Minutes

ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION
October 27th, 2015
Lacy Board Room, Carnegie Stout Public Library

The meeting was called to order by Chair Marina O'Rourke at 4:30 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, and Matthew Gregory.
Staff present: Maurice Jones

APPROVAL OF MINUTES of September 22, 2015: Minutes were not available for
approval.

NEW BUSINESS

1. Art & Culture Master Plan Update
City Staff Maurice Jones gave a synopsis of the workshops conducted by
Lord Cultural Resources and the outcome of their 3rd visit to Dubuque. He
discussed the latest visit was at the behest of the City manager to ensure
that communities and all interested parties had the opportunity to
participate.

2. Economic Development Update/ Budget Discussion
City Staff Maurice Jones updated the commissioners on the status of the
department’s budget request. He informed them that budget was going to
be tight again this upcoming fiscal year. Commissioner Riedel inquired
about the potential for cuts in the Art Commission’s grants. Jones stated
that he had not heard mention by the City Manager that cuts to the grant
program was being considered. Jones reiterated his belief that the Art &
Culture position should be a full time position and he asked for the support
of the commission in regards to making a request. All the commissioners
concourred and stated their support.

3. Grant Review discussion Kluseman presented a review sheet as a
guideline for process. A number of housekeeping items discussed
requesting staff to make updates and changes to information and forms.
Riedel suggested that applicants should have attended workshops and
many of the questions would have been answered concerning the grant.
Which causes misunderstanding of the process. Discussion continued on
whether or not to make attendance mandatory for Grant workshops.
O’Rourke suggested utilizing the phrase “highly encourage” applicants to
attend the workshops. Discussion continued concerning encouraging
everyone or just new applicants. The importance of which consisted on
the how applications can change and the importance of being up to date
on those changes. Henkels mentioned the scoring examples from the
Iowa Arts Council, examples of good grants, and the possible use of these
examples in the workshops to assist the applicants in the process. The
discussion continued under the City staff assistance section. Operational
support guidelines page 1, last paragraph, last 2 sentences. The following
change was suggested “It is highly recommended that all applicants
attend the grant writing to workshop to understand the processes, policies,
and grant updates from previous years; this is especially helpful to first
time grant applicants”. Under Contact and Tips it was suggested by
Kluseman to update listed name and contact. Discussion continued
concerning contacting the staff the Monday before the meeting to see if
the applicant was one of the top tier. Siegert inquired as to how to inform
applicants of the selections. Discussion continued on how best to inform
applicants of the top Tier and conveying to the public how the decisions
were made with respect to the applicants, not allowing the applicants to
participate in the discussion. The commission decided that the bullet point
under discussion should be a part of the grant writing tips. It was
discussed that the phrase - “the applicant is welcome to hear their grant
review and grade, please note the highest scoring applicant can be funded
with no discussion required.” - would be added to grant writing tips as the
last bullet point. It was pointed out by Kluseman that scoring sheets are on
line and can be downloaded by applicants. The problem with the total
points issue on the grading sheet was brought up by Riedel.

**Special Projects Grants Discussion:** Kluseman pointed out that on the
commissioner’s special projects grading sheet uniqueness needed to be
added as a grading box #9 before the total points. Henkels suggested that
the scoring summary be on one sheet. Kluseman led discussion where to
clarify special projects. Henkels the importance of unique factors to the
project. Discussion continued. Siegert highlighted the need for new
partnerships as a unique feature. Discussion continued on uniqueness
and benefits of collaboration. Kluseman recommended adding that “a
special project must involve a new partnership and unique component to
your organization” to encourage collaboration. O’Rourke reviewed funding
guidelines for the purpose of lowering the cap for the purpose of funding
more projects. Discussion ensued on the pros and cons of that decision.
Siegert stated she would like to propose to the City that as the number of
applicants increase for grants that the funding levels increase to
correspond, as well. Kluseman made a motion of $8,000 cap on special
project grants seconded by Siegert. Motion carried 6-1 (Henkels).
O’Rourke asked the question if the special projects had to be in the city
of Dubuque, it was decided by the commissioners that they should be
conducted within the city of Dubuque since this was the source of funding,
and it would be listed under eligible activities. Discussion continued on
syncing the guidelines for operational and special projects. Kluseman discussed making the report form available online for access. Henkels suggested that reminder of final report in to the commission by September 30th. Gregory requested clarity on dates being presented. Henkels discussed the fact that depreciation costs were not operating expenses. Staff was instructed to review this matter.

ITEMS FROM COMMISSION
Kluseman stated that the head of the NEA will be in Des Moines and she would like to go if it was possible to carpool.

INFORMATION SHARING

ITEMS FROM PUBLIC
Dan LoBianco, Director of Dubuque Main Street, discussed issues that related to addressing any disconnect between his organizations. He requested a conference call with the consultants of the Master Plan. He discussed with the commission the process and interpretation of the review of financial information as it relates to grant applications. The commission discussed the process and how decisions are made with respect to review of financials. The commission agreed to review previous forms for possible inclusion.

ADJOURNMENT - Riedel made a motion to adjourn, second by Henkels. Meeting adjourned at 6:34 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:
Maurice S. Jones, Director Economic Development

These minutes were passed and approved on:

November 24, 2015

Gina Siegert, Secretary