

Minutes  
**ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION**

June 24, 2014  
Lacy Board Room, Carnegie-Stout Library

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**The meeting was called to order by Chair Ellen Henkels at 4:34 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.**

Commissioners present: Ellen Henkels, Katherine Kluseman, Jessica Teckemeyer, Gina Siegert, Sue Riedel, and Marina O'Rourke. Unable to attend: Julie Steffen.

Staff present: Jill Connors, Maurice Jones.

**APPROVAL OF MINUTES of May 27, 2014:** O'Rourke made a motion, second by Riedel to receive and file the minutes. Motion carried 6-0.

### **OLD BUSINESS**

#### **Approve Funding Levels of FY 2015 Special Project Grant Applications.**

Review of the Special Project Arts Grant scoring sheet, followed by general discussion on whether any projects in the past had been partially funded or whether it was all-or-nothing. Consensus that it is ok to partially fund a project, know that if it means the project can't move forward the organization cannot accept the funding. Motion made by Riedel, second by Henkels, to fully fund the projects with the top five (5) scores, and to partially fund at 70.65% the two (2) projects tied for sixth place. This would use the entire grant budget of \$35,000.

Due to the discussion above on whether organizations would be able to move forward with their projects if partially funded, Kluseman recommended sending a letter to all recipients clarifying that the funds must be used as stated in the application or returned to the City.

### **NEW BUSINESS**

**Arts and Culture Master Plan Update.** Jones reported that the Economic Development department is excited to start this process with the commission. Explained the need for an RFP (Request for Proposal) to be drafted, based on the needs identified by the commission. Economic Development staff will send several examples of arts master plans to the commissioners, so they may begin to determine what deliverables we'd like to see in our upcoming master plan. Jones noted the importance of developing timelines for delivery of services by a master plan consultant.

Kluseman suggested that Dave Schmitz from the Iowa Arts Council will be a good resource in this process. Henkels noted the importance of being excellent stewards of these public funds that will pay for the master plan consultant.

Commissioners agreed that having several work session in quick succession would be more effective than trying to develop the RFP over several months, as this would easily take this process to the end of the calendar year. As such, all agreed that a work session at 3:00 on July 8 would be a good start, and that Jan Stoffel should be invited to attend to give input.

Additionally, the usual meeting time of July 22 at 4:30 pm would be used for a short meeting, followed by another work session for the RFP development.

## **ITEMS FROM COMMISSION**

**Grant review process.** Kluseman proposed creating a subcommittee to review the grant review process and then bring suggestion back to the board. General discussion ensued, including comments that such a review process has taken place fairly recently, as well as concerns about trying to make any major changes that would need Council approval and therefore potentially put grant funding at risk of being decreased. Kluseman indicated she will bring specific examples of what sort of suggestions she was intending, and bring those to the board at the next regularly scheduled meeting.

## **INFORMATION SHARING**

**Iowa Arts Summit Information.** Kluseman gave a quick report on her experience at the summit, giving a very positive review of the event. She has typed notes of the event, and offered to share them via email with the other commissioners who accepted.

**2014 Art on the River wrap-up.** All agreed that it was a great event, with excellent selections by the jury. Riedel noted that staff did an outstanding job with the event.

**Nominations in July for Chair, Vice-Chair, and Secretary.** Henkels reminded commissioners that nominations would be accepted from the floor at the next regularly scheduled meeting (July 22). General discussion on whether vice-chair automatically (or at least habitually) becomes the chair, and whether this works for Steffen's schedule.

**ITEMS FROM PUBLIC** – No items from public.

**ADJOURNMENT** – O'Rourke made a motion to adjourn, second by Siegert. Meeting adjourned at 5:50 p.m.

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Megan Starr, Economic Development Coordinator

