



# Meeting Minutes

## Cultural Access Program Advisory Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Marygrace Goddu  
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Thursday, May 1, 2025

6:00 PM

Room 212

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**1. CALL TO ORDER**

Vice Chair Larsen called the meeting to order at 6:03 p.m.

**1.A ROLL CALL**

**Present:** 9 - Chair Melissa Meade, Vice Chair Anne Larsen, Boardmember Bret Anderson, Boardmember Genevieve Chan, Boardmember Diana Fairbanks, Boardmember Nick Howard, Boardmember Mariella Luz, Boardmember Justin McKaughan and Boardmember Paul Parker

**2. APPROVAL OF AGENDA**

Vice Chair Larsen moved to amend the agenda, adding a new business item as item 6.A Consideration of an Appeal by an Applicant Organization Determined Ineligible for Inspire Funding, and to move the Funding Recommendations discussion to item 6.B. The amended agenda was adopted unanimously. The agenda was approved as amended.

**3. APPROVAL OF MINUTES**

- 3.A** [25-0396](#) Approval of January 9, 2025 Cultural Access Advisory Board Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT - None**

**5. ANNOUNCEMENTS**

Vice Chair Larsen welcomed new members Nick Howard and Genevieve Canceko-Chan with introductions.

**6. BUSINESS ITEMS**

**6.A Appeal of Ineligibility Determination for South Puget Sound New Horizons Band**

All members verified that they have no conflict of interests relating to the subject

organization.

Ms. Goddu briefed the CAAB on the appeal process, reviewed the eligibility requirement for location, and shared a response by New Horizons Band to questions from staff clarifying the reasons they are seeking reconsideration of the ineligibility determination.

Following discussion, no Board member elected to make a motion, allowing the staff decision to stand.

**The discussion was completed.**

**6.B**     [25-0391](#)     Inspire Olympia Funding Recommendations for 2025 -2026

Ms. Goddu briefed the Board in preparation for discussion, provided data on the applicant cohort, current program spending, projected program spending for funding cycles in 2025-26 and 2026-28, and discussed target funding levels for grants and for Cultural Access in Public Schools.

Chair Larsen shared that three applicants who were included in the review process did not show the required matching funds in their application materials, and asked the Board to consider whether to include these applicants in the funding recommendations.

The Board discussed the implications of including or excluding applicants.

Ms. Layton shared a compiled list of scores for the 59 remaining eligible applications ranked highest to lowest, with the total requested funding amount of \$1,620,264.

The CAAB discussed options for distributing a targeted amount of \$1.3 million based on scores.

**Board member Fairbanks moved, seconded by Board member Larsen, to exclude from further consideration the three applications that failed to show the required matching funds. The motion passed unanimously.**

**Board member Luz moved, seconded by Board member Parker, to allocate \$355,000 for CAPS program and to award \$1,292,123 in Impact funding in the 2025-26 funding cycle as follows:**

- those scoring less than 50 percent to receive no funding:
- those scoring from 50 to 59 percent to receive 50% of their requested funding
- those scoring from 60 to 69 percent to receive 75% of their requested funding
- those scoring 70 percent and above to receive 100% of their requested funding.

**The motion passed unanimously.**

**8.     OTHER TOPICS - None**

**9.     ADJOURNMENT**

The meeting adjourned at 7:42 p.m.