ArtSynergy Artist RFQ process notes, November, 2017

Friday 11/3/17 12:00 at City Council Chambers, Montpelier, VT

DRAFT Minutes:

Attending:
Committee Members: John Hollar (Mayor); Chris Loyer (GMT); Greg Gossens (Gossens Bachman Architects); Bob Hannum; Jille Pralle; Nathan Suter
Absent: Maggie _____

Other attendees / non committee members / members of the public: Michele Baily (Vermont Arts Council); Amanda Golden (Consultant: Designing Local); Paul Gambill (Consultant: Community Engagement Lab); Asa Lloyd

1. Introductions
2. Discussion of our role and scope
3. Agreements about discussions, equity of voice, etc.
4. Group exploration / clarification of what is meant by and RFQ process - we are seeking the best qualified artist(s) / team who we think demonstrate responsiveness to the call / criteria
5. Discuss conflicts of interest and how to manage these to preserve a fair process
   a. Declare relationships, history, recruitment, etc. as these relate to specific candidates
   b. Voluntary, cautious initiatives to remain silent or recuse oneself in cases where objectivity may be at risk
   c. Michele Bailey of Vermont Arts Council will share language to describe conflict of interest

Standards, scoring, notes:

- Endeavor to apply the same standards to each candidate as reflected in both scoring, notes and discussion
- Be mindful that this is a public process and it is prudent to assume that scoring and notes may be public in the moment, during the process or at a future date. Convey meaning and decisiveness while maintaining the dignity of all involved.
- Will we engage the candidates between meetings to seek clarity on any questions? Will we rely only on the material in the application?

- Decision 11/3: We will not contact candidates with questions during the RFQ process

Review process:

1. Nathan Suter presented a proposed decision-making process to take place in three stages including:
   a. Committee reads each candidate application and scores them based on criteria prior to first decision meeting
   b. Committee refines candidate list based on scoring and affirmative discussion
c. Committee reaches agreement on 3 finalists and submits recommendation to City Council

2. **Decision:** Committee will adopt this process  
   a. Artist selection may be accomplished in a single meeting  
   b. Committee meetings will be 11/14 5:00-7:00pm and 11/28 5:00-7:00 pm  
   c. These are public meetings and the public is invited to attend

3. There was some discussion of steps after three finalists are selected:  
   a. Committee / P.Gambill / Greg Gossens will arrange time for a walk-through of the site with finalists  
   b. P. Gambill will arrange a meeting between the finalists and Greg Gossens to discuss critical constraints on viability for proposed works