

Cultural Access Advisory Board 2026 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 including goals regarding equity and access to cultural programs for all residents of the City.

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
JANUARY 8		Finalize 2026 Workplan. Preview 12-month program calendar. Review public program highlights of quarterly reporting from programs. Receive program updates.
APRIL <i>Review Panels</i>		<i>Review Panels will not include a quorum of CAAB members. CAAB members serve as panelists to read, discuss, and score applications.</i>
MAY 20	☆	Prepare annual funding recommendation for City Council consideration, based on available funding and scored applications.
JULY 9 Board Retreat	☆	<ul style="list-style-type: none"> • Continuous Improvement analysis • Recommend program revisions: funding goals, guidelines, requirements, granting framework (odd years)
OCTOBER 8	☆	Review: Draft Annual Report; Work Plan for coming year; Highlights of current cohort quarterly reporting.

2026 Focus Areas and Benchmarks

- 1. Review effectiveness toward achieving program funding goals including equity and access** by engaging in a Continuous Improvement analysis of the second Inspire Olympia cohort and their public programs. Recommend adjustments as needed to support equitable distribution of services within the community.
Benchmarks: Analysis of funded cohort and public programs provided, examining who is funded and who is served, who may be missing or experiencing barriers, whether program funding goals are being addressed, and strategies for improvement.
- 2. Support community outreach and accessibility of Inspire Olympia 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 offerings, participation numbers, and feedback from Inspire cohort. Program visibility in the community as a measure of public engagement and the effectiveness of program communications.
- 3. Support Cultural Access Programs in Schools.**
Benchmarks: # of IO organizations offering CAPS programs; # of students served; # of field trips provided; # of bus trips funded; # of in-school programs; growth in variety and types of experiences offered; targeted training opportunities for Inspire organizations, for educators. Feedback from teachers and district staff.

Board Organization

Officers

Melissa Meade, Chair
Anne Larsen, Vice Chair

Meetings

4 Quarterly Meetings including a Board Retreat
6-8 Review Panel Mtgs, Mar-Apr (no quorum)
Ad Hoc Committee meetings as called (no quorum)

City Council Interaction

May - June Annually: Funding Recommendations – Briefing for CLPS followed by Council Consideration
July - August Odd years only: Adjustments to Funding Goals and Granting Structure, if needed – Briefing for CLPS followed by Council Consideration
Oct - Nov Annual Report – Submit to City Manager and City Council; publish on Inspire webpage.