

Minutes

## ARTS AND CULTURAL AFFAIRS COMMISSION

July 23, 2018

Five Flags Center,  
405 Main St, Dubuque, IA 52001

**The meeting was called to order by David Schmitz 4:02 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.**

**Commissioners present:** Mary Armstrong, Tyler Daugherty, Ali Levasseur, Paula Neuhaus, Susan Riedel, David Schmitz

**Commissioners Absent:** Gina Siegert

**Staff present:** Debra Alleyne,

**Motion to accept MINUTES** of June 26, 2018 Commissioner Armstrong and seconded by Commissioner Levasseur. Motion passed 4-0

### NEW BUSINESS

**1. Oath of Office**

Alleyne provided the individuals approved for city council with the oath of office. Paula Neuhaus and Tyler Daugherty took the oath of office and signed the oath. The commission took a photo to commemorate the moment.

**2. Selection of officers**

Commissioner Riedel made a motion to nominate Commissioner Schmitz to chair the commission. The Motion was seconded by Commissioner Armstrong. Motion carried 6-0. Commissioner Levasseur made a motion to nominate Commissioner Siegert to be the secretary of the commission. The Motion was seconded by Commissioner Riedel. Motion carried 6-0. Commissioner Armstrong made a motion to nominate Commissioner Levasseur to be the vice-chair of the commission. The Motion was seconded by Commissioner Neuhaus. Motion carried 6-0.

**3. Strategic planning session update**

Chair Schmitz facilitated the discussion around when and where the strategic planning session would take place. New commissioners Neuhaus and Daugherty offered the River Museum and Travel Dubuque boardrooms. Chair Schmitz approached the commission with the suggestion that Julie Stephen would act as the facilitator for the session on August 8. He also shared the planning sheet to be discussed in the session. Alleyne provided clarification that the sheet included the items that the commission identified in the goalsetting sheet submitted to the

council and that those topics would be addressed in the upcoming planning session. Alleyne suggested that the commissioners review the binder given to each commissioner that provides an overview of responsibilities and the ordinance as the strategic planning session would encapsulate those responsibilities as well as those outlined in the Master Plan Community Enactment Strategy.

**4. Art on the River update**

Alleyne told the commission that in the coming week install would be taking place. She detailed the format of the event that it would be outdoors. She mentioned that Wicked River would provide support in some of the outdoor planning and finding food vendors. She told the commission that the musicians are booked and scheduled in different parts of the Riverwalk. Chair Schmitz asked Alleyne to recap for the new commissioners what has been going with Art on the River funding and the recap included the recent change from Port of Dubuque CIP to it being budgeted in Arts and Culture operations. Vice-Chair Levasseur asked about media and Alleyne told her about the media schedule using social media, traditional city media channels scheduled for the next week. The commissioners that were unavailable to attend were asked to help find a volunteer to provide support on the day of the event.

**5. Master Plan Update**

Chair Schmitz asked Alleyne to update the new commissioners about the master plan. She described the masterplan roadmap and brought the new commissioners up to speed on the commission's part of the master plan. The other members of the commission each clarified different parts of the master plan process that are currently underway.

**ITEMS from the Commission**

**Grant agreements**

Commissioner Riedel asked about the delay with the grant contracts. Alleyne appraised the commissioners about the situation. She described the conflict between the city manager's desire to have grant recipients participate in mandatory DEI training, the DEI team's recommendation of the tier system and the hardship that the recommendation would place on the arts community.

Alleyne informed the commission that she had been exploring options for the city to provide the arts community with specialized training to help with DEI education and comply with the requirement. Chair Schmitz affirmed that he believed that the DEI training would be beneficial to the arts organizations and that the city should provide assistance so that the organizations could comply. He also believed that it should be included in the guidelines and the budget process. Commissioner Levasseur asked how the commission could help move things forward. Commissioner Riedel recommended that a letter from the commission should be drafted. Alleyne assured the commission that she was making inquiries and would inform them as soon as possible.

**Motion to adjourn**

Motion made by Commissioner Riedel and seconded by Commissioner Armstrong. Approved 6-0. Meeting adjourned at 5:10 pm.

**Next meeting.** August 28 TBD.

Respectfully submitted:

Debra Alleyne

Arts and Cultural Affairs Coordinator

These minutes were passed and approved on



Gina Siegert August 28 2018

Gina Siegert, Secretary