



**CITY OF KINGSTON DEPARTMENT OF ARTS AND CULTURAL AFFAIRS (ACA)  
DIRECTOR'S REPORT**

***Respectfully submitted by Kitt Potter, Director of Arts and Cultural Affairs 2.9.23***

**ARTS AND CULTURE MASTER PLAN (ACMP) IMPLEMENTATION PHASE II**

This report is aligned with the short to middle-term priorities established for my Office as described in the Action Plan Detail section of the City of Kingston (CoK) Arts and Culture Master Plan (ACMP), passed by the City of Kingston Common Council 3.1.22.

*Furthering the Role and Expanding the Capacity of the Department of Arts and Cultural Affairs; playing a primary leadership role in the **implementation of the Arts and Culture Master Plan PHASE II:***

**ARPA**

**Small Business Grants:** Managed by Ruth Ann Devitt-Frank, Director of Grants Management, the City of Kingston has allocated **\$1,000,000** of its \$17.3 million in ARPA funding to aid local for-profit businesses within the City limits. The City anticipates awarding @ **100** small businesses a one-time cash grant of up to **\$10,000**. The grant application is due no later than **4pm on Friday, March 17, 2003**.

To be eligible for an award, a business must:

- Be a for-profit business based within the city of Kingston limits
- Have 50 or fewer employees
- Be registered to do business in NYS unless the business is a sole proprietorship
- Be registered as a DBA if the sole proprietorship does business under a name other than the owner's
- Be independently owned and operated and not be dominant in its field of operation
- Have been operating in the City of Kingston prior to October 1, 2021
- Not be facing any pending litigation or legal action
- Not have any business owners, including all managing members and/or officers, who have been convicted of financial crimes within the past three years.
- Not have received alternate federal, state, or local grant funding to cover the same costs and/or uses including in this application
- Not be suspended or debarred from the use of federal funds
- Not be a franchise, unless the franchise is not a subsidiary of a larger corporation

Further details are included in the Application and Guidelines at <https://engagekingston.com/small-business-grant-program>

**Community Events Grants:** Co-Managed by Roy Verspoor – Confidential Secretary to the Mayor, and Kitt Potter, ACA Director, the City of Kingston has allocated **\$375,000** of its \$17.3 million in ARPA funding on free community events in 2023. Nonprofit organizations and businesses located within the city limits are eligible to apply for up to **five 2023 events at up to \$5,000 per event for a maximum total of \$25,000 per organization** on a reimbursement basis. Events must be free and open to the public and either have previously been established as an annual event prior to 2020- or, if new, not duplicate other organization's existing events and focus primarily on youth and families as the target audience. Overall preference will be shown to applications that draw audiences from diverse backgrounds. **Grant applications will be accepted on a rolling basis**

**from Friday, February 3, 2023 through Friday, November 1, 2023. The last eligible event date is December 31, 2023.**

### Eligible Uses of Funds

Non-profit organizations and businesses may use funds to administer free events that take place between February 1, 2023 and December 31, 2023. To be eligible for reimbursement, grant funds must be used for:

- Marketing and Promotions
- Performer/Production Stage Personnel/Presenter Fees
- Event Equipment Rentals (Tents, chairs, sound systems, tables, etc.)
- Event Venue Staffing/Facility Costs
- Event Security
- Entertainment Rentals (Including: Photobooths, bouncy houses, VR Pods or Slides, Karaoke Machines, etc. Mechanical bull rentals are ineligible for support.)
- Porta-Toilets

Further details are included in the Application and Guidelines at <https://engagekingston.com/arpa-community-events-grant-program>

### **PRIORITY A – Creative Economy**

#### **PRIORITIES A AND B: Creative Economy and Connectivity and Collaboration**

***Improving Accessibility To Kingston Arts:*** I met with Lisa Berger - Ulster County Director of Tourism and Toni Roser - Acting Director of Transportation on January 26, 2023, presented the most recent draft of the 2023 city-wide calendar of events and festivals, and asked how UCAT (Ulster County Area Transit) might possibly help get low-income children and families with no transportation to and from major Kingston-based events that focus primarily on children and families and attract diverse audiences.

Ms. Roser made me aware UCAT only supports the Hooley, the Italian Fest, and the 4<sup>th</sup> of July in Kingston. When I asked if they might consider supporting major events that appeal to persons of all backgrounds ie: Celebration of the Arts, African Fest, and Hispanic Fest, I was made aware that the county considers these to be “small in nature” and can only support festivals that attract 5,000 to 7,000 attendees; they are experiencing a shortage of bus drivers and resources.

Ms. Berger contacted me post-meeting and asked me to send her a listing of the major events that focus on children and families and attract more diverse crowds and she would do her best to promote them on the Ulster County Tourism website.

**PRIORITY A/2 – DEVELOP AN ARTS COMMUNITY DATABASE:** *Form a team of volunteers/interns to research, compile, publish, and distribute a database/guide community-wide.*

Work started in this area pre-covid as listed in the [Creative Resources](#) section on the Arts and Culture page on the CoK website needs an update, adding individual artists listing, gallery listing, arts nonprofits listing, and arts business listing - organized by these categories. This project will require additional help from interns in order to maintain/advance this most critical area for the implementation II phase of the ACMP as well as a new and advanced CoK ACA website section.

The City of Kingston’s Director of Grants Management has advised that ARPA funds can be used to support an Intern to work for the ACA along this and other tasks. I have met with Lisa Kelley to discuss a hybrid arrangement with MAD/DRAW and will be developing the Internship description in the coming week. The intern must be at the graduate collegiate level or postgraduate, and will be co-located at MAD.

**PRIORITY B2 – CONNECTIVITY AND COLLABORATION – Sharing information and resources between creatives: Establish a community calendar for planning and information sharing**

This is a much-needed priority along with a new website, and we will continue seeking the means/additional resources needed to coordinate/facilitate this effort city-wide.

The CoK will list only the events that are held on city property and/or hosted by the CoK on the ACA website page as per the Mayor's directive.

**PRIORITY B/3 - CODE OF COLLABORATION: Forge/advise/advance collaborations among individuals, organizations, and businesses throughout the city...thus far for 2023:**

- Cicily Wilson, Bard's Assistant Dean of Civic Engagement/Director of Community Partnerships advised that Bard is offering faculty member, Pamela Pentony to facilitate a 4-week Vocal Workshop this semester in Kingston with some students from her class. Would the CCE (or others) be interested in being the space where this was offered? Bard would cover compensation for Pamela and her accompanist and transportation for Bard students to the location.
- Casey Robertson, Bard's Graduate Program Associate and Community Outreach Coordinator – Center for Curatorial Studies announced their BHM exhibition features two works by Chicago-based artist Theaster Gates: *Malaga Vitrine #6*, 2019 and *Dance of Malaga*, 2019, on view and open to the public through February 28<sup>th</sup>, Monday-Friday 9-5pm. He can schedule special tours for Kingston-based organizations on Wednesdays and Fridays in February at 4pm – [CCSVisits@bard.edu](mailto:CCSVisits@bard.edu) We will be discussing the Museum's upcoming programming and how Bard can collaborate with KingstonArts.
- Frank Corliss, Bard's Director of the Conservatory of Music and I are in talks about @ three pop up lunchtime classical music concerts at City Hall for 2023.

**PRIORITY B4 - CITY HALL EXHIBITIONS**

***Kingston Revealed***

- ***“Looking Back On Kingston Revealed”*** – Artist Talks – Thursday, February 9, 2023 630pm, ground floor gallery City Hall.
- ***Loan/Donation Agreement***  
Grateful for the help of VP Ward Mintz, I am finalizing a formal Art Loan/Donation agreement. Many of the Kingston Revealed artists have agreed to donate their works; several have agreed to loan their works for display for a set period of time.
- ***Continued Display***  
For all who are donating works and/or loaning, their works will continue to be on display until the installation of the Youth Exhibition at which time, works will be hung in my office and returned to the ground floor gallery post-Youth Exhibition. Pat Jow's “Ben Wigfall Communications Village” has been approved for display in Conference Room 1.

***Youth Exhibition 2023 – Isabela Cotarelo Chair***

*Opening Reception – Saturday April 29 2-5pm*

***Gallery Lighting – Tentative***

Pending approval to use \$25,000 in ARAP funding to support the ACA's Intern, I've set aside \$10,000 for the City Hall gallery lighting upgrade. The city's electrician has met with me and we are in the process of scheduling a meeting with Dorky's Mike Prudhomme for further discussion and recommendations.

**PRIORITY C7- DEIA – ENSURING ACCESS TO AFFORDABLE ARTS AND CULTURAL PROGRAMMING**

- **Black History Month Kingston '23**– The City of Kingston hosted the 2023 BHM KickOff Breakfast on February 1, 2023 which was very well attended. For the full schedule of events and activities go to [www.blackhistorymonthkingston.org](http://www.blackhistorymonthkingston.org)

- Sponsored by the Departments of ACA, Parks and Recreation, and with the generous tech support from [Radio Kingston](#), the **City of Kingston Arts, Culture, and Heritage Series 2003:**

- **Saturday, April 8, 2023 3pm** at Old Dutch Church  
**David Gonzalez, storyteller and Frederick Chiu, pianist – Peter and the Wolf and Carnival of the Animals**
- **Saturday, May 27<sup>th</sup>, 2023, 6pm** at Old Dutch Church  
**Maxwell Kofi Donker – Sankofa Drummers and Dancers**
- **Saturday, June 10 (June 11 Rain Date) at TR Gallo Park**  
Double Header Latin Concert feat. **Alessandra Trio and Pablo Shine Trio**; Live Performance Art by **Nancy Ostrovsky**, the resulting works of which will be donated to Center for Creative Education  
**Movie: Selena** feat J Lo
- **Wednesday, June 21, 430-630pm**, City Hall  
**City of Kingston and Native American Peace Tree Planting/Summer Solstice Ceremony - Mayor, Kitt, Paul Tobin, Kawansante; Ramapough Lenaape.** Tree Planting, Sun Dance, Drumming, Singing
- **Friday, July 21 6-830pm** at the CCE Pop Up  
**BB King Tribute, Slam Allen Quartet**
- **Saturday, August 19<sup>th</sup> - Forsyth Park**  
**Concert: Maxmillian Metatin Duet**  
**Movie: “Cinderella”** feat. Whitney Houston and Brandy
- **Saturday, October 1 Dawn Ceremony at Kingston Point Beach; Festival at Seed Song Farm**  
**“Reintroduction....a Welcoming Home” Native American Harvest Falling Leaf Moon Celebration/Autumnal Equinox Ceremony – Paul Tobin, Local Leaders, Ramapough Lenaape Turtle Clan; Aztec Tribe, Schaghticoke Nation.** Dancers, Storytelling, Demonstrations, Native American Food and Crafts Vendors
- **October 13-15<sup>th</sup> - First Ulster Militia, Ulster County, City of Kingston Office of Arts and Cultural Affairs**  
**Burning of Kingston Re-Enactment and Associated Lectures.**
- **Thursday, December 21 12pm-230pm** City Hall  
**2<sup>nd</sup> Annual Wiping of the Tears Ceremony/Winter Solstice Celebration**
- **TBD – Bard Conservatory of Music’s Lunchtime Pop Up Concerts at City Hall**
- **TBD – The Bush Brothers – Country/Americana**

## **PRIORITY D1 – POLICY AND FUNDING**

### ***Strategy 1: Further Establish The ACA As A Permanent Municipal Department***

- NOVO is the sole funder for the ACA. With the help of Pat Massa and John Tuey, I have submitted all past reports, rollover funding requests, the 2022 report, and the current budget to NOVO. We will be meeting soon to discuss
  - The ACA’s key accomplishments - Master Plan Implementation Phase I 2022;
  - The ACA’s goals for Implementation Phase II 2023;
  - How the Arts and Culture Master Plan’s prioritized strategies align with the work of NOVO in Kingston and;
  - How the ACA may better serve our beloved arts community.

- With regard to a permanent charter, the Mayor advises this may not be feasible/attainable. I will report back on this as more information is made available. Creating an administrative procedures policy for the ACA is integral to the more formalized structuring and establishment of a strong foundation for the ACA however.

***Strategy 4: Develop Grants for Individual Artists, Art Organizations, and Art Businesses***

- ARPA Arts Funding – As directed by the Mayor, I’m also tasked with Project Management for the following initiatives, the rollout of which is anticipated sometime in 2023:

- Small/Individual Grants Program - \$75,000
- Internship/Workforce Development - \$50,000

I’m in meetings with the Mayor, The Director of Grants Management, the ARPA Manager, Comptroller, to: finalize guidelines; identify procurement processes; and determine these overall implementation processes moving forward.

**PRIORITY D3 – POLICY AND FUNDING**

***Pubic Art Policy*** - a) Art In Public; b) ACA Department Policy; c) Municipal Art Collection Policy; d) Funding I have set aside \$10,000 to cover the fee for a consultant. VP Mintz has provided me with several great model plans. With his help, I am working on an RFEI that will go out by endFebruary and will establish a committee to assist/advise, along with the ACA Intern. The goal is to present the mayor with the final draft by December 2023 and begin facilitation (to include seeking funding to support) during Master Plan Implementation Phase III in 2024.

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