

MINUTES
COMMISSION ON THE ARTS
City Council Chambers
City Hall, 515 Clark Avenue
Monday, March 6, 2016

Call to Order

The meeting was called to order at 5:00 p.m. by Chair Steve Sullivan. Members present were Connie Garnett, Jason Paull, and Tom Lockhart. Jon Foley was not present.

Public Forum

There was no one present for Public Forum.

Approval of February 6, 2017 Minutes

Moved by Jason, seconded by Tom, to approve the minutes of the February 6, 2017 meeting. Motion carried unanimously.

Annual Grant and Special Project Grant Application and Report Documents

Steve reminded the group of the review of the grant application and report documents. Steve indicated he had no update regarding his sections. Jason reported he had put together a condensed financial report form. Steve interjected with an explanation that the Commission was reviewing the items asked for on each of the forms and removing things that didn't add value.

Jason explained he had condensed four pages of the application into one page. He stated many of the fields are similar to the IRS Form 990, which organizations are already filling out. Steve asked whether the Commission had full authority to change the forms. Brian responded it was, unless the City Council directed the Commission to do otherwise. He mentioned that it may be helpful to send the City Council a brief update at the conclusion of the overall process explaining the changes. Steve suggested COTA may want to get the organizations to review the changes prior to them going into effect. Jason will send the form electronically to Brian.

Steve summarized that the Commission would look at this further at the next meeting, and at the next meeting would discuss groups to invite to review the forms.

Approve Fall Special Project Grant Application

Steve stated he felt there was duplication in the instructions. On page two, point 4 will become: "How the Ames community would be served and the arts community furthered." Number 6 would be deleted. On the application, Steve highlighted the question "How do your promotional methods reach diverse segments of our community?" Jason asked if it should read, "How will you target audiences who may not be reached by the promotional methods selected above?" Connie asked whether the application needed "Other" as a text box in the prior question. Steve suggested eliminating "other."

The Commission expressed interest in requiring attendance at the workshop and hearing for the Special Grant process, to match the Annual Grant process.

Steve raised the issue about the percentages of participants. He suggested perhaps putting a note about providing the best estimate in parentheses on the application form. Jason suggested breaking it into children, adults, and seniors. He also suggested modifying the table in the final report to match.

Steve asked that the final reports be emailed to the Commissioners as they are received.

The Commission moved to the final report form. Jason suggested combining question two and three under the Promotion section: "How successful were you in attracting diverse populations and how did you determine this?" In the evaluation section, Jason suggested asking: "what was the most

successful outcome and what is an opportunity for improvement?”

It was moved by Tom, seconded by Jason, to incorporate the changes discussed into the Special Project Grant application and supporting documents and approve the documents. Motion carried unanimously.

Upcoming Important Dates

Steve noted that he attended the budget wrap-up meeting with the City Council. He then reviewed the upcoming meeting dates. Jason expressed his appreciation for Connie's works as a Commission member. Steve wished her well.

Adjournment

Connie moved the meeting be adjourned. Tom seconded. The meeting adjourned at 5:42 p.m.