



Dane County

Minutes - Final Unless Amended by Committee

Arts and Cultural Affairs Commission Executive Committee

Consider:

Who benefits? Who is burdened?

Who does not have a voice at the table?

How can policymakers mitigate unintended consequences?

Friday, September 8, 2023

8:00 AM

Hybrid Meeting: Attend in person at the City County
Building in Room 421; attend virtually via Zoom.

A. Call To Order

Staff: Mark Fraire, Augusta Brulla

Call to order at 8:04 a.m.

Present 4 - Chair RODERICK RITCHERSON, MARY KLEHR, MARCIA MIQUELON, and FRAN
PULEO MOYER

B. Consideration of Minutes

1. [2023](#) [MINUTES FROM THE 08/04/2023 ARTS AND CULTURAL AFFAIRS
[MIN-255](#) EXECUTIVE COMMITTEE MEETING]

Attachments: [2023 MIN-255](#)

A motion was made by Commissioner Puleo Moyer to approve the minutes from
the 8/04/2023 Executive Committee meeting, seconded by Vice Chair Klehr.

The motion was carried unanimously by a voice vote.

2. Approve August 9, 2023, commission minutes for recommendation to full commission

A motion was made by Vice Chair Klehr to approve the minutes from the 8/09/23
commission meeting for recommendation for approval by the full commission,
seconded by Commissioner Puleo Moyer.

The motion was carried unanimously by a voice vote.

C. September Commission Meeting Discussion Topic(s)

1. Grants review overview/process

Commissioner Curet will give a brief overview of 2023 Cycle 2 grant approval process.

2. Other

Commissioner Klehr recommended tentatively scheduling a discussion on youth arts during the November commission meeting led by Vice Chair Klehr, Commissioner Parks Snider, and Commissioner Yudice.

D. Cycle 2 Grants Preparation

1. Review number of total vs approved applications

- 49 of 51 project grant applications were approved by Dane Arts staff for review by the grant review panel.

- One project grant application was not approved, and one was withdrawn by the applicant.

2. Grants pool budget review/approval/recommendation (action item)

- The total proposed 2023 Cycle 2 grant budget is \$97,000 which includes \$77,277 remaining from the 2023 grant budget and \$19,723 from the youth equity fund.

- Grant requests for 2023 Cycle 2 totals \$225,100.

- \$2,500 out of the \$97,000 total budget will be offered to grant panelists for their service in reviewing the applications. 25 panelists will be offered a \$100 honorarium each for their service.

A motion was made by Commissioner Puleo Moyer to approve a total of \$97,000 for the 2023 Cycle 2 grant budget for recommendation to the full commission, seconded by Vice Chair Klehr.

The motion was carried unanimously by a voice vote.

3. Review/approve/recommendation of youth focused dedicated dollars (action item)

Requests claiming an equitable opportunity for youth to participate total \$146,756 while non-youth requests total \$66,277.

4. Review number of capital and other applications

- Two Short Order applications requesting a total of \$1,990 and four Capital grant applications requesting a total of \$10,077 were received.

- Short order grant applications will be reviewed by grant panelists while capital grant applications will be reviewed by the Executive Committee.

5. Determine available dollars for capital grants and other applications (action item?)

- *Short order and capital grant awards will be allocated from the 2023 Cycle 2 budget.*
- *Awarding all grant applications from the yearly grant budget rather than private funds demonstrates an accurate request to available funds ratio.*
- *Short order and Capital grants have been funded from Lussier funds in the past few cycles. For consistency going forward, Director Fraire proposes funding all grant requests from the yearly grant budget.*
- *Criteria for scoring the short order and capital grants is the same as project grants, however, the application for Short Order and Capital grants is shorter than the Project grant application.*
- *Chair Ritcherson proposed including Capital and Short Order grants in Commissioner Curet's discussion about grant process during the September commission meeting.*
- *The decision on the final Capital grant budget will be postponed until the October Executive Committee meeting.*
- *Vice Chair Klehr will take the lead on reviewing the Capital Grant applications and recommended that the Executive Committee review all Capital grants and discuss budget allocation during the October Executive Committee meeting.*

6. Update on panel review teams

All grant panelists have been secured and five panel review dates are scheduled:

- *Panel 1: Music, Arts in Education - 8:30 AM – 11 AM, Monday, September 18, 2023*
- *Panel 2: Dance, Arts in Education, Local History - 8:30 AM – 11 AM, Wednesday, September 20, 2023*
- *Panel 3: Visual Arts, Theater – 8:30 AM – 11 AM, Tuesday, September 26, 2023*
- *Panel 4: Multidisciplinary – 8:30 AM – 11 AM, Wednesday, September 27, 2023*
- *Panel 5: Music – 8:30 AM – 11 AM, Tuesday, October 3, 2023*
- *Chair Ritcherson will chair the September 20th panel, Vice Chair Klehr will Chair the Sept 26th and 27th panels, and Commissioner Puleo Moyer will chair the October 3rd panel.*
- *A commissioner is still needed to serve as chair on the September 18th grant review panel.*

7. Review assignment of chairs/co-chairs for handbook (action item)

- Requirements for commission members to chair grant review panels will be a topic of discussion during the September commission meeting.
- Chair Ritcherson would like to include serving as a grant panel chair to the requirements of serving on the commission.
- Serving as a co-chair may be part of the training process for future grant panel chairs to encourage commissioner participation.

E. Friends of Dane Arts Update

- The purpose of Chair Ritcherson's ten questions presented during the August Executive Committee meeting was to identify the specific needs for a Dane Arts Friends group.
- Chair Ritcherson and Director Fraire will continue to discuss proposed questions and present Dane Arts friends group bylaw recommendations to the Executive Committee and full commission for consideration and approval.

F. Farewell to Olivia

1. Process for replacement

Supervisor Xistris-Songpanya will attend the September Commission meeting for a final farewell.

2. Prospects

Prospects and succession process will be discussed during the September Commission meeting.

G. ED Report

- Dane Arts staff will begin setting up the DABL Outdoor Art Festival at the Farley Center in Verona.
- The festival takes place on Saturday, September 9th and will include over 30 visual artists, two musical groups, and local food vendors.
- The Dane Arts 2024 Calendar reception is scheduled for October 23rd at the Shannon Lounge at the Memorial Union.
- Planning is in process for the third business of art conference scheduled for March, 2024.
- The retail price of calendars will increase to \$15 from the current price of \$12.
- There have been many inquiries from Dane County departments and outside community groups about incorporating art into their programming in various capacities.

H. Future Meeting Items and Dates

1. Develop September 13, 2023, Commission Meeting Agenda:

- roll call, establish quorum,
- approve August 9, 2023, meeting minutes (action item)
- presentation group will be replaced by Commissioner Curet's grant discussion
- September discussion topic-grants prep/review//applications/panel chair assignments, chair/executive committee report, Areas of Focus updates
- Executive Director's report, upcoming events

I. Public Comment on Items not on the Agenda

Vice Chair Klehr is confirming Chair Ritcherson's term end date and will report back to the Executive Committee.

J. Such Other Business as Allowed by Law

None.

K. Adjourn

A motion was made by Commissioner Miquelon to adjourn.

Meeting adjourned at 9:01 a.m.

Minutes respectfully submitted by Augusta Brulla pending commission approval.