



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

DATE: Tuesday, 26 July 2022

TIME: 3:30 PM

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

Commissioners Present: Paula NEUHAUS (chair); Nick HALDER (vice-chair); Doug DONALD; Sue RIEDEL; Thomas ROBBINS.

Commissioners Excused: Noelle CHESNEY.

Staff Present: Jenni PETERSEN-BRANT (coordinator).

Public Present: Ali LEVASSEUR

Neuhaus called the meeting to order following staff assurance of Iowa Open Meeting compliance at 3:34 PM.

Roll Call & Oath of Office for Newly Appointed/Renewed Commissioners Present

Brief introductions by all present. Neuhaus administered the oath of office to member Davis-Orwoll.

Officer Appointments

Nomination and appointment of Chairperson, Vice-Chairperson, and Recorder Officer 1-year term(s) as follows:

- Nomination of Halder to serve as Chairperson by RIEDEL, seconded by NEUHAUS. Vote: Unanimously affirmed. ***Motion carries.***
- Nomination of Robbins to serve as Vice-Chairperson by NEUHAUS, seconded by DONALD. Vote: Unanimously affirmed. ***Motion carries.***
- Nomination of Davis-Orwoll to serve as Recorder by NEUHAUS, seconded by RIEDEL. Vote: Unanimously affirmed. ***Motion carries.***

The Commission thanked NEUHAUS for her leadership throughout the last 12-months especially in relation to the Commission's recent strategic planning process.

Review of Minutes

Motion to approve 28 June 2022 and 13 July 2022 minutes by Riedel, seconded by Halder. Vote: Unanimously affirmed. ***Motion carries.***

Updates from Master Plan Working Groups

Staff verbally shared updates from active Working Groups:

Work of Branding & Communications and Accessibility, Engagement & Inclusion groups converging to host soft launch of communications campaign during DubuqueFest

Status Reports from Staff

Staff verbally shared status on the following activities:

1. Part-time, limited-term **Communications & Grant Administration Assistant** filled. Laura Merrick offered and accepted position with start date of 8 August 2022. This position is designed to focus on administration of National Endowment for the Arts Local Arts Agency subgranting award received by Office of Arts & Cultural Affairs. Funds will distribute \$435,000 to organizations for operating support and \$15,000 to individual artists for community-facing programs.
2. **Art on the River:** Robbins is collecting promotional materials from arts and culture grantees and partners to host mini-resource fair during opening reception; Local creatives including a poet, musician, and four 3D demonstrating artists including a potter, jeweler, Marshallese weaver to be featured during 5 August 2022 reception from 5-7 p.m.
3. **Special Projects** grant agreements have gone out to funded applicants.
4. Portable mural created for Sustainability Fairs held in Bee Branch Greenway during **Pollinator Week** to be gifted to EB Lyons Interpretative Center.

Old Business

1. **Strategic Plan Reporting:**
 - a. Action item to address timing of term expirations. Commission discussed proposed ordinance amendment presented by Staff with consideration of willingness of some current Commissioner to extend to a 4-year term. Staff to confirm next steps with Assistant City Clerk for approval by City Council.
 - b. Review of 5-year Plan Priorities
 - i. Priority 1- Evaluate and adapt Arts & Culture (infrastructure) staffing and placement with City organizational chart, Commission structure, and budget to maximize community impact.
 - ii. Priority 2- Proactively support implementation of Master Plan in alignment with other City plans and City Council goals to maximize community impact.
 - iii. Priority 3- Continually strengthen and evaluate Arts & Culture grant programs to maximize community impact.
 - iv. Priority 4- Foster resources and relationships which maximize community growth and development through arts and culture.
 - c. Suggestion by Robbins to add Plan as adopted and presented to City Council to Commission page on City website for download. Staff to add.
2. **AchieveIt Software:** Staff shared that City Manager's office has procured AchieveIt online software to cross reference and improve accountability and reporting actions and recommendations across major City plans including the Arts & Culture Master Plan. Staff is currently involved in training on the new platform and will be responsible for uploading Arts & Culture Master Plan priorities and strategies into software; ideally community partners will have access to input their actions and impacts to assist.

New Business

Special Meeting Request: Staff suggested convening of Special Meeting prior to Regular Meeting scheduled for 23 August 2022 to review Operating Support grant scoring and funding recommendations. Discussion by Commission with consensus to table Operating Support funding recommendation review until 23 August 2022 meeting.

Public Comment

Ali Levausser, as an outgoing Commissioner, thanked current Commissioners for the opportunity to work with them during her time on the Commission. Levausser noted that she and looks forward to working with everyone in other capacities and shared news regarding upcoming DubuqueFest activities. Neuhaus thanked Levasseur for her 8-years of service and mentorship.

Events and Engagement Reporting

1. Neuhaus and Petersen-Brant to attend and present at Iowa Arts Summit in Des Moines, Iowa on 12 August 2022.
2. Neuhaus shared team building activity.
3. Robbins distributed promotional materials from UD Heritage Center's season lineup.

Adjournment motioned by Halder, seconded by Robbins at 4:56 PM. Vote: Unanimously affirmed. ***Motion carried.***

Next Regular Meeting: Tuesday, 23 August 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 Wednesday, August 30, 2022.

Witnessed By: *Nick Halder* (signature)

Nick Halder (printed)

Vice-Chairperson (officer position)