

## MINUTES

### ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

REGULAR SESSION  
Tuesday, January 8, 2008, 4:00 p.m.  
Board Room, Carnegie Stout Public Library  
360 W. 11<sup>th</sup> Street, Dubuque, Iowa

---

**Meeting was called to order at 4:08 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.**

Commissioners present: Amy Weber, Ellen Henkels, Paul Kohl, Paul Hemmer, Louise Kames, Sue Riedel, Geri Shafer.

Staff Present: Jerelyn O'Connor. Liz Willems

**Approval of Minutes of November 13, 2007.**

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

**OLD BUSINESS:**

FY2009 Budget Request:

As a follow-up to the November meeting, O'Connor explained to the Commission the Budget Format and procedures. A copy of the budget proposal that was submitted to the Council was distributed. No action was taken at last meeting since there weren't enough Commissioners present. Shafer wanted the Commission to discuss any comments on the part-time Arts and Culture staff position. She also wanted the Commission to know that this position is an attempt to show growth for the Arts program. This position would be for either a) a part-time Arts and Culture coordinator staff position or b) a contracted Arts and Culture position.

Henkels' concern for the Council to know the importance that the Commission wants to establish the economic impact that Grant opportunities give to the Community, and the funding for the Arts in getting the full budget request. It would defeat the purpose if the Council took money away from the Grant opportunities to hire a consultant.

O'Connor said the Manager could change or approve the request or could possibly recommend a reduced amount.

Budget Hearing for the Arts Budget is on February 11 at 6:30 p.m. it is scheduled fourth on the agenda. The Budget Hearings are held at the Council Chambers in the Historic Federal Building.

Motion to support recommendation to increase the Arts & Commission Budget for this proposal by Hemmer, second by Reidel. Motion approved.

Iowa Arts Council Grant Writing Workshop:

Commission thought that February at the Bell Tower Theater would be the time to schedule the Workshop.

Other scheduling ideas included:

- Three hour workshop
- Schedule one hour individual appointments
- Early afternoon from 1:00-4:00 p.m.
- Social after Workshop

**Ideas to put in place before workshop:**

- Does the rating system for the grants need to be in place before the workshop so the applicants have an idea on how to properly write their Grant
- Show all local opportunities for Grants.
- Other resources to get funding
  - Media Com
  - Community Foundation
  - Dog Track
  - Woodward Communication

Progress Report on Commission Goals/Priorities:

Commission Priorities were distributed. The only change on the **Commission Priorities** was (2) Compile Arts & Economic Prosperity information. Share with the community and non-profit organizations through a press release. Make recommendation to editorial board regarding arts impact. Change due date from January 31<sup>st</sup> to February 29<sup>th</sup>.

**Top Priority** changes included (4) Prepare the case for why arts are important to economic development and to quality of life in Dubuque. Complete the first request for an increase in funding the Commission's annual budget. **Due January 31<sup>st</sup>.**

The deadline was questioned if it was feasible to have it completed by then. Henkels suggested the end of February.

The Commission need to support the current Budget request that is being submitted.

Get this information to the Council before the Goal Setting Session submit it by February 29<sup>th</sup>.

Motion to approve changes in priorities by Kames, second by Hemmer. Motion approved.

Geri Shafer, Amy Weber and Paul Hemmer will form a subcommittee work session.

## **NEW BUSINESS:**

Review FY2009 Grant Schedule:

Operating Support Funding Grant Request Program deadline is April 16th.  
Need to establish point system for funding request.

Special Project Grant Request Program deadline is May 10<sup>th</sup>.

Before the Commission advertises the Grant Requests will there be changes in the criteria; assigning a point value system? Will the Commission review the Grant Program?

Before the workshop should the Commission formalize the point value system, and look at the criteria and how it reflects back to the Art Commission Goals. Iowa Arts Council should have same type of criteria.

At next meeting review copies of the current criteria. Will announce the revision(s) of current program. Need documentation to support the recommended changes.

The Commission will issue a **News Release** stating new rating criteria and new form this year.

## **INFORMATION SHARING:**

Cultural Advocacy Days, February 18<sup>th</sup> & 19<sup>th</sup>

There will be workshop opportunities. 2nd day is usually the better day to attend. Kames would be interested in going. City Council members City Manager and City staff will be in Des Moines on February 19<sup>th</sup> and 20<sup>th</sup> for Legislative Day might be able to coordinate meetings with arts and Legislators.

America for the Arts Conference in Philadelphia on June 18, 19 & 20<sup>th</sup>. The earlier someone registers the better registration fee. Louise Kames might be interested in attending.

**Next Meeting will be February 26, 2008.**

Motion to adjourn by Hemmer, second by Kames. Approved 6-0  
Meeting adjourned at 5:20 p.m.

Respectfully submitted,

Jerelyn O'Connor

These minutes passed and approved on January 8, 2008. with changes

---

Paul Kohl, Secretary