

Minutes  
**ARTS AND CULTURAL AFFAIRS COMMISSION**

August 28, 2018

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

**The meeting was called to order by David Schmitz 4:00 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, Gina Siegert

**Staff present:** Debra Alleyne

**Motion to accept MINUTES** of July 23, 2018 Motion made by Commissioner Daugherty and seconded by Commissioner Siegert. Motion passed 7-0

**NEW BUSINESS**

**1. Approve info piece for Task Force**

The commission reviewed the one page for the Master Plan Taskforce. Final room designations and times are yet to be included. Information will also be put into a PowerPoint presentation. Discussion followed. The contact information will be a City of Dubuque address and Alleyne will be the main email contact. Example of draft of Creative Economy & Entrepreneurship documents will be modeled by other working groups. Commissioner Levasseur made a motion to approve the above and was seconded by Commissioner Armstrong. Motion passed 7-0.

**2. Update on Grants and DEI Training**

Economic Director did not approve specialized training for grant recipients. However, Alleyne recommended that grant for recipients be offered a scholarship to attend the DEI Training with the Community Foundation. Workshops take place eight times throughout the year in the afternoons. Alleyne will pursue bringing in a trainer for Commissioners. Award letters went out for grant recipients. DEI participation for grant recipients still is not mandatory but highly recommended. Discussion around of rules of participation followed. Alleyne recommended to learn more about the workshop via the link through the Community Foundation.

**3. Goal setting session**

Following meeting with Julie Steffen as facilitator, Chair Schmitz put notes into an action plan format. Commissioner's discussion followed. Chair Schmitz suggested that we review the sheet with regard to what is most demanding on staff and commission time. Commissioner Riedel reprised suggestions that program information should start earlier. Discussion and suggestions followed.

Commissioners discussed finding a City Staff to replace Jean Nachtmaal's role as financial juror as she will be unavailable next year. Securing jurors was also brought up for discussion. The commissioners appointed to the grants committee were: Commissioner Daugherty, Armstrong and Siegert. Commissioner Neuhaus offered to consult with Alleyne on work plan for the grant committee to use.

**4. Master Plan**

The commission recognized the volume of information involved for adequately communicating the master plan. Vice Chair Levasseur offered to set up meeting with the city Public Information Officer Randy Gehl for clarification. The commission articulated that keeping the Master Plan in front of Council and community is important. It was suggested that for Arts and Humanities month in October, a master plan update would be appropriate to make to the Council. Chair Schmitz added that after the PowerPoint is made, commissioners should use it to share the message of the master plan as staff time is extraordinarily limited. Time and availability is an issue, the commission discussed potentially making an ask to Council for more help to work on the plan.

**5. Partnerships**

The commission discussed partnerships and the nature of partners that they are seeking. It was defined as time, money, and experience and mutually beneficial experiences. Commissioner Levasseur talked about the Arts and Business committee and made recommendations that the Business of the Arts Academy be expanded to include partners throughout the community as an opportunity to share knowledge. Art on the River's change to August was discussed. Role of Commission was discussed briefly and will be prioritized in the next meeting. Art in the Park: Snow Sculpting Event will be with the Dubuque Museum of Art on January 23 to line up the with Winter Games. The Art in the Park model will have proposed as a series to city management. Alleyne suggested creating an action plan on how the Commission wants to move forward with arts in the parks project. Commissioners voted 7-0 to change meeting times to 3:30pm

**Motion to adjourn**

Motion made by Commissioner Riedel and seconded by Commissioner Siegert.

Approved 6-0. Meeting adjourned at 5:10 pm.

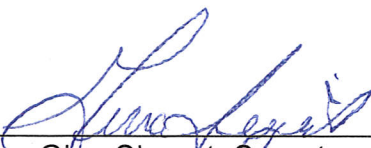
**Next meeting.** Sept 25 at 3:30 PM.

Respectfully submitted:

Debra Alleyne

Arts and Cultural Affairs Coordinator

These minutes were passed and approved on

September 25, 2018 .   
Gina Siegert, Secretary