

Minutes
ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

July 25, 2017
Lacy Boardroom, Carnegie-Stout Library

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

Commissioners present: Mary Armstrong, Ellen Henkels, David Schmitz, Gina Siegert, Sue Riedel

Absent: Matthew Gregory

Staff present: Debra Alleyne

APPROVAL OF MINUTES of May 23 2017. Motion to accept minutes by Commissioner Henkels seconded by Commissioner Siegert. Motion carried 4-0.

NEW BUSINESS

1. Election of officers.

The nomination of officers proceeded as follows: Secretary Siegert nominated Commissioner Henkels for Chairperson seconded by Commissioner Schmitz. Commissioner Henkels was voted the Chairperson unanimously. Commissioner Schmitz was nominated for Vice Chair by Commissioner Armstrong and seconded by Siegert. Commissioner Schmitz was voted Vice Chair unanimously. Commissioner Schmitz nominated Siegert for secretary, which was seconded by Chair Riedel and passed unanimously.

2. Review of Commission packet

The Commissioners all reviewed copies of the boards and commission packet. Chair Riedel reviewed roles of staff and commissioners and how discussion and recommendations ought to be made. Alleyne discussed reminded the Commission that her duty was to work on the agenda set forth by her department head and the City Manager and to be the staff liaison for the commission. Alleyne and Commissioner Siegert reiterated that the Commission should present a unified front particularly with the articulation of its work product to council. Commissioner Armstrong recommended that if a difference of opinion ever occurs both sides could be amicably presented to the Council.

Chair Riedel discussed the purpose of the Commission and that there should be steadfast commitment to all aspects of the outlined purpose. The Commission decided to rely on the Inclusive Dubuque's extensive list of arts and culture definitions when thinking about candidates for the open seat. Chair Riedel urged the commissioners to use this description to find committed candidates for the open seat. Discussion followed on the topic of funding. Chair Riedel went on to remind the commissioners they are free to advocate for funding and partnership

for the arts in ways that staff are prohibited to do. Commissioner Henkels reminded the Commission that discussions of the Master Plan are under way that can help and give direction for funding sources. Commissioner Siegert mentioned that the Commission can also take leadership in finding funding outside of the City to supplement the City funding.

Alleyne addressed attendance and that there is an expectation that Commissioners are committed to the dates and times set forth. This was discussed due to the previous meetings that failed to take place due to lack of quorum. Commissioner Schmitz did acknowledge that there have been more meetings than usual but never the less, suggested that acceptable absences be limited to a family emergency, illness or previously arranged travel, in which case the Commission could attempt to reschedule the meeting. Commissioner Armstrong was concerned about the Commission operating at full strength given that the implementation of the Master Plan was eminent and wanted to explore the possibility of expanding the number of Commissioners. Due to the vacant seat left by Nicholas Bratcher, Alleyne encouraged the commission to encourage diverse, committed applicants to apply for the open seat by August 2nd.

3. Discussion of Grant materials

Alleyne let the Commissioners know that the jurors really appreciated the new evaluation system. They commented that the rubric compelled them to be more equitable about the questions they were evaluating. They said that it made it quick and clear about the extent to which the grants met the criteria. Alleyne reiterated that the difficult part of the adjudication was when the financial juror, Jean Natchman, the Finance director for the City of Dubuque, was evaluating the financial forms. Because the organizations are all vastly different in the way they function and in accounting style, it took a long time to find the information. Additionally, each organization seemed to have a different understanding of eligible operating costs were and few were consistent with what the commission deemed eligible. As a result, the financial juror had to expend a lot of time to extract the correct figures. The topic of creating a standard for resurfaced. Commissioner Schmitz talked about his experiences at the Iowa Arts Council and that the Council focused on need to know information that shows the financial health of the organization and recommended the 990 form as it is standardized and eligible organizations would already have one. After discussion, the Commission decided that it might be a good idea to either have individual workshops or include elements into the existing grant workshops covering issues related to the financial documents and one that helps applicants adequately respond to questions about Diversity, Equity and Inclusion (DEI). Alleyne told the commission that no information was yet available for the cultural funding stream.

4. Names for Arts & Culture Working Groups:

Chair Riedel recommended that every organization applying for grant funding should be required to send a representative to participate on a Master Plan Implementation group. The Commission commenced with adding names of individuals that should be approached to participate in the implementation process. Commissioner Schmitz recommended that the Commission should first identify sectors that are relevant and then populate the sectors with names of individuals in these sectors. The commission took this method and made recommendations accordingly. They also agreed that before the next meeting that they would make more recommendations that are well rounded in their representation. As such the following sectors were identified:

- Education – higher education, K-12 Youth Services, After school
- Creative Business /Tech
- Manufacturing
- Legal
- Service Clubs/ Faith Leaders
- For Profit Arts & Entertainment
- Casinos
- Business groups - West Side Business, GDDC, CVB, Chamber
- Developers
- Utilities
- Unions
- City Staff County / State Representatives
- Neighborhoods – West End, North End, Downtown, Millwork

Commissioners agreed to have sector list complete and populated by next meeting in August 22.

Arts & Business Luncheon November 15th. Commission's goal would be to announce members of task force.


ADJOURNMENT Commissioner Schmitz motion to adjourn seconded by Commissioner Armstrong at 5:37 pm

Respectfully submitted:

Debra Alleyne

Arts and Cultural Affairs Coordinator

These minutes were passed and approved on

August 22, 2017 
Gina Siegert, Secretary