

MINUTES

ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

Tuesday, March 24, 2009
Board Room, Carnegie Stout Public Library
360 W. 11th Street, Dubuque, Iowa

Meeting was called to order at 4:37 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.

Commissioners present: Ellen Henkels, Louise Kames, Paul Hemmer, Sue Riedel, Geri Shafer, Julie Steffen (Paul Kohl is out of the country until May.)
Staff Present: Jerelyn O'Connor, Jan Stoffel

Approval of Minutes of February 24, 2009

Motion by Hemmer, second by Henkels to approve minutes. Motion passed 6-0.

NEW BUSINESS:

1. **Mock Grant Review.** Kames explained that the mock review was being held so that Commissioners could get experience with the new rating sheets and to go over the procedures for the grant review session. The process for the meetings will be as follows:
 - Applicants who attend the review session will identify themselves at the beginning of the session.
 - The Chair will introduce each grant.
 - Abstentions will be announced by individual Commissioners.
 - Brief discussions of each application by each Commissioner, rotating among Commissioner, will follow.
 - Commissioners may ask specific clarifying questions of applicants if in attendance.
 - Commissioners score the grants
 - Tally is announced.
 - Vote by Commissioners.

Reasons for abstention would include being the grantwriter or a Board member of the organization, working for or having a close family member who works for the organization or if a Commissioner will directly benefit from the grant. It is the policy of the Commission that no member will participate in the rating if he or she has a real or perceived conflict of interest. New this year is the stipulation that in order to ensure the quality of projects, Special Project grants must receive at least 75 points out of 100 in order to be funded. Commissioners read a past grant and completed the scoring sheets in a mock exercise. Some changes to the forms were suggested. Staff will complete those and post to the web and use during the Grantwriting Workshops. Commissioners should come to the sessions with review sheets for each grant already completed and

scored. Grants should be scored on its own merits and not against other grants submitted. It was agreed that a timer should be used so that grants would each have a maximum time to be discussed. Applicants are not present to address the Commission, but only as observers or to answer a direct question. Members reiterated that incomplete or late applications will not be accepted.

- 1. Application for NEA registration.** The City already had registered with Grants.gov, so if and when we want to apply for a NEA or other government grant, will not have to do a registration application of our own.
- 2. August NEA grant opportunity.** Shafer explained the opportunity for a grant through the NEA due by August 13. The Commission, through the City, could apply for funds and then regrant them to area groups. She has met with a group of area artists to brainstorm on a grant possibility for materials reclaimed through the Roshek remodeling project, but she is not sure that possibility will be ready by then. Commissioners discussed some possibilities that might be ready by the deadline. It was moved by Hemmer and seconded by Riedel to seek advice from a NEA program manager on the possibility of applying for additional funds for the Operating Support and Special Support Grants for the 2110 funding year and submitting a grant if the response was favorable. Motion passed 6-0. The present City funds would act as a match and the process and protocol for the programs are already well defined. Although it will be ambitious to meet the deadline, staff will explore the possibility.

OLD BUSINESS:

- 1. Review Strategic Plan.** O'Connor commented that the Strategic Plan was a compilation of the Ann Katz suggestions and some of the goals had not been fully discussed by the Commissioners. Kames suggested discussing them at greater length at the annual planning session in August. Perhaps a laundry list of needs could be compiled so that we could seek more grant funding. Some of the goals had already been completed and others were underway. Shafer and Steffen agreed to address the goal of developing talking points and Hemmer offered to work with Bryce Parks in creating an electronic and print media campaign. The Cultural Alliance has done some preliminary exploration of this concept. Staff will serve as liaison with the Cultural Alliance's upcoming meeting. The Strategic Plan Grid will be updated and included in the next meeting's packet.

ITEMS FROM THE COMMISSION:

1. Kames thanked Commissioner Shafer for supplying Mayor Buol with arts and culture talking points in preparation for his State of the City Address on Monday, March 23. The mayor made several comments that were complimentary to the arts and cultural city initiatives, including an effective story about a young person's experience in a theater production at the Bell Tower Theater. Shafer commented that we should try to collect similar

stories illustrating the effects of the arts on young people to use as talking points and also to share with Every Child Every Promise.

INFORMATION SHARING:

1. **Update on ICCG grant.** Another ICCG grant to cover 10 hours of weekly salary for the Arts and Cultural Affairs position will be submitted. The grant is due May

2. **Update on Art on the River.** The call for submissions for the 2009 Art on the River project has been distributed. Douglas Schlesier from Clarke College and Jeff Boshart of Eastern Illinois University have agreed to serve as jurists. Dolores Fortuna, of Galena and Chicago, has also consented if the review schedule can be adjusted to her schedule. Staff will try to arrange this.

3. **Update on Web enhancements.** The Arts and Culture pages on the City website at www.cityofdubuque.org/Arts&Culture have been expanded. They contain all of the updated information about our funding programs and the new Art on the River project. Grant applicants and artists for Art on the River can now fill out and submit applications online. Lists of past grant awardees give us a little PR and will hopefully help other applicants generate ideas for future grants. The names and roles of Commissioners furthers the position of the Commission in Dubuque's art community. The calendar, media releases and photos will give an idea of the City's ongoing arts activities. Grantwriting tips and the finalized review sheets will be posted on the website this week.

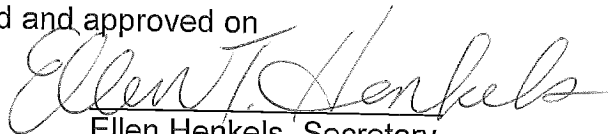
The next Commission meeting will begin at 4:00 p.m. in order to accommodate the grant review session.

Motion by Hemmer and second by Shafer to adjourn the meeting at 6:08 p.m.
Motion carried.

Respectfully submitted;

Jan Stoffel

These minutes were passed and approved on


Ellen Henkels, Secretary