



SUMMARY MINUTES

Tacoma Creates Advisory Board (TCAB)

Date: Monday, May 5, 2025

Time: 5:30-7:30 pm

Location: Virtual and in-person

These minutes accompany the recorded meeting of the Tacoma Creates Advisory Board, which is available at <https://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=195545>.

Tacoma Creates is administered by the City of Tacoma's Arts & Cultural Vitality Division, which is part of the Community and Economic Development Department.

Board Members in Attendance:

Dan Arias-Gomez
Faith Brown
Allison Campbell
Megan Clark
Rowen Higley
Nicole Kendrick
Katie Mattran
Holly Smith
Wind Dell Woods
Mandy Zylstra

Staff Present:

Tanja Carter
Clarissa Gines
Lisa Jaret
Rebecca Solverson

Board Members Absent:

Putter Bert
Sheree Cooks

1. Call to Order; Roll Call

Chair Mattran

Chair Mattran called the TCAB meeting to order at 5:34pm. She started the meeting with a land acknowledgement:

ʔukʷədiitəb ʔuhigʷətəb čəł txʷəl tiit ʔa čəł ʔal tə swatxʷixʷtxʷəd ʔə tiit puyaləpabš dxʷəstəłlils
gʷəl ʔutxʷəlšucidəbs həlgʷəʔ.

We gratefully acknowledge that we rest on the traditional lands of the Puyallup People where they make their home and speak the Lushootseed language.

2. Warm-up / Check-ins

TCAB Members

Chair Mattran invited TCAB members to introduce themselves and share a favorite Tacoma Creates-supported program and/or event that they've attended in the past or looking to attending in the future. Tanja Carter, the new Director of the Community and Economic Development Department, introduced herself to the group.

3. Consent Agenda

Vice Chair Kendrick

Vice Chair Kendrick asked for a motion to approve the May 5th meeting agenda, as well as the minutes from the April 7th meeting.

There was a motion, "...to approve the agenda, as well as the minutes from the previous meeting."

Motion: Allison Campbell

Second: Dan Arias-Gomez

Motion: Carried

4. Public Comment on Agenda Items

Chair Mattran

Chair Mattran provided an opportunity for attendees to share public comment. There was no public comment at this time.

5. Program Updates

Staff

Clarissa Gines shared an update on the 2025-26 funding panels and contracting prep, and thanked TCAB members Mandy Zylstra for serving on the Comprehensive Organizational Support panel, and Holly Smith and Vice Chair Kendrick for serving on the Impact Funding panel.

Lisa Jaret then provided updates on the Reauthorization process and reserves policy for Tacoma Creates, along with updates on Tacoma Creates staffing, TCAB recruitment, and upcoming projects including capacity building opportunities for organizations, and contracts with partners.

6. TCAB Committees & Operations

Chair Mattran & Staff

TCAB member Allison Campbell provided an update on behalf of the Reauthorization Committee, Chair Mattran shared on behalf of the Recruitment Committee, and Vice Chair Kendrick and TCAB member Holly Smith shared on behalf of the Impact Funding panel.

Chair Mattran also shared that meetings have been scheduled for the Eligibility Committee and Ad Hoc Reserves Committee.

7. Action Item

TCAB Members

Chair Mattran talked about the importance of TCAB approving funding to cultural organizations, and thanked TCAB member Mandy Zylstra for serving on the Comprehensive Organizational Support panel and representing the panel's work in the meeting.

Lisa Jaret provided a budget overview for the 2025-26 program year, along with background information on funding goals, application review process, and the funding opportunity. TCAB member Mandy Zylstra then shared who the other panelists were, discussed the panel process, and presented the panel's funding recommendations.

Noting that she was pulling one organization out from the full list based on a conflict of interest, Chair Mattran called for a motion to "approve the panel's recommendations for the Comprehensive Organizational Support funding for the 2025-26 funding cycle for Greentrike."

Motion: Rowen Higley

Second: Dan Arias-Gomez

Motion: Carried

Chair Mattran then called for a second motion to "approve the remaining batch of funding recommendations for the 2025-26 funding cycle."

Motion: Holly Smith

Second: Allison Campbell

There was robust conversation between TCAB members. Lots of questions were asked which TCAB member Mandy Zylstra was able to address. Lisa Jaret was also able to provide clarification and context for some questions as well.

Motion: Carried

8. ACV Staff Reports

Staff

Division Manager Rebecca Solverson shared updates about the new City of Tacoma website, the Arts & Cultural Vitality Division's Annual Report, and interest from the Tacoma Arts Commission on cross-pollination with TCAB. She also responded to a question regarding the City's budget freeze.

9. Comments from TCAB

TCAB Members

Chair Mattran offered an opportunity for TCAB members to share any experiences they had with events put on by Tacoma Creates-supported organizations, and to share any upcoming

events or future agenda items. Chair Mattran and TCAB members Megan Clark, Mandy Zylstra, and Vice Chair Kendrick shared their experiences with Tacoma Creates-supported events.

10. Adjourn

Chair Mattran

The meeting was adjourned at 6:56pm.

Meeting Frequency: Every First Monday of every month at 5:30pm, both virtually on Zoom and in-person at the Tacoma Municipal Building, room 248. All meetings of the Tacoma Creates Advisory Board are open to the public.



To request this information in an alternative format or to request a reasonable accommodation, please contact Tacoma Creates staff at tacomacreates@cityoftacoma.org. TTY or speech to speech users please dial (253) 581-5820 to connect with Washington Relay Services.
