

Minutes
ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

February 25, 2015
Lacy Board Room, Carnegie Stout Public Library

The meeting was called to order by Chair Sue Riedel at 4:35 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.

Commissioners present: Katherine Kluseman, Marina O'Rourke, Sue Riedel, Ellen Henkels, Gina Siegert, Jessica Teckemeyer and Julie Steffen joined by phone.

Staff present: Megan Starr

APPROVAL OF MINUTES of January 27, 2015: Teckemeyer made a motion, second by O'Rourke to receive and file the minutes. Motion carried 6-0.

NEW BUSINESS

1. RFP Update

Starr explained that the City Council Approved Lord Cultral Resources as the Consultant in the creation of the Arts and Culture Master Plan. Staff is waiting to receive a contract from Lord. Teckemeyer and Siegert added that they appreciated the length of time the Lord team had worked together and that their plan provided implementation steps for the process. Kluseman thanked the RFP committee for making a thoughtful selection.

2. Grant Funding Update

Starr explained that the City Council would attempt to keep the funding level the same for both the Operating Support Grants and the Special Project grant programs. The City Council will have its final hearing to adopt the budget on March 16, 2015.

Starr also explained the timeline for the grant application process:

Operating Support timeline

March 18 Workshop

April 10 Applications Due

April 14, Print and distribute apps to Commission, make sure new orgs applying are eligible

April 24, Commission submits score sheets, staff totals scores noting applications with large scoring disparities

April 28, (Commission Meeting) Commission reviews scores and preliminary funding scenario and has the opportunity to adjust scores based on discussion

May 26, Commission makes final scoring scenario recommendation

June 1st or 15th, City Council approves operating support recommendations

Special Projects Grant Timeline

April 14 Workshops

May 15th Applications Due

May 18 Print and distribute apps to Commission, make sure new orgs applying are eligible

May 25th Commission submits score sheets, staff totals scores noting applications with large scoring disparities

May 26th, (Commission Meeting) Commission reviews scores and has the opportunity to adjust scores based on discussion

June 22nd Commission makes final recommendation (if not completed on May 26)

July 6th or 20th, City Council approves special projects grant recommendations

3. Operational Support and Special Projects Grant Applications

Starr went over the process for reviewing Operational Support Grants. This year, commissioners will submit their scores to staff ahead of the April 28th review time. Staff will total scores and show possible funding scenarios. Staff believes this will expedite the review process greatly.

4. Art on the River

a. Update

Starr shared that the Art on the River Jury met on Monday, February 23rd and selected 10 sculptures and 2 alternates for the 2015-2016 Art on the River temporary Art Exhibit. The Commission decided to hold a special meeting Monday, March 9th at Noon to reach a recommendation about the selected works. Starr will contact the Art on the River Committee to meet and review the selections prior to the 9th.

b. Contract Language

Starr shared an updated draft of the Art on the River Artist Contract which reflected the changes requested by the commission at the January 27th meeting.

5. Arts and Cultural Affairs Coordinator Update

Starr explained that the City was now accepting applications for the Arts and Cultural Affairs Coordinator Position until March 9, 2015. Starr explained that Human Resources Director, Randy Peck suggested that the position should be expected to be filled by mid-May. Starr also shared with the Commissioners that her last day with the City of Dubuque would be April 3, 2015 and her position was eliminated due to budget cuts made by the Economic Development Department.

ITEMS FROM COMMISSION

1. Friends of Saint Mary- Kluseman reported that the Friends of St. Marys plan to submit a revision to their FY2015 Special Projects grant proposal. The commission expects a formal request from Friends of St Marys.
2. **Commissioner Recognition – Ellen Henkels**
Henkels shared one of her paintings was recently accepted into Outside the Lines Art Gallery juried show. She also continues to teach painting at the Roberta Kuhn Gallery and has a studio space at Studioworks.

INFORMATION SHARING

1. **City Life** –Information about City Life was distributed
2. **Iowa Next** – Information about Iowa Next was distributed


ADJOURNMENT - Henkels made a motion to adjourn, second by Kluseman.
Meeting adjourned at 5:52 p.m.

This notice is given pursuant to Chapter 21, Code of Iowa and applicable local regulations of the City of Dubuque. Persons with limited English proficiency or vision, hearing or speech impairments needing special assistance should contact the City Manager's Office at 589-4110 or (563) 589-4230 for TDD.

Respectfully submitted:
Megan Starr
Economic Development Coordinator

These minutes were passed and approved on

March 24, 2015


Ellen Henkels, Secretary