

MINUTES  
ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION

Tuesday, August 25, 2009  
Board Room, Carnegie Stout Public Library  
360 W. 11<sup>th</sup> Street, Dubuque, Iowa

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**Meeting was called to order at 4:30 p.m. following staff assurance of compliance with the Iowa Open Meeting Law.**

Commissioners present: Paul Hemmer, Ellen Henkels, Louise Kames, Paul Kohl, Sue Riedel, Geri Shafer, Julie Steffen. Staff Present: Jerelyn O'Connor, Jan Stoffel

**Approval of Minutes of June 23, 2009.** Motion by Hemmer, seconded by Shafer to approve. Motion carried 7-0.

**NEW BUSINESS:**

**1. Oath of Office – Newly Appointed Commissioners**

Chair Shafer administered the Oath of Office to Ellen Henkels. She was selected by the City Council to remain on the Commission for another three-year term, ending in June 2012.

**2. Explanation of Budget Process**

Jerelyn O'Connor presented information about the City's budget process and how it relates to the Commission. The Council will be setting their priorities at their annual goal setting this week, including establishing priorities for upcoming fiscal year. The city council priorities are used in preparing the budget that the City Manager presents to city council. The Commission can make recommendations to staff who will submit to the City Manager.

**3. Determination of budget improvement recommendations**

The Commission will work with staff for recommendations but favored requesting more funds for the Operating Support Grant program. Consensus of the Commission was to place this item on the September commission agenda for further discussion. The Commission also discussed that the funding source for the special projects grant program is limited because it is a ten loan repayment from the Convention and Visitors Bureau. The consensus of the commission was to not request an increase in the special projects grant program funding at this time.

**4. Activities for Arts and Humanities Month**

The Commission reviewed suggestions from Americans for the Arts tool kit for National Arts and Humanities Month in October. Shafer will take a Proclamation to City Council, write an article for Julien's Journal and will contact the Mayor for an article for 365ink. Hemmer offered to produce a series of radio public service announcements on behalf of the Commission featuring arts and culture organizations in Dubuque. Kohl will solicit statements from area artists on what inspired them to become involved in

their art. Stoffel will compile a list of arts and cultural events taking place in the City during October prepare a media release and publish a special Arts and Humanities section on the arts and culture website at [www.cityofdubuque.org/arts&culture](http://www.cityofdubuque.org/arts&culture) to publicize the month's activities.

**OLD BUSINESS:**

**1. Strategic Plan Update**

Discussion was tabled until the September 22 meeting.

**2. Art on the River Update.**

In order to appeal to citizens and tourists alike, 3000 walking tour brochures will be distributed to 45 sites throughout the City.

**ITEMS FROM THE COMMISSION:**

**INFORMATION SHARING:**

**ITEMS FROM THE PUBLIC:**

**ADJOURNMENT**

The next Commission meeting is scheduled for September 22 and will begin at 4:30 p.m. Motion by Hemmer and second by Riedel to adjourn the meeting at 6:00 p.m. Motion carried 7-0.

Respectfully submitted,

  
Jan Stoffel

These minutes were passed and approved on 9/22/2009

  
Sue Riedel, Secretary