

## ArtSynergy Artist RFQ process notes, November, 2017

Friday 11/3/17 12:00 at City Council Chambers, Montpelier, VT DRAFT Minutes:

### Attending:

**Committee Members:** John Hollar (Mayor); Chris Loyer (GMT); Greg Gossens (Gossens Bachman Architects); Bob Hannum; Jille Pralle; Nathan Suter

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

**Other attendees / non committee members / members of the public:** Michele Baily (Vermont Arts Council); Amanda Golden (Consultant: Designing Local); Paul Gambill (Consultant: Community Engagement Lab); Asa Lloyd

1. Introductions
2. Discussion of our role and scope
3. Agreements about discussions, equity of voice, etc.
4. Group exploration / clarification of what is meant by and RFQ process - we are seeking the best qualified artist(s) / team who we think demonstrate responsiveness to the call / criteria
5. Discuss conflicts of interest and how to manage these to preserve a fair process
  - a. Declare relationships, history, recruitment, etc. as these relate to specific candidates
  - b. Voluntary, cautious initiatives to remain silent or recuse oneself in cases where objectivity may be at risk
  - c. **Michele Bailey** of Vermont Arts Council will share language to describe conflict of interest

### Standards, scoring, notes:

- Endeavor to apply the same standards to each candidate as reflected in both scoring, notes and discussion
- Be mindful that this is a public process and it is prudent to assume that scoring and notes may be public in the moment, during the process or at a future date. Convey meaning and decisiveness while maintaining the dignity of all involved.
- Will we engage the candidates between meetings to seek clarity on any questions? Will we rely only on the material in the application?
- **Decision 11/3: We will not contact candidates with questions during the RFQ process**

### Review process:

1. Nathan Suter presented a proposed decision-making process to take place in three stages including:
  - a. Committee reads each candidate application and scores them based on criteria prior to first decision meeting
  - b. Committee refines candidate list based on scoring and affirmative discussion

- c. Committee reaches agreement on 3 finalists and submits recommendation to City Council
- 2. **Decision:** Committee will adopt this process
  - a. Artist selection may be accomplished in a single meeting
  - b. Committee meetings will be 11/14 5:00-7:00pm and 11:28 5:00-7:00 pm
  - c. These are public meetings and the public is invited to attend
- 3. There was some discussion of steps after three finalists are selected:
  - a. Committee / P.Gambill / Greg Gossens will arrange time for a walk-through of the site with finalists
  - b. P. Gambill will arrange a meeting between the finalists and Greg Gossens to discuss critical constraints on viability for proposed works