

**MINUTES**  
**COMMISSION ON THE ARTS**  
**City Council Chambers**  
**City Hall, 515 Clark Avenue**  
**Monday, July 10, 2017**

**Call to Order**

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

**Public Forum**

No one was present for Public Forum.

**Approval of June 5, 2017 Minutes**

Moved by Tom, seconded by Deanne, to approve the minutes of the June 5, 2017 meeting. Motion carried unanimously.

**Spring Special Project Grant/Annual Grant Final Reports**

Brian noted the final reports will be communicated to the Commission as they are received, for discussion at the next meeting.

**Discussion of Annual Application and Reporting Materials**

Steve noted information had been submitted by Jason regarding financials. He proposed deleting the bolded section in item 1 on the processes and guidelines. Various dates throughout the document were revised. On the application, the promotional methods questions were modified to match the special project grant form. A variety of changes were proposed to the final report form to make it similar to the special project grant form.

The Commission expressed that the changes proposed should be prepared by staff, and then the agencies should be emailed draft copies of the forms for feedback at the next COTA meeting. It was moved by Tom, seconded by Jon, to make the corrections as discussed. Motion carried unanimously.

**Upcoming Important Dates**

Final reports are due July 14. The next meeting will be held on August 7

**Adjournment**

Tom moved the meeting be adjourned. The meeting adjourned at 5:27 p.m.