

NEFA Creative Communities Exchange

Brattleboro CoreArts Project

To Do List

Track I: Mapping Cultural Assets

- CoreArts Team meets at least once weekly (2 hours/week), more via e-mail
 - Established priorities, goals, schedule for Track I
- Determine to lead Track I without the aid of a Project Coordinator or Assistant
 - This was not a facile decision
- Develop RFP language for potential consultants
 - Reviewed NEA grant proposals
 - Researched language from other models, other best practices projects
- Weigh Pros and Cons of Professional vs Student consultant team
 - Explored possibilities from local / regional professional schools
 - Investigated Conway's previous NEA Our Town experience: Ajo, AZ, 2011
- Secure services of Consultants
 - We selected Conway. They selected Team.
 - We described the project with sufficient clarity to attract a strong team.
 - Negotiated fees, schedule with school leadership team
- Meet with Consultants
 - We hosted formal face-to-face meetings.
 - Daily/regularly via e-mail
 - We requested that the Conway Team communicate with all three of us as a single voice
 - In practice, Rod tended to lead, on behalf of CoreArts
 - Managed expectations for Consultants
- Provide contacts for research
 - Organizations, individuals
 - We requested their attendance at introductory Advisory Committee meeting
- Provide support and leadership during consultant work period
 - Shaped, guided the work
 - Calmed fears, trepidations
 - Supplied advice at key decision points
- Attend final project presentation
 - Heard experts' feedback
 - Conducted major meeting with consultant team toward framing final report, materials
- Final written report
 - Edited, re-framed
 - File ownership resolved
 - Printing decisions
 - E-version created, published on website

Final presentation for community

As part of CoreArts scheduled updates on the project

CoreArts presents findings at other community meetings