

Minutes  
**ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION**

November 14, 2017  
Lacey Board Room, Carnegie Stout Library

**The meeting was called to order by Susan Riedell 4:08 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.**

**Commissioners present:** Mary Armstrong, Matthew Gregory (4:20), Ali Levasseur, Susan Riedel, Gina Siegert

**Commissioners Present by phone:** David Schmitz (out 5:13)

**Commissioners Absent** Ellen Henkels

**Staff present:** Debra Alleyne

**APPROVAL OF MINUTES of October 24, 2017.** Motion to accept carried 6-0

**NEW BUSINESS**

**1. Art and Business event recap**

Alleyne recapped the events of November 7<sup>th</sup> with additional insights on how the Chicago Arts and Businesses Council works with business for the completion of successful projects. Alleyne informed the commission that an invitation to attend the Chicago Arts and Business Council luncheon, held next March, was extended by Kristin Larson. The commissioners provided feedback about the event and asked about information gathered. Alleyne informed the commission that the survey results were still being collected and that they, in addition to the report would be made available once they were concluded. The commissioners also hoped to see the institution of an Arts and Business advocacy group tasked with developing a framework for the ideas discussed at the luncheon. Alleyne said that the goal is to have a group assembled in the new year. Alleyne also talked about creating some sustainability around the Arts and Business events as the events are a good opportunity to connect arts organizations and businesses. The commission also asked questions about how the events were funded and how the commission can assist in gathering funding for the next year. Alleyne shared that the sponsors from this year were the same as last year and the Business of the Arts event at the Smokestack brought in three new sponsors. Commissioner Levasseur suggested that having an opportunity to connect with the material and other participants was missing from the event and recommended adding a workshop in the future. Alleyne expressed that in order to expand and accomplish many if the recommendations made a working committee rather than an advisory would be necessary.

**2. Operating Support Grant Review**

Alleyne reported that subcommittee of grant applicants assembled to discuss a universal financial form recommended the use of the Dubuque Racing Association's financial form. They selected this form as it is familiar to the grant

applicants and is adequately diverse to accommodate the variety or organizations that apply for the grants. Alleyne contacted the DRA as suggested and the DRA was pleased to share the document with us. Jean Nathcman, Finance Director for the City of Dubuque suggested making minor changes. The commission discussed elements of the forma and agreed that with minor adaptations the form would be a welcomed addition to the granting process. Commissioner Gregory made a motion to accept the use of the DRA financial form, the motion was seconded by Commissioner Siegert Motion passed 6-0.

## **ACTION ITEMS**

### **Action item on meeting for future of Master Plan**

1. David will try to meet with Terry next week.
2. All commissioners will encourage prospects to participating on working groups.

**ADJOURNMENT** Commissioner Siegert, made a motion to adjourn seconded by Commissioner Armstrong. Meeting adjourned at 5:20.


**Next meeting.** December 12<sup>th</sup>.

Respectfully submitted:

Debra Alleyne

Arts and Cultural Affairs Coordinator

These minutes were passed and approved on

December 12, 2017.   
Gina Siegert, Secretary