



ARTSWA BOARD OF COMMISSIONERS TOOLKIT

BOARD ROLES AND RESPONSIBILITIES

Established in 1961 by the Washington State Legislature, the Washington State Arts Commission is a small agency within state government. The Executive Director, appointed by the Governor, reports to the Board of Commissioners.

The Board of Commissioners includes 19 Washington State residents appointed by the Governor to 3-year terms. The Governor considers the following criteria when considering a potential appointee:

- Representation of the various disciplines within the visual, performing, literary, and media arts.
- Representation of Washington State's varied geographic areas.
- Representation of cultural, state, and community organizations.

The Governor's Office encourages Commissioners to keep informed and up-to-date on issues, legislative activity, and statutes affecting their Board. **Be sure to read the Board and Commissions Membership Handbook** found at www.governor.wa.gov under the Boards and Commissions tab, under resources. It is also important to complete the online appointee training, which includes training on the Open Public Meetings Act, the Public Records Act, and an overview of ethics in government. Be sure to complete all paperwork in your welcome packet from the Governor's Office.

In addition, the Legislature appoints two members of the Senate and two members of the House (one from each party from each chamber), for a total of four legislators serving as Commissioners. The Washington Administrative Code (WAC), Title 30 (revised in 2010) outlines how the Board of Commissioners is governed. The Board's responsibilities include the following:

- Approval of the agency budget for each fiscal year and biennium.
- Approval of the agency strategic plan and goals.
- Approval of grants and artist rosters.
- Advocating for the arts, including meeting with legislators and other public officials, as allowable by state regulation.



The success and sustainability of ArtsWA depends on the commitment and support of each Commissioner in taking the following actions: Please plan to attend all Board meetings. But, if unable to attend, please let Leslie Pope, ArtsWA Executive Assistant, know as early as possible at Leslie.Pope@arts.wa.gov.

- Prepare for the Board meetings by reading all materials before the meeting begins.
- Serve on grant panels and committees.
- Follow rules and policies, including those concerning conflict of interest.
- Decline complimentary tickets, unless invited by ArtsWA to attend a specific, ticketed event as an ArtsWA representative/ambassador. In these cases, you will be acting in an official capacity, will wear your name badge, and will act in a bi-partisan and appropriate manner commensurate with your appointed position as a State Arts Commissioner.
- Keep current with activities and issues of ArtsWA by following eNews, Facebook, Twitter and other updates.
- Be aware that authority to act is granted to the Board as a whole, not to individual members.
- Speak for ArtsWA only as authorized.
- Work with other Commissioners so that the arts are indispensably integrated into state priorities.

STANDING COMMITTEE STRUCTURE

Executive Committee

The Executive Committee meets outside the regularly scheduled Board meetings to discuss issues that arise between Board meetings, and to review the agenda and prepare for Board meetings. The Executive Committee includes the Chair, First Vice-Chair, and Second Vice-Chair, plus one or more at-large members who are chosen by the Chair. Officers are elected by the Board at the first meeting of each fiscal year (WAC 30.01.050).

Advocacy Committee

Appointed by the Board Chair, the committee is comprised of one or two chair members, and other members as mutually selected by the Board and co-chairs. It is open to any and all Commission members. This committee plans and implements advocacy efforts on behalf of the Commission; helps coordinate advocacy efforts with those of the Washington State Arts Alliance, ArtsEd WA, and other partners; puts forward recommendations to the full Board relative to advocacy efforts.



Nominating Committee

The Nominating Committee's role is to survey or interview all Commissioners by phone about Board leadership, meetings, and similar topics; and to prepare the slate of officers for election at the July / August meeting. At the final Board meeting of the fiscal year in May, the Board Chair appoints the nominating committee chair; and the nominating committee chair then seeks volunteers to serve on the committee.

Other Committees

The Chair may establish other committees and appoint members. The Advocacy Committee has been active in recent years to monitor legislative activity and guide the Board's advocacy efforts. Board members can also participate in ad hoc committees such as the Strategic Planning Committee.

OTHER OPPORTUNITIES TO INTERACT WITH ARTSWA

[Grant Review Panels](#)

Commission members may be invited to participate as a panelist on one of a variety of panels convened each year to review the wide range of applications received for grant support. Our grants provide the seed money necessary to ensure that individual communities nurture and grow the arts. Participating on panels is a great way to extend your individual expertise to the review process and to our constituents. In all cases, panelists are selected by the program managers. They can and often do include ArtsWA Commissioners, alongside professionals experienced in the arts discipline or type of grant being reviewed, or citizens with a record of arts activities, experience, and knowledge. In addition to standard grant review panels, opportunities for Commissioners can also include involvement with the following activities.

[Art in Public Places](#)

- The Public Art Deaccession Committee (standing committee based on specific expertise)
- Public Artist Roster: Artists are approved for a 4-year term. The next call will be held spring 2021.
- The Curator Roster: Curators are approved for a 3-year term. The next call will be held fall 2022.
- K-12 Pooled Funds review panel (held every 2 years).
- Attend or participate in Local Art Selection Committee meetings.
- Participate in art work dedications in your district or town.



Arts in Education

- Roster of Teaching Artists (review panel)
- Poetry Out Loud (judging panel)

Creative Districts

- Creative District application panel (review panel)
- Additional grant selection (review panel)
- Participate in and/or lead discipline-specific training or workshops for Creative District training (as-needed)

Governor's Arts and Heritage Awards

The Governor's Arts and Heritage Awards (GAHA) were established in 1966 to recognize individuals and artists for their significant contributions to the creative vitality of Washington State. Opportunities for participation include:

- Promotion of the opportunity, and encouragement for nominations in your district?
- Serve as a panelist to select honorees in each category
- Host a table or take on the role of ambassador
- General volunteer at the annual event

Arts, Heritage, and Science Day

- Join fellow Commissioners, ArtsWA staff, and your statewide peers in February, in Olympia, each year to meet with legislators and advocate for ArtsWA's budget, and other issues as directed by the advocacy committee. Note: The February ArtsWA Board Meeting is always held the day before Arts, Heritage and Science Day. This is deliberate, to allow easy participation in Arts, Heritage and Science Day as well as the ArtsWA Board meeting.

Social Media

ArtsWA actively uses social media (Facebook, Twitter, etc.) to share news, photos and information. Board members are encouraged to follow ArtsWA on social media and to share, "like," and comment on ArtsWA posts. Your posts should be casual, but professional in tone, positive and applicable to the subject. Whether you identify yourself as a board member of ArtsWA or not, please remember you are a Governor-appointed commissioner and your comments are a matter of public record. If you have questions or concerns, contact [Glenda Carino](#), ArtsWA's Communications Manager.

BOARD REVIEW AND TIMELINE

The fiscal year for Washington state government is July 1 through June 30. The Board meets at least four times each fiscal year. The table on the following page shows the types of decisions that may require Board action at each of the meetings during a typical year. The agenda for each meeting may not include all of these items and is likely to include other Board actions as needed, including one-time, biennial, or occasional actions—as well as reports, updates, and similar topics.

BOARD MEETING (per fiscal year)	AGENDA FOCUS	PURPOSE
July / August	<u>BUDGET</u> : Approve biennial budget request. Review 4 th Quarter Report/previous fiscal year.	Approval
	<u>BOARD</u> : Elect Board officers. Review preliminary Board meeting schedule for next calendar year. Newly appointed Board members may be in attendance.	Information
	<u>PROGRAM</u> : Approve grants.	Approval
November	<u>ADVOCACY</u> : Preview upcoming Legislative session. Discuss advocacy goals/agenda and related strategies.	Information
	<u>BUDGET</u> : Review 1st Qtr Report/ current fiscal year; Review Final (4th Qtr) Report for previous fiscal year.	Information
	<u>BOARD</u> : Approve Board meeting schedule for next calendar year. Orient new Board members appointed in August; introduce mentors.	Approval
February	<u>ADVOCACY</u> : Refine advocacy strategies; participate in Arts, Heritage and Science Day.	Information
	<u>BUDGET</u> : Review 2 nd Qtr Report/current fiscal year.	Information
May	<u>ADVOCACY</u> : Review status of Legislative Session and related implications.	Informational
	<u>BUDGET</u> : Approve DRAFT budget for next fiscal year. Review 3 rd Quarter Report/current fiscal year.	Approval Informational
	<u>PROGRAM</u> : Approve grants.	Approval

ADVOCACY

Advocacy is central to the Board’s purpose. As stated in RCW 43.46.050, the Board “shall meet, study, plan, and advise the governor, the various departments of the state and the state legislature and shall make such recommendations as it deems proper for the cultural development of the state of Washington.” The Board’s advocacy role is coordinated by the Executive Director and the Board Chair, often in consultation with the Executive Committee and/or a Board Advocacy Committee. Advocacy and lobbying are addressed in the Revised Code of Washington (RCW 42.17.190). While advocacy activities are allowed, grassroots lobbying, as defined below, is not.

Definitions

Advocacy. To influence legislative decision-making about the arts by building relationships with state elected officials. Inform them of the public benefit of the arts and of ArtsWA by providing meaningful information about funding and program impacts. Encourage legislators to participate in the arts in their community.

Lobby. To ask a state elected official to take a specific action on an issue. (Example: Request that a legislator vote for an increase in state funding for the arts.)

Grassroots Lobbying. To ask anyone besides state elected officials to take a specific action on an issue. (Example: Ask a neighbor to contact legislators to vote for an increase in state funding for the arts.)

Educate/Inform. To provide information about an issue or program without asking for action. (Example: Write a letter to the editor of your local newspaper citing the impacts of ArtsWA in the community.)

Advocacy Goals

- Increase the funding for and awareness of ArtsWA programs and activities by our authorizers (the Governor and Legislature).
- Communicate the public value of the arts to the public, elected officials, and other policy leaders.



Advocacy Actions

Commissioners must coordinate their advocacy efforts with the Executive Director and Board Chair. As a Commissioner, you CAN:

- Directly lobby the Governor, state legislators, and state agencies while on official ArtsWA business. This includes placing phone calls, writing letters, and meeting in person with elected officials and state agency directors.
- Educate and inform anyone, using talking points and materials provided by ArtsWA staff.
- Advocate the official agency position or interests of the agency to any elected official.

Grassroots Lobbying Actions

By law, Commissioners cannot take part in the following actions:

- Ask someone else to lobby about ArtsWA or arts issues in general. You cannot encourage others to take action on an arts issue; for example, by urging colleagues to contact their legislators about ArtsWA funding.
- Campaign for or endorse any elected official.

However, as a Washington State resident, you can lobby, and you can also belong to the Inspire WA (*formerly known as Washington State Arts Alliance*), and other advocacy organizations. If you do lobby in such a role, please remember that you cannot represent yourself as a Commissioner, and must not wear your ArtsWA name badge when acting in a resident lobbying role or in any campaign activity.

ArtsWA Board Advocacy Committee Plan

Annual Goals

- Explore opportunities for relationships with local elected officials throughout the state, especially encouraging arts and cultural priorities among state legislative agendas by municipal and county governments.
- Build new and/or activate existing relationships with local constituents throughout the state especially within legislative districts where we do not have board representation.
- Deepen our direct relationships with state legislators and improve communication with Governor's staff during session and throughout the year.
- Develop a legislative agenda for the upcoming legislative session.
- Respond to emerging legislative issues as they arise.

Pre-Session: September to December

Monthly Advocacy Committee Meetings

Monthly Advocacy Committee meetings are held by phone immediately following the Executive Committee meetings – typically on a Friday, or weekly during the legislative session.



Objectives

- Explore opportunities and methods for engagement of local elected officials to increase state arts priorities within local legislative agendas.
- Ensure all state representatives and senators receive some direct contact regarding ArtsWA.
- Encourage all commissioners to make contact with their 3 state legislators, at least one local elected official, and an arts constituent voice in a district not represented on the Board.
- Board leadership engages the Governor's Office and legislative leadership regarding ArtsWA planning and priorities.
- Establish a legislative agenda for next legislative session; adopt resolution(s) and deliver messages.
- Coordinate next session lobbying and advocacy plans with Inspire WA (*formerly known as the Washington State Arts Alliance.*), and/or with ArtsEd Washington.
- Continue to train and activate ArtsWA Board members as advocates.

During Session: January till Session Concludes (or earlier by mutual agreement)

Weekly Committee Meetings

During the Legislative Session, Advocacy Committee meetings will be held by phone on a weekly basis, on a day to be determined by the committee, typically in the morning for about 30 minutes.

Objectives

- Deliver and reinforce messages regarding ArtsWA Legislative Agenda to state legislators and the Governor's Office throughout the legislative session.
- Track and share with other Board members any critical developments surrounding arts-related legislation during session, taking additional lobbying or advocacy action when necessary in response to developments.
- Participate in planning and execution of Arts, Heritage and Science Day.
- Collect and share information critical for strategic planning efforts from legislative relationships and interactions.
- Deepen relationships with local elected officials, increasing their awareness and participation in arts priorities during legislative session.



Post-Session: April to August

Monthly Committee Meetings: Monthly Advocacy Committee meetings by phone will resume, on a day and at a time TBD by the committee members.

Objectives

- Review and assess session advocacy strategies.
- Develop goals and tactics for next session advocacy.
- Invest in relationship-building with local and statewide elected officials during the off-session period.
- Increase ArtsWA Board capacity to advocate and lobby.
- Begin developing ArtsWA next session legislative agenda.

ARTSWA ADVOCACY COMMITTEE

Local Action Program

“Local Action” is a program intended to engage ArtsWA Board members in building relationships with local officials. The goal is to enlist the help of local officials in advocating support for ArtsWA during interaction between local officials and their state delegations.

1. Identify local officials within ArtsWA Board members’ communities (local officials include council members, mayors, and commissioners...any official who interacts with the State Legislature).
2. Research officials’ areas of interest and attempt to associate those interests with ArtsWA’s.
3. Determine existing relationships between officials and ArtsWA Board members.
4. Identify potential new relationships to be established between officials and Board members.
5. Schedule initial meetings between officials and ArtsWA Board members, during which ArtsWA Board members indicate their desire to meet with officials regularly (quarterly or bi-annually).
6. Meetings springboard off the interests of officials to dive into the associated interests of ArtsWA (utilize the CV Suite and other resources).
7. During meetings, request confirmation from officials that they will support ArtsWA, either for specific items or generally, when officials engage with their state delegation.
8. ArtsWA Board members relay to state legislators the level of ArtsWA support Board members garnered from local officials, stressing any commonalities between local officials’ interests, interests of legislators, and ArtsWA’s interests (Arts, Heritage and Science Day).
9. Review Local Action program’s success after legislative session, re-evaluate, and either adjust or discontinue.



2017-2021 STRATEGIC PLAN

The legislation that established ArtsWA also set the framework for the programs we manage and the way we go about our work. Legislation—and good business practice—requires that our agency follow a strategic plan that is updated every three to four years.

The strategic plan establishes our mission, vision, values, goals, and objectives to ensure that our programs and services are meeting the needs of the public. The Board takes an active role in developing our strategic plan, and the public is asked to weigh in as well. A revised and updated strategic plan was completed in 2016 and passed unanimously by the Board at the July 2016 meeting. It will be valid for the time period of 2017-2021. [Read the complete ArtsWA 2017-2021 Strategic Plan, Goals, and Objectives](#)

Our Mission

The Washington State Arts Commission is a catalyst for the arts, advancing the role of the arts in the lives of individuals and communities throughout the state.

Our Vision

The arts thrive and are celebrated throughout Washington State, and are woven into the fabric of vital and vibrant communities.

Our Values

We believe in...

The Public Value of the Arts

- The arts impact our lives and develop strong schools, communities, and economies.
- The arts are an essential component of basic education for all students.
- The state's artistic resources are vital to Washington's identity and worthy of preservation.
- Public art is an essential, integral part of the state's built environment.
- Artistic excellence is central to meaningful arts experiences.

The Arts as a Catalyst for Inclusiveness, Social Equity, and Racial Justice

- All Washingtonians should have access to and engagement with the arts.
- The arts create social bonds and amplify voices across all populations.
- We seek diversity of perspectives and backgrounds in our committees, staff, and board.
- We support diverse forms of artistic expression.



Leadership in and for the Arts

- We support arts organizations, artists, and arts participants statewide.
- We are accountable to the public and our stakeholders.
- We invest in effective strategies that align with statewide goals and priorities.
- We develop partnerships and collaborations to leverage expertise and resources.
- We operate with flexibility, innovation, integrity, and creativity.

Our Goals

- Expand arts participation in communities across Washington State, with a focus on cultural equity, to ensure all people have access to the arts.
- Build leadership and resources in and for the arts.
- Activate and enhance public buildings and campuses through the acquisition, stewardship, and presentation of the State Art Collection.
- Strengthen arts education as part of, and fundamental to, K-12 basic education.
- Advance efficient, effective, and relevant practices across all agency programs and services.

PROGRAMS, PROJECTS, AND SERVICES

ArtsWA staff manages three major program areas and several projects that support our strategic plan. The programs form the foundation of our work, but we have the flexibility to add specific projects as the need and funding arise. We have a very small administrative staff to provide program support in the areas of communications and outreach, technology, accounting, and logistics.

Our programs include

- Grants to Organizations
- Art in Public Places
- Arts in Education
- Creative Districts

Our projects include

- Tracking the State's Creative Economy: Creative Vitality Suite (formerly, Creative Vitality Index)
- My Public Art Portal
- Governors Arts & Heritage Awards
- Washington State Poet Laureate program
- Poetry Out Loud
- Creative Start
- Creative Forces: Arts, Healing and the Military



- Washington State Teaching Artist Training Lab
- Washington State Teaching Artists' Roster
- Washington State Heritage Caucus
- Center for Washington Cultural Traditions
 - Heritage Arts Apprenticeship Program
 - Cultural Traditions Survey

Our services include

- Agency and program administration—accounting and logistics
- Memberships and networks (see section below)
- Communications—Enews, website, social media, reports, announcements, news releases
- Technology—online grant applications and webinars
- Technical assistance and strategic support

PROGRAMS

Our programs are guided by state law and policies, and advance the arts and the agency's mission.

Grants to Organizations

Competitive grants support Washington's non-profit arts organizations and local arts agencies. Funding has become more limited in recent years, so the size of each grant has diminished. However, because of the stringent review process we use in awarding the grants, our money helps to leverage larger donations and grants from other organizations. Grants expand access to arts programs, reduce admission costs, support outreach efforts, encourage working in and with underserved communities, strengthen management practices, and support participation in the arts by Washington State residents. For each grant category, staff determines the application cycles, application forms, guidelines, eligibility requirements, and review criteria established in accordance with the Washington Administrative Code (WAC 30.12). Grant applications are reviewed by a panel of arts management peers; most grant panels include a Commissioner. Panel recommendations must be approved by the Board.

Art in Public Places

The Art in Public Places program (AIPP) facilitates the acquisition, placement, and stewardship of public art throughout Washington. AIPP is primarily funded through the state's capital construction budget. By law, ½ of 1% of the state's portion of construction costs must be set aside to acquire public art. This applies to new construction of state agency buildings and public schools, and to new construction and renovation projects exceeding \$200,000 for colleges and universities. Artwork allocations also fund program administration, and up to \$200,000 per biennium may be expended for conservation of the State Art Collection.



Established by the State Legislature in 1974, AIPP was the second state public art program in the country (after Hawaii). Of the 30 states with percent-for-art programs, only a few include public schools. Artwork is acquired through a local committee process facilitated by AIPP staff. Representatives of the host site form their Art Selection Committee to select an artist or curator, establish criteria and possible locations for the artwork, and approve the design or purchase of artworks. Our role is to manage the funds for the process, ensure that the contracts are fulfilled, manage and support the committee through the art selection process, and offer training and technical support for follow-up care of the artwork as it becomes part of the State Art Collection.

Public Artist Roster. For commissioned, or site-responsive, acquisitions, the local Art Selection Committee selects an artist from our Public Artist Roster. An open call process is held every 4 years to add artists to the roster. A panel consisting of artists and arts professionals is convened to jury the artists' portfolio applications.

Curator Roster. For the acquisition of existing artworks, the local Art Selection Committee may choose a professional curator to research artworks and make recommendations for purchase. An open call is held to update the roster every 3 years.

State Art Collection. All the artwork acquired through the Art in Public Places program is collectively termed the *State Art Collection*. The Collection, which consists of nearly 5,000 artworks, is publicly owned, publicly sited, and publicly selected. One of our roles in guiding the artwork selection process is to help shape the Collection so that it represents the diversity of contemporary artistic production. Notable local, regional, and national artists are represented in the Collection holdings.

Conservation of Artwork and ArtCare Policies. The AIPP program manages conservation of artwork in the State Art Collection in accordance with the *ArtCare* Collections management policies. The sites that house the artwork are stewards of the Collection and are required to provide routine care of artworks. In addition, host sites can contribute funds toward urgent care of the artworks they house. In July 2005, the Legislature approved use of up to \$100,000 of the percent-for-art allocations biennially to help conserve the Collection. This was increased to \$150,000 per biennium in 2018. ArtsWA leadership worked with the Office of Financial Management (OFM) again in 2019 and were successful in raising the conservation cap to \$200,000 in FY2019.

Arts in Education

The Arts in Education (AIE) Program supports the arts as an essential part of K-12 education through grants, training, partnerships, and resources. Our arts education strategies support Washington's Essential Academic Learning Requirements (EALRs) in the arts, as well as cultivate community partnerships and champion proven arts education practices.



Community Consortia Grants. These grants help community arts and education partners to build and sustain arts education programs as part of basic education in their local K-12 public schools. Consortium programs often involve multiple arts organizations or agencies, teaching artists, schools and/or districts, parents, and other community partners. These grants require matching funds and leverage significant local support. Funded consortia have received ongoing support through grantee trainings, such as workshops on evaluation and sustainable arts education, and other professional development opportunities.

First Step Grants. These grants support newer and/or smaller arts education partnerships. Like the Community Consortia Grants, successful First Step grantees have goals related to long-term impacts rather than short-term projects. First Step partnerships, however, are likely to be in earlier stages of development, with a narrower focus and/or a smaller group of participants.

Roster of Teaching Artists. This is a juried listing of high-quality teaching artists who are especially well suited for working in K-12 public schools. The teaching artists included in this roster are able to support classroom teachers by making connections between their art form and the Washington state educational standards in the arts. Many of these teaching artists are also skilled in integrating arts concepts with other subject areas, such as combining dance and math, or visual art and literacy. They also may have particular skills and interests related to professional development for classroom teachers, or to working with specific student populations.

Creative Start. Creative Start is Washington State's first statewide arts integration and early learning program. This program supports regional grants, gatherings, and professional learning opportunities for creative, academic, and social emotional learning to close the opportunity gap for Washington's youngest learners. These grants foster statewide teacher-leadership in culturally responsive arts integration, and develop statewide capacity to offer high-quality professional learning in arts education. Culturally responsive arts integration methods bring arts into all aspects of teaching and learning. Students and teachers explore and share understandings of new ideas through a variety of art forms. This kind of teaching connects to the cultures and lived experiences of teachers, students, communities, and families.



Creative Districts

SHB 1183 was signed into law in 2017 by Governor Inslee. Its preamble describes it as an act that authorizes specified local governments to designate a portion of their territory as a Creative District, subject to certification by the Washington State Arts Commission. Creative industries are an important part of Washington's economy in cities big and small across the state.

The Creative District Certification process focuses on defining specific geographic areas that can attract artists and creative entrepreneurs to a community, infuse new energy and innovation and enhance economic and civic capital. Creative Districts are hubs of economic activity, enhancing the area as an appealing place to live, visit and conduct business, as well as generate new economic activity. Primary recipients are Washington communities, including local government entities and nonprofit cultural organizations within and surrounding the Certified Creative Districts.

The Certified Creative Districts program will offer vetted districts tailored technical assistance, networking and training programs, access to advocacy tools, and access to tools encouraging development of maker spaces, and affordable housing for creatives who choose to live and work in the districts. Since its inception, eight Creative Districts have been approved.

PROJECTS

Creative Vitality Suite

ArtsWA has been using the CVSuite™ since it was developed in 2005 to calculate the impact of the arts on Washington's economy. ArtsWA uses the data from the CVSuite™ to track the state's creative economy for the Governor's Results Washington Goal 2 - Prosperous Economy – Quality of Life 4.1 b: Increase the ArtsWA creative vitality index (for Washington State) from 1.02 in 2011 to 1.05; remain above national average. Washington's CVI value has held steady at .97 for the last two years.

The CVSuite™ is an index and research tool that measures annual changes in the economic health of an area by integrating economic data streams from both the for-profit and nonprofit sectors. Using per-capita measurements of revenue data as well as jobs data from a selection of highly creative occupations, the research model for the CVSuite™ involves aggregating the data streams into a single index value that reflects the relative economic health of a geography's creative economy.

The subscription costs to gain access to the CVSuite™ are generally prohibitive to small organizations, though considered of great importance. The Washington State Arts Commission is looked to for help in generating local creative impact reports to use for community planning and advocacy. ArtsWA pays an annual CVSuite™ subscription fee and dedicates a portion of

one staff member to research, produce, and disseminate the requested information. It has recently negotiated an arrangement with WESTAF to allow communities deeper access to the tool at a greatly reduced price, if arranged through ArtsWA.

My Public Art Portal

ArtsWA secured funding from the Legislature in the 2015-17 and 2017-2019 biennia to create the state's "My Public Art Portal." This website substantially enhances public access to the nearly 5,000 public artworks that make up Washington's State Art Collection. It also presents our entire geographically-widespread collection as a whole, in one place. In June 2019, the initial project was finished on-time and on-budget. In the 2019-21 biennium, My Public Art Portal entered into a maintenance and management stage. In 2021-23, My Public Art Portal continues with a focus on maintenance and management, as well as communications work as we share and promote this valuable resource.

My Public Art Portal is used for research and casual browsing, as well as for inventory and reference purposes by our partner sites and agencies and ArtsWA staff. In addition to images and information about the artworks, My Public Art Portal provides biographical information about artists; stories about each artwork's creation, meaning, and other interesting facts; exact location details, including geo-coordinates and mappings; and web exhibitions that highlight different perspectives and segments of the Collection.

Governor's Arts and Heritage Awards (GAHA)

The Governor's Arts and Heritage Awards recognize individuals and organizations who have contributed significantly to the arts and cultural development of Washington State. ArtsWA manages the nominations and panel review process; the Board reviews panel recommendations and advises the Governor of its decisions. The Governor approves the final slate of honorees. ArtsWA plans and organizes the annual Governor's Arts and Heritage Awards (GAHA) dinner and celebration, where awardees are presented with a custom-made "GAHA", and recognized by the Governor, or his assigned representative, ArtsWA staff and board, family, friends, peers and colleagues.



Poet Laureate

The Washington State Poet Laureate works to build awareness and appreciation of poetry through public readings, workshops, lectures, and presentations in communities, schools, colleges, universities, and other public settings in geographically diverse areas of the state. The Poet Laureate is appointed by the Governor to serve a 2-year term and receives a small stipend to help cover the cost of providing poetry programs and activities statewide. The program is currently run by ArtsWA as a partnership with Humanities Washington.

Claudia Castro Luna, a prominent Seattle poet and teacher, has been appointed the fifth Washington State Poet Laureate by Governor Jay Inslee. Castro Luna's first term runs from February 1, 2018 to January 31, 2020. She has been re-appointed for a one-year extension of her term, which runs through January 2021. She succeeded Tod Marshall (2016-2018). Prior to Marshall, Elizabeth Austen (2014-2016), Kathleen Flenniken (2012-2014), and Sam Green (2007-2009) held the position.

Poetry Out Loud



The National Endowment for the Arts (NEA) and the Poetry Foundation partner with state arts agencies to support Poetry Out Loud, which encourages the nation's youth to learn about great poetry through memorization and performance. The program helps students master public speaking skills, build self-confidence, and learn about their literary heritage.

Poetry Out Loud uses a pyramid structure that begins at the classroom level. Winners advance from classroom competitions to school-wide competitions, regionals, and then to the state competition. One student from each state advances to the National Finals. ArtsWA manages the statewide program, in collaboration with regional partners, and produces the state final, held annually in March. An ArtsWA Commissioner is often included on the judging panel for the state final.

Washington State Teaching Artist Training Lab

The Teaching Artist Training Lab (TAT Lab) is a professional development project led by the Office of Superintendent of Public Instruction (OSPI) and ArtsWA in collaboration with key arts education leaders and major arts organizations based in Seattle. TAT Lab supports teaching artists' capacity to partner effectively with K-12 schools and teachers. A key focus of the program is on developing strong learning plans, with clearly articulated arts learning goals, assessment criteria, and formative assessment techniques. TAT Lab also focuses on social justice in education, and creating a safe and inclusive learning environment for all students. We work on authentic approaches to incorporating 21st Century Skills and Habits of Mind along with arts skills and techniques. TAT Lab is intended to support mid-career and experienced teaching artists, as well those newer to the field.

Washington State Heritage Caucus

The Washington State Heritage Caucus was organized in 1990 to discuss heritage, arts, and other cultural and recreational issues. The Caucus is a bipartisan gathering of state legislators and other elected officials; staff and representatives from state heritage, arts, and cultural agencies, and nonprofit organizations; and Washington residents interested in supporting Washington's cultural heritage and the arts. The Heritage Caucus is typically co-chaired by two legislators and co-staffed by the Washington State Historical Society (WSHS) and ArtsWA.



Caucus meetings are held every Wednesday during the legislative session from 7:00 to 8:00 a.m. in Olympia, on the Capitol Campus in the Cherberg Building conference room A/B. All meetings are open to the public. To receive email notification of Heritage Caucus meetings and related legislative news, contact Glenda Carino at Glenda.carino@arts.wa.gov

Center for Washington Cultural Traditions

The Center for Washington Cultural Traditions is a statewide effort to survey, study, and support folk and traditional arts and other cultural traditions. Through both research and programming, the Center increases access to and understanding of Washington's cultural landscapes, through both live events and media. With support from the NEA, Washington State Arts Commission (ArtsWA) and Humanities Washington (HW) began collaborative development of the Center for Washington Cultural Traditions (CWCT) in 2016.

This followed three years of planning in cooperation with the now dormant nonprofit Northwest Heritage Resources. This planning effort was precipitated by the loss of Washington's previous 30-year FTA program housed at ArtsWA (then WSAC), and provides a solid basis on which the CWCT can build.

Loss of the WSAC FTA program occurred prior to the tenure of current leadership. In 2016, HW and ArtsWA hired applied anthropologist Dr. Kristin Sullivan to conduct a Landscape Analysis of Cultural Traditions of Washington State. This began the process of updating FTA work undertaken by ArtsWA's previous FTA program. It included bringing together elements of

other folklorists' past work in the state, and working for a better understanding of the work of related agencies and potential partners. Programs include ongoing, in-depth local surveys of cultural traditions, and an apprenticeship program that helps conserve and continue folk and traditional arts practices.

Learn more about the Center for Washington Cultural Traditions by visiting waculture.org or contact the Center's Director Dr. Langston Wilkins at langston@humanities.org or (206) 682-1770 ext. 107. [Learn more about ArtsWA's previous work with Folk and Traditional Artists.](#)



SERVICES

Communications

ArtsWA's communications program functions as both an agency program with tangible products and services for external customers and as an administrative position serving staff and Commissioners internally. Communications responsibilities include managing the agency website and social media accounts; producing Enews and Eblasts, briefing papers, and agency publications; conducting research and special projects; and serving as the agency spokesperson when the Executive Director is not available. The Communications Manager is also responsible for public records requests and serves as ArtsWA's legislative liaison.

Administration

The Executive Director leads program staff and administration. The Executive Director's role is to provide leadership and advocacy for the arts statewide, manage agency programs and operations, and serve as chief spokesperson for the agency. The Deputy Director manages the finances and personnel for the agency. The Executive Assistant supports the Board meetings, including logistics such as Commissioners' travel and meeting minutes.

MEMBERSHIPS AND NETWORKS

As an ArtsWA Board member, Commissioners automatically receive membership in National Assembly for State Arts Agencies, Americans for the Arts, and Grantmakers in the Arts. Commissioners are contacted via email regarding member benefits from each of these organizations.

National Assembly of State Arts Agencies (NASAA) is a membership organization that unites, represents, and serves state and jurisdictional arts agencies. <http://www.nasaa-arts.org/>.

Americans for the Arts (AFTA) is a national nonprofit organization for advancing the arts and arts education through policy, advocacy, research, information, and professional development. www.artsusa.org.

Grantmakers in the Arts (GIA) is the national association of private and public funders who make grants to artists and arts organizations. GIA provides leadership and service to advance the use of philanthropic resources on behalf of arts and culture. www.giarts.org.

WESTAF (Western States Arts Federation) is the regional non-profit arts service organization serving the 13 Western states. Dedicated to the creative advancement and preservation of the arts, WESTAF provides innovative programs and services, technology solutions, funding opportunities, advocacy and cultural policy work, and other services. www.westaf.org.



RULES AND POLICIES

Agency Rules

ArtsWA programs and processes are governed by Title 30 WAC, updated in 2010 as approved by the Board through a year-long rule-making process. Title 30 WAC is available at <http://apps.leg.wa.gov/WAC/>.

Statutory Authority

ArtsWA has authority as established in RCW 43.46; the entire RCW is available at <http://apps.leg.wa.gov/RCW/>.

Purpose: The conservation and development of the State's artistic resources [are] essential to the social, educational, and economic growth of the State of Washington. Artists, works of art and artistic institutions contribute to the quality of life and the general welfare of the citizens of the State, and are an appropriate matter of concern to the government of the State of Washington. (RCW 43.46.005)

Powers and duties generally: The commission shall meet, study, plan, and advise the governor, the various departments of the state and the state legislature and shall make such recommendations as it deems proper for the cultural development of the state of Washington. (RCW 43.46.050)

The commission may develop, sponsor, promote, and administer any activity, project, or program within or without this state, which is related to the growth and development of the arts and humanities in the state of Washington and may assist any person or public or private agency to this end. (RCW 43.46.055)

Visual arts program established: The legislature declares it to be a policy of this State that a portion of appropriations for capital expenditures be set aside for the acquisition of works of art to be placed in public buildings or lands. There is hereby established a visual arts program to be administered by the Washington State Arts Commission. (RCW 43.46.090)

State Art Collection: All works of art purchased and commissioned under the visual arts program shall become a part of a state art collection developed, administered, and operated by the Washington State Arts Commission. (RCW 43.46.095)

BOARD TRAVEL

Commissioners' travel expenses while on Board business are reimbursed by the state, with a few exceptions. You are on Board business, and therefore in travel status, from the time you leave for an ArtsWA meeting until your return. As a Board member, you are welcome to choose not to seek reimbursement for all or some of your expenses, leaving the monies instead, to ArtsWA grants programs and other endeavors. This is completely at a board member's discretion.

Commissioners may travel to meetings using their own vehicle. Use of carpools and public transportation are encouraged whenever possible. [Contact the Executive Assistant](#) for help with travel arrangements by plane or car rental, and use the designated hotel outlined in the reminder email for each meeting in order to utilize cost-saving state negotiated rates.

To be reimbursed for travel expenses you **MUST** complete and submit a Statewide Vendor form and W-9, which will be sent to you by the Executive Assistant. Travel expenses are documented on the Travel Expense Voucher sent via email with each Board meeting packet. The following are a few tips to complete this form:

- Submit your travel reimbursement request as soon as possible; print form, complete all information requested including your departure and return times, sign form, scan or take a picture with your cell phone, and return via email with a scanned copy of your receipts, or by USPS. All receipts for hotels, parking, airport shuttles, taxis, and other miscellaneous expenses (especially those that exceed \$25) must be submitted.
- Meals not provided by ArtsWA are reimbursed per the state per diem rate for that location; see www.ofm.wa.gov/resources/travel/colormap.pdf for rates per county as well as mileage and hotel reimbursement rates.
- Meals not provided by ArtsWA must be consumed while in travel status and during specific meal times: Breakfast – 6:30 to 7:30 am; Lunch–12 to 1 pm; Dinner–5:30-6:30 pm.
- Alcoholic beverages are excluded from reimbursement.

All travel vouchers must be submitted in the fiscal year during which expenses were incurred. **The fiscal year ends on June 30.** Legislative Commissioners are not reimbursed by ArtsWA. For more information on state travel regulations, reimbursement rates, or additional questions, contact our staff.

Helpful links include:

Chapter 10, State Accounting travel regulations at

www.ofm.wa.gov/policy/10.htm

<https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>

PUBLIC MEETING CONSIDERATIONS

Open Public Meetings Act

All Board meetings are open to the public, and the public is encouraged to attend. In addition, the Executive Assistant takes minutes that are part of the public record and posted to the ArtsWA website after Board approval at the following Board meeting. Commissioners are asked to keep in mind that any comments made during the Board meeting are subject to public records [Open Public Meetings Act, RCW 42.30].

Use of Microphones

To make our meetings more accessible, ArtsWA provides a PA system so that commissioners, audience members, and staff are able to hear the meeting discussions more clearly. Commissioners, staff and presenters are required to use the microphones. On occasion, TVW may tape a Board meeting for future broadcast on its government access channel and use of the microphones are important for broadcast quality.

Required Training

The 2014 Washington State Legislature passed Engrossed Senate Bill 5964, the Open Government Trainings Act. The Governor signed it on March 27, 2014. The Act becomes effective July 1, 2014. Chap. 66, 2014 Laws. Here is a link:

<http://apps.leg.wa.gov/billinfo/summary.aspx?bill=5964&year=2013>.

Under the Act, **members of public agency governing bodies** are to receive training. Training subjects include the Open Public Meetings Act (RCW 42.30), the Public Records Act (RCW 42.56) and records management and retention under RCW 40.14. Complete this training on the Governor's website at <https://www.governor.wa.gov/boards-commissions/resources/appointees/online-appointee-training>, along with other relevant and required training.

Americans with Disabilities Act

Accessibility is an organizational asset and a civil right. ArtsWA complies with all local, state and federal laws and regulations concerning civil and human rights. Our programs, grants and employment practices are free of discrimination based on race, color, religion, national origin, age, gender or disability. In addition, we are specifically committed to complying with the provisions of the Americans with Disabilities Act. The ADA requires that all programs, services and activities, when viewed in their entirety, are readily accessible to and usable by individuals with disabilities. ArtsWA strives for effective communication with individuals with speech, visual, and hearing disabilities. Materials are available in alternative formats upon request.

In Washington, a person with a disability is defined as a person who has, or is perceived as having, the presence of any physical, mental, or sensory disability or that uses a trained dog guide or service animal. These disabilities are sometimes visible and sometimes not; they can be permanent



or temporary; they can affect people of any age; they can be severe or not. In short, disabilities can affect people in many different ways. You should be prepared to welcome everyone, of all abilities.

Chemical Sensitivity Awareness

A significant percentage of people are known to experience harmful physical symptoms when exposed to various chemicals. Even low levels of chemicals can make sensitive people ill. When preparing for a Board meeting or a meeting in ArtsWA offices, please consider not using the following:

- | | |
|---------------------|------------------------------|
| Perfume | Highly scented shampoo |
| Cologne/after-shave | Scented fabric softener |
| Scented hand lotion | Highly scented hair products |

OTHER RESOURCES

ArtsWA website at www.arts.wa.gov.

Boards and Commissions Membership Handbook, at www.governor.wa.gov/boards. The handbook includes information relevant to all Board and Commission members serving the state of Washington:

- Role of a Board Member
- Resources available
- Laws affecting board activities
- Board transactions

Online Appointee Training at www.governor.wa.gov/boards under the resources section includes important training required by law for board members.

GLOSSARY OF ACRONYMS

Agency

AIE	Arts in Education
AIPP	Art in Public Places
APS	Art Project Support (grants)
ArtsWA	Washington State Arts Commission
ASO	Art Service Organization (support grants)
CD	Creative District
CVI	Creative Vitality Index or CVSuite™
FDR	Final Descriptive Report (submitted annually to NEA)
FSG	First Step Grants
GAHA	Governors Arts & Heritage Awards
GO	Grants to Organizations
GOS	General Operating Support (grants)
GTO	Grants to Organizations
PBJ	Planning and Budget Jam
POL	Poetry Out Loud
PDS	Professional Development Support Grants
RoTA	Roster of Teaching Artists
TAT Lab	Washington State Teaching Artist Training Lab

State

FTE	Full Time Equivalent (refers to staff headcount)
FY	Fiscal Year
OCIO	Office of the Chief Information Officer
OFM	Office of Financial Management
OSPI	Office of the Superintendent of Public Instruction
RCW	Revised Code of Washington



SAFS	Small Agency Financial Services
SOS	Secretary of State
SWV	Statewide Vendor form
TEMS	Travel & Expense Management System
WAC	Washington Administrative Code
WaTech	Washington Technology Services

Arts Organizations

AFTA	Americans for the Arts
BFA	Building for the Arts
GIA	Grantmakers in the Arts
LAA	Local Arts Agencies
NASAA	National Assembly of State Arts Agencies
NEA	National Endowment for the Arts
SAA	State Arts Agencies
WESTAF	Western States Arts Federation

Other

501(c)(3)	IRS Tax-Exempt Status
504	Section 504 of the Federal Rehabilitation Act (protects from discrimination due to disability)
ADA	Americans with Disabilities Act
DEI	Diversity, Equity, and Inclusion
EALR	Essential Academic Learning Requirement
IRS 990	Return of Organization exempt from income tax