

## MINUTES

### ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

REGULAR SESSION  
Tuesday, February 26, 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 4:05 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.**

Commissioners present: Ellen Henkels, Paul Kohl, Paul Hemmer, Louise Kames, Geri Shafer.

Staff Present: Jerelyn O'Connor. Liz Willems

**Approval of Minutes of January 8, 2008.**

Motion by Kohl to approve minutes, second by Shafer. Motion passed 5-0.

**NEW BUSINESS:**

Review Operating Support Grant Program:

As a follow up on last year's funding discussion, O'Connor reviewed last year's operating support funding request forms and highlighted some questions for the commission to address, i.e. does the commission want to provide a definition for Arts and Culture organizations. Commission reviewed the State of Iowa's evaluation process for the Cultural Organizations Operating Support Program. Hemmer stated it is important to review the organization's mission statement to determine whether the organization's purpose and mission is arts and culture.

Motion by Shafer, second by Henkels to require applicant to submit organization's current mission statement as part of the funding request. Motion passed unanimously.

Commission reviewed the funding guidelines section and decided to not make any changes to this section.

The commission discussed the selection criteria. There was consensus to assign point values to the selection criteria to assist in the rating of the applications. It was suggested that the applicant's mission statement should show how it will tie the programming in with the City's cultural art's goal and the validation of the organization to those goals.

Criteria point was broken down as:

40% of the points assigned to the degree to which the organization's stated mission and programs and services support arts and culture as well as the City's Cultural Arts Goals.

25% of the points assigned to the management abilities, financial position of the organization.

20% of the points assigned to the artistic excellence and leadership of the organization.

15% of the points assigned to the impact the organization on broader Dubuque Community.

Hemmer motioned to assign the point value with this recommendation, Kohl seconded the motion. Motion approved 5-0.

Shafer recommended to have Riedel and Weber to review this criteria.

It was also stated that the City reserves the right not to recommend an organization's application.

Review Special Projects Grant Program:

Consensus from the Commission was not to make any changes to the Special Project FY09 Funding Competition.

Iowa Arts Council Grant Writing Workshop:

Iowa Arts Council Grant Writing Workshop date has been moved to March 10<sup>th</sup> at the Bell Tower Theater. O'Connor stated there has been a very positive response to the workshop.

**INFORMATION SHARING:**

The City has not yet heard anything on the pending Iowa Community Cultural Grant application.

Dubuque Cultural Night was originally scheduled for March 8 has been canceled.

Reminder that the final Budget Hearing is on March 13, 2008 at 6:30 p.m.

**Next Meeting will be March 25, 2008.**

Motion to adjourn by Kames, second by Hemmer Approved 5-0  
Meeting adjourned at 5:43 p.m.

Respectfully submitted,

Liz Willems

These minutes passed and approved on March 25, 2008.

---

Paul Kohl, Secretary

City Clerk \_\_\_\_\_  
City Council: \_\_\_\_\_  
City Manager: \_\_\_\_\_  
File: \_\_\_\_\_