

Minutes  
**ARTS AND CULTURAL AFFAIRS COMMISSION**  
September 25, 2018  
Five Flags Center,  
405 Main St, Dubuque, IA 52001

**The meeting was called to order by David Schmitz 3:40 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.**

**Commissioners present:** Mary Armstrong, Ali Levasseur, Susan Riedel, David Schmitz, Gina Siegert, Susan Riedel

**Absent:** Tyler Daugherty, Paula Neuhaus

**Staff present:** Debra Alleyne

**Motion to accept MINUTES** of August 28, 2018 Motion made by Commissioner Siegert and seconded by Commissioner Riedel. Motion passed 5-0

**NEW BUSINESS**

**1. Art and Humanities Month Presentation**

Alleyne discussed City Council meeting October 1<sup>st</sup>, since it is scheduled to include a performance by the Dubuque Symphony Orchestra Youth Symphony organized by the highest scoring grantee, the Dubuque Museum of Art, the performance will commence at 5:45pm. All Commissioners and Task Force members are encouraged to be present. Alleyne will present a PowerPoint for the Master Plan update and when invited to, commissioners present and Task Force members should stand to show support. Commissioner Reidel suggested to do a public service announcement to be sent out October 1<sup>st</sup>

**2. Subcommittee report: Art on the River**

The seventh sculpture of Art on the River is scheduled to be executed by Jeremy Rudd. This will be a live sculptural performance on the floodwall adjacent to the Grand River Center lookout point, on October 11 – 13th. Alleyne had and discussion and subsequent approval from City Engineers. Due to the scheduled dates, collaboration was suggested with Bluff Strokes Plein Air paint out. Alleyne will communicate the opportunity to the cable channel to film the sculptural performance. Commissioner Siegert motioned to approve the Jeremy Rudd Driftless Driftwood live sculptural performance on the given date. Vice Chair Levasseur seconded the motion which passed 5-0.

**3. Subcommittee report: Master Plan**

Commission Chair Schmitz suggested to make new partnerships for branding. Working groups are setting dates to begin meeting starting with Public Art and Infrastructure meeting on October 11<sup>th</sup>. Vice Chair Levasseur suggested making a press release for the information. Alleyne suggested that Commission Chair

Schmitz write a letter to accompany the presentation of the City Council. This will be discussed and worked on at the Task Force meeting on Thursday.

4. **Subcommittee report: Grants**

Nothing to report

5. **Subcommittee Report: Calendar**

Alleyne suggested that the Calendar subcommittee meet again, to make calendar for commission activities that the commissioners were happy with.

6. **Communication meeting with Chief Communications Officer**

Vice Chair Levasseur reported on her meeting with Randy Gehl and Debra Alleyne to learn more about the guidelines around commission communications. Randy communicated that official city communications like Press releases will be sent through Arts and Cultural Affairs and the Office of Public Information. PSA announcements, like those discussed by the commission, is the prerogative of the commission but should be executed with the knowledge of the Arts Coordinator to ensure consistency of message. Any such communication would need to state clearly that it is from the Arts and Cultural Affairs Commission and not the City of Dubuque. He offered the City Newsletter and Cable channel as a channel for communication if needed. All city information needs to have the City Logo attached and have exclusive approval by city staff. Alleyne and Commissioner Siegert will put ideas together for the City cable channel. Commissioner Riedel also suggested to reach out to public radio and television, The Iowan, and The Iowa River Magazine.

7. **ITEMS FROM COMMISSION**

Commissioner Riedel recommended increasing the number of Commissioners by including representation of the four Wards. In total the four wards, four Arts reps, two Business reps, and two at large. She suggested that due to the number of working projects adding more commissioners would help as well as more supporting the commission in being more inclusive. Vice Chair Levasseur suggested to go through Kevin Firnstahl at the City Clerk's office. Commissioner Riedel and Commission Chair Schmitz will look into this and all Commissioners were encouraged to review the existing ordinance and become more familiar with it.

8. **INFORMATION SHARING**

Commission Chair Schmitz attended the training for inclusive and reported on who attended and how it went.

The commission unanimously Congratulated Debra Alleyne on her Rising Star Award by the Telegraph Herald and BizTimes Magazine.

**Motion to adjourn**

Motion made by Commissioner Riedel and seconded by Commissioner Siegert.  
Approved 6-0. Meeting adjourned at 4:58 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

*Jan 15, 2019*

*Gina Siegert*  
Gina Siegert, Secretary