



Meeting: November 15, 2022, Sherwood Center

Members Present:

Dan Smith – Chair
Patricia Gallagher – Vice Chair
Ruth Bandler – Secretary
Lisa Casazza
Michele Greet
Melissa Grow
Yolanda Ortiz
Jessica Russo Revand
Padma Surapureddi

Members Absent:

Clayton Austin – Treasurer
Sharon Chang
Brian Howell
Susan Morris
Debra Wright

Staff:

Megan DuBois – Cultural Arts Manager

Guests:

None

Visitors:

None

Dan Smith called the Commission on the Arts (CoA) Meeting to order at 7:00 PM.

Dan announced that the business meeting would be shortened to allow time for the consideration of grant applications.

Approval of Minutes for October 2022 – Ruth Bandler, Secretary *(included in the read-ahead packet)*

- A *motion* was made, seconded, and passed unanimously to accept the minutes.

New Business – Consideration of Grant Applications – Pat Gallagher, Chair, Grants Committee

- Pat announced that the grants discussion would be open, but Dan and Padma would leave the room due to conflicts of interest.
- Pat announced that several years ago the CoA delegated to the Grants Committee the task of reading all of the commissioners' comments and then bringing to this meeting two motions, one addressing grant eligibility and one addressing grant award/funding levels.
- Eligibility - Pat announced that the Grants Committee determined that all 13 submissions are eligible for CoA grants.

- *Melissa Grow made a motion, which was seconded and passed unanimously, that the applicants identified on Grants Worksheet No. 1 are all eligible for a grant, with the referenced worksheet included in the minutes of this meeting for purposes of identifying the eligible groups by name.*
- Funding levels – Pat announced that the total funds requested was \$42K; the CoA's grants budget is \$25K. Pat explained that the committee allocated the \$25K based on submission quality and need.
 - *Melissa Grow made a motion, which was seconded and passed unanimously, that the CoA award the amounts identified on Grants Worksheet No. 3 to the listed groups, with the referenced worksheet included in the minutes for identification of the groups and the amounts awarded to them.*
- Dan and Padma returned to the meeting.
- Potential Action Items for the Grants Committee for the Next Grants Cycle and Opportunity for Comments on the Process – Pat Gallagher, Chair, Grants Committee
 - High school projects - Dan and Pat both raised the issue of whether high school and middle school groups fit our current grants review model, or should they be broken out into a separate process.
 - Ticket pricing – Some applicants did not respond to the request to compare their ticket pricing with comparable organizations and projects. Megan explained that item was listed in the grant guidelines but was not part of the online application form. She contacted applicants to ask them to address it in their applications, but not all did. She said she will fix the online application form.
 - Allowable expenses – Pat said we need to add more clarity to this section of the guidelines.
 - Diversity component – Pat said we need to add more clarity to this section of the guidelines, to indicate that the diversity component covers inclusion issues as well as the intent to have a wide diversity in the types and scopes of the projects funded. The members expressed the desire to attract applications from more diverse groups.
 - “Of benefit to the city” – Pat said we need to add more clarity to this section of the guidelines.
- **Action: The Grants Committee will discuss the issue of how to handle applications from high schools and middle schools and whether there should be a separate procedure for them.**
- **Action: Megan said she will update the online application form to add the question about ticket price comparisons.**
- **Action: The CoA should discuss how to attract a more diverse group of applicants and projects.**
- **Action: The Grants Committee will update the guidelines to add definition and clarity to the following areas –**
 - **Allowable expenses**
 - **Diversity component**
 - **“Of benefit to the city”**

Action: Megan will send award letters with caveats of what items cannot be funded with grant funds to the awardees.

The meeting adjourned at 7:50 pm.