



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

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**DATE:** Tuesday, November 22, 2022

**TIME:** 3:30 PM

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

**Commissioners Present:** Nicholas HALDER (chair); Tom ROBBINS (vice-chair); Shirley DAVIS-ORWOLL (recorder); Doug DONALD; Sue RIEDEL; Paula NEUHAUS.

**Commissioners Excused:** Noelle CHESNEY.

**Staff Present:** Jenni PETERSEN-BRANT (manager); Mike WILLIAMS (intern)

**Public Present:** Trijuana ROBINSON (Owner / Operator of Legacy Made Wellness Spa)

HALDER called the meeting to order following staff assurance of Iowa Open Meeting compliance at 3:37 PM.

### **Roll Call & Review of Minutes**

Roll call conducted as member of public present followed by approval of 25 October 2022 minutes as presented motion by ROBBINS, seconded by RIEDEL. Vote: Unanimously affirmed. ***Motion carries.***

### **Staff Status Reports**

Verbal updates provided by PETERSEN-BRANT. Highlights referenced include:

- GARE mini-grant program anticipated to roll out on December 1, 2022.
- NEA LAA sub-granting program is up and running. Webinar held November 18 with 24 registrants. Deadline to submit is December 16, 2022.
- Arts & Economic Prosperity Study survey collection ongoing, ~200 surveys collected so far.
- Art En Route - 6 murals completed with remainder scheduled for Spring 2022.
- National Arts and Humanities Month - WILLIAMS to present impact report at December Commission meeting.
- Winter Arts Snow Sculpting event in partnership with Dubuque Museum of Art:
  - \$2,500 grant requested submitted by City to IAC Creative Places Project program for support of expanded community engagement / outreach efforts.
  - Snow sculpting to take place Thursday-Sunday, Feb. 9-12, 2023, with community activities on Sunday, Feb. 12 from 12-4 p.m. in the park and inside DuMA. Snow 'stomping' set for Tuesday, Feb. 7; volunteers needed.

- Intern specific – WILLIAMS to focus on supporting social media communications related to NEA ARPA Arts Operating Recovery grant program through application deadline.
- AmeriCorps specific - Amy HENSON will join the December Commission meeting for introduction and to provide update on her work related to teens and their access and interests related to arts and culture programming in Dubuque.
- Miscellaneous:
  - Review of FY23 Operating Budget proposal postponed to November 28, 2022.
  - WILLIAMS requested Commissioners to reach out and suggest upcoming events arts and culture events for survey collecting.

No motion necessary.

### **Master Plan Working Group Update**

Verbal update provided by PETERSEN-BRANT. Singular highlight noted that group assisting with planning Creative Café events met and identified potential late January dates for hosting next event. Further planning needed; date to be shared with Commission when confirmed.

No motion necessary.

### **Old Business**

1. **Strategic Plan Reporting:** PETERSEN-BRANT offered that BaseCamp has been reviewed by herself, DONALD and HALDER as a good fit for cloud-based project management software to support implementation and communications on Commission's strategic plan implementation. RIEDEL requested tutorial to onboard Commissioners to using the software; overview to be presented by Staff at December Commission meeting if agenda load allows.
2. **NEA Arts Operating Recovery Program:** MERRICK has identified and reached out intentionally to encourage non-profit organizations with arts programs that are not necessarily 100% arts-focused in their overall mission to explore this new, one-time grant. Additional updates expected at December Commission meeting.
3. **Letter from Commission to City Manager:** HALDER will draft if needed based on FY23 Operating Budget review meeting on November 28. Commissioners will have opportunity to review any letter before it would be sent to the City Manager.

No motions necessary.

### **New Business**

1. **Scheduling December Commission Meeting:** Based on Commissioner input sent directly to Staff prior to this meeting, Staff shared that a quorum of Commissioners were available both December 20 and December 27. Brief discussion followed and Tuesday, Dec. 20 was determined as the preferred meeting date. Staff will reserve space at MFC and follow up with placeholder on calendars.
2. **Other:** Update provided by PETERSEN-BRANT that Felicia CARNER with the City's Public Information Office continues work on Delivering Dubuque episode with Mayor Cavanagh highlighting City's arts and culture efforts. Originally anticipated for release in October, Staff shared that the video feature is near completion. Staff will keep Commission apprised of episode release.

No motions necessary.

**Public Comment/Correspondence**

Trijuana ROBINSON shared she has plans for developing a designated arts space as her wellness spa on Central Avenue grows; discussion on creative expression and art making as brain health was had. She has identified a potential space for purchase and expansion; discussion followed with no action taken as to availability of funding opportunities, potential for partnership and collaboration, and sharing of general knowledge by Commissioners.

**Engagement & Events Reporting**

- HALDER shared that the Nutcracker by Dubuque Ballet, Best Christmas Pageant Ever, and New Year’s Eve-Celebrating Sinatra by Dubuque Arts Council are coming to the Grand Opera House in December or early January.
- RIEDEL shared “Sorry, Wrong Chimney” is coming to Bell Tower with multiple productions December 2-18. Writer, Leo W. Sears will be attending a performance.
- DONALD shared that an adaptation of “A Christmas Carol” by Fly-By-Night Productions in collaboration with the Dubuque County Historical Society is coming to the Matthias Ham House, December 10 and 11. Due to limited physical capacity and ADA accessibility limitations, NEUHAUS added that the production will be available virtually.
- NEUHAUS shared that she has been participating in the City’s Human Infrastructure meetings as organized by the City Manager’s Office in relation to COVID-19 recovery funding. She shared that it has been beneficial to connection with other non-profits in the community to learn more about their missions and program priorities for potential collaboration. She encouraged fellow Commissioners to connect with Staff to get involved.
- ROBBINS shared news of December 2 “Christmas at Heritage Center”, December 5 adaptation of “A Christmas Carol” in conjunction with visual art exhibit and Tuba Christmas, and December 10 performance of Texas Tenors.

Adjournment motioned by DONALD, seconded by NEUHAUS at 4:40 p.m. Vote: Unanimously affirmed. ***Motion carried.***

**Next Regular Meeting: Tuesday, 20 December 2022 at 3:30 PM, Multicultural Family Center**

Respectfully submitted:

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

These minutes were passed and approved on Tuesday, Dec. 20, 2022.

Witnessed By: Nick Halder (signature)  
Nick Halder (printed)  
Chairperson (officer position)