

MINUTES  
ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

Tuesday, October 25, 2011  
Lacy Board Room  
Carnegie-Stout Public Library  
360 W. 11th St., Dubuque, IA

**Meeting was called to order at 4:30 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.**

Commissioners present: Ellen Henkels, Louise Kames, Marina O'Rourke, Geri Shafer and Sue Riedel, Julie Steffen. Paul Hemmer joined at 5:10 p.m.  
Staff Present: Jerelyn O'Connor, Jan Stoffel

**Approval of Minutes of September 27, 2011.** Motion by Shafer, seconded by Riedel to approve minutes. Motion carried 6-0.

**OLD BUSINESS**

1. **Discussion of public input during grant review.** Commissioners felt that that having public input after a grant is received is not consistent with best practices. Normally grant applicants are not allowed additional input after a grant is submitted. Shafer made note of the work the grant committee did last year in reviewing the grant guidelines. Shafer moved and Riedel seconded to support grant subcommittee recommendation to not allow public input at grant review sessions. Motioned carried 6-0
2. **Discussion of Arts and Cultural Operating Support Funding Program.** Shafer moved and Kames seconded to abide by the existing description of eligibility and funding parameters for the Operating Support Funding Program. Motion carried 6-0.
3. **FY 13 Budget Requests update.** O'Connor reported that she has submitted two FY13 budget improvement requests. One request was to increase funding for the Arts and Cultural Affairs Coordinator from 10 hours to 20 hours per week. The second request was the Commission's request for increasing the Arts and Cultural Operating Support Funding Program by 10%, or a \$20,000 increase.

**NEW BUSINESS**

1. **Review Final Reports from FY11 Special Project Grants.** Stoffel reported that all grants had been successfully completed and closed out within the grant period. Commission was provided a written report summarizing the FY 11 Special Projects Grants.

**ITEMS FROM THE COMMISSION**

- Hemmer reported that he was still pursuing the feasibility of the production of a video featuring local arts organizations. He has received two bids. A question was posed to Hemmer about how the video would be utilized. Hemmer suggested video could be made available to the Chamber, GDDC, and could possibly be an opportunity for businesses to utilize it for recruitment.

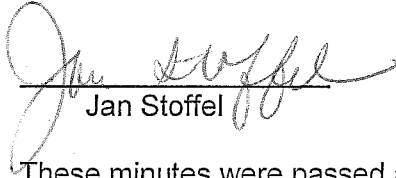
**INFORMATION SHARING**

- O'Connor acknowledged the Music Men for providing entertainment before the City Council meeting of October 3, 2011 where there was a proclamation declaring October Arts and Humanities Month in Dubuque.
- An update was provided on the upcoming Dubuque visit by NEA Chair Rocco Landesman on November 14. Landesman will be visiting a few communities who have been awarded an NEA Our Town grant.
- Jan Stoffel received the Arts Advocate of Distinction Award by the Dubuque Art Center.
- Information on the 2011 Mediacom Grant Awards promoting Arts and Culture in Dubuque was shared with the Commission. There was some discussion about having an award ceremony for the City's Arts Grants, perhaps at a City Council meeting. It was suggested to put this item on a future agenda for further discussion.

**ADJOURNMENT**

Riedel moved and Shafer seconded to adjourn the meeting at 5:15 p.m. The next meeting will be held on November 22, 2011, at 4:30 p.m. in the Lacy Board Room at the Carnegie-Stout Public Library, 360 W. 11th St., Dubuque, Iowa.

Respectfully submitted,

  
Jan Stoffel

These minutes were passed and approved on November 22, 2011

  
Louise Kames, Secretary