



ARTS AND CULTURAL AFFAIRS COMMISSION (A&CA) MINUTES – REGULAR MEETING

DATE: Tuesday, 28 June 2022

TIME: 3:30 PM

LOCATION: Multicultural Family Center, The Ruby Sutton Building, 1157 Central Ave., Dubuque, IA 52001

Commissioners Present: Nicholas HALDER (vice-chair); Ryan DECKER (recorder); Noelle CHESNEY; Sue RIEDEL.

Commissioners Excused: Paula NEUHAUS (chair); Ali LEVASSEUR; Thomas ROBBINS.

Staff Present: Jenni PETERSEN-BRANT (coordinator); Mike WILLIAMS (intern).

Halder called the meeting to order following staff assurance of Iowa Open Meeting compliance at 3:31 PM.

Review of Minutes

Minor grammatical change proposed for the 24 May 2022 minutes. Approval of minutes with proposed change motioned by Decker, seconded by Chesney. Vote: Unanimously affirmed.

Motion carries.

Taskforce & Working Group Reports

Petersen-Brant provided written updates from active Master Plan Working Groups (see appendix).

1. **Accessibility, Engagement & Inclusion (AEI) and Branding & Communications (B&C)** are active.
2. **Public Art Infrastructure:** Riedel inquired as to how to mobilize Public Art Infrastructure, which needs attention from the City and a new chair or co-chairperson(s); a draft Public Art Policy exists and Decker offers to assist Petersen-Brant in finalizing a document for recommendation once his Commission term expires.

Acceptance of reports to minutes appendix motioned by Decker, seconded by Riedel. Vote: Unanimously affirmed. ***Motion carries.***

Status Reports

Petersen-Brant provided written and oral progress updates of A&CA programs, grants and administrative business. Highlights included:

1. **Arts & Economic Prosperity Study:** Americans for the Arts (AFTA) have clarified that 10-15% of audience surveys collected by A&CA should be collected from attendees that

are presented or hosted by BIPOC arts and culture organizations, a minimum sample of 80 to 120 surveys of the 800 total.

2. **Communication & Grants Administrative Assistant** position has been posted and are expecting to have a hiring recommendation soon.
3. **AmeriCorps Teen Creative Engagement Specialist** position offer needed to be revoked; A&CA will attempt to re-fill the position as a Fall hire within AmeriCorps timeline.

Acceptance of status reports to minutes appendix motioned by Chesney, seconded by Riedel. Vote: Unanimously affirmed. **Motion carries.**

Old Business

Commissioner Terms: Halder, Chesney and Levasseur have reviewed term-roll offs as part of Strategic Plan Priority 1 and will provide a proposed amendment to the current Ordinance at the next meeting to better stagger expirations with incoming Commissioners. Commission makeup and duties (number of commissioners, corridors/wards, experience/specializations, etc.) are still under review; a broader rewrite of the Ordinance will be needed if changes are suggested and adopted. Any amendment or update to Ordinance requires City Council approval.

New Business

1. **Special Projects Grants:** Commissioners examined and discussed the scores and written comments of the Reviewers, as well as the comments in absentia of Commissioners Levasseur and Robbins for twelve (12) FY23 Special Projects Grant Applications. Commissioners discussed funding awards based upon the scores and percentage scenarios prepared by staff, which accounted for ineligible and indirect expenses presented in the applications. Focused discussion was held on the Masterpiece Literary Center; although MLC's grant application was not competitive enough to receive Special Projects funding, Commission voiced support for identifying other avenues for A&CA to provide financial support as mission and vision of MLC fill a gap in Dubuque's arts and cultural offerings. Decker motioned the recommendation of Funding Option B, awarding eligible expenses by scored percentage and rounding within the \$35,000 A&CA budget (\$34,600 actual). Chesney seconded. Vote: Unanimously affirmed. **Recommendation carries.**
2. **Special Meeting Request:** Petersen-Brant requested a Special Meeting for 12 July 2022, 3:30 PM to review and fund the Government Alliance on Race and Equity (GARE) Regranting applications. Incoming Commissioners will be sworn in at this time.

Public Comment/Correspondence

No public present or correspondence available.

Engagement Reporting

On behalf of the Commission, Halder expressed appreciation for the service of Commissioners Decker and Levasseur, whose terms expire this month.

Adjournment motioned by Decker, seconded by Riedel at 4:57 PM. Vote: Unanimously affirmed. **Motion carried.**

Next Special Meeting: Tuesday, 12 July 2022 at 3:30 PM, Multicultural Family Center (TENTATIVE)

Next Regular Meeting: Tuesday, 26 July 2022 at 3:30 PM, Multicultural Family Center

Respectfully submitted:

Jenni Petersen-Brant
Arts & Cultural Affairs Coordinator, City of Dubuque

These minutes were passed and approved on 26 July 2022.

Witnessed By: *Nick Halder* (signature)
[Nick Halder \(Oct 26, 2022 09:18 CDT\)](#)

Nick Halder (printed)

Vice-Chair (at time of witnessing, officer position)






Minutes_Arts Commission_Regular Meeting_06.28.2022_approved

Final Audit Report

2022-10-26

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