

**CITY OF UNIVERSITY CITY**  
**REGULAR MEETING OF THE MUNICIPAL COMMISSION ON ARTS & LETTERS**  
**Heman Park Community Center . 975 Pennsylvania**  
**Thursday, November 13, 2025 . 7:00 pm**

1. Call to Order / Roll Call
2. Approval of Minutes
3. Citizens' comments: General comments may be made prior to agenda beginning. Citizens must make a written request to speak on specific agenda items as items are addressed (Note: Comments are limited to 5 minutes).
4. Treasurer/Finance Report
5. Staff Liaison Report
6. Council Liaison Report
7. Committee Reports
  - Calendar Art
  - Finance
  - Literary
  - Marketing
  - Public Art
  - Returning Artists
  - Starlight Concerts
8. New Business
  - Designation of Committee Members
  - Holiday Gathering – Thursday, December 11, 2025
  - Reimbursement Request Document
  - Review/Discussion of Commission By-Laws
  - 2025 Washington University Summer Public Design Workshop Proposal
9. Old Business
  - Commission Debit Card
  - Committee Vacancies/Balances
10. Announcements
11. Adjournment

Please Note: An attempt will be made to keep all agenda items and presentations to no longer than 10 minutes.

- **Enclosures:** Draft of Minutes – October 9, 2025; Monthly Committee Reports; Commission Roster as of 11.5.25; Reimbursement Request Document, Arts & Letters By-Laws; 2025 Washington University Summer Public Design Workshop Proposal

**Please note:**

**If you are unable to attend, please contact Staff Liaison, Lynda Euell-Taylor  
by or before Noon Thursday, November 13, 2025  
314.505.8525 or 314.505.8625 or email: [letaylor@ucitymo.org](mailto:letaylor@ucitymo.org)**



## REGULAR MEETING OF THE MUNICIPAL COMMISSION ON ARTS & LETTERS OF UNIVERSITY CITY

Thursday, October 9, 2025 – 7:00 PM

**Members Participating:** Sophia Allen, Karla Brown, Grace Fitter, A’isha Hedges, Hope Horn, Carol Jackson, Linda Jones, Richard Massey, Marian Reed, Jane Schaefer, Larry Williams,

**Absent:** Rick Ruderer, Olivia Steely, Charlene Temple, Meg Zelenovich and Council Liaison: Bwayne Smotherson

**Also participating:** Staff Liaison: Lynda Euell-Taylor,

Meeting called to order at 7:02 p.m. by Commission President Jones and shared Commissioner Rick Ruderer has resigned.

**Welcome:** New Commissioners: Hope Horn and Jane Schaefer

**Minutes:** Motion by Mr. Williams to approve September 2025 minutes, seconded by Ms. Fitter; approved by acclamation.

Ms. Erin Vlasaty with TourCo provided an overview of their Shakespeare In The Park production of “A Mid-Summer Night’s Dream” held in Heman Park on August 31<sup>st</sup>; indicated there were close to 130 attendees and shared their 2026 production of “Two Gentlemen of Verona” will be August 4 – September 6 with hopes to collaborate with both the Commission and City to provide this free event again next summer.

### Treasurer Report:

|                |            |
|----------------|------------|
| Main checking: | \$514.54   |
| Public Art:    | \$7,687.37 |

**Staff Liaison Report:** Ms. Euell-Taylor reported the 2025 Public Art sculptures were removed from Majerus Park a bit earlier than their original September time frame reminded Commissioners of her role as staff liaison and again requested monthly committee reports be emailed by Tuesday noon, the week of the monthly A&L meeting. If unable to meet this deadline, please bring twenty (20) copies of your monthly committee report to distribute.

**Council Liaison Report:** none

**Committee Reports:**

**Calendar:** Ms. Euell-Taylor shared in the October meeting packet sample copies of both the cover and month of the proposed 2026 calendar; commissioners liked the design.

**Finance:** No report.

**Literary:** No report.

**Marketing:** Ms. Jones shared statistics of the Commission's Facebook page visitors interactions

**Public Art:** Ms. Allen mentioned a collaborative mural project likely to happen at Ackert Park with the theme: The History of U. City Celebrated in Pattern. This will be created with several artists. Projected dates: 4/12/26 and reception 4/19/26. Note A&L partnership with WASHU is celebrating 40 years.

**Returning Artist:** Ms. Fitter provided updates for the upcoming event. Reception was 10/15, is now scheduled for Tuesday, 10/14. SDUC Communications created an RSVP form and will be sharing the link through their channels. The fall 2025 issue of ROAR includes an RA article and an article will also appear in the Homecoming issue of Pride.

**Starlight Concerts:** No report.

**New Business:** Ms. Jones proposed the Commission research obtaining a debit card for event purchases. After much discussion, Ms. Jones moved to approve; Ms. Jackson seconded; approved by acclamation.

**Old Business:** Ms. Jones reminded the Commission of: Commission absence procedures; Treasurer vacancy; Commission membership is needed for at least two (2) committees, with only one (1) if you are an Executive Board member

**Announcements:** Ms. Jones indicated: the Literary Committee needs both a Chairperson and Members; Public Art Committee needs members and again reminded the Commission – a Treasurer is needed.

**Adjournment:** The meeting was adjourned at 8:15 pm.



**CITY OF UNIVERSITY CITY  
MUNICIPAL COMMISSION ON ARTS & LETTERS  
Monthly Committee Report**

**(Once report is presented, please forward to Secretary)**

For the month of October Year 2025

**Committee - check appropriate box**

- Calendar Art
- Finance
- Literary
- Marketing
- Public Art
- Returning Artists
- Starlight Concerts

**Committee Members:** Present: Larry Williams, Linda Jones

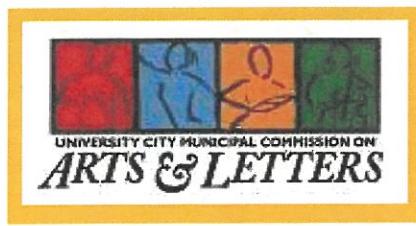
**Absent:** Grace Fitter, Charlene Temple

**Our committee would like to report to the Commission the following:**

- 10/10 - Linda & Larry met with I.T. members: Eric Walls, I.T. Mgr and Charles Noel, UCPD I.T. Dispatcher  
\_\_\_\_\_
- 1. universitycityartsandletters.org is out of date and has been inactive since 2022 on the U. City's webpage.  
\_\_\_\_\_
- The host is universitycityartsandletters.wordpress.com. Linda asked how we could get administrative rights to it or eliminate the page.  
\_\_\_\_\_
- Eric and Charles were able to work through the host site, Wordpress, and grant president Linda administrative rights to update, delete, grant permissions, etc.  
\_\_\_\_\_
- Our Facebook page has three (3) administrators with full privileges; however, two of them are no longer on the Commission. Additionally, the president, Linda, does not.  
\_\_\_\_\_
- \_\_\_\_\_

MUNICIPAL COMMISSION ON ARTS & LETTERS    **4 Year term**  
 Ordinance #4895 - Ch 2.28.010; Ch 2.30 (15 members) include one from each profession: painting, sculpture, literature, music and architecture.  
 Meets at Hemans Park Community Center - 2nd Thursday/mo. except August and December

| NAME               | BOARD POSITION/ COMMITTEE               | ADDRESS             | PHONE                        | E-MAIL   |
|--------------------|---|---------------------|------------------------------|--|
| Linda Jones        | <b>President</b><br>*Marketing          | 1532 Park Way Drive | ( c ) 239-2681               | <a href="mailto:lrpeoples@yahoo.com">lrpeoples@yahoo.com</a><br><a href="mailto:lrpeoples121@gmail.com">lrpeoples121@gmail.com</a> |
| A'isha Hedges      | <b>Vice President</b><br>Public Art     | 7476 Cornell Ave    | ( c ) 686-3189               | <a href="mailto:aishaann@hotmail.com">aishaann@hotmail.com</a>   |
| Meg Zelenovich     | <b>Secretary</b><br>Calendar Art        | 425 West Point Ct.  | ( c ) 570-2357               | <a href="mailto:meg.zelenovich@gmail.com">meg.zelenovich@gmail.com</a>   |
| Teeters Brown      | Starlight Concert/<br>Returning Artists | 941 Swarthmore Ln.  | ( c )706-1292                | <a href="mailto:karla-b@att.net">karla-b@att.net</a>   |
| Sophia Allen       | *Public Art                             | 1508 Park Way Drive | (c) 249-4310<br>(h) 716-3170 | <a href="mailto:sallen34@sticcc.edu">sallen34@sticcc.edu</a>   |
| Grace Fitter       | Marketing<br>*Returning Artists         | 7252 Stanford       | ( c ) 398-2137               | <a href="mailto:grace.e.fitter@gmail.com">grace.e.fitter@gmail.com</a>   |
| Hope Horn          |   | 6954 Cornell        | 368-8157                     | <a href="mailto:Hope.Horn@hotmail.com">Hope.Horn@hotmail.com</a>   |
| Carol Jackson      | Starlight Concert<br>Returning Artists  | 7329 Melrose        | ( c ) 602-1607               | <a href="mailto:cal7777@sbcglobal.net">cal7777@sbcglobal.net</a>   |
| Richard Massey     | *Starlight Concert                      | 8200 Tulane         | 862.1559                     | <a href="mailto:richardmassey@me.com">richardmassey@me.com</a>   |
| Marian Reed        | Calendar Art                            | 7819 Drexel Dr      | (c)477-4812<br>(w)477-4812   | <a href="mailto:4everpink84@gmail.com">4everpink84@gmail.com</a>   |
| Jane Schaefer      |   | 501 West Drive      | 580-3972                     | <a href="mailto:janeschaefer79@gmail.com">janeschaefer79@gmail.com</a>   |
| Charlene Temple    | Marketing<br>Starlight Concert          | 6851 Plymouth       | 708.263.8417                 | <a href="mailto:charlenetemple@yahoo.com">charlenetemple@yahoo.com</a>   |
| Lynda Euell-Taylor | Staff Liaison                           |                     | 505-8525                     | <a href="mailto:letaylor@ucitymo.org">letaylor@ucitymo.org</a>   |
| Bwayne Smotherson  | Council Liaison                         |                     | 726.9572                     | <a href="mailto:bsmootherson@gmail.com">bsmootherson@gmail.com</a>   |



Fill out the form below completely. All receipts should be attached to the form and emailed to [letaylor@ucitymo.org](mailto:letaylor@ucitymo.org).

Date \_\_\_\_\_

## Budget Category

Approver Name \_\_\_\_\_

Submitted by \_\_\_\_\_

**Phone** \_\_\_\_\_

Email \_\_\_\_\_

Send Check to (name) \_\_\_\_\_

Address

City/State/Zip

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**Municipal Commission on Arts & Letters  
City of University City, MO**

**Bylaws**

Approved: November 12, 2015  
Amended: November 14, 2019

**Article I. Purpose:**

The purpose of the Municipal Commission on Arts and Letters shall be:

1. To act in an advisory capacity to the City Council of University City in connection with the artistic, cultural, and scholarly development within the City;
2. To identify, catalog, and preserve, or arrange for the preservation of, art owned by the City of University City;
3. To promote and support the activities of the arts and humanities through programs, projects, and works of art, and to recognize artistic excellence within University City; and
4. To develop collaborative projects with local arts organizations.

**Article II. The Commission's Structure and Membership:**

The Municipal Commission on Arts and Letters comprises two legal entities, one of which is a 501(c)3 tax-exempt organization. The two entities are identical in mission and purpose, and Commissioners serve both entities concurrently. Both legal entities are governed by the bylaws set forth herein. The 501(c)3 was formed to secure grants, and it is responsible for the control and administration of grant funds.

Members of the Commission shall number fifteen (15) and shall be duly appointed by the City Council of University City. Nominees to the Commission shall attend one Commission meeting before taking the oath of office.

**Article III. Terms of the Commissioners:**

Commissioners shall serve four-year terms and may be appointed for two consecutive terms, totaling eight years.

**Article IV. Voting:**

Decisions shall be made by majority vote of those present, unless otherwise specified.

**Article V. Quorum:**

A quorum shall be deemed in attendance if eight Commissioners are present, two of whom must be officers.

## **Article VI. Meetings:**

Regular meetings of the Commission occur monthly, with the exception of the month of August. Special meetings may be called by the president or by the secretary at the request, in writing, of any three Commissioners currently serving in office.

Written notice of the time and place of regular meetings shall be provided to each Commissioner at least seven days prior to the date of such meetings. Written notice of special meetings shall be provided to each Commissioner not less than three days prior to the date of such meeting or by telephone or other electronic communications system not less than two days prior to the date of such meeting.

Public notice, conforming to Missouri Sunshine Law requirements, of the time, date, and place of the Commission's meetings will be provided by posting a notification in a prominent place that is easily accessible to the public.

## **Article VII. Officers:**

1. The officers shall be president, vice-president, secretary, and treasurer. These persons shall constitute the Executive Committee.
2. The officers shall be elected from among the Commissioners and shall serve a term of one year, and, if reelected, may succeed themselves.
3. The president shall be the principal executive officer of the corporation. The president may sign, with the secretary of the corporation, any contracts or other instruments that the Commissioners have authorized to be executed except where such signing has been expressly delegated to another officer by law or by the Commission. The president shall perform such other duties as may be prescribed by the Commission.
4. In the absence of the president or in the event of the president's inability or refusal to act, the vice-president shall perform the duties of the president. The vice-president shall have such other duties as may be prescribed by the president of the Commission.
5. The treasurer shall have charge of all funds of the corporation. All money received and expended by the corporation shall pass through the hands of the treasurer who shall keep a record of all such receipts and expenditures. The treasurer shall perform such other duties as may be prescribed by the president of the Commission.
6. The secretary shall keep the minutes of the meetings of the Commission and shall see to it that notice of such meetings is properly given when required. The secretary shall be custodian of corporate records other than the records to be kept by the treasurer. The Commission's staff liaison may be designated, at the Commission's discretion, to give official notice of meetings and to serve as custodian of records. The secretary shall perform such other duties as may be prescribed by the president of the Commission.

## **Article VIII. Election of Officers:**

Candidates for elective office shall have been on the Commission for at least one calendar year.

Officers shall be elected at the November meeting from a slate presented in October. The slate shall be prepared by a Nominating Committee at the September meeting.

#### **Article IX. Committees:**

The Commission may, by resolution, at any Commission meeting, designate standing, ad hoc, and/or special committees. The term of appointment and expectations of service of a committee shall be determined by the Commission. The president shall appoint standing committee chairpersons and shall be responsible for coordinating committee activities. The committee chair shall select members from the Commissioners who volunteer their service for that committee. Each committee shall consist of at least two members.

A majority of the members then serving on a committee constitutes a quorum for the meeting of the committee, and the vote of a simple majority of those present at a meeting at which a quorum is present constitutes an action of the committee. Each committee shall determine and schedule the number of regular meetings it will hold each year.

Before finalizing plans for a Commission-sponsored event, each committee will bring the date(s) of the event, a brief description of the event, and (if relevant) the names of the event's proposed artistic participants to the Commission to obtain its approval. This information should be presented at a meeting of the full Commission three months before the planned event. Approval must be obtained from the Commission before plans for an event are implemented, as well as when plans are substantially revised.

*Executive Committee.* The Executive Committee shall be composed of officers of the Commission. The Executive Committee shall meet as often as necessary to conduct the business of the Commission.

*Nominating Committee.* The Nominating Committee shall prepare, annually, a slate of candidates for election of the Commission's officers. The Nominating Committee shall comprise three Commissioners each of whom shall have been on the Commission for at least one calendar year.

*Finance Committee.* The Finance Committee shall consist of at least two, and preferably three Commissioners (two of whom shall be the Treasurer and the Secretary). The Finance Committee will discuss and draft fiscal policy and propose changes in policy to the full Commission. Members of the Finance Committee will aid the Treasurer in the development of a draft annual budget. The Finance Committee also will jointly consider the purchase of Commission assets and will review all financial contractual agreements (e.g., grants) and make recommendations regarding these matters to the full Commission.

#### **Article X. Indemnification:**

Commissioners shall be indemnified and held harmless to the full extent allowed by law. Every person who is or shall be or shall have been a Commissioner and his or her personal representatives shall be indemnified by the Commission against all costs and expenses reasonably incurred by or imposed upon him or her in connection with or resulting from any action, suit, or proceeding to which he or she may be made a party by reason of his or her being or having been a Commissioner or of any subsidiary or affiliate thereof, except in relation to such matters as to which he or she shall finally be adjudicated in such action, suit, or proceeding to have acted in bad faith and to have been liable by reason of willful misconduct or willful negligence in the performance of his or her duty as a Commissioner. Costs and

expenses of actions for which this Article provides indemnification shall include among other things, attorneys' fees, damages, and reasonable amounts paid in settlement.

#### **Article XI. Conflict of Interest:**

A possible conflict of interest exists when a Commissioner has a material personal interest, either direct or indirect, in a proposed transaction involving the Commission. When a Commissioner has an interest in a transaction being considered by the organization, the Commissioner should disclose that conflict before the Commission takes action on the matter. Any Commissioner having a conflict of interest will not vote or use his/her personal influence on the matter. The minutes of the meeting will reflect that a disclosure was made and that the Commissioner disclosing the conflict abstained from voting.

This policy also will apply to immediate family members and the Commission's committees. Commissioners will be required to attest annually to their familiarity with this policy and to provide information concerning any possible conflict of interest so that disclosure, if necessary, is made.

#### **Article XII. Dismissal from the Board:**

A Commissioner may be dismissed from the Commission for the following reasons:

- A) Three successive absences during a calendar year;
- B) By a two-thirds vote of the current membership; or
- C) Failure to participate in the activities of the Commission, e.g., to seek membership on a committee; to attend a reasonable number of Commission-supported events.

#### **Article XIII. Dissolution of the Corporation:**

Upon dissolution of this corporation, no assets or benefits shall go to any Commissioner, individual, or institution. All property and assets will be given to a nonprofit organization or to the City of University City, the recipient to be determined by a two-thirds vote of the Commission.

#### **Article XIV. Amendment Procedure for the Bylaws:**

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a majority of the Commissioners present at any regular meeting if at least ten days' written notice is given, stating such intention to alter, amend, repeal, or adopt new bylaws at such a meeting.

#### **Article XV. Ratification:**

Ratification of this instrument by two-thirds of the Commissioners present will be sufficient for the establishment of these bylaws as the legal instrument governing the affairs of this organization.

## Lynda Euell-Taylor

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**From:** Allen, Sophia H. <sallen34@stlcc.edu>  
**Sent:** Tuesday, November 4, 2025 2:07 PM  
**To:** Linda Jones; Lynda Euell-Taylor; Bwayne Smotherson  
**Cc:** Allen, Sophia H.  
**Subject:** WashU Sam Fox School – Summer Public Design Workshop Proposal Opportunity  
**Attachments:** 2025\_RFP\_Draft\_Final\_web (2).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon, all,

Today I received some exciting information from our partners at Washington University's Sam Fox School, Mr. Matthew Bernstine. The packet includes details about the **Summer Public Design Workshop Invitation for Community Proposals**, which I've attached to this email for your review.

**In summary:** this opportunity invites us to submit a **community-driven or civic-minded project** that strengthens local priorities or directly benefits the public.

Only **one project** will be selected for the **Summer of 2026**, with a **project budget of approximately \$25,000** to support design and implementation.

I'd like for us to consider the **Design and Build** category, where University City and the Sam Fox School could partner to co-design and construct a physical installation. This could be a **permanent or semi-permanent structure**—such as a pavilion, sculpture, or architectural feature—that is free and open to the public. The goal is to make a visible and lasting impact through creative design.

To qualify under the Design and Build category, we must have:

- A clear concept for the proposed idea,
- Permission to use the property for installation, and
- Minimal need for additional planning—so that ample time remains for collaborative design, material procurement, construction, implementation, and review.

A few ideas have already been suggested, and one in particular stands out: since our **new police station** is currently under construction, perhaps a **designed or painted feature within the lobby** could serve as our proposed project. I'm not sure what concepts are currently being considered for that space, but I'd love to explore whether this could be a viable and meaningful submission.

### Timeline highlights:

- **Interest application due:** November 21

- **Selections announced:** December 1
- **Collaboration begins:** January 16
- **Project development:** January–March
- **Plan confirmation & materials procurement:** March–April
- **Summer workshop & implementation:** May–June
- **Project wrap-up:** July

I've registered for the **informational meeting on November 10** and will share any additional insights I gather as soon as possible.

If this proposal needs to go before the **Arts and Letters Commission**, I kindly ask that **President Jones** present it at the upcoming meeting. Unfortunately, I'll be attending the **MCCA Conference** from **November 12–14** and will miss this month's meeting. Please share your thoughts and feedback so we can determine whether to move forward with this opportunity.

Thank you all,  
**Sophia Haynes Allen**  
Public Arts Committee

Sophia Allen  
Recruitment & Career Coordinator  
St. Louis Community College  
Workforce Division  
(314) 539-5341  
sallen34@stlcc.edu



Submissions are due:

**December 7, 2025**

[Apply Here](#)



# SUMMER PUBLIC DESIGN WORKSHOP

**INVITATION FOR COMMUNITY PROPOSALS**



*Partner with the Sam Fox School of Design & Visual Arts through the Office for Socially Engaged Practice*

# Overview



The Summer Public Design Workshop is a 4-week partnership between St. Louis community groups and the Sam Fox School of Design and Visual Arts. Led by the Office for Socially Engaged Practice (OSEP), the selected project team will work side-by-side with up to ten Sam Fox School students, a faculty mentor, and OSEP to help bring a community-led idea to life.

We are looking for community-driven and civic-minded project ideas that strengthen local priorities and directly benefit the public.

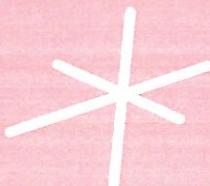
One project will be selected for the Summer 2026 workshop, with a project budget of approximately \$25,000 to support design and implementation.

We invite community organizations, neighborhood groups, and nonprofits interested in advancing their mission and vision through design to submit project ideas for Summer 2026 consideration.

**Submissions are due by December 7, 2025.**

**The Office for Socially Engaged Practice (OSEP)** serves as a hub for collaborative, community-centered work in art, architecture, and design. We unite our faculty, students, and staff to engage with the St. Louis region and global communities. We are dedicated to building meaningful relationships, foster collaborative partnerships, and lead applied design projects that advance education, community outreach, and innovation in community-based art and design.

To learn more about the Office for Socially Engaged Practice visit, [www.samfoxschool.wustl.edu/engage](http://www.samfoxschool.wustl.edu/engage)





We can support ideas that are just starting and interested in **developing a proof-of-concept** through our Pre-Design Workshop or support projects that can benefit from a **small design/build prototype**.

We welcome partners of all sizes, from one-person teams to larger organizations. (A quick note: applicants must designate a full-time primary point of contact to participate.) At this time, we're unable to partner with all-volunteer organizations or project teams. Collaborative proposals involving multiple groups working toward a shared goal are welcomed.

***Eligible community partners include:***

- not-for-profit organizations,
- government entities or departments,
- public schools,
- for-profit organizations with public mission,
- museums,
- civic groups,
- labor unions,
- or neighborhood associations.

Other groups may be considered with documentation that clearly demonstrates how the work serves a public mission or addresses community needs within the St. Louis region.

We prioritize partnerships that center community voices and respond directly to urgent, documented needs and priorities.

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**Pre-Design Workshop:**

The “Pre-Design Workshop” is an early-stage collaborative process aimed at co-generating ideas, designs, and/or validating concepts

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**Design / Build:**

The “Design/Build” project type is a hands-on, practical approach to creating physical installations that enhance or transform a space

**We are seeking collaborators who have a vision to better their communities' spaces and places in the St. Louis region.**



# Pre-Design Workshop

***The “Pre-Design Workshop” is an early-stage collaborative process designed to co-generate ideas, develop designs, and validate community concepts. This track is ideal for partners who have a broad design vision and need assistance with visualizations, guidance, and options before deciding on a specific design direction.***

The primary goal of the workshop is to co-develop a range of ideas and design solutions that address the partner's unique needs. Throughout the workshop, the student team will create design sketches, process documents, and visual representations to help partners better envision their ideas.

Partners can expect to receive conceptual designs supported by digital models, physical models, design process diagrams, photo collages, and/or renderings. These deliverables will provide a foundation for future project development. The final outcomes will depend on the project and will be determined with the partner before the workshop begins.

**Partners interested in pursuing this opportunity should have:**

- a specific space in mind,
- leadership approval and if applicable,
- community stakeholder input,
- and a plan to continue the project after the workshop.



Partners can expect a design process similar to the one outlined below for a Pre-Design workshop:

## 1 **Definition and Collection**

Gather information about the partners' needs and goals, which may include *background research, interviews, site analysis, and identifying constraints and opportunities*.

## 2 **Collaborative Design**

Facilitate interactive design workshops with project partners and stakeholders, to generate and discuss design ideas. These sessions may involve *group discussions and sketching exercises over multiple meetings*.

## 3 **Concept Development**

*Create conceptual drawings, illustrations, and preliminary models* based on the ideas from the collaborative design workshops. These visuals help partners evaluate the merits of the design options.

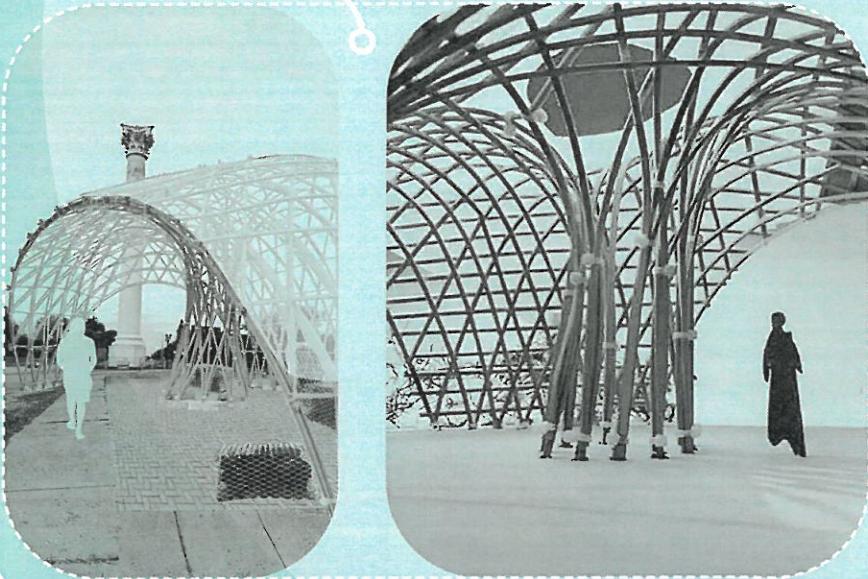
## 4 **Review and Feedback**

*Present concepts to partners and stakeholders for review.* This step is essential for refining ideas and ensuring they meet the partners' needs and goals.

## Example Projects

### → Peace Park

Design concepts for a bamboo pavilion, in Peace Park, developed in Wyly Brown's fall 2022 course *Materials of Memory Peace Park*, a collaboration with Green City Coalition and Peace Park partners.



### → Scott Joplin House

Pre-design concepts to identify design options for the Scott Joplin House's expansion. Developed as part of a partnership with Missouri Forest ReLeaf and the Scott Joplin House. The course, *Architecture for Non-Architects*, was instructed by Catalina Freixas in Spring 2023.



### → Community Design Sprints

Public installations developed to showcase the potential for public place-making and place keeping to future funders and businesses. Ideas were developed in Matthew Bernstein's spring 2022 course, *Community Design Sprints*, a partnership with Delmar Main Street, the Maker's District, and Kingsway Developments



# Design / Build

*The “Design/Build” project type is a hands-on collaboration where the Sam Fox School team and partner co-design and build a physical installation.*

Installations can be permanent or semi-permanent features that are free to visit, publicly accessible and visible. This could include architectural structures like pavilions, artistic elements such as public sculptures, interactive installations, or functional objects like seating or shelters. If your goal is to make a noticeable impact with a physical installation that incorporates both aesthetic and practical elements, this is the right project type for you.

**Design/Build is ideal for partners who have a clear concept and either own or have permission to use the property for the installation.**

This project type requires more planning due to the workshop’s time frame and the need for material procurement. If selected, we will work closely with the partner in the months leading up to the project to define a size and scope that can be realistically implemented. Please note that the community partner will be responsible for developing a plan for maintaining or removing the installation after its completion.

Partners can expect a design process similar to the one outlined below for a Design/Build workshop:

## 1 Consultation and Planning

We will work with the selected partner to understand their vision, needs, and the context of the space. This includes discussing aesthetic preferences, functional requirements, and site-specific considerations. Together, we will also create a maintenance and/or removal plan for the completed installation.

## 2 Collaborative Design

We will develop detailed design concepts and construction plans, which may include sketches, implementation drawings, material selections, and site layouts.

## 3 Construction Phase

Once the design is finalized, the project team will move forward with fabrication, assembly, and installation of the design in the designated space.

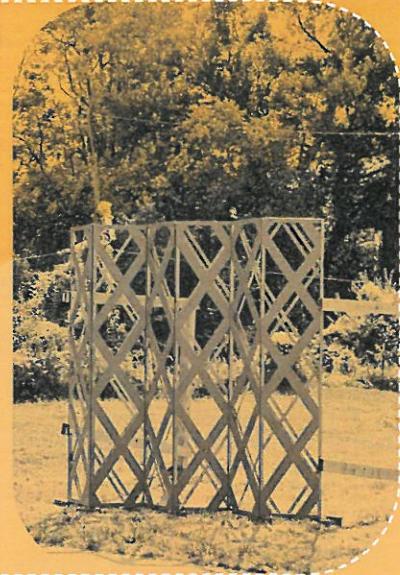
## 4 Implementation and Review

We will oversee the installation process with the partner to ensure it meets the design expectations. After installation, we will conduct a project review with the partner to assess its success and overall satisfaction.

## Example Projects

### → Be Well Café Market

The 2025 Summer Public Design Workshop, led by Chandler Ahrens, Gregory Cuddihee collaborated with Fatimah Muhammad, and Max Bemberg to co-design metal screens for the forthcoming pavilion at the Be Well Café Farmers Market.



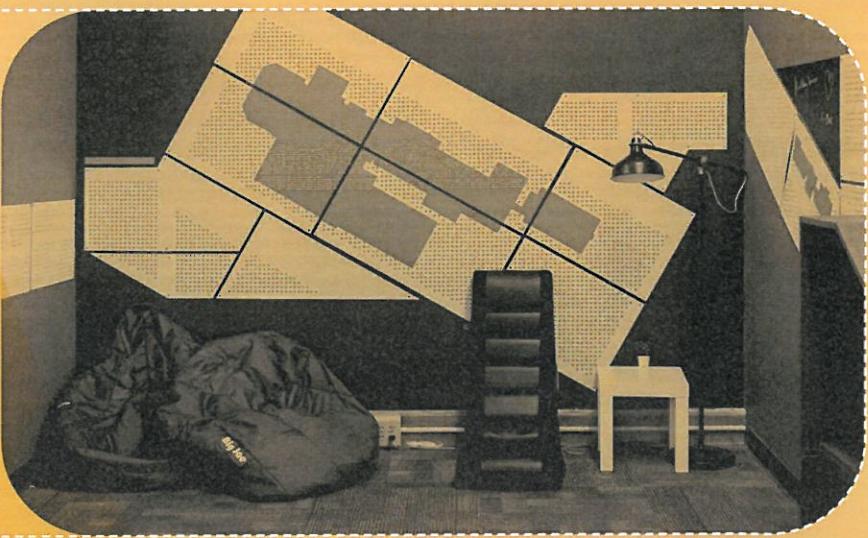
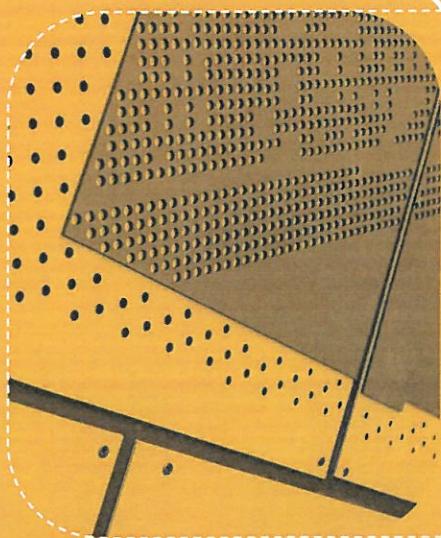
### → Nahed Chapman

Chandler Ahren's spring 2016 undergraduate design-build studio created iconic seating and shade structure for the Nahed Chapman New American Academy.



### → Pathways: A Collaboration with Sumner High School

Kelley Van Dyck Murphy's spring 2025 course Pathways: A Collaboration with Sumner High School worked with Sumner High School students to co-design and fabricate installations at the Sumner StudioLab.



# Application Details

## APPLICATION TIMELINE

- October 30, 2025:** Applications Open
- December 7, 2025:** Interest applications due
- December, 2025:** Committee convenes to select a project partner
- January 16, 2026:** Partner is selected and notified

## PROJECT TIMELINE

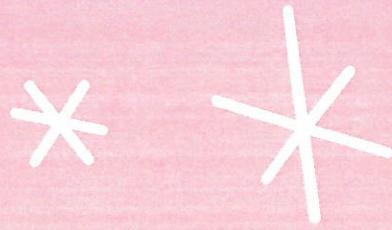
- January 2026:** Student Applications Open & Faculty selected
- January-March, 2026** Project scope, agreement, and plan development with OSEP
- March/April, 2026:** Agreement & project plan confirmation / Materials procurement
- Late May/June, 2026:** 4-week Summer Workshop launches
- July, 2026:** Project Wrap-up and summary documentation

## Review Process

A committee composed of faculty, staff, and students at Sam Fox School, including the Office for Socially Engaged Practice will review the proposals and select a top proposal for consideration. Submitted and completed proposals will be evaluated on the following priorities, which reflect our commitment to strong community partnerships, achievable impact, and sustainable design practices

- **Top-Level Support:** Projects should demonstrate how/if the proposed project has received approval from their senior organizational leadership and/or strong community support
- **Community-Informed Component:** If applicable, provide details on meaningful community involvement and input that have helped to shape the proposed project.
- **Impact:** How this proposed project will benefit your organization, stakeholders, and community, and how it will create or support lasting outcomes.
- **Feasibility:** The project scope will be reviewed to ensure the timeline and goals of the Summer Public Design Workshop align with the project's needs.
- **External Organization Support:** Projects with strong investment and backing from the local community and relevant stakeholders will be prioritized.
- **Sustainable Design Intent:** Projects are strongly encouraged to follow sustainable design practices, reflecting the Sam Fox School's commitment to environmental justice and resilient design solutions.

# Application Preview



**The online application requests project partners respond to the following:** (Note: The portal to submit applications will not save responses once the application is started. Please have all of the information listed above prepared when filing an application.)

- **Primary Point of Contact** (Last, First Name), Email, and Phone Number
- **Organization Name**
- **Entity / Organization Description** (Share more about your entity's status mission, vision, and/or primary constituents)
- **Organizational Status** (Please provide a copy of your organization's official status. (e.g. 501c3, neighborhood organization, institutional entity, etc...))
- **Project name** (If available, please provide the name of the project for which you are requesting assistance)
- **Project Description** (Describe the project proposal idea you are seeking assistance with. If applicable, please include any prior planning or coalition building.)
- **Project Type** (Select the project type you are seeking assistance with) Select 1:

**A** **Pre-Design Workshop:** The “Pre-Design Workshop” is an early-stage collaborative process aimed at co-generating ideas, designs, and/or validating concepts.

**B** **Design / Build:** The “Design/Build” project type is a hands-on, practical approach to creating physical installations that enhance or transform a space.

- **Project Support** (Please describe the resources your organization could provide to support this project. These can include financial support, in-kind technical or administrative support, local knowledge, etc.)
- **What does a successful project and engagement look like?** (Describe how this engagement will benefit your organization and your capacity to sustain the project after this engagement)
- **Applicants will be asked to provide at least 1 reference letter**
- **Additional relevant materials** for the selection committee to consider including: previous design exercises, engagements, community ideas, surveys, concepts, etc...

**If selected additional documentation will be requested.**



## How OSEP will support your Vision

Thank you for your interest in working with the faculty, staff, and students of the Sam Fox School of Design & Visual Arts at Washington University in St. Louis. We are a community of architects, artists, and designers committed to applying the tools of our fields towards positive social change. Working with partners and collaborators in the community, particularly in the St. Louis region, is an essential part of our research, teaching, and practice.

Collaborations between students, faculty, and the community occur most frequently through classes or independent projects, which may be formatted in the following ways.

### ***As partner, OSEP will bring expertise, creative vision, and resources to the project.***

- ***Design Assistance:*** As a partner, you'll receive dedicated design assistance from the Office for Socially Engaged Practice. This includes collaboration with a talented team of students and lead Faculty from the Sam Fox School's College of Architecture, Landscape Architecture, and Urban Design.
- ***Creative Energy:*** Your project will benefit from the fresh ideas and enthusiasm of 6-10 students, selected through a competitive application process. These undergraduate and graduate College of Architecture students will work full-time on your project for four weeks, guided by a faculty lead, adding creativity, design possibilities, and a dynamic spirit.
- ***Community & Space:*** As a partner, we welcome you to join us at the Sam Fox School, where you can host related community meetings and project meetings in support of this project. The project team will also have access to our fabrication labs to develop and create project concepts.
- ***Funding:*** The Office of Socially Engaged Practice will provide up to \$25,000 towards implementation of the project idea that can include honoraria, community programming, and material costs.
- ***Project Management:*** The Office for Socially Engaged Practice will lead the administrative details, including managing the project schedule, budget, and partner agreements. Our goal is to make the process as smooth as possible, so you can focus on the impact of your project.

# **Expectations for Community Partners**

***Participating community partners will play an active, integral role in the project throughout the project. Selected partners should have availability to meet with Sam Fox Team at least 1/week for approximately 2 hours during the 4-week workshop.***

- **Active Collaboration:** Partners will be asked to engage with the workshop team by participating in goal-setting meetings, providing feedback on designs, and collaborating during the design phase.
- **Clear Goals + Objectives:** Partners will be asked to share their organization's mission, vision, and specific needs for the project to help the team understand how the design solutions can support your objectives.
- **Availability for Meetings:** Be available for scheduled meetings and reviews with faculty and students to keep the project on track..
- **Feedback and Input:** Provide constructive feedback on preliminary designs and prototypes to help refine the final deliverable.
- **Support for Students and Faculty:** Offer necessary support to the project team, such as access to the project site, materials, or organizational information
- **Commitment to Timeline:** Adhere to the project timeline by participating in workshops and meetings as scheduled to ensure timely completion.
- **Acceptance of Final Deliverable:** Review and accept the final design solution and be prepared to integrate it into your organization or community.





→ Students building a bamboo pavilion in Wyly Brown's fall 2022 course *Materials of Memory Peace Park*, a collaboration with Green City Coalition and Peace Park partners.



Submissions are due by  
**December 7, 2025.**

To submit your idea, **scan the qr code**  
or **visit** Office for Socially Engaged Practice to learn more:  
<https://samfoxschool.washu.edu/collaborations/socially-engaged-practice>