

Minutes

ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

September 27th, 2016

Lacy Boardroom, Carnegie Stout Public Library

The meeting was called to order by Susan Riedel at 4:34 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.

Commissioners present: Mary Armstrong, Nicholas Bratcher, Matthew Gregory, Ellen Henkels, Sue Riedel, David Schmitz, and Gina Siegert

Staff present: Debra Alleyne

APPROVAL OF MINUTES of August 2nd 2016 Motion to accept minutes by Commissioner Bratcher seconded by Commissioner Henkels. Motion carried 6-0.

NEW BUSINESS

1. City Council Meeting

Coordinator Alleyne shared the details of items expected to be covered at the upcoming City council meeting which included the Arts and Humanities Month proclamation, the Commission's recommendation of the Arts and Cultural Master Plan and the staff presentation for the Master Plan. It was then decided that Commissioner Henkels would accept the proclamation and present the letter from the commission recommending the Arts and Cultural Master Plan to the City Council. Alleyne encouraged the commissioners to attend the City Council meeting as the issue being discussed would be important moving forward.

2. Arts and Humanities Month

Commissioner Riedel and Gregory produced an audio recording encouraging listeners to support the arts locally. The final audio file was made available to all commissioners and staff to listen to and was sent to KDTH, CAT and RIVER ROCK. Alleyne discussed her idea for a social media campaign showing local arts, artists and organizations participating in the arts. The photos shared on Facebook and Instagram would feature the American's for the Arts and the City of Dubuque's hashtag. She hoped that this effort would be supported by the local and cyber arts community. The commissioners supported the idea and recommended several organizations that had programming set for the month of October that could be featured on social media.

3. Grants

- The commissioners questioned Alleyne on the state of disbursement of funds with regard to the Operating and Special Project grants. She informed them that the process was temporarily halted and under review by the City Manager. The resumption of disbursement would begin only

after the review process had concluded. Chairwoman Riedel expressed concern about the delay and recommended that if the matter was not resolved soon that grant recipients should be notified.

- A letter was submitted by Studio Works to change the date of their Special Project "Arts Shanties". Commissioner Siegert questioned if the object of the application had been changed, and if the change in timing made a significant difference. Commissioner Schmitz noted that although it would take place at a different location and on a different date, the meaning would be the same. Chairwoman Riedel stated that as long as the project was done within the grant cycle the change wouldn't pose a problem. The Commission agreed to accept the change, with clarification of the dates and stipulated that the bills for this even must also fall within this granting cycle. Commissioner Henkels moved that with the clarification of dates and cycle we accept this change. Commissioner Siegert seconded it.
- Commissioner Schmitz commented on guidelines from the Iowa Arts Council volunteer panelist program form. He encouraged all commissioners find and fill out the IAC form, and consider it as a guideline for the commission to emulate during its grant review process. His suggestion included considering also using volunteer panelists from out of the city. Discussion followed on interest and availability of panelists from outside of the city. Commissioner Schmitz made a variety of recommendations based on best practices used at the Iowa Arts Council and recommended that we adopt policies as needed. Alleyne reminded the commission that she had a meeting scheduled with the Grant Services and Artists Programs Manager, Veronica O'Hern in Des Moines on October 5th to discuss the transition to peer review panels for adjudicating grants. The commissioners agreed to review the current materials used in the Operating Support grant and come prepared to discuss at the next meeting.

4. Snow Sculpting Festival Update

Commissioner Armstrong informed commission of the details available for the snow sculpting event. The tentative dates for the festival is Jan 13-17th and the location of the sculpting has also been finalized. She reiterated that the goal is to be in partnership with the National Mississippi River Museum as they also have an event that takes advantage of the season. The winner of the event will represent Iowa to the National snow sculpting event in Geneva. Alleyne mentioned that the contract was being reviewed by the legal department and could not be signed until it has been approved.

5. Arts and Business Luncheon

Commissioner Schmitz informed the commission about the genesis of the Arts and Business Luncheon and shared details of the event. The scheduled speaker Mary Bontrager would address the attendees at the luncheon on November 15th at the Grand River Center at 11:30am to 1:00 pm. Alleyne, as a steering committee member will work on marketing materials and press release.

6. Resilience Commission

The commission discussed the posting seeking members of existing commissions to participate in the resilience commission. Due to the fact that details about the frequency of meetings and location were still unknown, they were unable to make a designate a member to participate.

ITEMS FROM Public

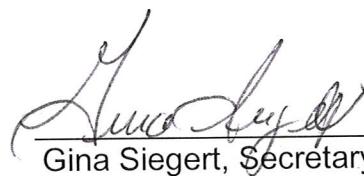
ADJOURNMENT – Commissioner Siegert made a motion to adjourn, second by Commissioner Henkels. Meeting adjourned at 6:13 p.m.

This notice is given pursuant to Chapter 21, Code of Iowa and applicable local regulations of the City of Dubuque. Persons with limited English proficiency or vision, hearing or speech impairments needing special assistance should contact the City Manager's Office at 589-4110 or (563) 589-4230 for TDD.

Respectfully submitted:
Debra Alleyne
Arts and Cultural Affairs Coordinator

These minutes were passed and approved on

Oct 25, 2017



Gina Siegert
Gina Siegert, Secretary