



National Coalition for Arts' Preparedness & Emergency Response
 Steering Committee Meeting Minutes
 Thursday, March 28, 2019 1:00 EST

ORGANIZATIONS

- [The Actors Fund](#)
- [Americans for the Arts](#)
- [3 Arts](#)
- [CERF+](#)
- [Grantmakers in the Arts](#)
- [Joan Mitchell Foundation](#)
- [MusiCares](#)
- [National Endowment for the Arts](#)
- [National Performance Network](#)
- [New York Foundation for the Arts](#)
- [National Assembly of State Arts Agencies](#)
- [Performing Arts Readiness Project](#)
- [South Arts](#)

INDIVIDUALS

- Stephanie Atkins
- Ted Berger
- Cornelia Carey
- Debbie Carroll
- Tom Clareson
- Mirielle Clifford
- Barbara Davis
- Ruby Lopez Harper*
- Jennifer Leff
- Andi Mathis
- Janet Newcomb, Exec. Dir.
- James Hafferman
- Rose Parisi
- Mollie Quinlan-Hayes*
- Michael Royce
- Amy Schwartzman
- Tom Simplot
- Susie Surkamer
- Kay Takeda
- Eddie Torres
- Patricia Walsh
- Suzanne Wise
- *Co-Chairs
- Lynn Dates, Program Assoc.

PARTICIPANTS		3-Jan	28-Feb	28-Mar	April 25
Stephanie	Atkins	✓	E	✓ V	
Ted	Berger	✓	✓	✓ V	
Cornelia	Carey	✓	E	E	
Debbie	Carroll	E	E	E	
Tom	Clareson	✓	✓	✓ V	
Mirielle	Clifford	✓	✓	✓ V	
Barbara	Davis	✓	E	E	
Ruby	Lopez Harper	✓	✓	E	
Jennifer	Leff	✓	✓	E	
Andi	Mathis	E	✓	✓ V	
James	Hafferman		✓	✓ V	
Rose	Parisi	✓	E	E	
Mollie	Quinlan-Hayes	✓	✓	✓ V	
Michael	Royce	✓			
Amy	Schwartzman	✓	✓	✓ V	
Tom	Simplot	E	E	E	
Susie	Surkamer	✓	E	✓ V	
Kay	Takeda		E	E	
Eddie	Torres		E	E	
Patricia	Walsh	E	E	E	
Suzanne	Wise	✓	✓	E	
Janet	Newcomb	✓	✓	✓	
Lynn	Dates	✓	✓	✓	
Barbara	Schaffer Bacon	✓			

TOPIC	DISCUSSION/DECISION/ACTION	BY WHOM
WELCOME	Welcome, Introductions & Announcements 1:03 pm EDT	M. Quinlan-Hayes
Approval of February 28, 2019 Meeting Minutes	PROPOSAL: To approve the February 28, 2019 meeting minutes MOTION: All in favor VOTE: Yes - 9, No - 0, Abstentions - 0 APPROVAL: Motion passed 3/28/2019	M. Quinlan-Hayes

<p>Transition Working Group</p>	<p>M Quinlan-Hayes presented a Power Point presentation to Steering Committee (a copy of the PowerPoint was sent out to all Steering Committee members prior to the meeting and can be found on the website)</p> <p>Questions:</p> <p>1. How will the stipend be derived that will be paid to NCAPER by NEDCC after the Mellon grant is over? M. Quinlan-Hayes – amount apportioned to users/dPlan users. The annual contract for a monthly stipend will be negotiated with NEDCC each year as part of NEDCC’s budget process and will be based on NCAPER’s tracking of hours spent giving programming assistance and the number of arts users paying for subscriptions.</p> <p>2. Will the stipend cover the cost of what NCAPER is providing? What happens if we don’t sell enough subscriptions to get a stipend? J. Newcomb – If the venture doesn’t succeed then NEDCC will take over everything.</p> <p>3. Does the agreement include a timeframe for any changes? Does it assure that changes/updates can be made in timely ways? S. Surkamer – attended phone calls and feels comfortable that she has worked to protect both NCAPER and South Art’s interests through the contract. She expressed her appreciation for everyone’s questions, and desire to understand the relationships and agreement.</p> <p>6. Will users understand the need to renew this year to year? J. Newcomb – we’ll need to work to get users to understand that they are creating a living document and we’ll need to think of incentives (T. Berger)</p> <p>Discussion:</p> <p>A. Schwartzman – This needs legal language. J. Newcomb – This is a PowerPoint explanation not the legal language of the contract M. Quinlan-Hayes – this is a summary (void of legal language) provided only for the Steering Committee walkthrough J. Hafferman – is there a place to show the regular review of the product – a star rating example to show the benefits of the service it provides? M. Quinlan-Hayes – that will be discussed with Cuttlesoft, the designers. A. Schwartzman – Jan are you comfortable with these amounts and estimated hours? J. Newcomb – like any services there is an ebb and flow – yes, comfortable S. Surkamer – South Arts is not backing away from the readiness issue and can step in to help in reasonable ways T. Claeson – PAR could briefly assist, too</p> <p>Prior to entertaining a motion to accept the proposal, it was determined that a quorum was present on the phone call.</p> <p>PROPOSAL: To accept the NCAPER/NEDCC agreement parameters and responsibilities with regards to the ArtsReady 2.0 online planning tool:</p>	<p>M. Quinlan-Hayes, J. Newcomb</p>
---------------------------------	---	-------------------------------------

	<ol style="list-style-type: none"> 1. South Arts, NCAPER’s fiscal agent, carries the legal and financial responsibility for the Coalition, thus South Arts holds the contractual relationship with NEDCC for the implementation of the online tool; 2. South Arts assigns NCAPER as its designee to manage the project with NEDCC, but retains legal and fiscal responsibility according to its contract with NEDCC; 3. NEDCC owns, maintains and markets the tool to dPlan users; NCAPER markets it to ArtsReady users & gives basic “programmatic” assistance to new users from the arts sector; 4. NEDCC, as owner, carries all financial liability and retains all subscription revenue. Starting May, 2021, (after the Mellon grant ends support of NCAPER salaries & the 925 free subscriptions are done) NEDCC pays an agreed upon monthly stipend to NCAPER, never to be higher than revenue from arts users. <p>MOTION: T. Berger moved to accept the above PROPOSAL; A. Schwartzman seconded. All in favor.</p> <p>VOTE: Yes - 9, No - 0, Abstentions - 0</p> <p>APPROVAL: Motion passed 3/28/2019</p>	
COMMITTEE UPDATES	<p>MEMBERSHIP – Steering Committee reviewed the proposed membership structure and fees. (a copy of the Membership Structure was sent out to all Steering Committee members prior to the meeting and can be found on the website)</p> <p>PROPOSAL: Membership Package: Membership signifies an organization’s or individual’s commitment to strengthening the safety net for artists and arts organizations across the country. Join a growing roster of arts leaders who understands the need for readiness and resiliency in the arts sector. The Coalition (NCAPER) is the national voice promoting the need for public and private resources (policies, funding and representation) to prepare the arts sector for crisis, to encourage readiness planning by artists and arts organizations, and to assist with post-crisis response and recovery.</p> <p>Benefits: All members</p> <ul style="list-style-type: none"> • Access to readiness resources, tips and tools to share with your members. • Materials and guidance on how to encourage readiness conversations <p>Organization Associate Members</p> <ul style="list-style-type: none"> • One-year complimentary subscription to the ArtsReady online planning tool. • Logo, Web link, social media links, and organizational information on www.NCAPER.org. • Invitations to professional development workshops at annual conferences and member webinars on various readiness approaches tailored to your constituency. 	J. Newcomb for Suzanne Wise, chair of the Membership Working Group

- Opportunities to serve on the NCAPER Steering Committee and working groups.

Prospective member groups:

- State arts agencies
- Regional Arts Organizations
- National Arts Service Organizations
- Response & Recovery Affiliates
- Local Arts Agencies
- Individuals

NCAPER Annual Membership (January – December)	Annual Dues
Individuals	\$50 and up
Affiliate organizations	\$50
Associate Member Organizations (based on operating budget not including regranted funds)	
\$25,000/under	\$75
\$25,001-50,000	\$100
\$50,000-100,000	\$150
\$100,001-250,000	\$200
\$250,001-500,000	\$250
\$500,001-1,000,000	\$300
\$1,000,001-2,500,000	\$400
\$2,500,001-5,000,000	\$500
\$5,000,001-10,000,000	\$750
\$10,000,001-20,000,000	\$1,000
\$20,000,001/up	\$1,500

Discussion:

T. Berger – what does affiliate mean?

J. Newcomb - Affiliate is a user who wants to participate, and can, but only at the lowest level

T. Clareson – what fiscal year does this cover?

J. Newcomb – Calendar year - 2019

T. Berger – could one purchase a multi-year membership?

J. Newcomb – not at this time

M. Clifford – SC members can select their preferred amount from the list?

M. Quinlan-Hayes – yes, and this year’s giving should happen no later than June 30, 2019.

PROPOSAL: To accept the above NCAPER MEMBERSHIP BENEFITS & DUES STRUCTURE.

MOTION: T. Berger moved to accept the above PROPOSAL; A.

Schwartzman seconded. All in favor.

VOTE: Yes – 9, No – 0, Abstentions – 0

APPROVAL: Motion passed 3/28/2019

	_____ <i>meeting ended before reviewing the following items</i> _____ TRANSITION - none AGENDA (formerly PROGRAMS) – none GOVERNANCE REVIEW AD HOC – none FUNDRAISING - none MARKETING/COMMUNICATIONS – none	
MEMBER UPDATES	None	All
NEW AND OTHER BUSINESS	None	All
ADJOURNMENT	2:01 PM	J. Newcomb
NEXT MEETING	April 25, 2019 at 1:00 PM	

Respectfully submitted:
Lynn Dates and Janet Newcomb