



# **MINUTES OF THE GREEN BAY PUBLIC ARTS COMMISSION**

**WEDNESDAY, SEPTEMBER 24, 2025, 8:30 AM**  
**City Hall, Room 604 - The Harry Maier Room.**  
**Virtual attendance is also available via Zoom.**

## **A. ZOOM MEETING INFORMATION.**

- I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/82324699453?pwd=SWtrUUNVdIYlSlidXaTRPaFpXMHBqZz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 823 2469 9453

Passcode: 924755

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

## **B. ROLL CALL.**

- I. Members: Chuck Yang, Ald. Alyssa Proffitt, Michelle Winter, Alex Zacarias, and Melanie Bradshaw Motiff.  
Liaison Representatives: Rissel Peguero Almonte - Independent Music Instructor, and Sophie Bebeau - Independent Poet.

Voting: Chuck Yang, Alex Zacarias, Michelle Winter, Alyssa Proffitt, Melanie Bradshaw Motiff

Not Voting: Rissel Peguero (arrived at 8:32am), Sophie Bebeau

Excused: None

Absent: None

## **C. APPROVAL OF THE AGENDA.**

1. Approval of the agenda for the Wednesday, September 24, 2025, meeting of the Green Bay Public Arts Commission.

Moved by Ald. Alyssa Proffitt, seconded by Commissioner Alex Zacarias to approve the agenda.

Motion Passed.

Yes—Chuck Yang, Michelle Winter, Melanie Bradshaw Motiff, No-None, Abstain-None.

#### **D. APPROVAL OF MINUTES.**

1. Approval of the minutes from the 8/27/2025 meeting.

Moved by Ald. Alyssa Proffitt, seconded by Melanie Bradshaw Motiff to approve the minutes.

Motion Passed.

Yes—Chuck Yang, Alex Zacarias, Michelle Winter, No-None, Abstain-None.

#### **E. REGULAR BUSINESS.**

1. Election of Chair and Vice-Chair of the Green Bay Public Arts Commission.

Ald. Alyssa Proffitt nominated Michelle Winter for Chair of the Green Bay Public Arts Commission.

All in favor — Passed.

Yes—Chuck Yang, Alex Zacarias, Michelle Winter, Alyssa Proffitt, Melanie Bradshaw Motiff, No-None, Abstain-None.

Ald. Alyssa Proffitt nominated Melanie Bradshaw Motiff for Vice-Chair of the Green Bay Public Arts Commission.

All in favor — Passed.

Yes—Chuck Yang, Alex Zacarias, Michelle Winter, Alyssa Proffitt, Melanie Bradshaw Motiff, No-None, Abstain-None.

2. For consideration with possible action to approve Request for Qualifications for Poet Laureate Program.

#### **Call for Artists — Green Bay Poet Laureate Request for Qualifications (RFQ)**

##### **Introduction:**

The City of Green Bay is seeking applications from qualified Literary Artists or teams to offer services, talent and creativity for the Poet Laureate Program as the inaugural Poet Laureate of Green Bay. The City's Public Arts Commission will provide funding, support, and administer the selection process, as well as oversee the two-year term of the Poet

Laureate's tenure.

This Request for Qualifications (RFQ) describes the project, the artist selection process, the required scope of engagement, and the information that must be submitted to be considered for the position. Failure to submit required information in accordance with the RFQ may be cause for disqualification. Up to 5 finalists will be invited to submit a formal proposal—Request for Proposal (RFP).

**Scope of Project:**

The selected artist will become the city's inaugural Poet Laureate, serving as an advocate and ambassador for poetry, literary arts, and the spoken word. The Poet Laureate is expected to produce engaging and original works that are inspired by and in conversation with our city, our community and with the many untold stories of Green Bay.

The Poet Laureate will expand appreciation of the art form through civic events, public readings, and other events as assigned. They will propose, implement, and lead an engaging public project that celebrates our city and poetry. They will serve a two-year term and will work in tandem with city staff through the Green Bay Public Arts Commission and collaborate with other project allies. Poet Laureates may only serve one full term (2026–2028).

**Public Project:**

The selected poet will lead a two-year poetry project that connects the Green Bay community to poetry, spoken word, and the literary arts. The project will be shaped by the poet's vision while prioritizing community involvement. It could take many forms—workshops, performances, collaborations, or public art—always focused on making poetry accessible and engaging.

\*Only finalists will be asked to submit a project proposal (RFP)

**Project Allies:**

The Poet Laureate will be encouraged to collaborate with project allies throughout their two-year term to create a small program—workshop, reading, presentation—within their respective spaces and with their audiences.

- Lions Mouth Bookstore
- Brown County Public Library
- Green Bay Area Public Schools

**Eligibility:**

- Must be 18 years or older.
- Must reside in Green Bay or make a strong case for their connections to the city.
- A minimum of 3 years documented investment in poetry, literary arts, or spoken word.
- Individuals with a conflict of interest are not eligible to apply.

**Responsibilities of the Poet Laureate:**

- Create new and original poems that relate to the community of Green Bay during their two-year term.
- Present poetry at city events, including civic ceremonies, festivals, celebrations, etc.
- Successfully complete their public project.
- Hosting public readings, workshops, or other forms of community engagement with our allies or independently.

**Selection Process:**

- The Green Bay Public Arts Commission will review the nominations and applications, selecting up to 5 finalists.
- The finalists will be asked to submit a full proposal outlining in detail their public project.
- A panel consisting of regional poets, educators, artists, and community leaders will review the finalist's projects proposals and conduct interviews as needed.
- The selected Poet Laureate will be announced at a city event at the beginning of 2026.

**Timeline:**

- November 1st - November 24th open application
- December 5th finalists notified
- December 19th finalist project proposals are due.
- January 5th – January 9th interviews as needed
- End of January Common Council approval
- February Public Announcement of Selected Poet Laureate

**Program Support:**

- Honorarium of \$3,000 per year.
- Up to \$1,000 stipend for expenses related to the production of their public project for the duration of their term
- Resource access to local venues, educational institutions, public spaces, and resources to amplify their work.

**Submission requirements:**

- Resume or CV
- Letter of interest
- Minimum 4, maximum 8 recent poems, literary works, or spoken word presentation created within the last 5 years.

Moved by Ald. Alyssa Proffitt, seconded by Chuck Yang to approve the request for qualifications for the Poet Laureate Program.

Motion Passed.

Yes—Alex Zacarias, Michelle Winter, Melanie Bradshaw Motiff, No-None, Abstain-None.

**F. INFORMATIONAL.**

1. Coordinator's report and project updates.

Deputy Director Matt Buchanan spoke on behalf of Erick Ledesma Borrero.

2. Next Meeting: October 22nd, 2025

## **G. ADJOURNMENT.**

- I. Adjournment of the Wednesday, September 24, 2025, meeting of the Green Bay Public Arts Commission.

Moved by Ald. Alyssa Proffitt, seconded by Melanie Bradshaw Motiff to adjourn.

Motion Passed.

Yes—Chuck Yang, Alex Zacarias, Michelle Winter, Alyssa Proffitt, Melanie Bradshaw Motiff,

No-None, Abstain-None.