



ARTS AND CULTURAL AFFAIRS COMMISSION (A&CA) MINUTES – SPECIAL MEETING

DATE: Tuesday, 8 March 2022

TIME: 4:00 PM

LOCATION: Rm. 2, Multicultural Family Center, The Ruby Sutton Building, 1157 Central Ave., Dubuque, IA 52001

Commissioners Present: Paula NEUHAUS (chair); Ryan DECKER (recorder); Noelle CHESNEY; Ali LEVASSEUR; Sue RIEDEL; Thomas ROBBINS.

Commissioners Excused: Nicholas HALDER (vice-chair).

Staff Present: Jenni PETERSEN-BRANT (coordinator).

Public Present: Jean Tucker, director of development, Dubuque Symphony Orchestra.

Neuhaus called the meeting to order following staff assurance of Iowa Open Meeting compliance at 4:02 PM.

Roll Call & Review of Minutes

Commissioners and staff introduced themselves for public present. Minor grammatical and clarifying changes were proposed for the 22 February 2022 minutes. Approval of minutes with proposed changes motioned by Levasseur, seconded by Robbins. Vote: Unanimously affirmed. ***Motion carries.***

Review of FY23 Operating Support Grant & Application

Petersen-Brant provided a brief line-by-line overview of Operating Support Grant as provided by the Grants Subcommittee (Neuhaus, Riedel and Halder), noting changes from FY22.

1. **Balance Sheets/Financial Records:** A discussion was held over the inclusion of organization balance sheets as part of the application, and how to best balance Accessibility and Accountability; while the balance sheet provides a perspective on an organization's financial health not shown in other documents, the Commission recognizes that not all organization have the same capacity to easily provide one, thus making it a significant application obstacle. Decker suggested requiring the balance sheet only of organizations beyond a certain higher-value funding request, thus excusing the balance sheet for lower-requesting, volunteer-staffed organizations (Discussion, no motion). There was also question as to whether or not the balance sheet information impacts the reviewers' award determinations (which it should) when the City does not vet the documents. Commissioners would like City Finance to review balance sheets as part of the grant process and provide clarity on organizational financial health

to the reviewers. The Commissioners determined these issues will be resolved with the forthcoming robust review of grants and grant processes, per the Strategic Plan.

2. **Access Points:** Neuhaus recommended that all mention of "portal," "application link" "Slideroom," etc. in the documents share the same language and include hyperlink. Neuhaus also recommended where in the Guidelines this access language/hyperlink best belong.

3. **Minor corrections** in format and grammar/language were proposed.

Approval of the FY23 Operating Support Grant with access point and corrections motioned by Riedel, seconded by Decker. Vote: Unanimously affirmed. ***Motion carries.***

Review of FY23 Special Projects Grant & Application

Petersen-Brant provided a brief overview changes to Special Projects Grant from FY22 to FY23, most notably return of the organization match. Minor corrections in format and grammar/language were proposed. Approval of the FY23 Special Projects Grant with corrections motioned by Decker, seconded by Chesney. Vote: Unanimously affirmed. ***Motion carries.***

Reminder of City Council Budget Review

Petersen-Brant reminded the Commission that the Economic Development Department (which houses the Office of Arts & Cultural Affairs) has City Council FY23 Budget Review tomorrow, 9 March 2022; Economic Development anticipates their presentation to start at 8:15 PM. Presenting City staff, as well as Council members, will be in Council chambers; in the interest of public health, commissioners and general public are encouraged to attend virtually. Petersen-Brant noted that public comment may be given during the hearing through the virtual platforms or via email / written letter to Council members in advance of or following the hearing.

Public Comment

Tucker expressed appreciation for the Commission and staff's support of local arts and culture organizations, and the care put into grants and application process by the Commission and Grants Subcommittee.

Adjournment motioned by Levasseur, seconded by Riedel at 4:58 PM. Vote: Unanimously affirmed. ***Motion carried.***

Next Regular Meeting: Tuesday, 22 March 2022 at 3:30 PM, Multicultural Family Center

Respectfully submitted:

Jenni Petersen-Brant
Arts & Cultural Affairs Coordinator, City of Dubuque

These minutes were passed and approved on Wed. March 22, 2022.

Witnessed By: Paula Neuhaus _____ (signature)

____ Paula Neuhaus ____ (printed)

____ Chairperson ____ (officer position)

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Final Audit Report

2022-03-23

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