

## Cultural Access Advisory Board Workplan

### CAAB Purpose

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

### Annual Board Activities and Planned Deliverables (D) for City Council

Timeframe	D	Action
Ongoing <input checked="" type="checkbox"/>		Advise on program communications and support community outreach.
Ongoing <input checked="" type="checkbox"/>		Review progress on program goals and recommend strategies for improvement related to promoting equity and increasing access to cultural programs, especially for historically marginalized racial and gender communities, ethnicity, age, and other aspects of personal and professional identity;
Ongoing <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		Support Cultural Access programming for Public Schools by building relationships with the Olympia School District teachers, principals, administration, related organizations including PTO's and the Olympia Education Foundation.
Apr–June <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	D	Prepare annual funding recommendations, including funding levels for awardees and percentage of funds to be reserved for public school cultural access program.
July– Aug <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		Engage in Continuous Improvement efforts following each granting cycle.
July – Aug, odd years <input checked="" type="checkbox"/>		Review and revise program funding goals as needed and re-align program guidelines prior to each new two-year funding cycle.
Aug – Oct <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	D	Participate in the preparation of Inspire Olympia program Annual Report

## 2024 Workplan Focus Areas and Benchmarking

- 1. Guide successful establishment of inaugural funding cycle for Inspire Olympia.** Keep it simple, do it well, and gain the trust of the community in this initial cycle, following the recommendation of the Ad Hoc Committee.

**Benchmarks:** Number and quality of first applicant cohort and feedback about their experience working with Inspire Olympia. Contracting, payment, accounting, and reporting processes are additional opportunities to gather feedback, earn public trust, and evaluate for needed improvements.
- 2. 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.

**Benchmarks:** CI effort will examine the profile of the first applicant cohort to see who may be missing from among our creative sectors, and examine the public programs this first cycle of funding will support. Consider who in our community will be served and who may be missing or still experiencing barriers to access, and the extent to which funding goals are being addressed.
- 3. Lay groundwork for a robust Cultural Access in Public Schools (CAPS) program in 2025,** through relationship-building with the Olympia School District, principals, teachers, and PTO's; and develop helpful practices for coordinating cultural programming in the public schools.

**Benchmarks:** Creation of a framework for coordinating with schools, dedication of program resources to this purpose, and connections and relationships for effective communications. Success will be measured by growing number, variety, and equitable distribution of opportunities and programs for OSD students with each funding cycle, and student/teacher/parent feedback.

## Board Organization

### Co-Chairs

**Mikaela Shafer**  
**Mariella Luz**

### Committees for 2024

**CAPS** – focus on Cultural Access in Public Schools.  
*Justin McKaughan, Anne Larsen, and Brett Anderson.*

**Outreach and Inclusion** – Support program communications, and strategies to promote equity, access and inclusion.  
*Melissa Meade, Mariella Luz, Mikaela Shafer*

### Meetings

10 Regular Monthly Meetings (1st Thursdays)  
1 Special Meeting (board retreat)  
4 Review Panel Meetings, March-April (no quorum)  
Subcommittees as called (no quorum)

## City Council Interaction

**May** Brief CLPS on Funding Recommendations  
**June** Funding Recommendations to Council for approval  
**September** Annual Report to CLPS  
**October** Annual Report to Council

DRAFT

DRAFT

DRAFT