History Director  
**DATE:** 12/30/2022  
**RE:** Cultural Planner

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### ***General Highlights December 2022:***

**Name Change:** I have legally changed my name to Matilda Rose Bubba and am going by Tilley.

#### **Goal 1: Develop Cultural Policy**

- **Exploring Potential for a Boise Creative Economy Plan:** I am looking at models of creative economy studies from cities such as Seattle, New Orleans, and Detroit that show the impact of creative workers with an interest of developing something similar for Boise.

#### **Goal 2: Enhance and Preserve Neighborhood Places**

- **Erma Hayman House Opening:** I am providing staff coverage of open hours and learning more about the history of the neighborhood and site.

#### **Goal 3: Maintain and Develop Cultural Assets**

- I am developing implementation overviews for Public Works and Boise Airport Arts Master Plans.
- **Boise Airport Public Art Plan:** Ready to present!
- **General Fund Public Art Plan:** Stephanie Johnson and I are initiating preparing to work on a public art plan for the general fund, which includes the parks, libraries, City Hall, police and fire facilities, and art on the streets.

#### **Goal 4: Partner with Organizations**

- **Cultural Research:** I am meeting with the Downtown Boise Association about how we might support their new strategic plan focusing on cultural initiatives such as classes, walking tours, and a City Club event focused on downtown creative economy.

#### **Other Staff Activities:**

- **Percent-for-Art Ordinance:** I am working with legal, public art team, and our director to revisit this ordinance and its language with the goal of more consistency in the .4% allocation and ability to consider history and archive investments.



## DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | DIRECTOR: Jennifer Stevens

# MEMO

**TO:** Mayor McLean, Courtney Washburn, Council Member Lisa Sánchez, Arts & History Commissioners

**FROM:** Amy Fackler, Grants Manager

**CC:** Jennifer Stevens

**DATE:** 12/30/2022

**RE:** Board Commission Report

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### SUMMARY

Tracked FY2023 recipients' Agreements, invoices, events, and projects; planning for upcoming grant writing for foundation funding workshop (March 2023); planning and organizing files and instruction materials for transition.

### FY2023 GRANTS

- Tracked timelines and assist recipients as needed; updated spreadsheets
- Promoted grant recipient events/projects (coordinating with outreach and education communications team for social media)
- Answered queries and processed documents for current grant recipients (agreements, invoices, and final reports)

### PROJECTS

- Planning for professional fundraising consultant workshop (March 2023)
- Recommended a Hold on interim grant program planned to open January 2023.

### OTHER TASKS

- Organized a plethora of files and instructions for transition.
- Met with other staff members and director to share information and instructions.
- Provided feedback as requested for input on job description.



# MEMO

**TO:** Mayor McLean, Courtney Washburn, Council Member Lisa Sánchez, Arts & History Commissioners  
**FROM:** Kristen Hill, Cultural Sites Manager  
**CC:** Jennifer Stevens, Arts & History Director  
**DATE:** 12/30/2022  
**RE:** Cultural Sites Program Update

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## SUMMARY

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

## JAMES CASTLE HOUSE

Amanda Hamilton will be in residence at the James Castle House for a Short Stay term, from January 6-16, 2023. She will host one open studio Saturday, January 14 from 11:00-1:00.

### Upcoming Residents

- Amanda Hamilton, January 6 – 16, 2023
- Maria Michurina, February 8 – April 19, 2023
- Jean Shon, May 17 – July 26, 2023

### Exhibition:

Our new exhibition, *Hearth & Home*, will open to the public January 12, 2023. This exhibition focuses on the James Castle works made with soot and spit in the CoB collection. The James Castle House is closed to the public January 2-11 to allow for exhibition turnover (regular open hours only span 3 days). This exhibition will be up until the end of July, 2023.

- *Ways Of Knowing*, February 3 – December 31, 2022
- *Hearth & Home*, January 12 – July 29, 2023

### Events:

- Free Gallery Tours (daily)
- 1/14- Amanda Hamilton Open Studio 11am-1pm
- Public Engagement opportunities with Maria Michurina will begin in late February

## **ERMA HAYMAN HOUSE**

- Tenisha Eastman-Dodson has begun her work as the Cultural Sites Program Coordinator with the Erma Hayman House. She will be working with the Cultural Sites Team to develop programming on-site and will oversee the interns at the EHH.
- Pilot internship is underway, slated to begin January 13 with two interns, Brandi Williams and Brooklyn Davidson.
- Copy and images for exterior interpretive signage is in progress.
- SJ and KH are working on the plan for lighting “The Memoirs of Erma Hayman.”



# MEMO

**TO:** Mayor McLean, Courtney Washburn, Council Member Lisa Sánchez, Arts & History Commissioners

**FROM:** Stephanie Johnson

**CC:** Jennifer Stevens

**DATE:** 12/30/2022

**RE:** Public Art Program Update

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## PUBLIC ART PROJECTS:

- **West Valley/Ustick NIP Public Art Project:** \$100,000-\$120,000; Redwood Park, Selection Committee has met three times, working on drafted RFP, consulting with purchasing to determine formal bid process and timeline
- **"ABC's of Public Art" Book:** \$9000; Malia Collins, Stephanie Inman, Arlie Sommer; Project Implementation – final layout & edits
- **Pioneer Cemetery Kiosko/Mexican Pioneers Plaza:** \$20,000; Friends of Jesus Urquides, Design Phase - we have a design concept, working with design team to refine and modify, working toward final design
- **Airport Public Art Plan:** Airport Percent-for-Art; Amy Westover, content is with the designer for final layout and graphic design
- **Central Bench Transit Shelters:** \$5,246 (NIP), Installation on hold, waiting for transit shelter to be constructed
- **FY 2023 (and beyond) Planning for upcoming percent for art projects!**
- **Linen Fence 2023:** \$5000
- **Projection Art Pop-up** – development and planning stage, possible pop-up in early Summer '23
- **BVC:** Experimenting with elevator wraps at three city building locations
- **CCDC Projects**
  - **Old Boise Blocks – 2 opportunities:** \$165,000
  - **521 Grove St. Park:** \$400,000
  - **EHH/River Myrtle:** \$100,000; EHH signage (Kristen), Lighting for Memoirs of EH, Public art opportunities
  - **Linen Blocks on Grove:** \$150,000; 2 Artports, billboard sign



# MEMO

**TO:** Mayor McLean, Courtney Washburn, Council Member Lisa Sánchez, Arts & History Commissioners

**FROM:** Alaggio Laurino, Cultural Asset Program Assistant

**CC:** Jennifer Stevens

**DATE:** 12/29/2021

**RE:** Public Art Maintenance and Conservation

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## Program Updates

The job listing for Cultural Assets Program Manager was extended and scheduled to close on January 3, 2023.

## Current Project Updates

**“Gem Block”, Main St between 10<sup>th</sup> St and 11<sup>th</sup> St:** Sculptures on both sides of the street have been removed and disposed of. Tom Marshall of Public Works has been notified to deal with any needed attention to the electrical sites. This marks the end of the piece’s deaccession process.

**“Slip Stream” & “Reticulated Horizon”, Boise Airport:** Panels were rearranged to correct the placement of “Slip Stream”. However, one panel was destroyed during movement. A remaining extra panel was put into its place and will be used to recreate the missing portion. Due to concerns about the safety of the “Reticulated Horizon”, one panel was left uninstalled so the entire piece would not have to be moved once again. All pieces will be retrieved and left in A&H’s care. The piece previously broken was repaired by Alaggio Laurino and installed in its respective place.

**Art Storage/ Workroom Safety:** Alaggio Laurino has been working with Jason Lopez of Risk & Safety to improve the safety of the A&H art storage/workroom space. This includes updating all the Material Safety Data Sheets for all substances used; relocation of the fire safety cabinet; installation of a fire extinguisher, and exploration of portable fume filtration systems.

**CCDC Westside & River Myrtle Districts Maintenance Plans:** Jennifer Stevens presented the proposed maintenance plans to CCDC. Plans are to expand similar proposal to the whole of the public arts collection. This will encompass both a general semi/annual maintenance plan component, and a needed reparative plan component. Alaggio Laurino is creating a maintenance plan matrix to improve program planning.

**Traffic Box Collection:** Periodic inspections and cleanings of the City's 214 Traffic Boxes continues. Vandalism decreases significantly in the winter months. Plans to replace all the aluminum signage with vinyl will move forward in the spring.

**E Pluribus Unum Signage:** Advanced Signs has been contacted about the installation of signage for the new mural near the Library. Public Arts will tour Advanced Signs new facility and TradeMark to peruse possible materials for a new and consistent signage format for all outdoor public art.

**“Bike Trio,” Linen District/CCDC River Myrtle District:** Removal, restoration, and new footings are still being planned for this artwork. The artists have been contacted for estimates and availability dates. Construction in this area is expected to run from July to December of 2023. The sculpture will be removed prior, then stored and repaired during this period of time. Awaiting approval to proceed based upon CCDC reimbursement agreement.

**“Gentle Breeze”, Cheri Buckner-Webb Park/CCDC Westside District:** Ongoing maintenance and repairs to the east-facing swing continues. SRM Manufacturing LLC has been contracted to do extensive repairs to correct the misalignment of the swing. This repair is expected in early spring. Signage on the back of the swings discouraging people from pushing them will be added as well. Awaiting approval to proceed based upon CCDC reimbursement agreement.

**“Litharacnium”, BODO:** Reinstallation dates remain stalled pending permit approval from ACHD. Due to freezing temperatures and possible snow, installation may be postponed until spring 2023. Contracts with SRM Manufacturing LLC and the artists have been extended until April.

**“History in Motion”, Catalpa Park:** Relandscaping for the site with pea gravel has been slated for when weather is less cold and wet. This will be done by Ken Reeves of Parks & Rec.





## DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | DIRECTOR: Jennifer Stevens

# MEMO

**TO:** Mayor McLean, Courtney Washburn, Council Member Lisa Sánchez, Arts & History Commissioners

**FROM:** Travis Jeffres

**CC:** Jennifer Stevens

**DATE:** 12/30/2022

**RE:** History Program Updates

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### HISTORY PROGRAMS UPDATE

#### Fettuccine Forum

- The Forum returns on February 2, 2023 with "Out in Idaho: Queer Spaces beyond Boise," feat. Prof. Lisa McClain (BSU) and Rachel Taylor
  - Outreach: History programs manager will reach out to remaining forum presenters to alert them of opportunity to appear on Idaho Matters around time of Forum events

#### PDS Design Boise/Youth Climate Action Council

- Finalized history's role in PDS Design Boise and solidified timetable for written contributions
- History programs manager delivered a presentation to members of the Youth Climate Action Council as a "primer" for understanding the role of history in urban design and planning

#### Publications

- *Fighting Bob* series of children's books. We now have proofs of all five books. Next steps: evaluate proofs, make final determinations/request final changes, and order first print runs.
- *History Timeline Brochures*. We now also have proofs of all six brochures. Next steps: evaluate proofs, make final determinations/request final changes, and order first print runs. Marketing & Distribution meeting scheduled to determine those strategies.

#### History Website

- Working to finalize how we want to package and present history content. With Outreach & Education and Director buy-in, we will bring proposed changes to IT and CE and move the project to the Starts gate in Enterprise.

#### Oral History Initiative

- Project Design (goals, objectives, outcomes) for Documenting Chinese History in Greater Boise through Oral Histories completed. Next steps: begin contacting interviewees in the new year.
- Train volunteers to keep oral history workflow continuous (cultural organizations, past City Council members, etc.)

### **Interpretive Signage**

- Currently Identifying interpretive signage opportunities for spring/summer 2023 (China Town, City Hall Plaza, Oregon Trail Reserve, etc.). Next steps: draft plans

### **Research Services**

- Continuing to handle research requests (Focht, Grundel)
- Producing a brief report on the site of 521 Grove Street for Parks & Recreation's outreach initiatives surrounding the pocket park to be installed at that location

### **Outreach/External Collaborations**

- Facilitating program collaboration around Day of Remembrance (Feb. 19, 2023) alongside Friends of Minidoka, National Parks Service, and Wassmuth Center





## DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | DIRECTOR: Jennifer Stevens

# MEMO

**TO:** Mayor McLean, Courtney Washburn, Council Member Lisa Sánchez, Arts & History Commissioners

**FROM:** Danielle Grundel

**CC:** Jennifer Stevens

**DATE:** 12/30/2022

**RE:** Archives Program Update

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### SUMMARY

The Archives Program is focused on identifying potential donors, processing department records, and researching municipal archives across the country.

#### Administrative:

- Continued research of workflows and ordinances of municipal archives and records programs across the country
- Developing Research Request Policy to govern how A&H provides access to collections and address restrictions to collections

#### Research:

- Working on locating images to support History's vignettes of Boise's history
- Working with researcher on CCDC's collection

#### Interdepartmental work:

- Wrapped up phase one of the city-wide COOP planning
- Transferred BPD artifacts to Kendall

#### Processing:

- Arts & History's department records are currently be processed. The records will track how the department has evolved from the Boise City Arts Commission in 1978 to the former Director Terri Schorzman's departure
- Continued work with Parks on survey of MK's Boise Depot records in preparation for the Depot's celebration
- Working through capturing description of the glass plate negatives from the Burns Studio Collection



## DEPARTMENT OF ARTS & HISTORY

MAYOR: Lauren McLean | DIRECTOR: Jennifer Stevens

# EXHIBIT A

## Minutes

### Arts & History Commission Meeting

Wednesday, December 7, 2022

3:30-5:00 p.m.

Boise City Hall, Tablerock, 3<sup>rd</sup> Floor

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

**Commissioners Present:** John Hand (Chair), Kris Clegg (Vice Chair), Alan Heathcock, Amanda Ashley (online), J.J. Saldaña, Melissa Thom, Sophie Squyres

**Commissioners Absent:** Catherine Seo, Gaby Thomason

**Council Liaison:** Lisa Sánchez

**Staff Present:** Jennifer Stevens, Amy Fackler, Alaggio Laurino, Cat Bullock, Danielle Grundel, Kristen Hill, Travis Jeffres, Stephanie Johnson, Lianna Hamby (online), Jennifer Yribar, and Tyler Powers

**Public:** Christy Claymore Vance, Kelly Richmond

- I. **Call to Order** – Commission Chair John Hand called the meeting to order at 3:34 p.m.
  - a. **Land Acknowledgment** – Commission Chair Hand
  - b. **Approve Minutes** from November 2<sup>nd</sup>, 2022 (**Exhibit A**)
    - i. Commissioner Thom makes a motion to approve. Commissioner Clegg seconds.
    - ii. No comments, none opposed. Motion approved at 3:40 p.m.
- 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. **Public Art Update** – Stephanie Johnson, Public Art Manager
    - i. **Ongoing Project**
      1. West Valley/Ustick NIP Public Art Project: \$100,000-\$120,000; Redwood Park, Selection Committee has met three times, working on drafted RFP, consulting with purchasing to determine formal bid process and timeline

2. “ABC’s of Public Art” Book: \$9000; Malia Collins, Stephanie Inman, Arlie Sommer; Project Implementation – final layout & edits
3. Pioneer Cemetery Kiosko/Mexican Pioneers Plaza: \$20,000; Friends of Jesus Urquides, Design Phase - we have a design concept, working with design team to refine and modify, working toward final design
4. Airport Public Art Plan: Airport Percent-for-Art; Amy Westover, content is with the designer for final layout and graphic design
5. Central Bench Transit Shelters: \$5,246 (NIP), Installation on hold, waiting for transit shelter to be constructed

ii. **FY 2023 (and beyond) Planning for upcoming percent for art projects**

1. Linen Fence 2023: \$5000
2. Projection Art Pop-up – development and planning stage, possible pop-up in early Summer '23
3. BVC: Experimenting with elevator wraps at three city building locations

iii. **CCDC Projects**

1. Old Boise Blocks – 2 opportunities: \$165,000
2. 521 Grove St. Park: \$400,000
3. EHH/River Myrtle: \$100,000; EHH signage (Kristen), Lighting for Memoirs of EH, Public art opportunities
4. Linen Blocks on Grove: \$150,000; 2 Artports, billboard sign
  - a. Commissioner Thom asked about opportunities for involvement.
    - i. General discussion.

b. **Departmental Update and Year-in-Review** – Jennifer Yribar, Outreach & Education Coordinator

- i. Presented PowerPoint to provide overview of 2022 highlights.
  - a. Commissioner Thom asked how volunteers were selected for the 8<sup>th</sup> Street Tunnel Mural project.
    - i. General discussion.



b. Commissioner Ashley asked if upcoming major events could be added to Commissioner's calendars.

i. General discussion.

c. **Acknowledgment of Commission member Alan Heathcock's end of service**

i. Stevens thanked Commissioner Heathcock for two terms (six years) served and presented gift.

1. Commissioner Heathcock reminisced on his time serving as commissioner.

2. Round of applause for Commissioner Heathcock's service.

III. **Adjourn Meeting** – The next Arts & History Commission meeting will be held on January 4, 2023.

a. Commission Chair Hand asked commissioners to offer a motion to adjourn at 4:12 p.m.

i. Attorney Powers clarified that the Commission is only adjourning the agenda portion of the meeting, as the social is open to the public. Social with light refreshments followed.

