



**Reno Arts & Culture Commission
Draft Meeting Minutes
Date: September 6, 2019
Time: 9:00 am.
Place: Fire Station 11
7105 Mae Anne Ave., Reno, NV 89523**

| Commission Members |
|-----------------------------------|
| Sharon Honig-Bear, Chair |
| Geralda Miller, Vice Chair |
| Dave Aiazzi |
| Bryce Chisholm |
| Mario DelaRosa |
| Doug Erwin |
| Erik Fong |
| Dana Hatjakes |
| Nettie Oliverio |
| Vacant |
| Shaughn Richardson |
| Naomi Duerr, City Council Liaison |

AGENDA

1. Call to Order

Present: Sharon Honig-Bear, Chair, Geralda Miller, Vice Chair, Bryce Chisholm, Mario DelaRosa (arrived at 9:20 am), Doug Erwin, Erik Fong (arrived 9:24 am), Dana Hatjakes, Nettie Oliverio, Shaughn Richardson.

Absent: Dave Aiazzi.

Also Present: Alexis Hill, Arts, Culture & Special Events Manager; Megan Berner, Public Art Program Coordinator; Naomi Duerr, City Council Liaison (arrived 9:27 am), Lisa Genasci, pending Reno Arts & Culture Commission board member.

2. Public Comment

Honig-Bear states Dave Aiazzi has sent in his resignation for the Reno Arts & Culture Commission.

Hill states Lisa Genasci is in the process of becoming a board member of the RACC and won't officially be a member until after the September 11th Council meeting.

3. Approval of the Agenda

September 6, 2019.

Geralda Miller makes a motion to approve, seconded by Nettie Oliverio. All in favor, motion passes.

4. Presentation and discussion of creating a Strengths Based Team.

Judy Isaman, certified Strengths coach, presents.

This session will provide the Top 5 strengths. There is an option for the Top 10 or you can receive the full 34.

Collaborative Positive Words:

- Collaborative
- Considerate
- Strong
- Happy
- Serious
- Creative
- Infectious
- Compassionate
- Sincere
- Enthusiastic
- Calm
- Genuine
- Interesting
- Positive

More information about the history of Strengths can be found at Gallup.com

Non-Dominant Hand Exercise.

By not using your strength and talent, you will not be as successful.

Time in addition to investment plus Strengths equals a recipe for success.

Collaborative Top Five Strengths:

- Strategic
- Input
- Learner
- Positivity
- Ideation

Suggested YouTube video on empathy: Brene Brown 'Empathy VS Sympathy'.

Strengths/Talents Wall:

- Positivity
- Command
- WOO
- Adaptability
- Arranger
- Context

- Ideation
- Learn
- Activism
- Maximizer
- Connectedness

Name it, Claim it, Aim it

Some questions to consider about Strengths:

- When has this Theme helped in the past?
- When has this Theme helped success in your role?
- How can I use this talent to add value to my team?
- What would I like others to see most in me?
- What activities in my role do I want to do more of?
- What would I like to accomplish before the next meeting?
- How can I partner with another team member to achieve an objective together?

5. Discussion and possible approval of procedures for results oriented meetings.

The Best Team Ever

- Camaraderie
- Trust
- Communication
- Enthusiasm
- Knowledge
- Synergy
- Unity
- Commitment to the same goal
- Cohesion
- Everyone playing their role
- Willingness to pick up where others can't
- Trust
- Reliability
- Selflessness
- Follow through
- Determination
- Resilience

The Leader

- Makes certain everyone understands the rules/context
- Makes certain everyone has the information needed
- Is the facilitator, making certain everyone has a role
- Makes decisions and manages conflict/resolves conflict

Meeting Basics

- Roberts Rules of Order
- Agenda, minutes, items, action items
- Ground rules within the Charter
- Stepping back to evaluate the work that has been done
- 'Parking Lot' or getting off track
- Bin List, avoiding going back to certain subjects to keep on track
- Brainstorming

Additions to Meeting Basics

- Time limits
- Tighter agenda
- Placing a time limit for agenda items
- Expected outcomes (a decision, information)

The Parking Lot can contain items to be returned to on a later agenda.

Think about the mission or goal of the RACC.

Sample Agenda

- Timed agenda (Ex. 10:00 am Welcome, Ground Rules, Expectations, 10:05 am check in, etc.)
- Round Robin style
- Specify call to action
- Due dates
- Who is facilitating what

Manage and Measure

- Keeping track of action items

Structured Meeting Process

- Process Meeting – status updates, summary, sharing information
- Mission Meeting – data, process, decisions

Sharing Ideas

- Brainstorming – two minutes for everyone to write down ideas, then the person with the most ideas shares that list while the ideas that are not on the list are added.
- Facilitator – does not participate, just facilitates
- Nominal group technology
- Prioritizing

Ideas Through Brainstorming

- Making decisions
- Authoritative
- Consultative

Difficult Situations

- Disengagement
- Distraction
- Filibuster
- Reactive
- Heckler
- Culture/language differences

Intervention

- Use 'I' statements
- 'I feel...'
- 'I believe...'
- 'I think...'

Mock Meeting Process – things to be implemented at the next meeting includes time keeping and gate keeping.

6. Discussion and possible approval of Team Charter.

- Team Members (Roles)

Need for Ground Rules

RACC members need more information/data before the meeting

Handling disagreement

Gate Keeper

Time Keeper

Parking Lot Attendant

- Core Values

A vibrant arts community

D.E.I.

Respect

Strength in the arts community

Support cultural master plan

Artists first

Be the catalyst

- Group Norms (Ground Rules)

Conflict resolution process
Create second commissioner confirm
Assume positive intent
Listen better
Be prepared/read attachments/come prepared
Respect
No personal agendas
Principles over personalities
Stay on topic
Listen to other ideas
Stick to agenda/leave on time
Accomplish goals in a timely manner
Consensus productive meetings/efficiency

- **Mission Purpose**

Move toward a goal
To catalyze and support a vibrant arts & culture community
Create more connected community
Educate the public on the value of art
Support artists and NPOs in their mission and purpose development
Work with private local arts agency
Better/stronger relationship with City Council
Stronger identity in arts and broader community

- **Success Metrics**

Constituents/Council
Is the RACC helping artists succeed
Increase funding by 50%
Challenge Grants (matched 2x) for organizations
Collaborative NPOs and Projects/efficient use of equity
Meet annual goals
Increase in national media coverage for Reno arts community

- **Potential Barriers**

Red tape
Lack of Council support
Time limitations within Council meetings/RACC meetings/other
Lawyers saying 'no'
Lack of funds
Lack of cohesive objectives
All talk, no follow through
Conflict of interests
Lack of familiarity with art organizations/their product/missions

Discussion

Duerr states one idea for better understanding between the Council and the RACC is to rotate her off the Commission and have other Council members come on so they have a better understanding of what the RACC does.

Erwin states the number one constituent is the Council. They need to figure out a way to link everything back to what the Council is interested in – tourism, funds, development, etc.

(Doug Erwin leaves at 3:00 pm)

Miller states that the Commissioners can take on more responsibility or take on more tasks so Megan Berner and Alexis Hill are not solely responsible for passing information.

Oliverio states perspective would be helpful; the history of the RACC, what they have done in the past, future goals, etc.

Richardson states having homework, or a specific 'to do' list on the agenda would be helpful. As a new member it was difficult to get a good grasp on projects that had been ongoing for months/years because there wasn't information.

Miller states that at orientation perhaps there should be a discussion on what has been going on so new members can be caught up.

Richardson adds perhaps they can focus on fewer agenda items so they are not rushing through things.

Duerr suggests having a 'buddy' for new commissioners, to help them learn everything they need to learn.

Hatjakes suggests that at the end of the year they could have an 'accomplishments' list.

(Lisa Genasci leaves at 3:31 pm)

Miller suggests the Community Engagement Committee can do this as well.

Hill states that she would like to get an annual report to the Council, but hasn't yet found the time or place. Any Commissioner that can help with this would be appreciated.

Chisholm states that they can still do a lot on the agenda; they just need to adhere to a time frame – if there are fifteen minutes for a presentation then stick to the fifteen minutes and not go over.

Hill states there is the definite need for a Gatekeeper for the RACC.

Staff will take the Team Charter and come back with it in October.

7. Announcements not anticipated at notice date.

None.

8. Set date, time and agenda for the next meeting.

September 10th, 2019.

9. General Public Comment.

None.

10. Adjournment.

Geralda Miller makes a motion to approve, seconded by Nettie Oliverio. All in favor, motion passes.

Special Meeting ends at 3:43 pm.

DRAFT