



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 13, 2024

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 Richerson, Vice Chair Puleo Moyer, Commissioner Klehr, Commissioner Miquelon, Supervisor Rose

Staff: Mark Fraire, Augusta Brulla

Call to order at 8:32 a.m.

B. Consideration of Minutes

1. [2024 MIN-211](#) [MINUTES FROM THE 08/16/2024 ARTS AND CULTURAL AFFAIRS EXECUTIVE COMMITTEE MEETING]

Attachments: [2024 MIN-211](#)

A motion was made by Commissioner Klehr to approve the August 16th Executive Committee minutes, seconded by Vice Chair Puleo Moyer.

The motion was carried unanimously by a voice vote.

2. Approve August 21, 2024, commission minutes for recommendation to full commission

A motion was made by Commissioner Klehr to approve the August 21st Commission minutes, seconded by Vice Chair Puleo Moyer.

The motion was carried unanimously by a voice vote

C. Update on Grants Process

1. Final number of applications by disciplines

- 2024 Cycle 2 grant applications by discipline are as follows: Arts in Education (7), Dance (6), Multidisciplinary Arts/Culture (9), Music (16), Visual Arts (4)

- There were 4 short order grant applications and no capital grant applications this cycle.

2. Dollar amount of grant requests

- Project grant requests totaled \$181,033.
- Short order grant requests totaled \$2,804.65
- 2024 Cycle 2 total requests: \$183,837.65

3. Panel review sessions/stipend dollar amount—(action item)

- 25 panelists total (5 panels x 5 panelists) will be offered a \$100 honorarium each for serving as a Dane Arts grant reviewer.
- The total budget for panelist honorariums is \$2,500, which will be distributed from the Dane Arts grant budget.

4. Commissioner assigned applications

Commissioners have each been assigned 3-4 grant applications to read prior to the October 9th commission meeting.

5. Implement new web grants/rubric

A revised grant scoring rubric has been implemented for use in 2024 Cycle 2.

D. Review Capital Grants Allocations Formula for Commission action

- During the August Commission meeting, it was determined that 5% of grant pool dollars shall be allocated to the capital grant application budget in each cycle.
- Utilizing this formula, up to \$5,000 for capital grants has been approved for 2024 Cycle 2.

E. Review Short Order Grants

- The maximum short order grant request is \$1,000.
- Commissioner Klehr and Cultural Affairs Specialist Brulla will present recommendations for short order grant awards at the October Executive Committee meeting. Short order grant awards will be approved during the full commission meeting in October.

F. Approve 2024 Cycle Grants Pool Budget/Allocation Amount for Recommendation to Full Commission

1. Overall budget

A motion was made by Commissioner Miquelon to approve the grant allocation budget of up to \$100,000 in 2024 Cycle 2, seconded by Vice Chair Puleo Moyer.

The motion was carried unanimously by a voice vote.

2. Net budget (minus panel stipends, capital grants, short order)

\$2,500 for panelists honoraria will be deducted from the \$100,000 grant budget, leaving a remaining \$97,5000 for project and shot order grants.

A motion was made by Commissioner Miquelon to approve the net 2024 Cycle 2 grant pool budget of \$97,500, seconded by Vice Chair Puleo Moyer.

The motion was carried unanimously by a voice vote.

G. Approve 2024 Capital Grants Allocation Budget

Up to \$5,000 has been approved for the 2024 Cycle 2 capital grant budget. Since no capital grants were received this cycle, the capital grant allocation will not be deducted from the grant pool.

H. Approve 2024 Short Order Allocation Budget

Short order recommendations will be presented during the October Executive Committee meeting.

I. Discuss 2025 Meeting Calendar

- Vice Chair Puleo Moyer led a discussion about exploring alternative default meeting times for the Dane Arts Commission.

- Vice Chair Puleo Moyer will prepare a Doodle Poll to collect Commissioner availability for a potential meeting time change. Commissioners are invited to suggest meeting days/times.

- Proposed meeting dates/times for 2025 will be presented and approved during the November commission meeting.

- Director Fraire discussed the idea of the Dane Arts commission meeting six times per year rather than ten.

- Commissioner Klehr noted the importance of maintaining forward motion within the commission if the number of meetings per year are reduced.

- Vice Chair Puleo Moyer suggested that focus groups could meet during the months when there is no commission meeting.

- Supervisor Rose noted that an every-other-month meeting model is in scale with the Dane Arts budget and common practices of other similarly sized county departments.

J. Discuss Commissioner Roles at DA Sponsored/Supported Events and Other Events

- Chair Ritcherson asserted that when attending Dane Arts presented and supported events, Commissioners serve as ambassadors of Dane Arts and the Dane Arts commission.
- When attending Dane Arts supported events, the Dane Arts representing commissioner could focus on meeting the supported organization's director and/or any present board members.
- Commissioner Klehr and Dane Arts staff will meet to prepare a list of upcoming Dane Arts events for commissioners to attend.
- Once a clear, accessible, process is in place for commissioners to attend events, a discussion will take place regarding commissioner participation requirements.
- Dane Arts has the ability to present Certificates of Recognition of behalf of the County Board which could be implemented during upcoming Dane Arts events.
- Vice Chair Puelo Moyer outlined commissioner roles including: Observer/attendee (this role involves completing a review sheet), tabling with Dane Arts info and FAQ sheet, emcee or welcome people, volunteer/help work the event, present a Certificate of Recognition.
- Commissioners will be automatically be assigned the role of "ambassador" unless otherwise discussed.

K. Executive Director Report

- Dane Arts staff met with Chair Miles to discuss selection of artwork created by a Ho-Chunk artist for display at the City-County building.
- The Dane County budget process is underway.

L. Future Meeting Items and Dates

- The next Executive Committee meeting will take place on Tuesday, October 1st at 8:30 a.m.
- The next Commission meeting will take place on Wednesday, October 9th at 8:30 a.m.
- There will be no presentation group during the October commission meeting.
- Commissioner Klehr would like to add an agenda item for "Upcoming Dane Arts supported events" to the September 18th commission meeting, and all future commission meetings.

1. Develop August 21, 2024, Commission agenda

- Roll call, establish quorum
- Approve August 21, 2024, meeting minutes (action item)
- Approve Cycle 2 Grants Pool Budget (overall)
- Approve Capital Grants Allocation Formula
- Approve Cycle 2 Capital Grants Budget
- Presentation group
- Update on Cycle 2 process (number of applicants, panel reviews/chairs, commission review date)
- Discussion on philosophy of how Dane Arts distributes grant dollars
- Brief Area of Focus Reports
- Executive Director's Report

M. Public Comment on Items not on the Agenda

None.

N. Such Other Business as Allowed by Law

- Vice Chair Puleo Moyer suggested creating a shared Google drive for commissioners to share and upload documents.

- Vice Chair Puleo Moyer discussed developing a shared internal "new commissioner checklist" and clarifying roles of Chair and Vice Chair when onboarding new members.

- Commissioner Miquelon shared the Bread and Puppet Theater Workshop and Performance at the Rumpus Room. The workshop takes place Sept. 20-21 and the performance is Saturday, Sept. 21 at 4:30 p.m. More information is available at: <https://therumpusroom.org/rr-events/bread-and-puppet-theater-workshop-puppetry-in-performance/>

O. Adjourn

A motion was made by Commissioner Miquelon to adjourn.

Meeting adjourned at 9:16 a.m.

Minutes respectfully submitted by Augusta Brulla pending commission approval.