

MINUTES
ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

April 28, 2015

Lacy Board Room, Carnegie Stout Public Library

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, Marina O'Rourke, Sue Riedel, Gina Siegert, Julie Steffen

Staff present: Debra Alleyne, Jill Connors, Maurice Jones

APPROVAL OF MINUTES of March 24, 2015:

Minutes were reviewed and amended to indicate Steffen's presence via telephone. Motion by O'Rourke, second by Henkels, to approve as amended. Motion carries unanimously.

NEW BUSINESS

Introduce the new Arts and Cultural Affairs Coordinator

Debra Alleyne was introduced to and welcomed by the commissioners.

Art on the River Update

Alleyne reported that she's working on the de-install and install dates with the artists. She is discouraging early de-install requests and encouraging the coordination of crane usage, in order to reduce costs (crane is charged for a 3-hour minimum). Connors will follow up on the few contracts that have not yet been received from this year's selected artists. Alleyne will work on finalizing the speakers for the Opening on June 18th. Commissioners suggested tapping into volunteers to help install/de-install the works, to host, etc.

Report on Special Projects Grant

Alleyne reported that following the Special Projects grant workshop, she prepared an FAQ sheet that has been posted on the City's website. She also made small adjustments to the application in order to provide room for explanations of expenses.

Dates of submission deadline, scoring, and reporting to City Council were reviewed.

General discussion about items needing review before next year's grant cycle, including the scoring worksheet and the Operating Support fillable pdf, which had some glitches.

Discuss Operating Support Grant

Commissioners agreed there was no need to discuss the scores of applications where the range of scores was less than 10. This left 12 of the 16 submissions

to be discussed, to ensure all issues were addressed and understood, including the financials of the organizations.

Commissioners were unsure how to interpret the financials of the Dubuque Downtown Cultural Corridor, as the budget presented was for this arm of the Dubuque Main Street organization, but all other financials presented were for the entire organization. This made determining the amount to award as a percentage of the operating budget impossible. The Commissioners asked staff to provide via email the next day the financials provided from prior years from this organization, in order to provide some clarification/comparison.

Kluseman exited at 6:55 p.m.

The Commissioners agreed that if the prior years' financials were significantly different from those presented with this year's submission, that they would vote to disqualify DDCC this year, due to incomplete information.

Staff agreed to run the figures once back at the office and to present scenario(s) to the Commission that would provide funding based upon ranked scores, the organizations' budgets, and within the \$210,000 budget.

Commissioners discussed the importance of clarifying for next year whether depreciation should be considered an expense in the operating budget, and also thought it wise to include a fillable box on the application where the organization could provide its operating expenses.

ADJOURNMENT

Meeting adjourned at 7:17 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:

Jill Connors

Confidential Account Clerk, Economic Development

These minutes were passed and approved on

June 2, 2015


Ellen Henkels, Secretary