

Minutes

## **ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION**

October 27th, 2015

Lacy Board Room, Carnegie Stout Public Library

**The meeting was called to order by Chair Marina O'Rourke at 4:30 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.**

Commissioners present: Katherine Kluseman, Marina O'Rourke, Sue Riedel, Ellen Henkels Gina Siegert, and Matthew Gregory.

Staff present: Maurice Jones

**APPROVAL OF MINUTES of September 22, 2015:** Minutes were not available for approval.

### **NEW BUSINESS**

#### **1. Art & Culture Master Plan Update**

City Staff Maurice Jones gave a synopsis of the workshops conducted by Lord Cultural Resources and the outcome of their 3<sup>rd</sup> visit to Dubuque. He discussed the latest visit was at the behest of the City manager to ensure that communities and all interested parties had the opportunity to participate.

#### **2. Economic Development Update/ Budget Discussion**

City Staff Maurice Jones updated the commissioners on the status of the department's budget request. He informed them that budget was going to be tight again this upcoming fiscal year. Commissioner Riedel inquired about the potential for cuts in the Art Commission's grants. Jones stated that he had not heard mention by the City Manager that cuts to the grant program was being considered. Jones reiterated his belief that the Art & Culture position should be a full time position and he asked for the support of the commission in regards to making a request. All the commissioners concurred and stated their support.

#### **3. Grant Review discussion**

Kluseman presented a review sheet as a guideline for process. A number of housekeeping items discussed requesting staff to make updates and changes to information and forms. Riedel suggested that applicants should have attended workshops and many of the questions would have been answered concerning the grant. Which causes misunderstanding of the process. Discussion continued on whether or not to make attendance mandatory for Grant workshops. O'Rourke suggested utilizing the phrase "highly encourage" applicants to attend the workshops. Discussion continued concerning encouraging

everyone or just new applicants. The importance of which consisted on the how applications can change and the importance of being up to date on those changes. Henkels mentioned the scoring examples from the Iowa Arts Council, examples of good grants, and the possible use of these examples in the workshops to assist the applicants in the process. The discussion continued under the City staff assistance section. Operational support guidelines page 1, last paragraph, last 2 sentences. The following change was suggested "It is highly recommended that all applicants attend the grant writing to workshop to understand the processes, policies, and grant updates from previous years; this is especially helpful to first time grant applicants". Under Contact and Tips it was suggested by Kluseman to update listed name and contact. Discussion continued concerning contacting the staff the Monday before the meeting to see if the applicant was one of the top tier. Siegert inquired as to how to inform applicants of the selections. Discussion continued on how best to inform applicants of the top Tier and conveying to the public how the decisions were made with respect to the applicants, not allowing the applicants to participate in the discussion. The commission decided that the bullet point under discussion should be a part of the grant writing tips. It was discussed that the phrase - "the applicant is welcome to hear their grant review and grade, please note the highest scoring applicant can be funded with no discussion required." - would be added to grant writing tips as the last bullet point. It was pointed out by Kluseman that scoring sheets are on line and can be downloaded by applicants. The problem with the total points issue on the grading sheet was brought up by Riedel.

**Special Projects Grants Discussion:** Kluseman pointed out that on the commissioner's special projects grading sheet uniqueness needed to be added as a grading box #9 before the total points. Henkels suggested that the scoring summary be on one sheet. Kluseman led discussion where to clarify special projects. Henkels the importance of unique factors to the project. Discussion continued. Siegert highlighted the need for new partnerships as a unique feature. Discussion continued on uniqueness and benefits of collaboration. Kluseman recommended adding that "a special project must involve a new partnership and unique component to your organization" to encourage collaboration. O'Rourke reviewed funding guidelines for the purpose of lowering the cap for the purpose of funding more projects. Discussion ensued on the pros and cons of that decision. Siegert stated she would like to propose to the City that as the number of applicants increase for grants that the funding levels increase to correspond, as well. Kluseman made a motion of \$8,000 cap on special project grants seconded by Siegert. Motion carried 6-1 (Henkels). O'Rourke asked the question if the special projects had to be in the city of Dubuque, it was decided by the commissioners that they should be conducted within the city of Dubuque since this was the source of funding, and it would be listed under eligible activities. Discussion continued on

syncing the guidelines for operational and special projects. Kluseman discussed making the report form available online for access. Henkels suggested that reminder of final report in to the commission by September 30<sup>th</sup>. Gregory requested clarity on dates being presented. Henkels discussed the fact that depreciation costs were not operating expenses. Staff was instructed to review this matter.

### **ITEMS FROM COMMISSION**

Kluseman stated that the head of the NEA will be in Des Moines and she would like to go if it was possible to carpool.

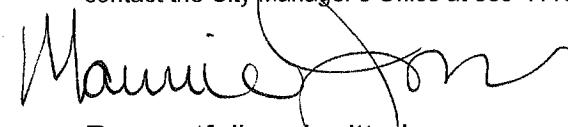
### **INFORMATION SHARING**

### **ITEMS FROM PUBLIC**

Dan LoBianco, Director of Dubuque Main Street, discussed issues that related to addressing any disconnect between his organizations. He requested a conference call with the consultants of the Master Plan. He discussed with the commission the process and interpretation of the review of financial information as it relates to grant applications. The commission discussed the process and how decisions are made with respect to review of financials. The commission agreed to review previous forms for possible inclusion.

**ADJOURNMENT** - Riedel made a motion to adjourn, second by Henkels. Meeting adjourned at 6:34 p.m.

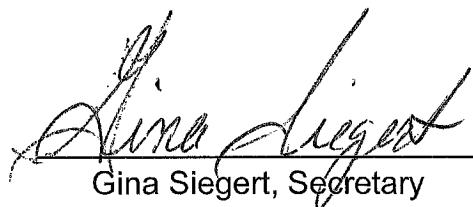
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Respectfully submitted:  
Maurice S. Jones, Director Economic Development

These minutes were passed and approved on:

November 24 2015



Gina Siegert, Secretary