# SUMMARY MINUTES

**Tacoma Creates Advisory Board (TCAB)**

**Date: Monday, November 4, 2024**
**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
Nicole Kendrick
Katie Mattran
Brian Robinson
Holly Smith
Wind Dell Woods
Mandy Zylstra

**Board Members Absent:**
Megan Clark
Sheree Cooks

**Staff Present:**
Clarissa Gines
Lisa Jaret
Rebecca Solverson

**Guests:**
Kelsey Cross
Brent Mason
Connor Runyan

1. **Call to Order; Roll Call** **Chair Robinson**

   Chair Robinson called the TCAB meeting to order at 5:33pm. He started the meeting with a land acknowledgement:

   ʔukʷədiitəb ʔuhigʷətəb čəɬ txʷəl tiiɬ ʔa čəɬ ʔal tə swatxʷixʷtxʷəd ʔə tiiɬ puyaləpabš dxʷəsɬaɬlils 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 Robinson invited TCAB members to respond to the check-in prompt, "What is one connection you have to Quincy Jones, and/or what is the one thing that makes or breaks Thanksgiving dinner?"

3. **Consent Agenda** **Vice Chair Mattran**

   Vice Chair Mattran asked for a motion to approve the November 4th meeting agenda, as well as the minutes from the October 7th meeting.

   There was a motion, "…to approve the agenda, as well as the minutes from the previous meeting."
   Motion: Holly Smith
   Seconded: Allison Campbell
   Motion: Carried

4. **Public Comment on Agenda Items** **Chair Robinson**

   Chair Robinson 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 the roundtable discussions that were facilitated in October, and noted that lots of feedback was shared.

   Lisa Jaret shared that staff and Vice Chair Mattran presented to the Economic Development Committee (EDC) of the City Council, and shared high-level stats from the 2023-24 Annual Report, which was well received by the EDC. She also shared updates on the upcoming 2025-26 funding year, and invited TCAB members to share feedback and input on the application guidelines.

   Clarissa Gines then mentioned that the Tacoma Creates team did some community engagement work, tabling at two events over the weekend, and Lisa Jaret noted that a Youth member has been identified, and will be appointed by Council in December.

6. **Annual Report Presentation** **Staff**

   Lisa Jaret, Clarissa Gines, and Vice Chair Mattran presented on the 2023-24 Annual Report, and noted after the presentation that the full Annual Report is almost complete. Spanish translation of the report, social media graphics, and communications prep are all in process.

7. **TCAB Committees & Operations** **Chair Robinson & Staff**

   Vice Chair Mattran shared updates on behalf of the Annual Report Committee, and TCAB member Allison Campbell reported out on behalf of the Reauthorization Committee. She also

shared key takeaways from the roundtable discussions, along with TCAB members Dan Arias-Gomez and Mandy Zylstra.

Chair Robinson then provided updates on the Application Committee, and on the TCAB Leadership process. He shared that TCAB members Dan Arias-Gomez and Wind Dell Woods declined the Vice Chair nomination. Chair Robinson also mentioned that TCAB members will be asked to volunteer for committees, panels, and other engagement opportunities in 2025, and that the 2025 meeting series will be shared out soon.

8. **Presentations: Tacoma Creates Funded Organizations** — **Foss Waterway Seaport & LeMay – America's Car Museum**

   Lisa Jaret introduced Brent Mason, Executive Director, and Connor Runyan, Salmon Program Manager at Foss Waterway Seaport, and Kelsey Cross, Education Manager at LeMay – America's Car Museum. Both organizations presented about their work, specifically focusing on their youth education programming, and how Tacoma Creates is supporting their organization.

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

9. **ACV Staff Reports** — **Staff**

   Division Manager Rebecca Solverson shared information on the upcoming Arts at the Armory event, the open Public Art Program Manager position, and an update on Community Arts Projects Funding.

10. **Comments from TCAB** — **TCAB Members**

    Chair Robinson offered an opportunity for TCAB members to share any experiences they had with events put on by Tacoma Creates-supported organizations. TCAB members Nicole Kendrick, Katie Mattran, Holly Smith, Wind Dell Woods, and Mandy Zylstra shared their experiences and/or future plans with Tacoma Creates-supported events.

11. **Closing Comments** — **Chair Robinson, TCAB Members**

    Chair Robinson provided space for folks to share any upcoming events or future agenda items before the meeting adjourned.

12. **Adjourn** — **Chair Robinson**

    The meeting was adjourned at 7:24pm.

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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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