APPC Taskforce Work Plan - DRAFT for 11/6/23 APPC meeting						
All areas have flexible timelines and members can sign up for whichever area they want to work on, keeping in mind that no more than 3 members can meet at one time.		**APPC Members Interested**	**Resources Need**	**23-24 Work Plan Item**	**23-24 Funding Available**	**Original Taskforce**
A. Increase and sustain community participation in the Public Art Program, public meetings, community surveys and open houses	**Deliverable:** Develop strategies for the APPC to consider, including: inviting members of the public and/or community organizations to attend meetings, planning open house events, etc.			X	$2,046	Community Engagement
1. Consider current or upcoming projects:	Description: In this action item Taskforce members will identify relevant upcoming projects and/or meetings and identify WHO within the community is best to be involved in the upcoming project/meeting. Your goal by the end of this step is to have a defined list of WHO for each current project.		Annual Workplan, staff input on current/ upcoming projects			
2. Consider the most impacted by decisions to be made	Description: Using the workplan, Taskforce members will consider which individuals, organizations, businesses, and communities may have inherent investment or will be directly impacted by the overall work of the committee. Your goal by the end of this step is a list of contacts made collaboratively with APPC and City of Santa Rosa staff.		Input from committee members and staff, consider DEIA training and Equity Priority Populations			
3. Reach out to individuals/orgs impacted	Description: Create a baseline template for how to approach potential partners that can tailored to each individual. By the end of this step each partners should be contacted and invited to attend an APPC meeting.		Staff input on outeach language			
4. Prepare for meeting structure	Description: Given the formal meeting structure required by the city, guests should receive a quick and personal preparation for what to expect. An example of this is making clear that public comment does not ensure committee discussion. By the end of this step the invited guests should feel compfortable and prepared to attend the meeting.					
5. Guest attends meeting	Description: Prepared for the meeting structure and sent the agenda in advance, the community member is ready to attend. By the end of this step, the guest has attended the meeting!		Staff assistance with securing location(s) for meeting(s)			
6. Collect Feedback	Description: Debrief with each vistor to learn what questions they have, ideas for futher collaboration or intersection with the APPC, and ways they could have been better prepared. By the end of this step you should have a running document of questions to bring back to the committee as well as a list for best practices for having guests.					
B. Build an informal and diverse advisory board	**Deliverable:** Draft outline of purpose for APPC to consider as well as proposed structure including how many members, community members to be respresented (ie. artists, businesses, youth, representative of the deiversity of the community)			X	$5,000	Community Engagement
1. Consult Project Development Audit and Work Plan	Description: In this action item Taskforce members will identify relevant policies and projects to assess where community guidance and input could be consistantly implemented. At the end of this step there should be idenitfied steps in APPC procedure where advisory board input is heard.		Access to relevant policies, city code sections, procedures, etc.			
2. Design Scope of Work	Description: Working with committee members and previous project-specificselection panel members, write a scope of work that explains their involvement in policy and project planning as well as expected time committment and duration of involvement. At the end of this step the drafted scope of work will be ready for approval from the larger committe. It can then be used in the recruitment of advisory committee members.		Lists of previous project-specific advisory or selection panel members			

APPC Taskforce Work Plan - DRAFT for 11/6/23 APPC meeting

All areas have flexible timelines and members can sign up for whichever area they want to work on, keeping in mind that no more than 3 members can meet at one time.		APPC Members Interested	Resources Need	23-24 Work Plan Item	23-24 Funding Available	Original Taskforce
4. Create Invitation List	Description: Using the city's resources on prioritized neighborhoods and communities create a list of individuals that are presentative of a diverse range of demographics. Confirm list with larger committee.		Collaboration with other APPC members, esp. those working on other outreach			
4. Invite Individuals to Join	Description: Using the scope of work, invite individuals to join the advisory committee.					
5. Meetings	Description: Schedule meetings for the time period (one year?) and agree on a location/facilitation structure.		Staff support with scheduling, reminder communication, agenda creation			
6. Six month Check in	Description: Create two spaces: one with the community advisory committee to hear what is working and what can be improved in their experience. Another to learn the same from the APPC.					
C. Seek regular input from the business community	**Deliverable**: Draft strategies for the APPC to consider, such as including businesses representatives on advisory board, regular surveys, etc.					Community Engagement
1. Review Engagement Opportunities	Description: Assess where business community could be engaged through meeting invites and the advisory committee.					
D. Assigned Area: Partner with Community Engagement Staff	**Deliverable:** Meet with CE staff when appropriate (the program is currently undergoing a reorg) to find out what they are doing along these lines and how we can collaborate.			X	$5,482	Community Engagement
1. Connect with Community Engagement Program	Description/Instruction: Taskforce and Staff meets with CE staff to discuss the program and potential overlap.		Staff support with connecting to the right people			
2. Connect APPC Goals with CE Goals	Description: Create a document that alligns the goals of the APPC and the CE program.					
3. Invite appropriate CE Staff/members to APPC Meeting	Description: Invite CE staff and/or appropriate board members to attend an APPC meeting. Perhaps there is a shared presentation of what future collaboration would look like.		Staff support to provide time on meeting agenda(s)			
4. Follow up for future collaborations	Description: After their attendance in the APPC meeting, identify specific instances for future collaboraiton.					
E. Conduct an audit of the current process by which regular and temporary projects are approved	**Deliverable:** Review current procedures established by the Public Art Policy and draft report/flowchart showing current process for both permanent and temp projects, recommend policy amendments as needed.					Project Development
1. Read current policies and review	Description: Review current policies for perment and temporary projects. Then create a list of initial questions about what is unclear and be approved		Access to relevant policies, procedures, etc.			
2. Convene a focus group of city employees	Description: Taskforce will convene a group city employees to learn the history of the policies as well the process of changing them.		Staff can provide a list of city employees to provide input			
3. Convene a focus group of artists	Description: Taskforce will convene a group of artists to hear their questions about current policy as well as their dreams of policy that works for them.		Staffcan recommend artists to consider, provide assistance with securing location(s) for meeting(s)			
4. Present condensed feedback to APPC	Description: Process the findings of both focus groups and present information to the APPC during monthly meeting.		Staff support to provide time on meeting agenda(s)			
5. Recommend policy and process adjustments	Description: Recommend amendments to policy, if needed, update procedures.		Staff support to present recommended policy amendments to Council for approval			
6. Publish accessible policy and process guides	Description: Once the policies are updated, create a guide for potential applicants.		Accessibility/translation support. Support to post on APPC website/social media			

APPC Taskforce Work Plan - DRAFT for 11/6/23 APPC meeting

All areas have flexible timelines and members can sign up for whichever area they want to work on, keeping in mind that no more than 3 members can meet at one time.		APPC Members Interested	Resources Need	23-24 Work Plan Item	23-24 Funding Available	Original Taskforce
F. Create a new rapid-response approval process for funding temporary and timely projects	**Deliverable:** Using information from review of current policy, draft proposed changes to procedures to allow for streamlined approval process for temp projects.					Project Development
1. Review recent proposed projects	Description: The Taskforce will review the last year of proposed projects to find common requests that fall outside the normal permanent project process.		Access to information on past projects			
2. Propose streamlined process	Description: Using data learned in the artist focus group, propose a streamlined process for temporary and/or urgent projects					
3. Share confirmed process	Description: Once the APPC has confirmed the streamlined process work, work with the city staff to find ways to share this process.		Accessibility/translation support. Support to post on APPC website/social media			
G. Public Art Project Plan Development for various projects	**Deliverable:** As needed collaboration with program staff on project by project basis					Project Development
1. Schedule Recurring meeting with program staff	Description: Taskforce will set a regular recurring meeting to discuss the types of projects proposed and discuss how they will be moved through the process towards approval.					
2. After three months move to as needed	Description: As the Taskforce and program staff develop shared understanding how their input is helpful, meetings move to an as-needed basis					
H. Art and creative thinking as elevated elements considered across the organization during planning processes and project development	**Deliverable:** First steps already occurred with the work Kimzin Creative is doing with the general plan update. Taskforce should review process and outcomes and make recommendations to APPC for future similar projects.					Project Development
I: Partner and build stronger relationships with culturally diverse local and regional community organizations and associations	**Deliverable:** Meet with community orgs to start building relationships. Framework for discussion should include 2-way introductions, vision/mission, how to get involved, opportunties for collaboration.			X	$852	DEIA
1. Compile list of regional and local organizations	Description: In this action item Taskforce members will create a list of regional and local organizations looking for diversity of: org size, mission, leadership, audience served..etc. Taskforce members will then organize this list according priority and collect all contact information.		Collaboration with other APPC members, esp. those working on other outreach			
2. Create APPC agenda and presentation/ sharing materials	Description: In this action item Taskforce members will create an agenda for a meeting that will allow for 2 way introductions/sharing of organization valeues. The Takforce members will then create accessible (bi-lingual..etc), presentation materials (digital and printed) describing the WHY, WHO, and HOW of the APPC for the agenda.		Staff can provide examples of past presentations, APPC marketing materials (logos)			
3. Engagement Calendar	Description: In this action item Taskforce Members will create an engagement calendar that will outline how many organizations they hope to meet with each month and available meeting times to offer to partner orgs.					
4. Meeting Invitation	Description: In this action item Taskforce Members will draft and send invitations to identified organizations and schedule meeting dates.					
5. Organization Meetings	Description: In this action item Taskforce members will attend and lead organization meetings with the intent of 1) forming relationships 2) sharing the mission of the APPC 3) asking "how can the APPC support the work you are doing in community?". Taskforce members should avoid transactional approaches and allow organizations to suggest how they might interact with the APPC priorities. The Taskforce members should be well versed in how they might individually support organizations in interacting with the APPC.					

APPC Taskforce Work Plan - DRAFT for 11/6/23 APPC meeting

All areas have flexible timelines and members can sign up for whichever area they want to work on, keeping in mind that no more than 3 members can meet at one time.		APPC Members Interested	Resources Need	23-24 Work Plan Item	23-24 Funding Available	Original Taskforce
6. Follow up & Continued Relationship	Description: In this action item Taskforce members will follow up on organization meetings with continued opportunites for engagement and look to provide resources that support partner organization's work.					
J: Create a set of specific criteria related to diversity and inclusion for consideration when developing and approving new projects	**Deliverable:** Draft proposed criteria for APPC to consider for both project development and project approval.					DEIA
1. Research New Project Development & Approval Process	Description: In this action item Taskforce members will research and familiarize themselves with APPC New Poject Development & Approval Process		Access to project development tools and examples			
2. Identify DEIA Categories for Consideration	Description: In this action item Taskforce members will evaluate what categories of Diversity, Equity, Inclusion and Access should be evaluated when developing considerations as they relate to project development and approval.		Access to DEIA training/consultant			
3. Draft DEIA Considerations	Description: In this action item Taskforce members will begin drafting DEIA considerations and organizing per approval/ development processes. This resource should be drafted with the intent to share in a user friendly tool for all APPC members.		Access to DEIA training/consultant			
4. Considerations Submitted to APPC for Approval	Description: In this action item Taskforce members will submit the considerations resouce/tool for approval to the APPC.		Staff support to provide time on meeting agenda(s)			
K: Prioritize diverse voices in Public Art Program planning	**Deliverable:** Develop strategies for the APPC to consider, including: overlay with community advisory board, guidelines for selection panels, etc.					DEIA
1. Familiarity with Program Planning Voices	Description: In this action item Taskforce members will familiarize themselves with the current process invovled in Public Art Program planning. The taskforce will investigate who historically have been the decision makers and at what capacity/phase of the planning process their voices have been elevated. Taskforce members will also investigate which voices have been historically elevated due to the historic makeup of decision makers in the planning process.		Access to Public Art Program Planning Resources, Public Art Staff			
2. Identify Opportunities for Inclusion of Diverse Voices	Description: In this action item Taskforce members will evaluate where hemogeneity exists within the Public Art Program Planning process and identify priority areas for the inclusion of diverse voices. Taskforce members will then create informational briefs that describe the roles and responsibilies of the identified priority area they would like to welcome diverse voices to particpate in.					
3. Research and Identify Diverse Voices Needed	Description: In this action item Taskforce members will research which voices would best diversify the planning process and ideate potential members/organizations to include in the planning process.					
4. Submit Recommendations for Approval	Description: In this action item Taskforce members will submit all identified priority areas in the planning process where they wish to diversify voices as well their recommended potential members/organizations to invite into the process.		Staff support to provide time on meeting agenda(s)			
5. Invitation and Welcome Diverse Voices	Description: Upon approval, in this action item Taskforce members will create transparent and clear roles and responsibilites to invite the identified diverse voices into the priority areas of the planning process.					

APPC Taskforce Work Plan - DRAFT for 11/6/23 APPC meeting						
All areas have flexible timelines and members can sign up for whichever area they want to work on, keeping in mind that no more than 3 members can meet at one time.		**APPC Members Interested**	**Resources Need**	**23-24 Work Plan Item**	**23-24 Funding Available**	**Original Taskforce**
6. Relationships & Equitable Onboarding	Description: In this action item Taskforce members will begin to make relationships with the members/organizations welcomed to contribute to the planning process. Taskforce members will then stay committed to providing an equitable onboarding process to Public Art planning that allows for clear transparency of engagement/responsibility.					
L: Prioritize transparency and accessibility	**Deliverable:** Draft recommendations for the APPC to consider related to policy or procedureal changes to support this			X	$2,500	DEIA
1. Identify Priorty Areas	Description: In this action item Taskforce members will work with APPC members and Public Art staff to identify priority areas for greater transparency and accessibility.					
2. Accessibility Tactics	Description: In this action item Taskforce members will review the identified priority areas and evaluate potential for greater accessibility. In this evaluation Taskforce members will draft considerations for diverse tactics to achieve greater accessibility and transparency. Taskforce members should also prepare capacity/availability considerations of proposed tactics and the APPC's ability to authentically deliver and maintain these tactics.		Access to DEIA training/consultant			
3. Submission of Tactics for Approval	Description: In this action item Taskforce members will submit the identified accessibility tactics to be reviewed and approved by the APPC.		Staff support to provide time on meeting agenda(s)			
4. Implementation of Tactics	Description: In this action item Taskforce members will create an action plan for the implementation of the identified tactics. This action plan will outline expectations, tools, and who is responsible for activating each tactic.		Access to DEIA training/consultant			