



## SUMMARY MINUTES

### Tacoma Creates Advisory Board (TCAB)

Date: Monday, August 4, 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://tacoma.gov/government/committees-boards-and-commissions/tacoma-creates-advisory-board/>.

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  
Putter Bert  
Faith Brown  
Allison Campbell  
Megan Clark  
Sheree Cooks  
Rowen Higley  
Nicole Kendrick  
Katie Mattran  
Holly Smith  
Mandy Zylstra

#### Staff Present:

Clarissa Gines  
Lisa Jaret

#### Board Members Absent:

Wind Dell Woods

---

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

#### Vice Chair Kendrick

Vice Chair Kendrick 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. Consent Agenda**

**Vice Chair Kendrick**

Vice Chair Kendrick asked for a motion to approve the August 4<sup>th</sup> meeting agenda, as well as the minutes from the July 2<sup>nd</sup> meeting.

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

Motion: Putter Bert

Second: Rowen Higley

Motion: Carried

## **3. Warm-up / Check-ins**

**Vice Chair Kendrick**

Vice Chair Kendrick invited TCAB members to share which game show they would like to be on.

## **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 provided an update on 2024-25 funding year wrap up and shared that most Final Reports and invoices have been submitted, with a handful needing staff follow up. She also shared that the Annual Report is the next step related to the close of the 2024-25 program year.

Lisa Jaret shared that the Economic Development Committee of the City Council recommended Chair Mattran and TCAB member Faith Brown for reappointment to another 3-year term, and the Mayor's Youth Commission of Tacoma has also recommended TCAB member Rowen Higley for reappointment to a new 1-year term. Both recommendations will go to City Council later this month. She also provided updates on the Tacoma Creates hiring process for a new Program Assistant, Reauthorization for Tacoma Creates, Summer Late Nights, and contracting.

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

**Chair Mattran**

Chair Mattran and TCAB members Putter Bert and Megan Clark shared updates on behalf of the Eligibility Committee. Chair Mattran also noted that the Funding Application Committee will be meeting later this month.

## **7. Action Item**

**Chair Mattran**

Chair Mattran introduced the discussion item around Tacoma Creates reauthorization, and provided a recap of where things are in the process, along with an overview of proposals presented by Council Members at their Study Session and draft updates to the Municipal Code. There was robust discussion and reflection among TCAB members. Lots of input and questions were shared.

Chair Mattran then called for a motion, “to support reauthorization [of Tacoma Creates].” There were 10 votes in favor of the motion, and 1 abstention.

Motion: Vice Chair Kendrick  
Second: Allison Campbell  
Motion: Carried

Another motion was made, “to request a reduction in the proposed allocation for capital funding up to 6% to up to 3%, and to provide up to 18 months to develop and implement a capital funding program that is equitable and demonstrates a throughline to public programming.” There were 11 votes in favor of the motion.

Motion: Putter Bert  
Second: Faith Brown  
Motion: Carried

Chair Mattran thanked everyone for their time and engagement with the reauthorization effort, and encouraged TCAB members to continue engaging as possible.

- 8. Presentation** **Remakery & Tacoma Refugee Choir**  
Lisa Jaret introduced Leigh Urbaniak, Executive Director of Remakery, and Orlando Morales, Executive and Artistic Director, and J. Woody Lotts, outgoing Executive Director of Tacoma Refugee Choir. Both organizations presented about their work, and how Tacoma Creates is supporting their organization.

Chair Mattran facilitated questions and comments at the end of the presentations. Appreciation was shared from TCAB members.

- 9. ACV Staff Reports** **Staff**  
Lisa Jaret shared information on upcoming events connected to Tacoma Arts Month, including the Kaleidoscope Opening Celebration, Tacoma Studio Tours, and Arts at the Armory.

- 10. Comments from TCAB** **TCAB Members**  
Chair Mattran offered an opportunity for TCAB members to share any experiences they had with events presented by Tacoma Creates-supported organizations. TCAB members Allison Campbell, Rowen Higley and Chair Mattran shared their experiences engaging with Tacoma Creates-supported programming.

- 11. Adjourn** **Chair Mattran**  
The meeting was adjourned at 7:29pm.

---

*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](mailto:tacomacreates@cityoftacoma.org). TTY or speech to speech users please dial (253) 581-5820 to connect with Washington Relay Services.

---