



## SUMMARY MINUTES

### Tacoma Creates Advisory Board (TCAB)

Date: Monday, December 2, 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.

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#### Board Members in Attendance:

Dan Arias-Gomez  
Faith Brown  
Allison Campbell  
Megan Clark  
Nicole Kendrick  
Katie Mattran  
Brian Robinson  
Wind Dell Woods  
Mandy Zylstra

#### Staff Present:

Clarissa Gines  
Lisa Jaret  
Rebecca Solverson

#### Guests:

Rowen Higley  
Chhay Mam  
Chris Serface

#### Board Members Absent:

Sheree Cooks  
Holly Smith

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### 1. Call to Order; Roll Call

**Chair Robinson**

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

ʔukʷədiitəb ʔuhigʷətəb čəł txʷəl tiit ʔa čəł ʔal tə swatxʷixʷtxʷəd ʔə tiit puyaləpabš dxʷəsłəłlils 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, “If you could be the star of any Broadway play or musical, what would your character be, or you can consider a movie to turn into a Broadway play or musical.”

## **3. Consent Agenda**

### **Vice Chair Mattran**

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

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

Motion: Allison Campbell

Seconded: Faith Brown

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 shared that the 2023-24 Annual Report was just released, and reminded TCAB members that as ambassadors they can share the report out with their networks and use the provided talking points, but are not expected to answer any questions outside of their knowledge. She also mentioned that focus group discussions happened, and the feedback collected is useful and will inform updates to the funding guidelines and applications.

Lisa Jaret then provided an update on the reauthorization process, and the community survey. She also shared two funding allocation possibilities around capital funding and the Summer Late Nights program. There was robust discussion with TCAB on both possibilities.

Clarissa Gines invited TCAB members to attend the upcoming Mid-Year Convening and Annual Report Presentation, and noted that staff has started the process of updating the 2025-26 funding guidelines, application, and related materials. Lastly, she mentioned that this was Chair Robinson’s last meeting with TCAB.

## **6. 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. TCAB members Faith Brown, Megan Clark, and Mandy Zylstra provided information on the Focus Group Discussions they attended, and Chair Robinson shared a brief update from the Application Committee.

- 7. Presentations: Tacoma Creates Funded Organizations      Arts First & Tacoma Little Theatre**  
Lisa Jaret introduced Chhay Mam, Director of Arts First, and Chris Serface, Managing Artistic Director of Tacoma Little Theatre. Both organizations presented about their work, 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.

- 8. TCAB Committees & Operations      Chair Robinson**

Chair Robinson walked through the list of panels, committees, and other engagement opportunities available for TCAB members to participate in for 2025.

- 9. Action Item      Chair Robinson**

Chair Robinson announced that Vice Chair Mattran would be transitioning into the Chair role for 2025, and TCAB member Nicole Kendrick accepted a nomination for Vice Chair. TCAB member Nicole Kendrick was then invited to share why she is interested in a leadership role.

There was a motion, “to approve the slate of Katie Mattran as Chair for 2025, and Nicole Kendrick as Vice Chair for 2025, and Chair for 2026.”

Motion: Allison Campbell  
Second: Wind Dell Woods  
Motion: Carried

- 10. ACV Staff Reports      Staff**

Division Manager Rebecca Solverson shared information on the upcoming Arts at the Armory event and the open Tacoma Artist Initiative Program (TAIP) funding application.

- 11. 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 Allison Campbell and Mandy Zystra shared their experiences with Tacoma Creates-supported events.

- 12. 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. Clarissa Gines encouraged everyone to attend the Mid-Year Convening.

Everyone shared parting words with outgoing Chair Robinson, and he also shared some words of appreciation.

### 13. Adjourn

Chair Robinson

The meeting was adjourned at 7:39pm.

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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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