

Cuyahoga Arts and Culture

Minutes of Regular Meeting of Board of Trustees

Tuesday, December 11, 2007 10:00 am

A regular meeting of the Cuyahoga Arts and Culture (CAC) Board of Trustees was called to order at 10:00 a.m. in the Second Floor Conference Room of the ideacenter at 1375 Euclid Avenue, Cleveland, Ohio. Four of the five members of the CAC Board of Trustees were in attendance: Linda Abraham-Silver, David Bergholz, Steven Minter and Santina Protopapa. Trustee Coburn was not in attendance.

1. Approval of minutes from November 30, 2007 Special Meeting

Trustee David Bergholz moved to approve the Minutes from the November 30, 2007 Special Board Meeting. Trustee Protopapa seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Minter and Protopapa each voted yes.

2. Finances and Operations

Executive Director (ED) Catherine Boyle introduced Meg Harris, CAC's Director of Administration and referred Trustees to the Revenue and Expenditures Report. Ms. Harris indicated that the estimated revenue from the cigarette tax for November 2007 is reflected as \$ 1.7 million. Any outstanding bills for 2007 will be paid at the end of this year. She also had heard from the State Auditor's office that CAC will be audited by the State Auditor sometime in January or February of 2008.

ED Boyle explained that candidate has been selected for the Grant Program Coordinator position at CAC starting in January and will report to the Director of Grant Programs, Achala Wali. This position will include working with Ms. Wali to schedule site visits with grantees, assist grantees with the on-line application system, setting up a system for filing and keeping grantee information, communicating regularly with grantees and collecting data from grantee reports.

ED Boyle stated that GOS grant contracts will be mailed in the next week and the first disbursements will happen in January, 2008. Ms. Harris and ED Boyle discussed that they plan to include with the grant contracts a form for the grantees to complete so that disbursements can be made via Electronic Funds Transfer (EFT). Trustee Minter asked if all organizations will be

able to handle receiving an EFT. ED Boyle noted that the correspondence asked any organizations to be in touch with Ms. Harris if there were problems with this method of payment. CAC staff will handle any issues with this on a case by case basis.

ED Boyle requested the board approve a one-month extension of the contract with M+R Strategic Services through the end of December in the amount of \$5000. CAC Legal Counsel Barbara Hawley drafted a one-month extension letter of agreement with M+R. Jeff Rusnak is the M+R partner who handles the CAC account and has been assisting with public relations and communications with ED Boyle and CAC staff. The original contract was through the end of November, 2007. Mr. Rusnak has continued to do work for CAC in December and will have a proposal for CAC for services in 2008 at the first meeting in 2008. Trustee Bergholz motioned the approval of the one-month extension of the contract with M+R Strategic Services. Trustee Minter seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Minter and Protopapa each voted yes.

ED Boyle also asked that the Trustees approve that she be allowed to carry over an additional 35 hours of unused PTO (Personal Time Off) time into 2008. The PTO policy approved by the CAC Board of Trustees on June 12, 2007 allows CAC employees to carry over into the following year no more than 80 hours of unused PTO time. Trustee Minter motioned approval. Trustee Abraham-Silver seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Minter and Protopapa each voted yes.

3. Project Support (PS) Grant Program Update

ED Boyle explained that, to date, CAC has received 31 Intent to Apply submissions for the PS grants with requests of more than \$800,000. She noted that CAC believes there will be requests in excess of the \$1 million the CAC Trustees allocated to the PS grant program for 2008. She noted there has been some confusion and conversation with some larger organizations (i.e. colleges and universities and school districts) that an organization may only submit one application. Trustee Minter asked if these guidelines were available on the CAC website and asked what will be the process if an organization submits more than one application. ED Boyle confirmed that the guidelines are posted on the CAC website and are reiterated in the grant application as well. She and CAC staff have discussed that if an organization inadvertently submits more than one application that CAC would return all of the applications to the President or CEO of the organization and ask that one application be returned to CAC for one project. Submitting multiple applications would not make an applicant ineligible, but CAC staff will not determine which application to keep or which is best. It would be up to the organization to resubmit one application. Trustee Minter noted that he hopes all the important information about eligibility and required documentation is available on the CAC website, and ED Boyle assured him it was all there for applicants to refer to.

Trustee Abraham-Silver inquired as whether PS grant applicants must submit a letter of intent as well as the form. ED Boyle noted that applicants must complete the Intent to Apply form available on-line by February 1, 2008 and doing that is a part of the eligibility requirements.

ED Boyle reported that Ms. Wali was assembling a list of potential panelists for the PS grant application panel review which will take place at the end of April. Ms. Wali has been working with Community Partnership for Arts and Culture (CPAC) to create a comprehensive list of panelists. Trustee Bergholz asked if the PS grant panelists will also be from outside the County. ED Boyle confirmed that the PS grant panelists will be from outside Cuyahoga County but not necessarily from outside the state. She noted that because so many of the applications to date are from community-based organizations, selecting these panelists will be very different from selecting the GOS grant application panelists.

4. Community Partnership for Arts and Culture (CPAC) presentation, “Investing in Artists: A Summary of Practices for Funding Individual Artists”

Trustee Minter introduced agenda item 4. He noted that CAC’s grant making has been a three-step process. First the General Operating Support (GOS) program which is well underway. Second is the Project Support (PS) grant program which is underway and the plan is to issue PS grants by July, 2008. The third step in CAC’s grant making is determining how CAC can best support Individual Artists in the district. Many issues around this third program need to be thoughtfully addressed. CAC asked CPAC to prepare a summary of ways in which other communities support local artists using public funds.

Tom Schorgl, President and CEO of CPAC explained that CPAC staff spent quite a bit of time researching other communities’ funding practices and prepared this report, Investing in Artists: A Summary of Practices for Funding Individual Artists, and a Power Point overview of the report for the CAC Trustees. The report includes five funding categories (Business and Professional Development; Fellowships; Public Projects; Residencies; and Sponsored Projects). The strengths and weaknesses of each of the five funding categories are addressed and there is an example of a grant program for each included in the report.

Julian Rogers, CPAC Program Associate, outlined the report for the CAC Trustees, staff and public. (The complete report is available on the CAC website at www.cacgrants.org)

Upon conclusion of the presentation, there was much discussion.

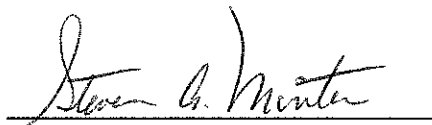
ED Boyle noted that because, as CPAC pointed out in the presentation, it is important to engage artists in the dialogue and hear from them what they perceive to be the funding issues, that it is her recommendation that CAC create an Advisory Committee to determine how best to support artists in the district and make a funding recommendation to the CAC board in 2008.

Trustee Minter suggested that CAC should partner with The Gund Foundation and The Cleveland Foundation. These organizations have assisted individual artists in this community in the past and their experience will be an important part of any recommendation to the CAC board. He asked representatives of the two foundations (Kathleen Cerveny of The Cleveland Foundation and Deena Epstein of The Gund Foundation) if they would present to the CAC board in February an overview of lessons learned in funding Individual Artists locally and perhaps nationally if there was information available from some of the national foundations. Both Ms. Cerveny and Ms. Epstein agreed to assemble some information for the CAC board for the February meeting.

Trustee Abraham-Silver asked what the timeline for creating an Individual Artist Program is. ED Boyle asked that CAC assemble an Advisory Committee and that she would ask it to have a recommendation to the CAC Board by the July or September scheduled board meeting.

Trustee Minter asked if there was any other public comment.

There being no further business, the Regular Meeting of the CAC Board of Trustees was adjourned at 11:15 a.m., December 11, 2007.



President

Attest:



Secretary