



Dane County

Minutes - Final Unless Amended by Committee

Arts and Cultural Affairs Commission Executive Committee

Friday, August 1, 2025

8:30 AM

Hybrid Meeting: Attend in person at the City County
Building in Room 209; attend virtually via Zoom.

A. Call To Order

Present: Chair Ritcherson, Vice Chair Puleo Moyer, Klehr, Supervisor Rose

Excused: Miquelon

Quorum was established.

Additional Commissioners: Curet

Staff: Augusta Brulla, Mark Fraire

Call to order at 8:30 a.m.

Present 4 - Chair RODERICK RITCHERSON, MARY KLEHR, FRAN PULEO MOYER, and
Supervisor RICK ROSE

Excused 1 - MARCIA MIQUELON

B. Consideration of Minutes

1. [2025 MIN-203](#) [MINUTES FROM THE 06/05/2025 ARTS AND CULTURAL AFFAIRS
EXECUTIVE COMMITTEE MEETING]

Attachments: [2025 MIN-203](#)

A motion was made by Klehr to approve the minutes from the June 5th Executive
Committee meeting, seconded by Puleo Moyer.

The motion was carried unanimously by a voice vote

2. Approve June 16, 2025, commission minutes for recommendation to full commission

Chair Ritcherson requested the following amendment to the minutes (Item D.
third bullet point): change "bylaws were drafted" to "bylaws were approved."

A motion was made by Puleo Moyer to approve the minutes from the June 16th
Commission meeting for recommendation to the full commission, seconded by
Klehr.

The minutes as amended were approved unanimously by a voice vote.

C. Grants Process Improvement Recommendations/Approvals- (Commissioner Curet)

- Commissioner Curet presented a summary of recommendations for improving the current grant process. The document is available for commissioners to review via Google Drive.
- 2025 Cycle 2 recommendations include updates to the panelist recruitment process, WebGrants software changes, application/format changes, and application content changes.
- 2026 Cycle 1 recommendations include adjusting grant categories to better align with Dane Arts Mission, adding a question to project narrative asking how project aligns with Dane Arts mission, and updating the budget section of the application.
- Current grant categories: Arts in Education, Dance, Music, Multidisciplinary Arts/Culture, Theater, Visual Arts
- Recommended updated grant categories: Arts Education, Dance, History & Heritage, Music, Theater & Performance, Visual Arts
- Consensus was that guidelines need to be established around how projects versus operating expenses are defined in the context of the Dane Arts grant program.

A motion was made by Curet to recommend the change in grant categories as outlined above and adding an introductory paragraph that discusses the importance of cultural diversity in appropriate language for approval by the full commission, seconded by Puleo Moyer.

The motion was carried unanimously by a voice vote.

A motion was made by Curet to recommend the budget section updates as outlined for approval by the full commission, seconded by Klehr.

The motion was carried unanimously by a voice vote.

Note: Since Commissioner Curet is not a member of the Executive Committee, the two motions above will be considered as a discussion with no official recommendation.

D. Update on 2025 Cycle 2 Planning

1. Short order grants percentage

- Chair Ritcherson proposed a setting specific budget threshold, whether dollar amount or budget percentage, to allocate to Short Order grants each cycle.
- Director Fraire recommended a budget percentage allocation to accommodate future budget fluctuations.
- Consensus was that Director Fraire and Cultural Affairs Specialist Brulla should propose a recommended budget allocation for short order awards during the August 11th Commission meeting.

2. Projected 2025 cycle 2 budget (overall)

2025 Budget totals were approved during the March 19th Commission meeting and are as follows:

- 2025 Budget Total: \$219,947
- 2025 Cycle 1: \$119,321
- 2025 Cycle 2: \$97,262

3. Projected number of applications/dollar request amount

At the time of meeting, in-process grant applications were as follows:

- Project: 73 (40 submitted, 34 editing)
- Short Order: 14 (9 submitted, 5 editing)
- Capital: 10 (3 submitted, 7 editing)

Note: number of applications subject to change prior to the August 1st 4 p.m. grant submission deadline.

4. Projected number of panel review teams needed

Depending on the final number of submissions, 25 - 30 panelists will be needed for five to six grant review panels.

E. Suggested Branding Committee Members

The discussion will be delayed until the September Executive Committee meeting.

F. Vacant Positions

1. Current candidate(s) status

- No new prospective commissioner applications have been received.
- Director Fraire noted that an ideal candidate is someone in the business sector with fund development expertise.

2. 2026 vacancies issue

Commissioners desiring to serve another term on the commission must be appointed by the Count Executive and a resolution must be passed to formalize the appointment.

G. Events Update

Commissioner Klehr continues to keep the list of Dane Arts supported events up to date. Commissioners are encouraged to sign up to attend any events listed.

H. Executive Director's Report

Director Fraire is examining the Dane Arts budget for possible reductions as requested by the County Executive to address the 2026 Dane County structural deficit.

I. Future Meeting Items and Dates

1. Discuss/Approve October 2025 Meeting Dates

A motion was made by Klehr to move Executive Committee meeting from Friday, October 3rd at 8:30 a.m. to Friday, October 10th at 4:30 p.m. seconded by Supervisor Rose.

The motion was carried unanimously by a voice vote.

A motion was made by Vice Chair Puleo Moyer to reschedule the October 10th Commission meeting to October 16th at 8:30 a.m. for recommendation to the full commission, seconded by Klehr.

The motion was carried unanimously by a voice vote.

2. August 18, 2025, Commission Agenda

- Roll call, establish quorum
- Approve June 16, 2025, meeting minutes (action item)
- Presentation Group
- Approve Grants Process Improvement Recommendations-(action item)
- Approve revised commission meeting date
- Areas of Focus Reports
- Dane Arts Calendar of Events

J. Public Comment on Items not on the Agenda

None.

K. Such Other Business as Allowed by Law

None.

L. Adjourn

A motion was made by Vice Chair Puleo Moyer to adjourn.

Meeting adjourned at 9:46 a.m.

Minutes respectfully submitted by Augusta Brulla pending commission approval.