

Minutes

ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

May 23, 2017

Lacy Boardroom, Carnegie Stout Public Library

The meeting was called to order by Commissioner Henkels at 4:05 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.

Commissioners present: Mary Armstrong, Matthew Gregory, Ellen Henkels, David Schmitz, Gina Siegert (4:10pm)

Excused Absent: Nicholas Bratcher, Susan Riedel

Staff present: Debra Alleyne

APPROVAL OF MINUTES of April 25, 2017. Motion carried 4-0.

NEW BUSINESS

1. **Equity language for City Agreements:**

Alleyne reported on final language from the City of Dubuque grant committee regarding diversity equity and inclusion. Commissioner Schmitz noticed that the wording was still very voluntary and Alleyne agreed that at present the DEI elements are all voluntary but expects as time and resources become available that may be updated.

2. **Grant timelines**

Vice-chair Henkels suggested moving grants earlier in year for 2018. Alleyne noted that there was significantly less submissions in the Special Project Grant. The commission and coordinator speculated as to the cause and it was suggested that the commissioners inquire. Commissioner Schmitz suggested a quick simple survey be sent out. Alleyne assured the commission that the jury is assembled but that jurors had to be approached as opposed to volunteering. Alleyne mentioned the inconsistency found in the financial reporting forms when reviewing forms with Jean Natchman. She also mentioned that it would be important to come up with some consistent reporting mechanism that would be more consistent from grant to grant.

3. **Art on the River update**

Commissioner Schmitz connected with Patricia Walsh to be the Art on the River keynote speaker and she agreed to also do a workshop on public art. There were discussions about the location for the workshop and commissioners committed to making location recommendations. Alleyne also mentioned that there is need volunteers for youth tour. Alleyne reported that she hoped to get youth musical performances. Installation would continue till the day of the opening. The commission inquired about what professional assistance would be provided for installation. They insisted on the need for a professional installer

and there were recommendations to approach Peter Schroeder, John Bricker and Adam Eikamp. Alleyne agreed but was also concerned about the cost. She suggested that she would also approach public works to provide what assistance they could. Commissioner Siegert volunteered to take photos for the afternoon of the opening and all commissioners were entreated to help. Commissioners are asked to draft a letter to invite prospective investors to the workshop and opening. Alleyne will draft an invitation that will include workshop.

4. Guidelines for Special Projects Grant:

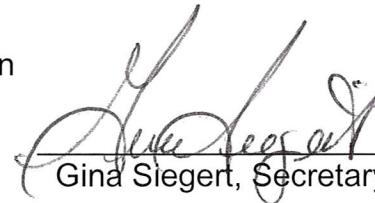
Vice-chair Henkels brought up Special Projects guidelines, in response to letter from Miki Robinson – Bell Tower Theater. Alleyne reported on her method disbursement with regard to the Special Projects and how it was received by her department. Commissioner Schmitz and Seigert both described to their knowledge the issues surrounding small nonprofits, cashflow and the different effects of the current disbursement system depending on the time of year of the event. There was a suggestion of utilizing a check list to expedite the reimbursement process, and/or including it in the literature about the grant as well as the agreement and consulting the Assistant City Manager for approval. The commissioners unanimously called for the process to be reviewed and for organizations to be paid within a smaller window.

ADJOURNMENT Commissioner Armstrong made a motion to adjourn at 5:24 pm seconded by Commissioner Gregory.

Respectfully submitted:
Debra Alleyne
Arts and Cultural Affairs Coordinator

These minutes were passed and approved on

7/17/2017



Gina Siegert, Secretary