



THE CENTER FOR ARTS, INNOVATION & CREATIVITY

B R O K E N A R R O W , O K L A H O M A

Timeline Summary of Primary Consultant Activities
Relating to the Proposed Broken Arrow Creative Arts Center Project
funded by the
ARTSOK, The Regional Arts Alliance of Broken Arrow
through a grant from the
Broken Arrow Convention and Visitors Bureau

August, 2014

- Attended press conference at Broken Arrow Farmer's Market to assist in introducing the Creative Arts Center conceptual drawings and promote repurposing of the previously approved bond funding (\$1.4M) for voter approval. Consultant was introduced to the media.
- Initiated ongoing research process to build a database of potential foundation, corporate and private donors for the project.
- Met with Marcello Angelini, Tulsa Ballet Artistic Director, to discuss their initiated interest in collaboration, based on plans for future construction of a Ballet School in Broken Arrow.
- Bond repurposing approved by Broken Arrow voters.

September, 2014

- Attended BA Arts & Humanities Council meeting.
- Met with representatives from Tulsa Symphony Orchestra regarding involvement and potential partnerships (Ron Predl, Exec. Dir. and others).
- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Consultant contract executed with BA Arts & Humanities Council.
- Collaboratively developed advisory committee membership and extended invitations.
- Traveled to Wichita for the tour of arts facilities with committee members and BA Chamber of Commerce executives.
- Met with BA Arts & Humanities President, Janet Skates, regarding project.



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October, 2014

- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Facilitated arts meeting with BA arts community members and NSU arts administrators to explore future collaborative efforts which could impact the creative arts center.
- Facilitated first meeting of BA Arts Center Advisory Committee (see agenda).

November, 2014

- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Presentation to Tulsa Area Cultural Roundtable, introducing the project to higher education arts executives from the Tulsa area.
- Facilitated second meeting of the BA Arts Center Advisory Committee (see agenda and minutes).

December, 2014

- Attended meeting of NSU arts administrators and BA arts community members to continue exploration of collaborative efforts (at BAPAC).
- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Initial development of project case statement
- Contact with potential donors.
- Attended BA Arts Council event.

January, 2015

- Met with BAAHC Executive Director Ken Busby to tour the Hardesty Arts Center (AHHA).
- Facilitated third meeting of the BA Arts Center Advisory Committee (see agenda and minutes). Hosted Marcello Angelini, Tulsa Ballet Artistic Director, for presentation about future ballet school in Broken Arrow.



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- Attended Tulsa Chamber Annual Meeting to make contacts
- Met with Randy Swearingin, BA Community Foundation, to explore donor information and potential partnership with foundation
- Met with Alisa Inglett to review data from focus groups
- Met with Phil Lakin, Tulsa Community Foundation
- Met with City of Broken Arrow officials and advisory committee members regarding the potential timing of funding and legal issues related to ownership
- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Contact with potential donors.

February, 2015

- Met with BA Arts Council Executive Committee regarding potential collaboration with BAPAC Foundation and eventual participation in BA Arts Alliance.
- Met with Mark Frie, Exec. Dir. of BAPAC regarding potential collaboration with BA Arts Council as supporting consortium for creative arts center.
- Contacted Cherokee Nation officials regarding interest in project. Referred to Muscogee-Creek Nation since BA is in Creek territorial boundaries.
- Facilitated fourth meeting of the BA Arts Center Advisory Committee (see agenda and minutes).
- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Drafted donor letters and revised case statement for approval by advisory committee.
- Contact with potential donors.

March, 2015

- Ongoing efforts to make contact with Muscogee-Creek Nation officials regarding potential interest in project.



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- Discussed future collaborative efforts with BA Community Playhouse board of directors president, Karyn Maio.
- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Contact with potential donors.

April, 2015

- Facilitated fifth meeting of the BA Arts Center Advisory Committee (see agenda and minutes). Hosted guest presentations from Alisa Inglett (focus group data) and Tim McFadden, Tulsa Symphony Orchestra Manager (collaborative interests). Official approval of case statement and donor letters.
- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Contact with potential donors.

May, 2015

- Toured arts center in Des Moines, Iowa (Des Moines Social Club) to gain insights and ideas for future development of BA Creative Arts Center.
- Secured consortium letterhead for use in written communication.
- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Met with Mabee Foundation trustees to seek information and feedback regarding their level of interest and guidelines for participation in the project.
- Formal inquiries sent to Schusterman and Chapman foundations.
- Contact with potential donors.

June, 2015

- Facilitated sixth meeting of the BA Arts Center Advisory Committee (see agenda and minutes).
- Ongoing research to build a database of potential foundation, corporate and private donors for the project.



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- Facilitated seventh meeting (special) of the BA Arts Center Advisory Committee to finalize programming for the facility (see agenda and minutes).
- Contact with potential donors.

July, 2015

- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Facilitated eighth meeting of the BA Arts Center Advisory Committee (see agenda and minutes). Mayor Craig Thurmond and Acting City Manager Russell Gale presented information regarding Vision 2025 and GO bond funding timelines.
- Contact with potential donors.

August, 2015

- Met with architectural firm (Selser Schaefer) to secure estimates of architectural fees for project.
- Ongoing research to build a database of potential foundation, corporate and private donors for the project.
- Developed draft Request for Proposal (RFP) for architectural services.
- Tour of the Broken Arrow High School Black Box theatre (ninth Advisory Committee meeting) was conducted to provide committee members with ideas about design and functionality.
- Contact with potential donors.

September, 2015

- Met with Kim Goddard, Executive Director of Broken Arrow Neighbors, who expressed interest in partnering with the creative art center. She recommended possible collaboration for culinary training for BAN clients/mothers.
- A second meeting was held with Bob Schaefer and Bret Pfeifer, who was the lead architect on the AHHA project in Tulsa. Schaefer and Pfeifer recommended developing a Request for Qualification (RFQ) rather than RFP.



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- A letter with architectural cost estimates was constructed and submitted to Acting City Manager Russell Gale for the purpose of seeking Vision 2025 funds to assist with these costs.
- Met with a development officer from Oklahoma City about possible contacts with Foundations Management, Inc. and the Community Foundation of Oklahoma.
- Met with Rodney James, Director of Business and Finance with Daniels & Daniels Construction, a Broken Arrow company, about exploring the “Design-Build” process.
- A project priority list was constructed for review by the Advisory Committee.
- Facilitated tenth meeting of the BA Arts Center Advisory Committee (see agenda and minutes). Mayor Craig Thurmond and Acting City Manager Russell Gale presented information regarding Vision 2025 and GO bond funding timelines.
- Made contact with three potential new Advisory Committee members.
- Ongoing contact with potential donors.
- Ongoing research regarding potential foundation, corporate and private donors for the project.

October, 2015

- Met with Kaiser Foundation president, Ken Levit, to discuss “political barriers” which may be impacting funding for Broken Arrow projects from the Tulsa philanthropic community.
- Developed and updated project promotional brochure to be used with both personal contacts and mail appeals to potential donors.
- Facilitated eleventh meeting of the BA Arts Center Advisory Committee (see agenda and minutes). Rodney James, Daniels Construction Co, presented information about the “design-build” process.
- Ongoing contact with potential donors.
- Ongoing research regarding potential foundation, corporate and private donors for the project.



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November, 2015

- Letters of inquiry with supporting documentation were sent to ten area foundations, some identified as possible “naming rights” donors. List of trustee members of the contacted foundations was constructed for review by Advisory Committee.
- Met with new City Manager, Michael Spurgeon, who presented at the monthly Advisory Committee meeting.
- Pursued contact with newly elected chief of the Muscogee-Creek Nation with potential for future follow-up.
- Facilitated twelfth meeting of the BA Arts Center Advisory Committee (see agenda and minutes) which included information from Michael Spurgeon, BA City Manager, about the city’s role in the RFP process and the importance of the upcoming Vision 2025 tax extension vote.
- Ongoing contact with potential donors.
- Ongoing research regarding potential foundation, corporate and private donors for the project.

December, 2015

- Follow-ups were made with the Bernsen Foundation, Hardesty Family Foundation, Flint Family Foundation, Helmerich Trust, Stephenson, Tandy, Bovaird, Titus, John Steele Zink Foundations.
- Assisted with developmental stages of ARTSOK to unify the funding efforts for the arts in Broken Arrow and provide a more stable financial image for potential donors.
- Additional contacts were made with the Zarrow Foundations, and Williams Company Foundation.
- Personal contact with the Warren Foundation was made with the assistance of Jim Beavers, former board member of the St. Francis-Broken Arrow Foundation.
- Facilitated thirteenth meeting of the BA Arts Center Advisory Committee (see agenda and minutes) with reports on funding requests and responses, ARTSOK progress and advisory committee input on potential programming.
- Ongoing contact with potential donors.



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- Ongoing research regarding potential foundation, corporate and private donors for the project.

January, 2016

- Formal grant requests were submitted to the Anne and Henry Zarrow Foundation and the Grace and Franklin Bernsen Foundation.
- Met with BA Chamber officials and Advisory Committee representatives to develop strategies to overcome the “political barriers” which restrict funding of Broken Arrow projects by Tulsa area philanthropists.
- Facilitated fourteenth meeting of the BA Arts Center Advisory Committee (see agenda and minutes) with updates on funding requests and additional information from City of BA representative, Russell Gale, who reported on changes in the timeline for funding from Vision 2025, with portions of the planned architectural fees to be delayed to late in 2016.
- Ongoing contact with potential donors.
- Ongoing research regarding potential foundation, corporate and private donors for the project.

February, 2016

- A grant request was submitted to the Broken Arrow Convention and Visitor’s Bureau for assistance in funding a donor recruitment brochure with subsequent approval of \$1500 for the project with preference expressed for use of Broken Arrow sources and vendors, if possible.
- Local sources for brochure design and publication were researched and contacted.
- Ongoing contact with potential donors.
- Ongoing research regarding potential foundation, corporate and private donors for the project.

March, 2016

- Requests for funding were submitted to the Walton Family Foundation and the Oxley Foundation.
- Follow-ups were made on previously submitted grants requests.



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- Met with City of BA officials to collaborate on defining the architectural selection process for the creative arts center.
- Facilitated fifteenth meeting of the BA Arts Center Advisory Committee (see agenda and minutes) hosting City of BA representative, Kenny Schwab, Assistant City Manager, who outlined the procedure which would be followed for architect selection in addition to identifying the City staff who would be involved.
- Appointed three Advisory subcommittees (Architect Selection subcommittee, Programming subcommittee and External Relations subcommittee) to provide efficiency as the project progresses through the architectural stages.
- Ongoing contact with potential donors.
- Ongoing research regarding potential foundation, corporate and private donors for the project.

April, 2016

- Met with External Affairs subcommittee chair and members to help facilitate development of the CVB funded donor recruitment brochure.
- Met with Programming subcommittee chair and members to finalize prioritization of programming to assist in the preliminary architectural design process.
- Met with Jim Beavers and Joe Robson to discuss potential Robson family interest in the creative arts center project.
- Met with BA Mayor Craig Thurmond and Muscogee-Creek Chief, James Floyd, to determine potential interest from the Creek Nation tribe in assisting with funding the project. A written follow-up in September was requested by Chief Floyd.
- Facilitated sixteenth meeting of the BA Arts Center Advisory Committee (see agenda and minutes) where the final Architectural Letter of Interest was reviewed and approved prior to being sent by the City of Broken Arrow to firms for expression of potential interest in the project.
- Ongoing contact with potential donors.
- Ongoing research regarding potential foundation, corporate and private donors for the project.



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May, 2016

- Held strategic planning meetings with committee members, subcommittee chairs and members.
- Made contact with administrators at Tulsa Technology Center to begin discussions regarding collaboration with a culinary program.
- Facilitated seventeenth meeting of the BA Arts Center Advisory Committee (see agenda and minutes) where Michael Skates, City of Broken Arrow engineer, and Tanita White, PMg representative, discussed the role of PMg in overseeing use of Vision 2025 funds.
- Assisted External Affairs subcommittee chair, Kelly Clark, in communication with graphic artist, Janie Thomas Green, to develop and refine the potential donor promotional brochure. Green provided “pro bono” graphic arts services.
- Ongoing contact with potential donors.
- Ongoing research regarding potential foundation, corporate and private donors for the project.

June, 2016

- Met with Jim Beavers and members of the Warren Foundation trustee board to discuss possible Warren Foundation interest in the creative arts center project.
- Followed up with Karen Johnson, Tulsa Technology Center, regarding setting up the culinary program meeting.
- Communicated with Marcello Angelini, Tulsa Ballet artistic director, regarding the development of a creative arts partnership.
- Facilitated eighteenth meeting of the BA Arts Center Advisory Committee (see agenda and minutes) reporting on status of requests for funding and responses to date.
- Continued assistance with External Affairs subcommittee due to health issues of chair, Kelly Clark, refining and finalizing the donor brochure for printing.

Note: See Advisory Committee meeting agendas and meeting minutes for detailed information regarding activities and action.