

## Cultural Access Advisory Board 2025 Annual Work Plan [DRAFT]

### CAAB Purpose

- **Deliver Program Goals.** Advise City Council concerning processes, procedures, and criteria for carrying out the goals of the Cultural Access Program.
- **Accountability.** Ensure that expenditures of Olympia Cultural Access Program dollars follow the priorities and commitments made to voters by the City of Olympia.
- **Education.** Support public communications and outreach.

### Regular Meetings and Annual Board Activities

Meetings	☆ Council Deliverable	CAAB Activity
<b>JANUARY 2</b>		Advise on program communications and support community outreach; Review public program highlights of quarterly reporting from programs. Preview possible program revisions for 2026-28 cycle.
<b>March-April Review Panels</b>		<i>CAAB members serve as panelists to read, discuss, and score applications. Meetings will not include a quorum of CAAB members.</i>
<b>MAY 1</b>	☆	Develop annual funding recommendation for City Council consideration including funding levels for new contracts and funds to be reserved for public school cultural access program.
<b>AUGUST 7</b> Board Retreat	☆	<ul style="list-style-type: none"> <li>• Continuous Improvement analysis and proposed program adjustments for 2026-28 funding cycle.</li> <li>• Recommend revisions to program funding goals and program guidelines as needed.</li> <li>• Participate in preparation of Inspire Olympia Annual Report.</li> </ul>
<b>OCTOBER 2</b>	☆	Annual Report to City Council. Review quarterly reporting. Nominate new officers. Review 2026 Work Plan. Publish revised program Guidelines.

## 2025 Focus Areas and Benchmarks

- 1. Review effectiveness toward achieving program funding goals including equity and access** by engaging in a Continuous Improvement (CI) analysis of the first Inspire Olympia cohort and their public programs. Recommend adjustments to application review and scoring process if needed to support equitable distribution of services within the community.  
**Benchmarks:** Examine the funded cohort to see who may be missing among our creative sectors, and examine the public programs they support to consider who is served, who may be missing or experiencing barriers, if funding goals are being addressed, and strategies for improvement.
- 2. Support the community outreach, and accessibility of Inspire O. program for local nonprofits, and growth & development of funded cohort.**  
**Benchmarks:** # of new applicants; # of fiscally sponsored and new organizations; diversity of applicants; feedback from participating organizations program adjustments to facilitate participation. Capacity building workshops offered, attendance #s.
- 3. Support Cultural Access Programs in Schools.**  
**Benchmarks:** # of organizations offering programs; # of students served; # of field trips provided; targeted training opportunities; growth in variety and types of experiences offered; establish and grow CAPS coordinator role; Feedback from teachers and district staff.

## Board Organization

### Officers

Melissa Meade, Chair  
Anne Larsen, Vice Chair

### Committees (ad hoc; meet as needed)

CAPS – focus on Cultural Access in Public Schools.  
Outreach and Inclusion – Promoting equity, access and inclusion; Communications & events

### Meetings

4 Regular Quarterly Meetings (1st Thursdays)  
1 Board Retreat  
8 Review Panel Meetings, Mar-Apr (no quorum)  
Committee meetings as called (no quorum)

## City Council Interaction

**May - June** Funding Recommendations – Briefing for CLPS; Council Consideration  
**July - August** Two-Year Cycle Adjustments – Briefing for CLPS; Council Consideration if needed  
**Sept - Oct** Annual Report – Submit to City Manager; Brief CLPS; submit to City Council; publish on Inspire webpage.