



## SUMMARY MINUTES

### Tacoma Creates Advisory Board (TCAB)

Date: Monday, June 2, 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.

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#### Board Members in Attendance:

Putter Bert  
Megan Clark  
Sheree Cooks  
Nicole Kendrick  
Katie Mattran  
Holly Smith  
Wind Dell Woods  
Mandy Zylstra

#### Staff Present:

Clarissa Gines  
Lisa Jaret  
Rebecca Solverson

#### Board Members Absent:

Dan Arias-Gomez  
Faith Brown  
Allison Campbell  
Rowen Higley

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#### 1. Call to Order; Roll Call

#### Chair Mattran

Chair Mattran called the TCAB meeting to order at 5:31pm. 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 talk about their summer bucket list and share something they are hoping to do this summer.

## **3. Consent Agenda**

### **Vice Chair Kendrick**

Vice Chair Kendrick asked for a motion to approve the June 2<sup>nd</sup> meeting agenda, as well as the minutes from the May 19<sup>th</sup> meeting.

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

Motion: Megan Clark

Second: Mandy Zylstra

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**

Lisa Jaret shared that 2025-26 funding notifications have gone out for those in the Comprehensive Organizational Support category, and Impact Funding notifications will be going out soon. She noted that staff is working with partners to finalize additional opportunities for funded organizations, and she also provided updates on the Summer Late Nights pilot program, and the reauthorization process.

Clarissa Gines then shared information on an upcoming Kick-Off Convening, Kaleidoscope arts month celebration, and the currently open Arts Program Planner, Associate position.

Lastly, Lisa Jaret celebrated TCAB member Rowen Higley's upcoming high school graduation, and achievement in completing his Associate's Degree.

## **6. TCAB Committees & Operations**

### **Chair Mattran & Staff**

TCAB members Putter Bert and Megan Clark provided updates on behalf of the Eligibility Committee, Chair Mattran shared on behalf of the Reauthorization Committee, and she, along with TCAB member Sheree Cooks shared updates from the Recruitment Committee. Chair Mattran also noted that the Funding Application Committee will be meeting soon, and Lisa Jaret shared an update regarding the Ad Hoc Reserves Committee.

## **7. Discussion Items**

### **TCAB Members / Staff**

Lisa Jaret introduced the first discussion item, which was to refamiliarize TCAB with the prompts that funded organizations are given to guide their presentations to the Advisory Board

between August and December. TCAB members agreed that there is lots of benefit with continuing these presentations, and folks offered feedback on some additional prompts that could be shared with organizations.

The second discussion item was around the Youth seat. Lisa Jaret shared Council Member Rumbaugh's proposal to align all CBC Youth seat recruitment processes so that there can be one consistent process for all Youth seats. There was robust discussion from TCAB members, who shared thoughts and questions around this proposal. Lots of good feedback was offered, which will be shared with City staff.

#### **8. ACV Staff Reports**

#### **Staff**

Division Manager Rebecca Solverson shared updates on the Arts Commission's priorities for advocacy items, the open Poet Laureate opportunity, Spaceworks Tacoma's upcoming fundraising event and birthday, and the retirement of the City Manager and upcoming leadership shifts.

#### **9. Comments from TCAB**

#### **TCAB Members**

Vice Chair Kendrick shared the Tacoma Creates events calendar, and encouraged TCAB members to review the calendar. Everyone had an opportunity to share an event they are interested in attending.

#### **10. Adjourn**

#### **Vice Chair Kendrick**

The meeting was adjourned at 6:45pm.

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*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.*

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