



SUMMARY MINUTES

Tacoma Creates Advisory Board (TCAB)

Date: Monday, August 25, 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
Allison Campbell
Megan Clark
Rowen Higley
Nicole Kendrick
Katie Mattran
Holly Smith
Wind Dell Woods
Mandy Zylstra

Staff Present:

Clarissa Gines
Lisa Jaret
Rebecca Solverson

Board Members Absent:

Putter Bert
Faith Brown
Sheree Cooks

1. Call to Order; Roll Call

Chair Mattran

Chair Mattran called the TCAB meeting to order at 5:32pm. She started the meeting with a land acknowledgement:

ʔukʷədiitəb ʔuhigʷətəb čəł txʷəl tiit ʔa čəł ʔal tə swatxʷixʷtxʷəd ʔə tiit puyaləpabš dxʷəsłəłils
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**Chair Mattran**

Chair Mattran invited TCAB members to share what their first job was, in honor of Labor Day.

3. Consent Agenda**Vice Chair Kendrick**

Vice Chair Kendrick asked for a motion to approve the August 4th meeting agenda, as well as the minutes from the July 2nd 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**

Clarissa Gines shared that staff is continuing to work with organizations to confirm contract deliverables for the 2025-26 funding cycle, and staff is making good progress with the Tacoma Creates hiring process.

Lisa Jaret provided updates on the Summer Late Nights program, and also shared that TCAB members Faith Brown, Katie Mattran, and Rowen Higley have been reappointed for another term on TCAB. Information was also shared around Justice, Equity, Diversity, and Inclusion (JEDI) workshops for funded organizations, process on Annual Report, and the amount of administrative work that's in process for staff.

6. TCAB Committees & Operations**Chair Mattran**

Chair Mattran shared that the Annual Report Committee has yet to meet but will soon. TCAB member Megan Clark provided updates on behalf of the Eligibility Committee with support from TCAB member Rowen Higley. Chair Mattran also noted that the Funding Application Committee will be meeting soon.

7. Discussion Item**Chair Mattran**

Chair Mattran provided updates on the reauthorization process, and shared tentative upcoming dates on when the 1st and 2nd readings of the Tacoma Creates Ordinances will happen. She proposed that TCAB hold a special meeting soon after the 1st reading, to allow TCAB the opportunity to discuss what was proposed by City Council, and consider if TCAB would like to take a formal position.

She also checked to see if TCAB members received an email from the Mayor's Office regarding reauthorization. There was robust discussion between TCAB members, particularly around the topic of capital funding. There was consensus that TCAB will not take further action until the 1st reading.

8. Presentation

Guma'Imahe & Tacoma Boat Builders

Lisa Jaret introduced Joel Larimer, Founder and Instructor, and Debbie Bair, Public Relations Officer of Guma'Imahe, and Shannon Shea, Executive Director of Tacoma Boat Builders. 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

Rebecca Solverson shared information on upcoming events connected to Tacoma Arts Month and Tacoma Arts Commission recruitment.

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 Rowen Higley and Holly Smith shared their experiences engaging with Tacoma Creates-supported programming.

11. Adjourn

Chair Mattran

The meeting was adjourned at 7:25pm.

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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