



WASHINGTON STATE
ARTS COMMISSION

BOARD
HANDBOOK



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The City of Kent received funding from ArtsWA for their Thursdays at the Lake concert series.





WHAT IS ARTSWA?

ArtsWA is the Washington State Arts Commission. We are a state agency, formed by the Washington State Legislature in 1961. Our mission is to nurture and support the role of the arts in the lives of all Washingtonians.

ArtsWA values diversity, equity, and inclusion. We believe in diverse forms of artistic expression. The arts amplify voices across all populations. Access to arts and arts education should be available for everyone. The arts can and should address inequities, model inclusion, and teach empathy.

What does ArtsWA do?

ArtsWA promotes and documents the public value of the arts. We are dedicated to accountability and accessibility. Our commissioners and staff work together to support the following main programs (more details on page 9):

Public Art. We manage and protect the State Art Collection, a shared cultural resource.

Grants. We provide grant opportunities to expand art participation statewide.

Creative Districts. We support communities that connect arts and culture to economic development.

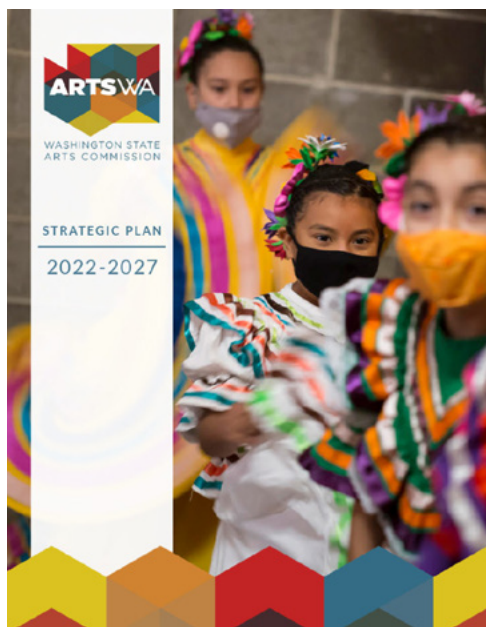
Arts in Education. We support high quality, standards-based arts education as a part of PreK-12 basic education.

Wellness, Arts, and the Military. We support the growth of artists and arts organizations who have arts and wellness programs for military-connected communities.

Tribal Cultural Affairs Program. We support indigenous artists and culture bearers through grants and professional development.

Mission: The Arts Commission is a catalyst for the arts, advancing the role of the arts in the lives of individuals and communities throughout the state.

Vision: The arts thrive and are celebrated throughout Washington State, and are woven into the fabric of vital and vibrant communities.



2022-2027 Strategic plan

The **2022-2027 Strategic Plan** reflects the needs and ambitions of ArtsWA and its constituents. It is ArtsWA's roadmap, guiding the course of action the agency will take for the next half decade.

ArtsWA staff formed an aspirational framework to guide their work for the next five years. The four identified aspirational areas are:

- Equity
- Impact
- Practice
- Programs

Read the full plan online: arts.wa.gov/2022-2027-strategic-plan

YOUR ROLE AS A COMMISSIONER

The Board of Commissioners is integral to the agency's operations and evolution. **ArtsWA relies on the Board of Commissioners to:**

- approve the agency budget
- approve the agency strategic plan
- approve grants, artist rosters, and other program activities
- advocate for ArtsWA and the creative sector through meetings with elected officials

The Board of Commissioners includes 19 Washington State residents. The Governor appoints these Commissioners to three-year terms for a maximum of two terms. The Legislature appoints two members of the Senate and two members of the House to serve as Commissioners. Washington Administrative Code (WAC) Title 30 outlines how the Board of Commissioners is governed.

ArtsWA expects all Commissioners to:

- prepare for Board meetings by reading all materials in advance
- serve on grant panels and committees
- follow rules and policies
- keep current with ArtsWA activities
- be aware that authority to act is granted to the Board as a whole, not individual members
- speak for ArtsWA only as authorized
- work to ensure creative economy values are integrated into state priorities

Board and Commissioners membership handbook

Washington State produces a handbook with information for all Board and Commission members serving the state, including roles, resources, laws, and required trainings.

Guidance from the handbook also includes restrictions on Commissioner activities, including:

- All applicable policies and procedures adopted by the board should be in written form
- No board member may make unilateral decisions or take action without the consent of the board as a whole
- Board members must keep in mind that their mission is to serve the public, and that it is inappropriate to use board membership to create a personal platform.
- Members are restricted by RCW 42.52.130, 140, 150 and 42.18.230 from accepting or soliciting anything of economic value as a gift, gratuity or favor if it is given only because the member holds a responsible position with the state.
- Questions about board issues should be directed to the board's administrative or executive officer, who will see that all board members receive full information by the next regular meeting.

REVIEW THE HANDBOOK AT GOVERNOR.WA.GOV/BOARDS

BOARD MEETINGS AND TIMELINE

The Board meets at least four times each fiscal year. The fiscal year for Washington state government is July 1 through June 30.

Your attendance is extremely important, as voting and similar actions require a quorum of 12 commissioners.

The following table shows the general sequence of Board meetings in a typical fiscal year. The table highlights the types of decisions that may require Board action. Board meetings also feature reports and updates.

MONTH	Example Board actions
AUGUST	Approve biennial budget requests Review 4th quarter fiscal reports Elect Board officers
NOVEMBER	Preview upcoming legislative session and advocacy strategies Review 1st quarter fiscal reports Approve Board schedule for next calendar year
FEBRUARY	Participate in Arts, Heritage and Science week Review 2nd quarter fiscal reports
MAY	Review legislative session outcomes Review 3rd quarter fiscal reports

Additional Board actions include:

- Approve grants
- Approve Washington State Poet Laureate selection
- Approve Governor’s Arts & Heritage Awards selections
- Approve Public Artist and Curator Rosters
- Approve public artwork deaccessions

COMMITTEES

The **Executive Committee** meets once a month outside the regularly scheduled Board meetings to discuss issues and prepare for future Board meetings. The Executive Committee includes the Chair, First Vice-Chair, and Second Vice-Chair, and one or more at-large members who are chosen by the Chair. The Board elects officers at the first meeting of each fiscal year (WAC 30.01.050). The Chair may establish other committees and appoint members as needed.

The **Advocacy Committee** plans and implements advocacy efforts on behalf of the Commission, helps coordinate advocacy efforts, and puts forward recommendations to the full Board. It is comprised of one or two chair members and other members as mutually selected by the Board and co-chairs. It is open to all Commission members. It meets weekly during the legislative session and monthly outside of the legislative session.

The **Nominating Committee** surveys all Commissioners about Board leadership, meetings, and similar topics. It prepares the slate of officers for election at the August meeting. The Board Chair appoints the nominating committee chair at the final Board meeting of each fiscal year. The nominating committee chair then seeks additional volunteers to serve on the committee.

ADVOCACY AND LOBBYING

Advocacy is central to the Board's purpose. The Board's advocacy role is coordinated by the Executive Director and the Board Chair, often in consultation with the Executive Committee or a Board Advocacy Committee. Advocacy and lobbying are addressed in RCW 42.17.190. While advocacy activities are allowed, grassroots lobbying (defined below) is not.

Lobbying: To ask a state elected official to take a specific action on an issue. *(Example: if you were to request that a legislator vote for an increase in state funding for the arts.)*

Grassroots lobbying: To ask anyone besides state elected officials to take a specific action on an issue. *(Example: if you were to ask a neighbor to contact legislators to vote for an increase in state funding for the arts.)*

Advocacy goals and actions

- increase the funding for and awareness of ArtsWA programs and activities by our authorizers (the Governor and Legislature)
- communicate the public value of the arts to the public, elected officials, and other policy leaders
- lobby the Governor, legislators, and agencies while on official ArtsWA business through phone calls, letters, and meetings
- educate and inform using ArtsWA talking points and materials
- advocate the official agency position or interests of the agency to elected officials

Grassroots lobbying actions

By law, Commissioners cannot:

- ask someone to lobby about ArtsWA or general arts issues
- encourage others to act on an arts issue
- campaign for or endorse any elected official

However, as a Washington State resident, you can lobby and belong to advocacy organizations such as Inspire Washington. If you do lobby in such a role, you cannot represent yourself as a Commissioner and must not wear your ArtsWA name badge when acting in a lobbying role or taking part in any campaign activity.



BOARD TRAVEL

Commissioners' travel expenses while on Board business are reimbursed by the state, with a few exceptions. You are on Board business—and therefore in travel status—from the time you leave for an ArtsWA meeting until your return. You are welcome to not seek reimbursement for all or some of your expenses, leaving the monies instead to ArtsWA grants programs and other endeavors. This is completely at your discretion. **Read Appendix I for more information.**

Commissioners may travel to meetings using their own vehicle. ArtsWA encourages carpools and public transportation whenever possible. Contact the Executive Assistant for help with plane or rental car arrangements. Use the designated hotel specified in meeting reminder emails to take advantage of state negotiated rates.

To be reimbursed for travel expenses, complete and submit the Statewide Vendor form and W9 sent to you by the Executive Assistant. Travel expenses are documented on the Travel Expense Voucher sent via email with each Board meeting packet. A few tips about this form:

- Submit your travel reimbursement request in print as soon as possible. Provide all information requested, including your departure and return times. Sign the form and return via email (or USPS) with copies of your receipts. You must submit receipts for hotels, parking, airport shuttles, taxis, and other miscellaneous expenses.
- Meals not provided by ArtsWA are reimbursed per the state per diem rate for that location. See <https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf> for rates per county, as well as mileage and hotel reimbursement rates.
- Meals not provided by ArtsWA must be consumed while in travel status and during specific meal times: Breakfast: 6:30 to 7:30 a.m. / Lunch: 12:00 to 1:00 p.m. / Dinner: 5:30-6:30 p.m.
- Alcoholic beverages are excluded from reimbursement.

All travel vouchers must be submitted in the fiscal year during which expenses were incurred. **The fiscal year ends on June 30.** Legislative Commissioners are not reimbursed by ArtsWA. For more information on state travel regulations, reimbursement rates, or additional questions, contact our staff.

Helpful links

- www.ofm.wa.gov/policy/10.htm
- <https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>

Right: In addition to other activities, travel affords Board members the opportunity to meet in person with elected officials, ranging from city council members to the Governor.

Left: Lt. Governor Denny Heck visited the ArtsWA Board of Commissioners in February 2023. The Board cultivates relationships with elected officials throughout Washington State government to advocate for ArtsWA priorities and the statewide creative economy.



RULES AND REGULATIONS

Required training

Washington State requires members of public agency governing bodies to receive training. Subjects include the Open Public Meetings Act ([RCW 42.30](#)), the Public Records Act ([RCW 42.56](#)) and records management and retention under RCW 40.14. Complete this training on the Governor's website at www.governor.wa.gov/boards-commissions/resources/appointees/online-appointee-training, along with other relevant and required training.

Open Public Meetings Act

All Board meetings are open to the public and streamed live by TVW. The Executive Assistant takes minutes, which are part of the public record and posted to the ArtsWA website following Board approval. Commissioners are asked to keep in mind that any comments made during the Board meeting are subject to public records requests.

Social media

ArtsWA actively uses social media (Facebook, Twitter, etc.) to share news, photos, and information. Board members are encouraged to follow ArtsWA on social media and engage with posts by sharing, liking, and commenting.

- Posts should be casual but professional in tone.
- Keep your posts positive and relevant to the subject matter.
- Whether or not you identify yourself as a board member of ArtsWA, remember that as a Governor-appointed commissioner, your comments are a matter of public record.

Americans with Disabilities Act

Accessibility is an organizational asset and a civil right. ArtsWA complies with all local, state and federal laws and regulations concerning civil and human rights. Our programs, grants and employment practices are free of discrimination based on race, color, religion, national origin, age, gender or disability.

We are committed to complying with the provisions of the Americans with Disabilities Act. The ADA requires that all programs, services, and activities, when viewed in their entirety, are readily accessible to and usable by individuals with disabilities. ArtsWA strives for effective communication with individuals with speech, visual, and hearing disabilities. Materials are available in alternative formats upon request.

Chemical sensitivity awareness

A significant percentage of people are known to experience harmful physical symptoms when exposed to various chemicals. Even low levels of chemicals can make sensitive people ill. When preparing for a Board meeting or a meeting in ArtsWA offices, please consider not using perfume, cologne, and other highly scented products.

Statutory authority

ArtsWA has authority as established in RCW 43.46. Read the full RCW at apps.leg.wa.gov/RCW

Purpose: The conservation and development of the State's artistic resources [are] essential to the social, educational, and economic growth of the State of Washington. Artists, works of art and artistic institutions contribute to the quality of life and the general welfare of the citizens of the State, and are an appropriate matter of concern to the government of the State of Washington. (RCW 43.46.005)

Powers and duties generally: The commission shall meet, study, plan, and advise the governor, the various departments of the state and the state legislature and shall make such recommendations as it deems proper for the cultural development of the state of Washington. (RCW 43.46.050)

The commission may develop, sponsor, promote, and administer any activity, project, or program within or without this state, which is related to the growth and development of the arts and humanities in the state of Washington and may assist any person or public or private agency to this end. (RCW 43.46.055)

ARTSWA PROGRAMS AND PROJECTS

[Grants to Organizations \(GTO\)](#) funds projects, programs, and services that span artistic disciplines, cultures, and traditions with focus on cultural equity, expanding the creative economy, and supporting arts participation.

[Arts in Education \(AIE\)](#) supports the arts as an essential part of K-12 education through grants, training, partnerships, and resources. AIE is responsible for:

- [Creative Start](#)
- [Poetry Out Loud \(POL\)](#)
- [Teaching Artist Training Lab \(TAT Lab\)](#)
- [Washington Youth Arts Leadership \(WAYAL\)](#)

[Art in Public Places \(AIPP\)](#) facilitates the acquisition, placement, and stewardship of public art throughout Washington. AIPP is responsible for:

- [State Art Collection](#)
- [Public Artist Roster](#)
- [Curator Roster](#)
- [My Public Art Portal](#)

[Creative Districts](#) is an economic development program that helps Washington communities thrive by turning cultural activities into economic growth.

[Wellness, Arts, and the Military \(WAM\)](#) supports the growth of artists and arts organizations who have arts and wellness programs for military connected communities.

The [Tribal Cultural Affairs Program \(TCAP\)](#) supports indigenous artists and culture bearers through grants and professional development.

The [Center for Washington Cultural Traditions \(CWCT\)](#) is a statewide effort to survey, study, and support folk and traditional arts and other cultural traditions.

The [Governor's Arts and Heritage Awards \(GAHA\)](#) recognize individuals and organizations who have contributed significantly to the arts and cultural development of Washington State.

The [Washington State Poet Laureate \(WAPL\)](#) works to build awareness and appreciation of poetry through public readings, workshops, lectures, and presentations in communities across the state.

The [Change Leader Institute \(CLI\)](#) is a professional development program in which attendees learn how to support and affect change in their organizations or communities.



Commissioners gather at the Governor's residence for the 2022 Governor's Arts & Heritage Awards.

MORE WAYS TO GET INVOLVED

ArtsWA programs

Commissioners can get involved directly with ArtsWA programs by:

- joining ArtsWA's Pro-Equity Anti-Racist (PEAR) team
- serving on a review panel for:
 - » grants (GTO, AIE, Creative Start, WAM, and Creative Districts)
 - » Governor's Arts & Heritage Awards applications
 - » Creative Districts applications
 - » K-12 Pooled Funds, the Public Artist Roster, or the Curator Roster
- serving on the Poetry Out Loud judging panel
- serving on the Public Art Deaccession Committee
- attending or participating in Local Art Selection Committee meetings
- participating in artwork dedications in your district or town
- promoting Governor's Arts & Heritage Awards nominations



Ready to get involved? Contact the program manager and express your interest. Find the program manager on ArtsWA's website at arts.wa.gov/meet-our-staff

Washington State Heritage Caucus

The Washington State Heritage Caucus was organized in 1990 to discuss heritage, arts, and other cultural issues. The Caucus is a bipartisan gathering of state legislators, elected officials, representatives from state agencies and nonprofit organizations, and Washington residents. The Heritage Caucus is typically co-chaired by two legislators and co-staffed by the Washington State Historical Society (WSHS) and ArtsWA.

Heritage Caucus meetings are held online every Wednesday during the legislative session from 7:00 to 8:00 a.m. All meetings are open to the public. To receive email notification of Heritage Caucus meetings and related legislative news, contact ArtsWA's Communications Manager.

Memberships and networks

As an ArtsWA Board member, Commissioners automatically receive membership in National Assembly for State Arts Agencies, Americans for the Arts, and Grantmakers in the Arts. Commissioners are contacted via email regarding member benefits from each of these organizations.

National Assembly of State Arts Agencies (NASAA) is a membership organization that unites, represents, and serves state and jurisdictional arts agencies.

Americans for the Arts (AFTA) is a national nonprofit organization for advancing the arts and arts education through policy, advocacy, research, information, and professional development.

Grantmakers in the Arts (GIA) is the national association of private and public funders who make grants to artists and arts organizations. GIA provides leadership and service to advance the use of philanthropic resources on behalf of arts and culture.

WESTAF (Western States Arts Federation) is the regional non-profit arts service organization serving the 13 Western states. Dedicated to the creative advancement and preservation of the arts, WESTAF provides innovative programs and services, technology solutions, funding opportunities, advocacy and cultural policy work, and other services.



Commissioners listen to a presentation at a quarterly Board meeting.

ATTESTATION

I affirm that I have read the contents of this handbook and the [Boards and Commissions Membership Handbook](#). I understand my responsibilities and expectations as an ArtsWA Commissioner.

Name (print)

Signature

Date

APPENDIX I: BOARD TRAVEL

The ArtsWA Board is a voluntary board. ArtsWA does not pay Board members a stipend for attendance. Travel expenses are reimbursed. To keep expenses low, travel—such as hotel and airfare—are arranged through the Executive Assistant, who can access state negotiated rates. Examples of reimbursable expenses for Board business include mileage, meals and hotel, parking, cab fare or ferry fees. Activities that qualify for reimbursable expenses include quarterly meetings and other activities, such as serving on an in-person grant panel or as an in-person judge for Poetry Out Loud.

For optional activities, such as the Governor's Arts & Heritage Awards, Commissioners are informed ahead of time whether or not travel will be reimbursed. Commissioners are expected to pay for travel expenses up front and seek reimbursement through the state process outlined below.

Commissioner Responsibility

ArtsWA is accountable to the public for its use of state funds. Board meetings involve headcounts for meals. **Please RSVP when requested and ensure attendance.**

According to Chapter 10.10.15 State Administrative and Accounting Manual, it is the responsibility of the traveler to prepare the Travel Expense Voucher and providing appropriate receipts and documentation as required in Section 10.80 and other sections of chapter 10. An example of the form is provided below and will be sent via email prior to each board meeting.

Travel such as hotel, meals, rental car, and airfare must be at state per diem or state contract negotiated rates. Contact Leslie Pope, Executive Assistant, for assistance.

Completing and returning the W-9 form

Commissioners must complete and submit a Statewide Payee Registration/W-9 form to receive reimbursement. You may travel before this form is submitted, but reimbursement payments cannot be made until this form is received and processed. [Click here for a link to the form.](#)

A few additional details:

- VERY IMPORTANT: Under Step 3 under SSN only – select Board/Committee member box.
- If completing electronically, once the form is complete and you have signed electronically the form will automatically be submitted.
- Once the form is completed and submitted, let leslie.pope@arts.wa.gov know via email. She will track its receipt and processing.
- Reimbursement is made via direct deposit to the account provided on the submitted form. A check option is available, but it takes much longer to receive payment and does result in a fee to the agency.

APPENDIX I: BOARD TRAVEL - CONTINUED

Using the Travel Voucher to request reimbursement

After each Board meeting, prepare and submit a travel voucher (see sample Travel Request Form attached). A blank form will always be provided in the meeting packet for each Board meeting, with meal per diem rates listed for the meeting location.

NOTE: ArtsWA strives to keep expenses to a minimum. We have access to state-negotiated rates for travel expenses such as airfare and car rental. Hotel rates will be negotiated at the state per diem rate and instructions provided to board members for making reservations. Please contact Leslie Pope, Executive Assistant at leslie.pope@arts.wa.gov or 360-252-9983 for assistance with complex travel arrangements. Keep in mind that arrangements take time, so plan to connect with Leslie as soon as possible.

- Meal per diem rates (the pre-determined reimbursement rate for each meal) change according to city location. Specific per diem rates for each meeting location will be provided to commissioners on the travel voucher form sent via email prior to the meeting. Meals provided at the meeting OR continental breakfast provided with hotel accommodations will NOT be reimbursed, as no expense would have been incurred by the Commissioner.
 1. Meal per diem is ALL INCLUSIVE of tax, tip, delivery, etc.
 2. NO Alcoholic beverages will be reimbursed.
- RECEIPTS are required for expenses of \$50 or more, except meals which are paid by per diem rate.
 1. Receipts are HIGHLY encouraged for all expenses to prove the expense was incurred.
- Hotel: Keep your receipt and submit with the travel voucher.
- On the travel voucher form, PLEASE record the time of you depart from your home or business to begin travel for the meeting and the time you return home.
- For meals, select each box that represents a meal you paid for directly and indicate the date.
- Sign and date the form.
- Return to Leslie Pope at leslie.pope@arts.wa.gov or mail to PO Box 42675, Olympia, WA 98504.

The travel voucher and receipts will be processed by ArtsWA, which may take up to two weeks. Once it has been processed, it takes approximately two for your reimbursement to reach your bank account.

All travel reimbursements MUST be submitted during the current fiscal year (July 1 through June 30). It is beneficial to you to submit a travel reimbursement soon after you have traveled whenever possible.

ArtsWA BOARD TRAVEL REIMBURSEMENT REQUEST

RETURN COMPLETED FORM & RECEIPTS TO: ARTSWaPayments@arts.wa.gov

This form must be signed by Commissioner to be reimbursedUse one form per trip***

Airfare/Car Rental/Lodging: Contact ArtsWA Executive Assistant, Leslie Pope at 360-252-9983 or leslie.pope@arts.wa.gov, to make these arrangements. ArtsWA saves money using state contracted rates for these travel expenses. For Lodging, follow instructions sent via email; you will pay with your credit card and request reimbursement by submitting hotel receipt with this form.

NAME:*

DATE(S) OF TRIP*: _____ PURPOSE OF TRIP*: _ArtsWA Board meeting-Feb 8, 2024

TIME DEPARTING FROM HOME*: _____ TIME RETURNED HOME*: _____

TOTAL MILEAGE*: _____ LODGING*: _____ (attach receipt)

MEALS claimed (*excluding meals provided by ArtsWA or hotel continental breakfast*). On this form, check the box for each meal claimed. In order to claim meal per diem **you must be in travel status during that mealtime: Breakfast 7 to 8:00 a.m., Lunch 12 to 1:00 p.m., Dinner 5 to 6:00 p.m.** Location specific maximum per diem allowance per meal is provided in the Board packet prior to the meeting - or go to <http://www.ofm.wa.gov/resources/travel.asp> **0= no claim, X=claim, P=provided**

Per diem for Olympia is: Breakfast = \$18 / Lunch = \$20 / Dinner = \$36 (inclusive of all tax, tip & no alcoholic beverages)

Date	Breakfast	Lunch	Dinner



Here is where the per diem rate is provided for meals - for this example, the rate is for Olympia. NOTE that the per diem rate is inclusive of ALL tax, tip, delivery fees. Alcoholic beverages will not be reimbursed.

MISCELLANEOUS (*attach receipts-i.e., parking, ferry fare, cab, bus fare etc.*):

Date	Description	\$ Amount

****I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me while conducting state business, and that no payment has been received by me on account thereof.

SIGNATURE _____

DATE _____