Arts Commission Agenda

Regular Meeting
Tuesday, October 27, 2026
4:30 PM
Central Library Events Room A / Teams
906 W Main Ave. Spokane, WA 99201

Virtual Meeting Link - See Below for Information

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Public Comment Period:

Public Comment – Public is invited to comment on related topics other than agenda items scheduled for public hearings (3 minutes max each comment)

Board Briefing Session:

4:30-5:00	1. Roll Call	Lisa
	2. Approve consent agenda	All
	3. Spokane Arts Report	Carly
	4. Chair Report	Suzanne
	5. Staff Report	Lisa
5:00-5:30	6. Committee Chair Reports	
	-Governance	Suzanne
	-Chase Gallery	Julie
	-Poet Laureate	Aimee
	-Communications/Branding	Sybil
	-Municipal Art Plan	Jackie
	-Finance	Laura

Workshops:

5:30-6:30	1. Vote on Recommendation to direct funding to support the Office of Arts, Culture and Historic Preservation in the 2027-2028 biennium budget*	All
	2. Listening Exercise	Suzanne
	3. Calendaring Exercise	Suzanne

Adjournment: The next regularly scheduled SAC meeting will be held Tuesday, October 27, 2026.

* Items denoted with an asterisk may include final action taken by the Commission. Written public comments will be accepted at eedwards@spokanecity.org on these items up to one hour prior to the start of the meeting. Verbal testimony may also be accepted during the meeting.

Arts Commission Meeting Information

Tuesday, November 24, 2026

The City of Spokane Arts Commission meeting will be held in a hybrid in-person / virtual format. Members of the public are welcome to attend in person at the Central Library or online using the following information.

Teams

Join on your computer, mobile app or room device

Meeting ID: 263 711 925 696 42
Passcode: 8sV9Kk6B

Please note that public comments will be taken during the meeting, but the public is encouraged to continue to submit their comments or questions in writing to: eedwards@spokanecity.org. Written public comments will be accepted on these items up to one hour prior to the start of the meeting.

City of Spokane Arts Commission
Governance Committee Report
Submitted by: Suzanne Ostersmith
(October 14, 2026)

The committee (Suzanne Ostersmith (chair), Robert Thompson, and Trevor Iwata met October 14th to review the selection rubric and set dates for future meetings.

Next steps:
Reviewing applications based on assessment rubric
Meeting to share results of rubric based assessments and discern top candidates
Interviews of top candidates

The committee will then make recommendation to the Mayor in November, hoping our new Commissioners would join us for their first meeting in January.

City of Spokane Arts Commission
Chase Gallery Committee Report
Submitted by: Julie Shepard
(October 27, 2026)

Chase Gallery Schedule

Date	Artist	Media	Entertainment	Volunteers
Nov 6	Elise Beatie & Lauren Urlacher	Florals & Abstracts	Kori Ailene	Julie 4:30-6 Robert 6-8 Aimee
Dec 4	City Arts Showcase Exhibition City Employees	Variety	Spokane Irish Sessions	Julie 4:30-6 Suzanne

First Friday -
If you have flyers for upcoming events, please bring them to the next meeting and give them to Lisa or Julie. We will have them available for guests.

Lisa will be sending me the flyer and press release. I will forward them to the Commission to share.

Once we have selected the artists, I will start working on the 2027 calendar in the next couple of weeks. We will need to discuss budget allowance for expenses.

Artist Call for the 2027 Chase Gallery-
The juror committee has been established. Lisa has sent out the instructions to the committee. There were 55 submissions! Selections will be completed in November.

City of Spokane Arts Commission
Poet Laureate Committee Report
Submitted by: Aimee Brooks
(**October 21, 2026)**

Lisa Edwards (Community Arts Manager), Mery Smith (Poet Laureate), and Aimee Brooks (chair) met on Tuesday, September 15th to discuss successes, barriers, and updates to the Poet Laureate program.

Action steps include:

- Reaching out to all former Poet Laureates to schedule meetings to discuss their experiences with the program and any changes they would like to see made
- Working on a one page programmatic overview to present at the November Arts Commission Meeting
- Researching comparable models including reaching out to Zach Frimmel, Seattle's Civic Poet Project Manager

City of Spokane Arts Commission
Branding Committee Report
Submitted by: Sybil MacDonald
(October 21,2026)

TEAM MEETING

We met to discuss how best to address the Commission's branding needs and establish a process for moving the project forward. Key discussion points included:

- **Brand identity:** Develop a distinctive, readily identifiable brand that differentiates the Arts Commission from Spokane Arts while maintaining a clear connection to the City of Spokane.
- **Commissioner participation:** Invite other Commissioners to participate actively in the Committee's work. An open invitation will be extended at the October 27 Commission meeting.
- **Committee role:** The Committee will assess options, develop recommendations, and bring proposals to the full Commission for discussion and a vote.
- **Branding reference material:** The Talking Points reviewed and approved at the August Commission meeting will serve as the foundation for defining the Commission and informing the branding process. Sybil MacDonald has updated the Talking Points draft, which is included on the October 27 meeting agenda. The final version, incorporating any revisions, will serve as the reference document for the branding work moving forward.

Given the Commission's goal of developing a brand within the next few months, we outlined the following preliminary timeline.

October — Agency Outreach and Proposals

- Identify three qualified local agencies with branding experience.

- Hold initial meetings to discuss the project, assess qualifications, and determine each agency's interest.
- Request proposals, with a target delivery date around the beginning of November.

November — Proposal Review and Selection

- Review proposals and hold follow-up meetings with agencies to assess their qualifications and approach.
- Identify an agency to recommend to the full Commission for consideration and a vote.

Proposals will be evaluated based on the following criteria:

- Initial creative direction.
- Recommended branding elements and deliverables.
- Agency process and proposed approach to Committee review and evaluation.
- Budget and recommended payment structure.

December–January — Brand Development

Assuming an agency is selected and approved by the Commission:

- Begin creative development.
- Review work in progress and recommend revisions as needed.
- Present creative concepts, as approved by the Committee, to the full Commission for review.
- If no significant revisions are needed, bring the recommended brand direction to the Commission for a vote.

AGENCY OUTREACH AND INITIAL MEETINGS

We have contacted three local agencies with branding expertise: Maker-Made, The Woodshop, and Helveticka.

Initial meetings have been held with Maker-Made and The Woodshop. Both agencies met our initial criteria, expressed interest in the project, and will submit proposals outlining their approach to brand development and recommending elements for the final brand package. Potential deliverables may include logo variations, a color palette, stationery templates, and other applications as appropriate.

City Recommendation

Elisabet Edwards forwarded a recommendation from Alex Scott with the City of Spokane to contact the City's graphics designer for consideration as a potential resource for developing the Commission's brand. We will include this option in our process and meet with Matt Budke, the City's internal graphics designer, to discuss his approach and potential involvement.

An initial meeting with Helveticka also remains to be scheduled.

NEXT STEPS

1. Invite interested Commissioners to join the Branding Committee.
2. Hold a meeting with the expanded Committee to review progress, establish a shared understanding of the project, and confirm next steps.
3. Meet with Helveticka and Matt Budke within the next two weeks to discuss their qualifications, approach, and potential scope of work.
4. Request and review proposals from qualified candidates, then identify the strongest options for further discussion and evaluation.
5. Bring a recommendation to the full Commission for consideration and a vote, consistent with the project timeline.

City of Spokane Arts Commission
Finance Committee Report
October 27, 2026

Per the presentation at the September Commission Meeting:

2026 = $57,000 available to Arts Commission
$44,000 spent on Contractor for MAP
$13,000 remaining (this money will roll over to the 2027 fiscal year)

2027 = Anticipate $67,000 to Arts Commission
We need to think about long term strategy – 2-year planning

Things to consider:
Poet Laureate stipend - November presentation (Aimee)
Branding - November presentation (Sybil)
Public Art Piece - November presentation? (Alex)
Chase Gallery – (upkeep, refreshments, musicians) presentation to come (Julie)
Proposals from Community Members - i.e. Public Graffiti Wall etc.