

Asian American Arts Alliance

CreateNYC Community Report back Form

Thank you for your involvement with the NYC Cultural Plan. If you have used parts of the toolkit, or hosted an event that connects to CreateNYC, please use this form to send your findings back to us. Your input will inform the recommendations that will shape the future of arts and culture in New York! Find out more on Create NYC.org.

Name of Event *

The Future of Arts and Culture in NYC

Event Contact/s *

Andrea Louie, Executive Director, Asian American Arts Alliance: alouie@aaartsalliance.org

Anjali Goyal, Development Manager, Asian American Arts Alliance: agoyal@aaartsalliance.org

Ariel Estrada, Interim Public Programs Director, Asian American Arts Alliance:

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Anjali Deshmukh, Facilitator, Writing Consultant: webanjali@gmail.com

Date of Event *

March 6, 2017

Location of Event *

11373

Borough

The Bronx

Staten Island

Manhattan

Queens

Brooklyn

Event Host/s or Sponsor/s

This event was sponsored by the Asian American Arts Alliance, and hosted by the Queens Library in Elmhurst, Queens.

Are you a Cultural Agenda Fund (CAF) Grantee?

Yes

No

Not Applicable

What type of engagement was this? *

Tabling/ Market/ Fair

Community Event

Workshop

Focus Group/ Discussion

Convening/ Conference

Presentation/ Panel

Agency/ Independent Planning Process Event

Research Event

Interview

Town Hall

Office Hours with the Commissioner

Flier distribution/ Canvassing

Other:

The event was a combination between a focus group/discussion and an interactive workshop exercise. In addition, the Asian American Arts Alliance conducted its own survey to gather community feedback beyond the event.

How many people attended the event? (Overall)

Please provide an estimate.

1- 15

15- 30

30- 75

75- 100

100-200

200-500

Other:

Approximately 48 people attended the event. In addition, 69 people participated in our online survey.

Who were the attendees?

Please choose all that apply.

NYC Residents

Seniors

Parents / Guardians / Caregivers

Foreign-born / Immigrant Community

Youth (Under 18 yrs)

Youth (18-25 yrs)

Artists and culture bearers (e.g. visual artists, musicians, poets, dancers, performers, etc.)

Creative workers and makers (e.g. crafts people, weavers, carpenters, jewelry designers, etc.)

Arts Administrators

City of New York Employees

Educators / Teachers / Teaching Artists

Business Community (e.g. small business owners, merchants associations, BIDs, etc.)

Cultural Funders

Social Entrepreneurs

Other:

While members of the immigrant community may have been among attendees, the Alliance did not specifically ask this question of survey or workshop respondents. The responses to this question also combine demographic information from the event and online survey.

Please provide some demographic details about the attendees.

E.g. Age, race, ethnicity, gender, income etc. Please include any additional group description that further enhances the information indicated below. Please see our detailed information of demographic characteristics attached. The summary below provides an overview.

The Alliance did not quantify attendee demographic characteristics using rigid descriptions at our event. Instead, respondents were offered the opportunity to self identify, in whatever way they chose. Event attendees self identified in the following ways:

- The majority chose to identify by their profession, including artistic disciplines (including writers, visual artist, performers, and more), law, and social justice.
- Many chose to identify by their ethnicity, with individuals describing themselves in different ways, from specific countries of the world, such as China, to broader categories, such as South Asian.
- Many chose to identify by gender, with the majority identifying as female.

Certain demographic questions were asked in our survey forms. However, survey respondents were able to answer or skip any question. Please reach out to the Alliance for detailed demographic breakdowns:

- Of the 69 respondents who provided their age, 60.8% were 25-44 years old.
- Of the 66 respondents who selected provided their ethnicity, 42.4% identified as East Asian, 25.8% identified as White or Caucasian, 15.1% identified as South Asian, 7.6% identified as Black or African American, and 7.6% identified as Southeast Asian.
- Of the 68 respondents who provided their gender, 57.4% identified as female.
- 65.2% of 66 respondents said they had a creative practice in the arts.

What activities/ material from the CreateNYC Toolkit did you use to engage people?

Please choose all the apply.

Presentation (Share what NYC's cultural planning process is all about)

Infographic (Understand what NYC's cultural planning process is all about)

Issue Areas Poster (Prioritize topics and questions that are most important to you)

Represent My Community Worksheet (Identify cultural experiences, assets, and needs in your neighborhood)

Question Canvas Cards (Gather big ideas and aspirations for NYC's cultural plan)

Borough Maps (Define and document arts and cultural spaces and programs across boroughs)

Youth Activity (Explore how arts and culture are part of our everyday lives)

Photo Booth (Define, document, and share what CreateNYC means to you)

None

Other:

The Asian American Arts Alliance worked with artist/facilitator Anjali Deshmukh to design a survey and event/workshop formatted that was better fit for the Alliance's audience.

Briefly describe any other activities, strategies or materials that you used to gather input.

The Alliance and facilitator created a visually engaging event format to surface and document goals, challenges, solutions, what was working, and stories. The Alliance and facilitator also developed training materials and worksheets to help volunteer facilitators take notes and engage participants in small group discussions.

What issues did you touch upon in your discussions?

Equity (The rights of all people everywhere to develop their practice and traditions)

Access (Distribution of and participation in cultural activities throughout the city)

Social & economic impact (The role of arts and culture in an equitable economy and healthy communities)

Affordability (Live, work and presentation space for artists)

Education (Increase arts education in public schools and ensure that curriculum is culturally relevant and diverse)

Art in Public Space (How public art and artists are selected)

Citywide coordination (Arts and culture across City agencies)

Neighborhood character (Prevent displacement of culture and communities through planning and community development)

Other:

- Marketing, communication, and access to information
- Sustainability for artists and arts organizations

From the issues above, what did the group prioritize? Please describe.

EQUITY: Identify clear goals for equity and inclusion, with transparent monitoring.

Attendees urgently expressed the need for more inclusive decision-making and funding, for many different communities and populations, including underrepresented ethnicities, older

populations, LGBTQ communities, artists themselves, and more. At the Alliance event, topics associated with inclusivity appeared to be a high priority.

CITYWIDE COORDINATION: Break down siloes, create healthy exchange, and build healthy, inclusive, and compassionate communities.

Arts and culture shape all aspects of our society, far beyond the walls of individual institutions. Advancing arts and culture is also about education, health, human services, transportation, and more.

AFFORDABILITY: Make housing, space, and facilities affordable and accessible.

Many attendees noted that costs are pushing residents out of the city. Eventually, they say, it will have a serious effect on the city's culture and vibrance.

OTHER:

1.) Address the full scope of sustainability issues for arts and culture producers and administrators.

Repeatedly, arts and culture producers and administrators expressed frustration about being chronically underpaid for their work and time. In addition to making more funding available, how do we address fair wages and promote a more equitable economy?

2.) Make information on arts and culture more accessible.

In addition to emphasizing inclusivity when it comes to access to information (described on previous page) many participants said they struggled to find out what's going on in the city and often found about events they were interested in far too late.

From the issues above, what connections were made between issue areas, if any? Please describe.

From participants' concerns, it is clear that fostering arts and culture in the city is as much about shifting mindset as it is about implementing a series of tactics to achieve certain goals. If we want to protect the future vibrancy of the city, then we must see the arts as integral to health and development, supporting STEAM from the beginning of education; if we want arts and culture planning and funding to be equitable and inclusive, then city employees must first deeply understand and acknowledge the manifestations of prejudice and bias before they can build processes that will be successful. These goals require common strategy across many government agencies.

In particular, issues of affordable housing and community development repeatedly surfaced in conversations. While some comments were specific to the housing or space needs of artists, others were focused on gentrification and protecting lower income housing for all New Yorkers in need.

Synthesis of Event

Please use this space to provide a short description of the event/ conversation and lessons learned.

In February, the Asian American Arts Alliance and facilitator and Anjali Deshmukh partnered to develop a community convening and online survey to gather feedback for the city's Cultural Plan. During this process, we developed a workshop format and an online survey, asking the Alliance's constituents and partner organizations what they believed was and wasn't working when it came to arts and culture in New York City.

Through dialogue and online responses, several broad themes emerged. Overall, participants noted that the challenges of fostering an equitable and vibrant environment for arts and culture in NYC are interrelated with the challenges of the city as a whole. Participants discussed the importance of affordable housing, arts education, access to information, inclusion, funding, and recognizing that the *arts* can be a tool to foster a more tolerant and equitable *culture*. In discussions, they moved fluidly between social issues, economic issues, and recommendations specific to makers and arts & culture institutions.

From your overview, what were the key recommendations from your discussion that can inform the cultural plan? Please describe.

Identify clear goals for equity and inclusion, with transparent monitoring.

- Listen more frequently and pay attention to whom you're listening: Art and culture are everywhere. They are sets of behaviors that shape individuals, homes, communities, institutions, and our systems. Yet who decides what arts and culture actually is? And how might those decisionmakers be privileging certain forms of art or culture over others? While the community engagement strategy for the Cultural Plan itself is a step forward, there are concerns about how inclusive it truly is.
- Examine and address funding disparities at precinct level: Is funding more available in certain neighborhoods? Who has less access? Why? And how do we keep track of these disparities?
- Invest in training, set goals, measure, audit: Expressing commitment isn't enough. City officials should invest in deep education and measure progress.
- Foster inclusive leadership: Create incentives for orgs to build more diverse boards with meaningful roles in decision-making
- Foster inclusive decisionmaking: "Arts decisions often come from administrators, rather than artists."
- Communicate more frequently and pay attention to who you're communicating with: Several participants and survey respondents remarked on the lack of inclusivity in city

communications, marketing, and advertising; and how English is so heavily privileged over other languages--many of which are widely spoken in New York's diverse communities.

Break down siloes, create healthy exchange, and build healthy, compassionate communities.

- Support arts education: In surveys and dialogue, participants frequently raised the importance of supporting arts in New York's school system. Not only is creativity and the arts essential to human development and health, they suggested; it is critical to a long-term strategy for arts and culture, in New York and in the country.
- Invest in building cultural understanding and exchange: Repeatedly, the idea of fostering exchange or connections between different people and communities came up: connecting older generations to younger ones; connecting people of different ethnicities; connecting established and emerging artist. Several noted that the community engagement of the event itself played a valuable role.
- Build deeper integration between DCA and other government agencies: Arts and culture are inherently connected to every other government program. We recognize that interagency cooperation can be difficult. Nonetheless, participants expressed the need for more and better partnerships, with common goals.

Make housing, space, and facilities affordable and accessible

- Create paths to ownership or better subsidization: Support home buying for artists and low income residents, facility purchases or rental support for NPOs, subsidized space, rent-to-own/loan programs
- Maximize use of **empty** spaces: If a building remains empty for a certain amount of time, can it be used for arts and culture activities? Create a registry of unused spaces?
- Maximize community/business space use: Can we make better use of community spaces after hours? A registry of local businesses willing to offer space?

Address the full scope of sustainability issues for arts and culture producers and administrators.

- Examine the financial ecosystem of the buyers, sellers, and producers of arts and culture, for barriers to equitable pay and sustainability: Compensation in arts and culture--and the social sector as a whole--is a complex issue that deserves further analysis for any Cultural Plan. How do we address fair treatment of artists and other workers, the barriers to sustainability for nonprofits, and how the arts market helps--and harms--the city's culture?
- Offer more (and more flexible) funding! Many noted that there is not enough non-institutional sources of funding--for an individual or group of artists--and that *flexible* funding, rather than capacity building support or project grants, is virtually non-existent. These themes were echoed among nonprofit workers as well.
- Reduce the barriers of access to funding, especially for small, community-based, and/or fiscally sponsored organizations and individuals. One way to do this is through

increasing the number and amounts of re-granting programs through borough arts councils and arts service organizations.

Make information on arts and culture more accessible

- Create a well-designed (and inclusive) web directory of NYC happenings: The majority of the solutions associated with improving web platforms, apps, or other technology tools to help people access events and tailor them according to their preferences.
- Build relationships with local nonprofits and communities: Event participants felt that the event itself was a positive step and had the potential to inform people about organizations and events in their community. How can we continue to engage communities more regularly, maintaining the momentum gained?

Please share quotes and stories that help illustrate key points from your discussion.

“Help us control the out-of-control rents in New York City. It is choking everyone on all levels. The biggest expense for artists, especially performing artists, is space. When artists cannot afford space, no art will be created. For communities, the struggle to afford rent has a hugely negative impact on our quality of life, our ability to progress in our career endeavors, and how we spend our time and money... The arts are leaving New York City because it is simply impossible to survive here.”

“I feel that the city officials can survey more often which community are not just under-served financially but also culturally and socially. I think the arts and culture represents the identity of our extremely diverse city and therefore city officials must go the extra mile looking to support the creation of content that can be culturally specific while also inclusive.”

“I’m working on a dance piece with 2 other dancers, one who’s coming from the U.K. The lead dancer/choreographer is guest teaching at Colorado College. Because housing and rehearsal space is so EXPENSIVE, it’s more affordable for us to fly out to Colorado to research for ten intensive 8-hour days than to rent rehearsal space in NYC, where the show will be....”

“Using digital kiosks [in subways] to display art, stories or immigrants from past 300+ years, journeys that connect us all.”

“Building bridges of disparate communities of color through art. We are heading towards more interracial discrimination a white systems of power exert increasingly more influence on politics and economics.”

Please email photos, videos or sound recordings from the event to createnycresponses@gmail.com.

Suggested format for subject or file name - Event Date_Event name_Photos/Videos/Sound. Please include credits and captions with photos. If you have any issues, use this space to report them and we will get in touch with you.

Please email notes (if any) from the event to createnycresponses@gmail.com.

Suggested format for subject or file name - Event Date_Event name_Notes (e.g. 12092016_CreateNYCWorkshop_Notes). If you have any issues, use this space to report them and we will get in touch with you.

How do you want to share the CreateNYC Toolkit responses with us?

Scan/ click photos and email them to CreateNYCresponses@gmail.com

Type them out and email to CreateNYCresponses@gmail.com

Mail them to 113 Hester Street NY, NY 10002

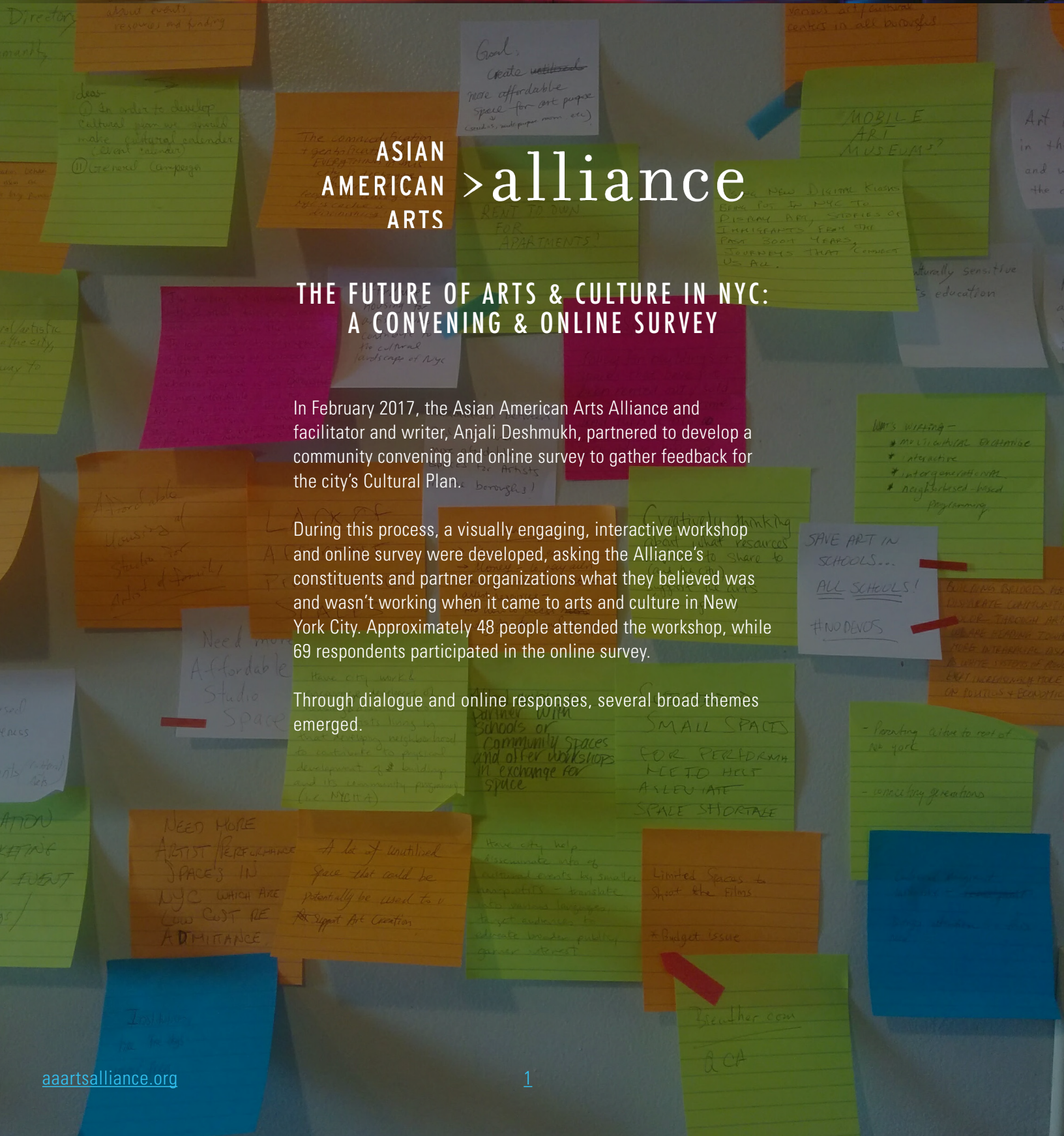
I have not used the toolkit in my event

Other:

Message to the CreateNYC team

The Asian American Arts Alliance applauds the Department of Cultural Affairs for taking this step to gather feedback from communities across the city. Many participants in the workshop expressed appreciation for the opportunity to voice their concerns and contribute their creativity. What the Alliance recognized in planning for feedback, however, was that there is no common definition or understanding of what 'arts' and 'culture' is--let alone what it should be. To understand what's missing and needed requires ongoing engagement, listening, and time.

The Alliance encourages the DCA to integrate ongoing engagement and feedback loops into the ten-year plan itself, particularly if DCA is committed to equity and seeks to build relationships with communities that are currently not included in dialogue.



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THE FUTURE OF ARTS & CULTURE IN NYC: A CONVENING & ONLINE SURVEY

In February 2017, the Asian American Arts Alliance and facilitator and writer, Anjali Deshmukh, partnered to develop a community convening and online survey to gather feedback for the city's Cultural Plan.

During this process, a visually engaging, interactive workshop and online survey were developed, asking the Alliance's constituents and partner organizations what they believed was and wasn't working when it came to arts and culture in New York City. Approximately 48 people attended the workshop, while 69 respondents participated in the online survey.

Through dialogue and online responses, several broad themes emerged.

NEED MORE ARTIST/PERFORMANCE SPACES IN NYC WHICH ARE LOW COST RE ADMITTANCE

A lot of unutilized space that could be potentially be used to support art creation

SMALL SPACES FOR PERFORMANCES NEED HELP ALLEVIATE SPACE SHORTAGE

limited spaces to shoot the films
+ Budget issue

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THE FUTURE OF ARTS & CULTURE IN NYC: A CONVENING & ONLINE SURVEY

WHAT DOES EQUITY TAKE?

The challenges of fostering an equitable and vibrant environment for arts & culture in NYC are interrelated with the challenges of the city as a whole. Participants discussed the importance of affordable housing, arts education, and recognizing that the *arts* can be a tool to foster a more compassionate and equitable *culture*. In discussions, they moved fluidly between social issues, economic issues, and recommendations specific to makers and arts & culture institutions.

From participants concerns, it is clear that fostering arts and culture in the city is as much about shifting mindset as it is about implementing a series of tactics to achieve certain goals. If we want to protect the future vibrancy of the city, then we must see the arts as integral to health and development, supporting STEAM from the beginning of education; if we want arts and culture planning and funding to be equitable and inclusive, then city employees must first deeply understand and acknowledge the manifestations of prejudice and bias before they can build processes that will be successful. These goals require common strategy across many government agencies.

"Help us control the out-of-control rents in New York City. It is choking everyone on all levels. The biggest expense for artists, especially performing artists, is space. When artists cannot afford space, no art will be created. For communities, the struggle to afford rent has a hugely negative impact on our quality of life, our ability to progress in our career endeavors, and how we spend our time and money... The arts are leaving New York City because it is simply impossible to survive here."--Survey Respondent

In particular, issues of affordable housing and community development repeatedly surfaced in conversations. While some comments were specific to the housing or space needs of artists, others were focused on gentrification and protecting lower income housing for all New Yorkers in need.

THE IMPORTANCE OF ENGAGEMENT

The Asian American Arts Alliance applauds the Department of Cultural Affairs for taking this step to gather feedback from communities across the city. Many participants in the workshop expressed appreciation for the opportunity

to voice their concerns and contribute their creativity. What the Alliance recognized in planning for feedback, however, was that there are no common definitions or understanding of what 'arts' and 'culture' is--let alone what they should be. To understand what's missing and needed requires ongoing engagement, listening, and time.

The Alliance encourages the DCA to integrate ongoing engagement and feedback loops into the ten-year plan itself, particularly if DCA is committed to equity and seeks to build relationships with communities that are currently not included in dialogue.

WHAT'S WORKING
Although the majority of feedback focused on challenges, participants also expressed appreciation for aspects of the city that were already fostering vibrant arts and culture.

NYC Transit
One participants appreciated the ability to travel using New York City's vast public transportation.

Sponsored Admission
One participant expressed appreciation for the free admission days offered by the city's museums.

DCA
Participants noted that DCA funding was easy to navigate and expressed appreciation for specific programs and the Cultural Planning effort.

KEY RECOMMENDATIONS & QUALITATIVE OBSERVATIONS

Identify clear goals for equity and inclusion, with transparent monitoring.

Attendees urgently expressed the need for more inclusive decision-making and funding, for many different communities and populations, including underrepresented ethnicities, older populations, LGBTQ communities, artists themselves, and more. At the Alliance event, topics associated with inclusivity appeared to be a high priority.

Listen more frequently and pay attention to who you're listening to

Art and culture are everywhere. They are sets of behaviors that shape individuals, homes, communities, institutions, and our systems. Yet who decides what arts and culture actually are? And how might those decisionmakers be privileging certain forms of art or culture over others? While the community engagement strategy for the Cultural Plan itself is a step forward, there are concerns about how inclusive it truly is.

Examine and address funding disparities at precinct level

Is funding more available in certain neighborhoods? Who has less access? Why? And how do we keep track of these disparities?

Invest in training, set goals, measure, audit

Expressing commitment isn't enough. City officials should invest in deep education and measure progress.

Foster inclusive leadership

Create incentives for orgs to build more diverse boards with meaningful roles in decisionmaking

Foster inclusive decisionmaking

"Arts decisions often come from administrators, rather than artists."

Communicate more frequently and pay attention to who you're communicating with

Several participants and survey respondents remarked on the lack of inclusivity in city communications, marketing, and advertising; and how English is so heavily privileged over other languages--many of which are widely spoken in New York's diverse communities.

"I feel that the city officials can survey more often which community are not just under-served financially but also culturally and socially. I think the arts and culture represents the identity of our extremely diverse city and therefore city officials must go the extra mile looking to support the creation of content that can be culturally specific while also inclusive."--Survey Respondent

Break down siloes, create healthy exchange, and build healthy, inclusive, and compassionate communities.

Arts and culture shape all aspects of our society, far beyond the walls of individual institutions. Advancing arts and culture is also about housing, education, health, human services, transportation, and more.

Support arts education

In surveys and dialogue, participants frequently raised the importance of supporting arts in New York's school system. Not only is creativity and the arts essential to human development and health, they suggested; it is critical to a long-term strategy for arts and culture, in New York and in the country.

Build deeper integration between DCA and other government agencies

Arts and culture are inherently connected to every other government program. We recognize that interagency cooperation can be difficult. Nonetheless, participants expressed the need for more and better partnerships, with common goals.

Invest in building cultural understanding and exchange

Repeatedly, the idea of fostering exchange or connections between different people and communities surfaced: connecting older generations to younger ones; connecting people of different ethnicities; connecting established and emerging artist. Several noted that the community engagement of the event itself played a valuable role.

"Using digital kiosks [in subways] to display art, stories or immigrants from past 300+ years, journeys that connect us all."--Workshop Respondent

"Building bridges of disparate communities of color through art. We are heading towards more interracial discrimination a white systems of power exert increasingly more influence on politics and economics."--Workshop Respondent

KEY RECOMMENDATIONS & QUALITATIVE OBSERVATIONS

Make housing, space, and facilities affordable and accessible.

Many attendees noted that costs are pushing residents out of the city. Eventually, they say, it will have a serious effect on the city's culture and vibrance.

Create paths to ownership or better subsidization

Support home buying for artists and low income residents, facility purchases or rental support for NPOs, subsidized space, rent-to-own/loan programs

Maximize use of empty spaces

If a building remains empty for a certain amount of time, can it be used for arts and culture activities? Create a registry of unused spaces?

Maximize community/business space use

Can we make better use of community spaces after hours? A registry of local businesses willing to offer space?

"I'm working on a dance piece with 2 other dancers, one who's coming from the U.K. The lead dancer/choreographer is guest teaching at Colorado College. Because housing and rehearsal space is so EXPENSIVE, it's more affordable for us to fly out to Colorado to research for ten intensive 8-hour days than to rent rehearsal space in NYC, where the show will be...."

Address the full scope of sustainability issues for arts and culture producers and administrators.

Repeatedly, arts and culture producers and administrators expressed frustration about being chronically underpaid for their work and time. In addition to making more funding available, how do we address fair wages and promote a more equitable economy?

Examine the financial ecosystem of the buyers, sellers, and producers of arts and culture, for barriers to equitable pay and sustainability

Compensation in arts and culture--and the social sector as a whole--is a complex issue that deserves further analysis for any Cultural Plan. How do we address fair treatment of artists and other workers, the barriers to sustainability for nonprofits, and how the arts market helps--and harms--the city's culture?

Offer more (and more flexible) funding!

Many noted that there is not enough non-institutional sources of funding--for an individual or group of artists--and that flexible funding, rather than capacity building support or project grants, is virtually non-existent. These themes were echoed among nonprofit workers as well.

Reduce the barriers of access to funding, especially for small, community-based, and/or fiscally sponsored organizations and individuals

One way to do this is through increasing the number and amounts of re-granting programs through borough arts councils and arts service organizations.

Make information on arts and culture more accessible.

In addition to emphasizing inclusivity when it comes to access to information (described on previous page) many participants said they struggled to find out what's going on in the city and often found about events they were interested in far too late.

Create a well-designed (and inclusive) web directory of NYC happenings

The majority of the solutions associated with improving web platforms, apps, or other technology tools to help people access events and tailor them according to their preferences.

Build relationships with local nonprofits and communities

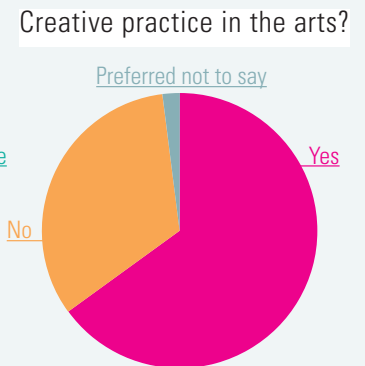
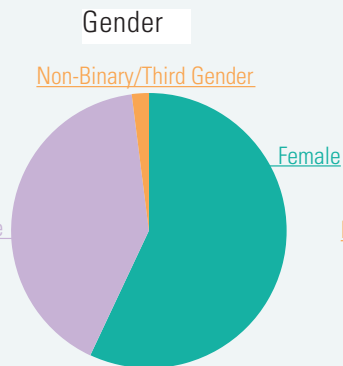
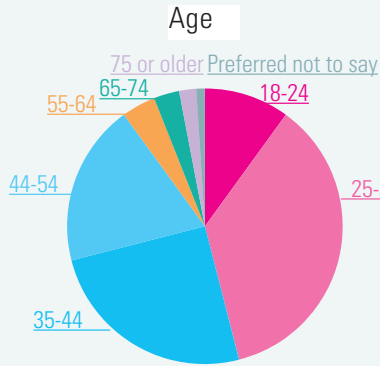
Event participants felt that the event itself was a positive step and had the potential to inform people about organizations and events in their community. How can we continue to engage communities more regularly, maintaining the momentum gained?

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ONLINE SURVEY: QUANTITATIVE RESULTS

ABOUT

69 respondents took our survey. All questions were optional. Participants could skip questions or explicitly express that they preferred to not answer. Please reach out to the Alliance for detailed breakdowns of response rates for each question.

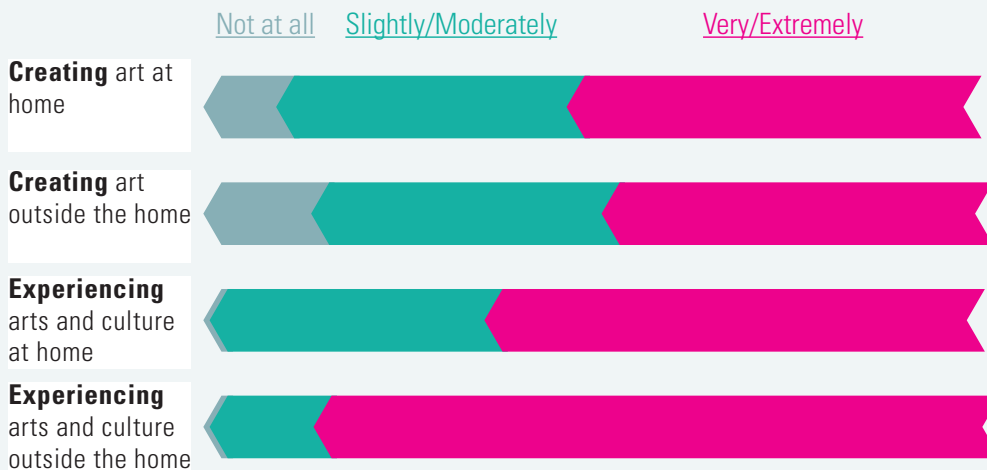


*0% of respondents identified as: Hispanic, Latino, Latina, or Latinx; or Central Asian

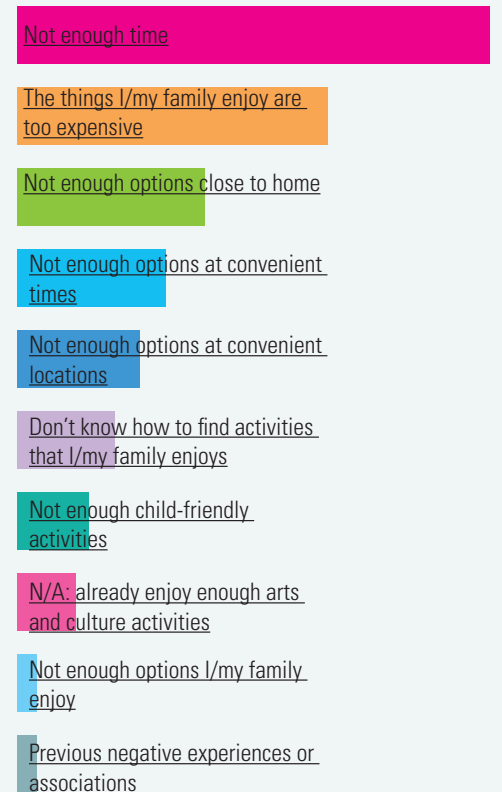
PARTICIPATION

The Alliance's online survey asked primarily qualitative questions to capture a more nuanced understanding of the issues facing its community. Qualitative observations from survey responses were combined with observations from the Community Convening.

How much do you/your family enjoy the following activities?



What prevents you/your family from enjoying more arts and culture activities in NYC?





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APPENDIX

- Volunteer facilitator guide and worksheets, describing the event purpose and role of facilitators throughout the evening
- Visual display, describing how participants documented their thoughts
- Workshop Photos documenting participation and engagement
- Workshop agenda and informational materials for participants

[CLICK HERE](#) OR VISIT [BIT.LY/CREATENYCQUEENS](http://bit.ly/createnycqueens) TO TAKE OUR SURVEY BEFORE 3/10!

THANK YOU!

Thank you for joining the Alliance community as a volunteer on March 6th. During this event, we're hoping to gather feedback that will inform New York City's first-ever Cultural Plan and the Alliance's future programs. This document gives you a brief outline of what we're hoping to accomplish on March 6th and the important role you play in the event's success!

OUR GOALS

At this event, we want to hear about what matters to the Alliance's community when it comes to arts and culture in the City. This feedback will shape our own activities and be shared with the NYC Dept. of Cultural Affairs. [Click here](#) or visit <http://createnyc.org/en/home/> to learn more about NYC's Cultural Planning process.

To achieve these goals above, volunteers play a critical role. They:

- **Help participants fill up a Topic Wall as much as possible:** We'll rely on volunteers to encourage participants to contribute ideas, goals, stories and more to a Topic Wall. We want your ideas as well!
- **Facilitate group discussions:** Each volunteer will facilitate a small discussion group (about 5 participants each). See a discussion worksheet on the following pages. As a facilitator, you spark insight, encourage participation, take notes, and more.
- **Create a positive, welcoming environment:** You play a valuable role in creating an environment where people feel comfortable and motivated to share their ideas.
- **Ensure that volunteers fill out and give back name tags [and photo release forms] before the end of the event.**

WHERE & WHEN

Mon, March 6, 2017

Volunteers, please arrive at **3:30 PM for orientation before the event. We'd also love to see you for dinner afterward.

Volunteer Meeting Location Before Event

Starbucks, at 86-51 Broadway in Elmhurst, Queens

FACILITATION TIPS

- **Know the goals:** We've provided a checklist of questions to help jumpstart dialogue, but they do not need to all be used. We're looking for goals, challenges, and solutions to recommend to the city. Rely on the framework of the Topic Wall for what to listen for!
- **Create a positive space and set a positive tone:** All groups should start with introductions to create a relaxed and positive space. Encourage movement!
- **Remain neutral:** The role of facilitators is to stay neutral and delve further into ideas that the audience brings up. Avoid leading questions.
- **Stay in the background:** If conversation is moving without you, all the better! Facilitators should have the least airtime and only intervene if the conversation is stuck or needs to be teased out.
- **Be inclusive:** Some people will speak more than others. Use prompts to encourage quieter voices, such as making eye contact with all participants, and asking "what do others think?"
- **If conversation is going off topic, guide it back:** "I want to return to an issue we touched on earlier..."
- **Take notes:** We hope that most participants feel comfortable adding to the Topic Wall. However, we'd still love you to take notes in case we have participants who are less comfortable writing in English.

[CLICK HERE](#) OR VISIT BIT.LY/CREATENYCQUEENS TO TAKE OUR SURVEY BEFORE 3/10!

AGENDA

The schedule below provides an overview of our agenda for March 6th. It is subject to small changes as we learn more about the number of attendees and read responses to the survey shared above.

3:30-4:20: ORIENTATION

Let's meet at Starbucks at 86-51 Broadway in Elmhurst, Queens (a few doors away from the library) for a quick volunteer orientation in advance of the event.

4:25-5:00: PRE-EVENT SET UP

Staff and volunteers will be given assignments before, during, and after the event. Activities include arranging food, organizing supplies and the Topic Wall, and more. Please do fill up the Topic Wall and contribute your ideas before the event-- and during if you aren't busy supporting participants.

5:00-5:15: WRITE & REFRESH

As participants arrive and get refreshments, volunteers will go to their assigned posts. Volunteers can encourage participants to use available supplies to add comments to the Topic Wall, providing guidance to supplement signage. They also assist staff with arranging name tags and video waivers for the participants.

5:15-5:30: WHY ARE WE HERE? INTROS

Andrea will encourage everyone to take their seats, thank attendees, and introduce the Alliance before handing off to Anjali. Anjali will explain the event goals, Topic Wall, and agenda; will introduce volunteers, Alliance staff, and various roles; and remind guests to leave behind name tags at the end of the evening. VIP Guest Confirmed: Joanne Choi, Assistant Director of Constituencies for Asian American Affairs for the Executive Chamber. Possible VIP Guest: Jimmy Van Bramer, Major Leader & Chair of the NYC Council Committee on Cultural Affairs.

5:30-6:10: DISCUSSION

Volunteer facilitators go to their assigned group and hand out blank name tags for participants to fill in. Facilitators are provided with a note-taking sheet and questions to spark conversation. At any time, participants can add to the Topic Wall, or take breaks. Please request a volunteer Group Speaker to represent the group in the final discussion at the end of the evening.

6:10-6:20: WRITE & REFRESH

Anjali encourages people go back to fill in Topic Wall or take a break before we gather for a final group discussion by the Topic Wall.

6:20-6:35- ROOM DISCUSSION

Anjali facilitates final discussion around the Topic Wall and asks for group speakers to share a recap and notable solutions. Conclude with thank yous, reminder to leave behind name tag to assigned volunteers by the entrance, and information about where to find a recap of the night's findings.

6:35-7:00: DOCUMENT & CLEAN

Volunteers will be assigned to systematically photograph and videotape the Topic Wall. We'll also need help with clean-up and packing.

7:15-8:15: DINNER & REGROUP

We'll go to a nearby restaurant to hear your thoughts on the event and capture more of your feedback as we move into the next phase of writing up feedback to share with the city.

VOLUNTEER FACILITATOR CHECKLIST (BACK)

FACILITATOR NAME: _____

NOTE-TAKING

Horizontal lines for note-taking.

COMPLETE QUESTION LIST

PULSE CHECK

- Checkboxes with questions: "What do the terms 'arts' and 'culture' mean to you?", "What are your most memorable stories of arts and culture in NYC?", "What particular arts and culture activities are important to you...", "How do you prefer enjoying the arts?", "Approximately how often do you attend arts and culture activities in NYC?"

BARRIERS & CHALLENGES

- Checkboxes with questions: "What do you think is working when it comes to NYC's arts and culture...", "What motivates you to--or prevents you from--enjoying arts and culture activities?", "What motivates your communities to--or prevents them from-- enjoying arts and culture activities?"

RECOMMENDATIONS/SOLUTIONS

- Checkboxes with questions: "What advice or ideas would you give city officials about how to improve your/your family's ability to enjoy arts and culture experiences?", "What advice / ideas would you give city officials about how to improve your community/ neighborhood's experience of arts and culture?", "What would inspire you/your family to try arts and culture activities that are unfamiliar to you?", "What goals would you set for the city as it develops a Cultural Plan?"



VISIT [BIT.LY/CREATENYCQUEENS](http://bit.ly/createnycqueens) TO TAKE OUR SURVEY BEFORE 3/10!

ADD TO THE TOPIC WALL

Fill up the wall with as many comments and ideas as possible, using the color coded sticky notes below!

STICKY NOTES

ADD
GOALS
THAT MATTER
TO YOU

SHARE WHAT'S
NOT
WORKING

SHARE WHAT
IS
WORKING

SHARE A
SOLUTION
OR IDEA

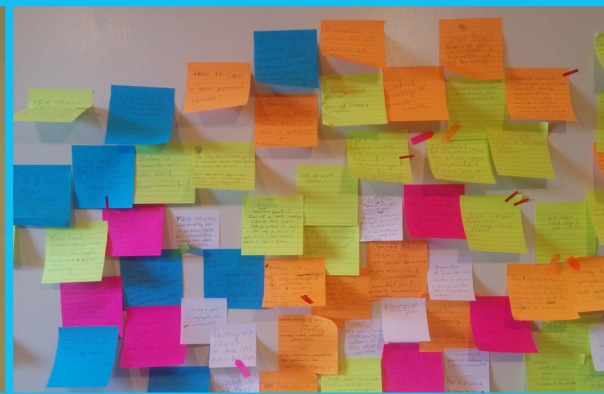
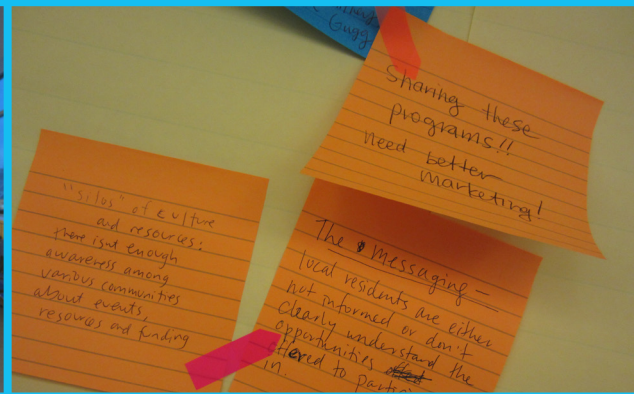
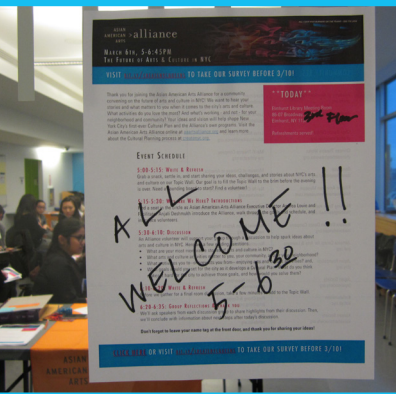
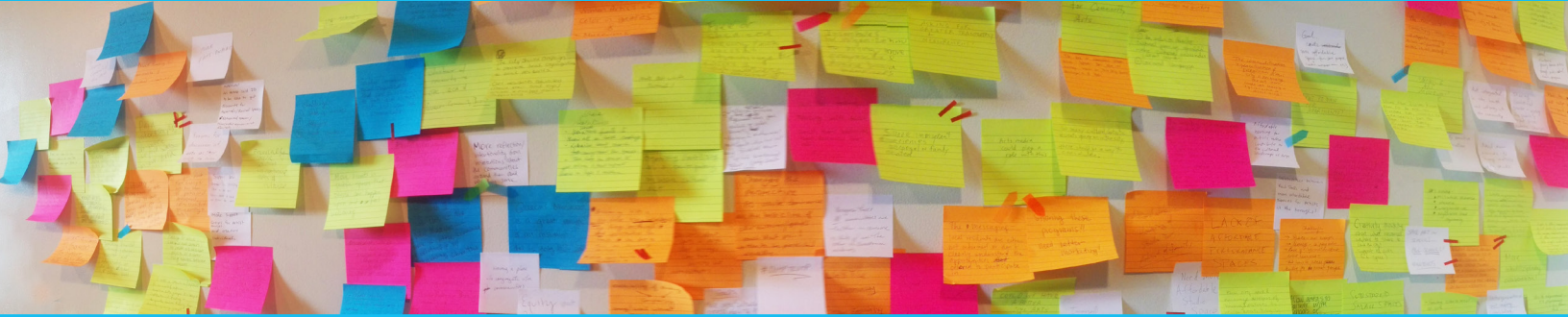
SHARE A
STORY OR
EXPERIENCE

AGREE/VOTE 'UP'

Connect or respond directly using any of the multi-colored arrows:



EVENT DOCUMENTATION: VISIT [BIT.LY/CREATENYCQUEENSVIDEO](http://bit.ly/createnycqueensvideo) TO SEE A VIDEO OF THE WORKSHOP.



VISIT BIT.LY/CREATENYCQUEENS TO TAKE OUR SURVEY BEFORE 3/10!

Thank you for joining the Asian American Arts Alliance for a community convening on the future of arts and culture in NYC! We want to hear your stories and what matters to you when it comes to the city's arts and culture. What activities do you love the most? And what's working - and not - for your neighborhood and community? Your ideas and vision will help shape New York City's first-ever Cultural Plan and the Alliance's own programs. Visit the Asian American Arts Alliance online at aaartsalliance.org and learn more about the Cultural Planning process at createnyc.org.

** TODAY **

Elmhurst Library Meeting Room
86-07 Broadway, 2nd Floor
Elmhurst, NY 11373

Refreshments served!

EVENT SCHEDULE

5:00-5:20: WRITE & REFRESH

Grab a snack, settle in, and start sharing your ideas, challenges, and stories about NYC's arts & culture on our Topic Wall. Our goal is to fill the Topic Wall to the brim before the evening is over. Need a sounding board to start? Find a volunteer!

5:20-5:30: WHY ARE WE HERE? INTRODUCTIONS

Find a seat in the circle, as Asian American Arts Alliance Executive Director, Andrea Louie, and Facilitator, Anjali Deshmukh, introduce the Alliance, walk through the goals and schedule, and introduce volunteers.

5:30-6:10: DISCUSSION

An Alliance volunteer will support your group through a discussion to help spark ideas about arts & culture in NYC. Here are a few guiding questions:

- What are your most memorable stories of Arts & Culture in NYC?
- What arts & culture activities matter to you, your community, and/or your neighborhood?
- What motivates you to--or prevents you from-- enjoying arts & culture activities?
- What goals would you set for the city as it develops a Cultural Plan? What do you think makes it hard for the city to achieve those goals, and how would you solve them?

6:10-6:20: WRITE & REFRESH

Before we gather for a final room discussion, take a few minutes to add to the Topic Wall.

6:20-6:35: GROUP REFLECTIONS & THANK YOU

We'll ask speakers from each discussion group to share highlights from their discussion. Then, we'll conclude with information about next steps after today's discussion.

Don't forget to leave your name tag at the front door, and thank you for sharing your ideas!