

**MINUTES**  
**COMMISSION ON THE ARTS**  
**City Council Chambers**  
**City Hall, 515 Clark Avenue**  
**Monday, August 7, 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 July 10, 2017 Minutes**

Moved by Jason, seconded by Tom, to approve the minutes of the July 10, 2017 meeting. Motion carried unanimously.

**Feedback Regarding Revised Annual Grant Forms**

Steve noted that feedback had been received in the past requesting that the forms be streamlined. He asked for feedback from the audience. Tom Jackson, of Ames Town and Gown, noted he was happy that the Commission has addressed his chief complaint regarding the budget categories not matching between the application and the final report. He asked about the columns for budget page being shifted over to reflect 2018/19. He stated he liked the simplified budget, although the "other" line will include a substantial portion of his organization's budget.

Stan Rabe, of ACTORS, noted that in the budget, 90% of ACTORS' expenses will show up in "other expenses." He asked if that was what was wanted. Steve stated he was comfortable with that situation, because he understands that ACTORS' situation involved a considerable amount of production expenses. He would ask if he had a need for further detail.

**Finalize Spring Special Project Grant/Annual Grant Applications and Annual Grant Final Report**

It was moved by Tom, seconded by Jason, to approve the revised forms with the correction to the years indicated in the application and final reports. Motion carried unanimously.

**2017 Spring Special Project Grant Final Report Review**

It was moved by Tom, seconded by Jon, to accept the final reports. Motion carried unanimously.

**2016/17 Annual Grant Final Report Review**

Jason noted two concerns. ACTORS indicated it had used funds to improve its spaces, which would be a disallowed capital expense. He also noted Ames Choral Society had used funds to rent storage space, which is not allowed.

Steve indicated he wished to look at the ACTORS report more closely. Tom stated he didn't have an issue with the Ames Choral Society expense, but he wanted to discuss ACTORS further. Steve stated he didn't have an issue with the Ames Choral Society rental, although he did want to know whether this has been an ongoing issue. He felt it would be appropriate to inquire with both groups. It was moved by Tom, seconded by Jason, to designate Steve to followup with questions to both agencies. Motion carried unanimously.

Jason asked how aggressive the Commission wanted to be regarding meeting the deadlines to submit the final reports. Tom Jackson noted that a number of years ago, he was late in filing the Central Iowa Symphony's final report and the Commission reduced the next year's allocation by half.

Deanne asked whether there should be a reminder prior to the deadline. Jason said he didn't want to waste a lot of staff time in chasing down paperwork. Deanne said withholding reimbursement until the report is received seemed fair.

Tom Jackson noted that the current rules state that organizations submitting late reports are ineligible for funds in the next application cycle. Jason suggested that the organizations should be given one week from today to submit the final reports. It was moved by Jason, seconded by Tom, that the two organizations will be given until Monday, August 14 at 5:00 p.m. to submit their final reports. Failure to do so will result in their ineligibility for funding during the FY 2018/19 funding cycle. Motion carried unanimously.

#### **Upcoming Important Dates**

The next meeting will be held September 11<sup>th</sup>, which is the Spring Special Project Grant and Annual Grant Workshop. Special Project Grant Applications are due September 18<sup>th</sup>.

#### **Adjournment**

Tom moved the meeting be adjourned. The meeting adjourned at 5:31 p.m.