

**Cultural Planning Subcommittee (CPS)  
of the Portsmouth Committee on Arts and Nonprofits**

**Public Meeting Agenda  
Monday, May 8, 2023 at 12 noon  
Meeting at Portsmouth City Hall, Conference Room A**

**Zoom Meeting Option**

This meeting will take place in person. If a subcommittee member or member of the public wishes to participate via zoom, the link below (with meeting ID and passcode) will allow you to connect to a zoom waiting room. A meeting administrator will monitor the waiting room and enable your attendance.

Join Zoom Meeting  
<https://us06web.zoom.us/j/84021251488>

Meeting ID: 840 2125 1488  
Passcode: 504586

**MEETING PURPOSE**

This is the monthly meeting of the Cultural Planning Subcommittee of the Portsmouth Committee on Arts and Nonprofits. The CPS is leading the process in creating the next Cultural Plan by soliciting and engaging diverse stakeholder input and ideas across the broader Portsmouth community.

**MEETING AGENDA**

- 12:00 Welcome – Karen Rosania**  
- review agenda and plan for meeting
- 12:05 Co-Chair nomination/vote – CPS**
- 12:10 Approval of minutes from the 4/10/2023 CPS meeting – Jeffrey Cooper**
- 12:20 Portsmouth’s Youth – Feedback/engagement opportunities – Stephen Chinosi,  
Principal, Portsmouth High School**
- 12:30 Workgroup discussion/motions (5-10 minutes each)**  
- **Workgroup 1 - 2002 Cultural Plan review/other municipal cultural art plans**  
- **Workgroup 2 - ArtSpeak/Proposed new city arts agency**  
- **Workgroup 4 - Communications Plan**  
- **Workgroup 5 - Community Engagement**  
- **Workgroup 3 - Overall Cultural Planning process/RFP update**
- 1:20 Other business/additions to agenda**
- 1:30 Adjourn**

**Cultural Planning Subcommittee (CPS)**  
**Workgroup Report**  
**Workgroup #2 Art Speak and Structure of New Agency**  
**Date 4/30/2023**

**Workgroup meeting date: 4/24/2023**

**In attendance: City Councilor Kate Cook, Tom Kaufhold, Gerardo Gonzalez,  
Barbara Massar, John Mayer**

**Absent: Robin Lurie-Meyerkopf**

**1.) Status Update – Please summarize any key findings, activities, accomplishments:**

**Confirmed our focus to interview people involved in ArtSpeak and to develop an ordinance.  
Our interview results will be used to back up the need for a city ordinance.**

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**City Councilor Kate Cook gave us a summary of her work to date for developing an ordinance.  
She interviewed people involved with other city Arts ordinances and presented a draft  
ordinance to which members will provide feedback before the next meeting.**

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**Members agreed to interview (1 on 1) 11 former members of ArtSpeak following the list of  
questions we agreed on.**

**2.) Upcoming Activities, Events:**

**Group members will be conducting their interviews and provide feedback on the draft  
ordinance before the next work group meeting.**

**3.) Topics/Recommendations requiring broader discussion with CPS (during upcoming live  
CPS meetings) – including any formal motions for CPS consideration:**

**We do recognize that former ArtSpeak members have a lot to offer the group as a whole but  
our focus is providing back up for a New Agency Structure.**

**4.) Date of next Workgroup meeting 5/22/2023 at 1PM at Pro Portsmouth Office**

**Cultural Planning Subcommittee (CPS)**  
**Workgroup Report**  
**Workgroup 3 Overall Cultural Planning process**  
**Date: April 26, 2023**

**Workgroup meeting date: Ongoing**

**In attendance: Alan Chace, Karen Rosania, Tina Sawtelle**

**Absent: \_\_\_\_\_**

**1.) Status Update – Please summarize any key findings, activities, accomplishments:**

- Workgroup 3 is following an Overall Cultural Planning step-by-step process which includes some best practices from other municipalities.
- Revisions to the Overall Cultural Planning process are made based on progress updates from other Workgroups (shared during monthly zoom calls and live CPS meetings). The CPS can expect a revised document monthly following live CPS meetings.
- The Overall Cultural Planning process also includes updates relative to the RFP for the 2023 Portsmouth Cultural Plan. RFP Updates:
  - RFP Release Date: April 12<sup>th</sup>
  - RFP # of addresses: 9
  - RFP Question Due Date: April 27, 2023 at 4:30p.m. No questions as of 4/24/2023
  - RFP Answers to prospective bidders by: May 1, 2023 at 4:30 p.m
  - RFP Bid Due Date: May 5, 2023 at 10:30 a.m.

**2.) Upcoming Activities, Events:**

- None at this time

**3.) Topics/Recommendations requiring broader discussion with CPS (during upcoming live CPS meetings) – including any formal motions for CPS consideration:**

- Discuss/gain agreement on a preliminary statement of purpose for Portsmouth Cultural Plan:
  - The purpose of the Portsmouth Cultural Plan is to create a coordinated, holistic approach to the promotion of the Arts in the city of Portsmouth.
- Discuss elements of overall Cultural Planning Process – anything we should add/delete?

**4.) Date of next Workgroup meeting \_\_\_ TBD scheduling underway\_\_\_\_\_**

Communications Workgroup  
4/30/23

Workgroup meeting date: 4/12/23

All in attendance: Suzanne Danforth, Jason Goodrich, Karen Battles

### Status Update

Jason Goodrich to be the designated public spokesperson. The Workgroup will also help line up appropriate members of the Subcommittee to do interviews or speak at public engagement events.

We had a meeting with the City Communications staff to determine what restrictions there might be on “branding” and to present a template for our webpage.

Concepts approved:

- Type treatment for Cultural Plan Subcommittee (as shown on the digital flyer)
- Concept for the arts and culture tagline graphic
- Template for the webpage
- A digital version of the initial press release designed to be read on a phone or tablet.

The concept for a group interactive calendar idea approved by Chair.

### Upcoming and discussion

The digital flyer.

Once approved this will be distributed to members to send to their email contacts.

Copy for landing page of the webpage sent to the Chair. Once the copy has been approved, Monte Bohanan will create the web page.

Develop the Arts and Culture graphic, refine tagline

Populate group calendar

Develop sub pages for the webpage.

Request for 2-3 line bios from members interested in being public spokespeople for the Subcommittee so they can be best matched with appropriate audience and communication

Date of next Workgroup meeting May 8, 2023.

# Cultural Planning Subcommittee (CPS)

## Workgroup Report

Workgroup 5: Community Engagement

Date 4/20/23

Workgroup meeting date: 4/20/23

In attendance: Jeffrey Cooper, Emma Stratton

Absent: Amanda Kidd-Kestler

1.) Status Update – Please summarize any key findings, activities, accomplishments:

Our committee met to review and discuss stakeholder questions. A list of questions was developed and circulated to our absent committee member for review and comment. Further discussion on next steps with survey modes and joint interviews (with other workgroups) was had. Jeffrey will present at the subcommittee meeting.

2.) Upcoming Activities, Events:

Send out stakeholder interviews (via email) pending committee and city input. After stakeholder interviews are complete, we will focus on community interview modalities and questions.

3.) Topics/Recommendations requiring broader discussion with CPS (during upcoming live CPS meetings) – including any formal motions for CPS consideration:

We wish to work with any other subcommittees who also plan to interview stakeholders to combine questions into one succinct document. This will prevent any overlap or confusion among stakeholders if multiple subcommittees reach out. Additionally, we need guidance from the city on approved methods for sending out surveys (if it needs to come from the city, or if it can come from a subcommittee member). Also discussed was who will conduct any in person interviews with stakeholders. Our subgroup doesn't have the personnel to do it.

4.) Date of next Workgroup meeting TBD pending subcommittee member schedules

Respectfully submitted, Emma Stratton