



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

DATE: Tuesday, 27 September 2022

TIME: 3:30 PM

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

Commissioners Present: Nicholas HALDER (chair); Tom ROBBINS (vice-chair); Shirley DAVIS-ORWOLL (recorder), Doug DONALD, Noelle CHESNEY, Sue RIEDEL.

Commissioners Excused: Paula NEUHAUS.

Staff Present: Jenni PETERSEN-BRANT (coordinator).

Public Present: Amanda LEWIS (City staff, climate action coordinator); Ali LEVASSEUR (DCFAS / JDIFF rep, former commissioner)

HALDER called the meeting to order following staff assurance of Iowa Open Meeting compliance at 3:35 PM.

Roll Call & Review of Minutes

Minor edits to grammar and record of procedural actions for 30 August 2022 minutes. Approval of minutes with proposed changes motioned by ROBBINS, seconded by CHESNEY. Vote: Unanimously affirmed. ***Motion carries.***

Staff Status Reports

Written updates provided by Staff. Highlights referenced by Staff include:

- NEA LAA sub granting award. Laura Merrick to present guidelines, application questions, and rubric related to this grant for Commission review and recommendation at October meeting.
- Reminder that October is National Arts and Humanities Month. Proclamation at 3 October 2022 City Council meeting. 2022-23 Art on the River video produced by Public Information will also be shared at that City Council Meeting. Other awareness includes a press release going out to media and arts & culture email listservs, Mike Williams overseeing 31-day #ShowYourArt2022 social media challenge.
- Footage for a new Delivering Dubuque video was recently captured by Public Information with Mayor Cavanaugh and Petersen-Brant discussing the City's investment and prioritizing of arts and culture. Expect video to be released in November.
- A Creatives Café event is set for 12 October 2022. Petersen-Brant is working with Ali Levasseur who serves on steering committee for those events to secure venue.

Motion to accept staff status report and include them in the minutes of the meeting by DONALD, seconded by RIEDEL. Vote: Unanimously affirmed. ***Motion carries.***

Old Business

1. **Recommendation on use of Government Alliance on Race & Equity regranting program balance:** Petersen-Brant presented outline of mini-grant program as discussed with the grants subcommittee to utilize remaining GARE regranting fundings, ~\$4,000. Eligible applicants defined same as with previous GARE guidelines; previous GARE regrant recipient ineligible. Applicants can request \$250 minimum and up to \$500, no match required to support BIPOC-focused events. Proposals must be at least 8 weeks prior to the event date with submissions taken on rolling deadline until funds are exhausted. Grant recipients will have option to do an in-person presentation for Commission or a written final report. Per Commission feedback, Petersen-Brant to add that it may take 4 weeks from date of application to notification. Motion to approve program parameters as discussed and for Staff to move forward with next steps by CHESNEY, seconded by HALDER. Vote: Unanimously affirmed. ***Motion carries.***
2. **Revisit Commission's Strategic Plan Progress.** Plan timeline reviewed and discussed. Discussion on creating momentum on the efforts resulted in the following individuals volunteering to work in small groups on the Priorities and Objections as follows. Initial work to include updating timelines and committing to progress on action steps accordingly:
 - CHESNEY, HALDER, DONALD on Priority 1. Former Commissioner Ali Levasseur also interested in helping on parts of Priority 1.
 - NEUHAUS, HALDER on Priority 2. Former Commissioner Ali Levasseur also interested in helping on Priority 2.
 - RIEDEL, NEUHAUS, HALDER on Priority 3.
 - ROBBINS, DAVIS-ORWOLL on Priority 4. Former Commissioner Ryan Decker to be contacted to gauge interest in working on Priority 4.

New Business

1. **Update on Branding & Communications Campaign:** Petersen-Brant provided an update on sector-wide Branding & Communications Campaign. HALDER suggested a tool kit be available to use. Staff noted that soft launch by the end of October to coincide with Arts & Humanities Month possible; end of calendar year for sure due to grant funding sources. RIEDEL recommended the launch be part of a City Council Meeting; staff to investigate options.
2. **Invitation to Historic Millwork District conversation with Bolton & Menk:** Petersen-Brant shared invitation to community engagement session with consultants working on refresh of HMD Master Plan. Conversation to be held 12 October 2022 from 7-9 PM as part of Creatives Café event previously mentioned.

Public Comment/Correspondence

Ali Levasseur shared that she is willing to serve on Priority 2 working group and to also assist with part of Priority 1 that she was previously working on as a Commissioner. She also shared news about 29 October 2022 Morbid Muse exhibit.

Engagement & Events Reporting

Nothing reported.

DAVIS-ORWOLL shared that she will be absent from October meeting.

Adjournment motioned by RIEDEL, seconded by DONALD at 5:07 PM. Vote: Unanimously affirmed. ***Motion carried.***

Next Regular Meeting: Tuesday, 25 October 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 25 October, 2022.

Nick Halder
Witnessed By: [Nick Halder \(Oct 26, 2022 09:19 CDT\)](#) _____ (signature)
Nick Halder (printed)
Chairperson (officer position)

Minutes Arts Commission Regular Meeting 09.27.2022_approved

Final Audit Report

2022-10-26

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