



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

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**DATE:** Tuesday, February 28, 2023

**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); Noelle CHESNEY; Doug DONALD; Shirley DAVIS-ORWOLL; Sue RIEDEL; Paula NEUHAUS.

### **Commissioners Excused:**

**Staff Present:** Jenni PETERSEN-BRANT (Manager); Mike WILLIAMS (intern); Jill CONNORS (Economic Development Director); Laura MERRICK (Communications & Grants Administration Assistant)

**Public Present:** Jeff DiCicco (Key City Creative); Kara Murphy (Dubuque Symphony Orchestra); Hieyler Talley (Artist)

HALDER called the meeting to order following staff assurance of Iowa Open Meeting compliance at 3:33 PM.

### **Roll Call & Review of Minutes**

Roll call conducted as member of public present followed by approval of 30 January 2023 minutes as presented motion by DONALD, seconded by RIEDEL. Vote: Unanimously affirmed.

***Motion carries.***

### **Staff Status Reports**

Oral update provided by PETERSEN-BRANT. Marking PETERSEN-BRANT's final meeting as arts and cultural affairs coordinator, HALDER acknowledged the remarkable work that she has accomplished in her tenure with the City and advancing arts and culture. Fellow commissioners concurred with the sentiments, and all wished PETERSEN-BRANT the best of luck on her future endeavors.

No motion necessary.

### **Master Plan Working Group Update**

Oral update provided by PETERSEN-BRANT.

No motion necessary.

## **Old Business**

1. **Strategic Plan Reporting:** ROBBINS offered an update about the recent discussions that the Priority 4 committee had on strengthening advocacy, creation of arts support organization, among other topics. The committee meet with leaders from various regional arts advocacy organizations about the work that they do in their service areas and organizational structure, among other topics.

NEUHAUS shared an update from the grants' subcommittee and their work on the FY24 Operating Support and Special Projects grant programs as it relates to the strategic plan. More details will be provided as part of new business later in the meeting.

PETERSEN-BRANT shared that the City Council approved at the February 7 meeting the commission ordinance amendment regarding adjustments to Commissioner term expirations as prepared by Legal Department. The new term expirations will officially take effect on July 1, 2023.

## **New Business**

1. **2023-24 Art of the River Exhibition:** PETERSEN-BRANT presented the working theme, tagline, and description that the Art on the River subcommittee have developed. Drawing upon Dubuque's history as a community that has historically served as a beacon of progress, forward momentum, and a bright tomorrow, Illuminate & Innovate was proposed as this year's theme. Staff also presented the proposed timeline for all the Art on the River activities.

Motion to approve the working theme, tagline, and description for Art on the River 2023-24 and for staff to move forward with finalizing/publicizing submission materials by DONALD, seconded by CHESNEY. Vote: Unanimously affirmed. ***Motion carries.***

2. **FY24 Operating Support and Special Projects Grant Programs:** The grants' subcommittee presented their recommendations for the FY24 Operating Support and Special Projects grant programs. No major changes were recommended by the subcommittee except for the financial worksheet that is an attachment to the Operating Support application. The proposed change is to have organizations provide financial information for the most recently completed and current fiscal years. This is a return to how the worksheet was completed prior to the pandemic.

Motion to approve the recommendation made by the grants' subcommittee and for staff to move forward with finalizing/publicizing submission materials for the FY24 Operating Support and Special Projects Grant Programs by RIEDEL, seconded by CHESNEY. Vote: Unanimously affirmed. ***Motion carries.***

3. **Arts & Cultural Affairs Manager Candidate Needed Qualities/Skills:** CONNORS discussed with the commission about the process for hiring a new arts and cultural affairs coordinator. She also provided a list of desirable qualities and skills that were identified by the commission during the 2019 search for this position. Discussion took place among the commissioners about the demands of the position and how that relates to the desirable qualities and skills. CONNORS asked that if they had any further feedback in addition to what was discussed during the meeting to pass it along to either her or HALDER within the next week.

### **Public Comment/Correspondence**

Members of the public expressed their appreciation for the work that PETERSEN-BRANT has done for the arts and culture sector.

Further discussion also took place regarding strategic priority four and the possible creation of an arts advocacy organization in Dubuque. It was also motioned that a possible resource for the work of this group could be Dubuque Forward.

### **Engagement & Events Reporting**

No engagement and events reporting took place.

Adjournment motioned by RIEDEL, seconded by DONALD at 4:50 p.m. Vote: Unanimously affirmed. ***Motion carried.***

**Next Regular Meeting: Tuesday, 25 April 2023 at 3:30 PM, Multicultural Family Center**

Respectfully submitted:

Jill Connors  
Economic Development Director, City of Dubuque

These minutes were passed and approved on Tuesday, March 28, 2023.

Witnessed By: *Nick Halder* (signature)

Nick Halder (printed)

Chair (officer position)