

Minutes
ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

November 18, 2014
Schmitt Innovation Center, 900 Jackson Street Suite 113

The meeting was called to order by Chair Sue Riedel at 4:33 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.

Commissioners present: Ellen Henkels, Katherine Kluseman, Sue Riedel, Julie Steffen, Gina Siegert and Jessica Teckemeyer.

Staff present: Megan Starr and Maurice Jones

Commissioners absent: Marin O'Rourke

APPROVAL OF MINUTES of October 21st, 2014: Teckemeyer made a motion, second by Kluseman to receive and file the minutes. Motion carried 6-0.

NEW BUSINESS

1. Review Final Draft of Arts and Culture Master Plan RFP

Henkels made a motion, second by Siegert to approve the Request for Proposal as presented. The commission also discussed the RFP timeline, Starr explained that timeline is preliminary and that Maurice Jones will be in contact with commissioners to ask if they can join the proposal review committee. Commissioners also expressed their concern that staff time may become an issue when the consultant is selected as the hiring freeze is still in place and there is still not a designated arts and cultural affairs staff person. Starr explained that City Council has named the Arts and Culture Master Plan as one of its top priorities and would therefore be a high priority for staff with or without the designated position.

2. Discuss operational support grant application and recommendations for changes

Starr presented potential changes and an updated draft of the Operational Support Grant application to commissioners. Commissioners suggested that the city requests information about other sources of funds grantees receive but that the information not be included in the application itself. Starr will look into the feasibility of a digital survey that potential grantees would fill out before they accessed the grant application. Starr will provide a revised draft at the December meeting and the commission will also review changes to the special project grant application.

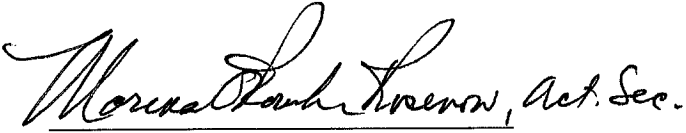
3. ArtPlace America LOI

Starr shared that City Council had approved the submission of a letter of intent to ArtPlace America for the "Cultural Commons" plaza in the port.

Respectfully submitted:
Megan Starr
Economic Development Coordinator

These minutes were passed and approved on

Dec. 16, 2014


Ellen Henkels, Secretary