

**Foundry Advisory Committee Meeting Notes
July 9, 2021**

In attendance from the City of Cambridge construction team, CambridgeSeven architects, CRA staff and FAC: Michael Black, Justin Crane, Danielle McDonough, Erica Schwarz, Kathryn Madden, Tom Evans, Mark Tang, Richard Thal, Jamie Sabino, Marie Saccoccio, Carole Sousa, Jason Slavick.

The meeting started with an update from artist Elisa Hamilton about the Jukebox public art project, to be located in the Foundry. Elisa noted that COVID has required a major shift in her original outreach plans, but she has held many remote meetings and phone calls in order to learn from the local community about the kinds of stories they'd like to have in the Jukebox.

During summer 2021, Elisa is holding in-person events in order to collect story ideas, and will be recording the first 25 stories for the Jukebox in coming months, in partnership with Loop Lab. The Foundry will open with these 25 stories available in the Jukebox and Elisa will continue to record an additional 75 stories during the Foundry's first open year. Elisa has been sharing a deck of Jukebox Story Cards, which have prompts to draw out personal stories. Elisa has recently attended Port Pride Day and Cambridge Families of Color's Juneteenth celebration where she distributed these cards. Elisa encouraged attendees to save the date for an event on November 9th from 6-8 pm at the Multicultural Arts Center. More information will come about that.

Physical work on the restoration of the Jukebox itself will resume this September.

Michael Black of the City's construction team provided an update on the Foundry's construction progress and shared some photos.

The concrete slab has been installed for the multi-use performance space and dance/rehearsal room. Slab will be poured next week for the rest of the first floor. Windows have started to be installed. Rough in work is underway for electrical, HVAC (heating, ventilation, air conditioning) and fire protection. CambridgeSeven architects will start working on the design for the women's history wall this fall.

Erica Schwarz of the CRA introduced Diana Navarrete-Rackauckas, the newly hired Executive Director of the Foundry Consortium, which will be operating the Foundry. Diana will start in this role on August 2nd.

Diana noted that she is excited about the Foundry as a model for bringing community organizations together to share resources and support each other. She thrives when doing many things at once, which will be important in this role. Her ultimate goal is to form authentic partnerships with individuals and community groups in order to learn and ensure that her work is what is most needed. She loves knowing that there are so many voices involved in this project. She is grateful that she has a full year to prepare for the Foundry to open to the public.

Stephanie Couch, the Foundry Consortium's Board President shared that the board has been gathering documents to share with Diana as she starts. They are also working with Diana on a fundraising plan for the next year. Fundraising will allow for the hiring of additional staff before the Foundry opens. Stephanie thanked the FAC members for their input on the executive director job description.

Jason Slavick asked about the opening date for the Foundry. The building is on schedule to receive a certificate of occupancy by May 31st, after which time there may still be small items that contractors are finishing. Staff will be in the building after that date, preparing to open fully to the public by September.

Carole Sousa wondered how to contact Diana. Her work email will be set up soon and shared with the FAC and posted on the Foundry Consortium and CRA websites.

Marie Saccoccio noted that the FAC is not like a board of directors. Diana should feel comfortable coming to FAC members with questions or to for help, particularly given that the executive director's job is not easy.

Erica presented a proposal regarding the selection of the nonprofit tenant to occupy the Foundry's one below-market office space, which will be approximately 2,053 square feet. The selection will be done by lottery. The original proposal is attached to these minutes. Feedback was as follows:

- The below market tenant should not be required to use community use space, rather this should be noted as a benefit
- The per square foot rent of \$35 - \$40 is still high for many nonprofits and will prevent some from being able to apply to the lottery, potentially such as unincorporated groups who have fiscal sponsorship.
- The space should be reserved for 501(c)(3) organizations only (and those with 501(c)(3) fiscal sponsorship), not also business associations that have a 501(c)(6) designation
- \$2 million organizational budget cap is too low. Some larger organizations still struggle financially
- Consult with the Cambridge Nonprofit Coalition to get their feedback (*note: this was done*)
- Once a tenant moves in, they may lack internal capacity to plan for connecting with the community uses. They may need external support from Foundry staff on this.
- The lease term should be 3 years with an option to renew

There were questions about:

- Can faith based organizations apply?
If they offer non-religious programming under a 501(c)(3) designation they are eligible
- Might there be a priority for "legacy" organizations such as Cambridge Community Center or MFNH; organizations long active in Cambridge which are used largely by African Americans?
There is a priority for BIPOC serving agencies. We are looking into the ability to also include a priority for organizations that are BIPOC led.
- Will there be outreach to encourage groups to apply?
Yes. There will be wide outreach and encouragement of local nonprofits to ensure they are aware and have all their questions answered so that they may be able to apply.
- Can several smaller groups share the space? Can the CRA serve as a matchmaker for groups who are interested but don't know who else might want to share space with them?
Yes. Groups can share space. The CRA will advertise this fact and can help connect interested parties before the lottery deadline. However, groups will then need to form their own partnership and apply as one entity.
- Would it make sense to conduct a survey ahead of time to gauge interest and understand who is interested and their needs? The lottery announcement could then be responsive to this data.
CRA staff will consider conducting a survey

- Might the Foundry conduct coordination to allow other groups to use the leased space when a tenant is not using it? For example, for meeting space if other spaces are full?
This would depend on if the tenant was amenable. Foundry Consortium staff can manage this.
- Might this space be available to organizations that are not nonprofits but which provide community focused programming?
The below market space is available only for nonprofit organizations. There will be 3 other market rate spaces for other kinds of entities.

Erica thanked the group for its feedback, noting that comments will be incorporated into change to the proposal. She reminded attendees that the Foundry's financial model is designed to have the office spaces – including the 3 market rate spaces and the nonprofit space – substantially financially support the community uses below. The community use space is what primarily meets the Foundry's core mission. The below market space is an added benefit among the office spaces.

The next meeting will be on October 8, 2021.