



Minutes of Special Meeting of Board of Trustees

Tuesday, June 10, 2008, 10:00 am

A special meeting of the Cuyahoga Arts and Culture (CAC) Board of Trustees was called to order at 10:07 a.m. in the 2nd floor Board Room in the Idea Center at Playhouse Square, 1375 Euclid Avenue, Cleveland, Ohio.

The roll call showed Trustees David Bergholz, Steve Minter and Santina Protopapa to be present. It was determined that there was a quorum. Trustees Linda Abraham-Silver and Chris Coburn were absent.

Also in attendance were CAC Staff: Catherine Boyle, Executive Director; Donnie Gill, Grant Programs Associate; Meg Harris, Director of Administration; Achala Wali, Director of Grant Programs.

1. 2008 PROJECT SUPPORT GRANT POLICIES AND PROCEDURES OVERVIEW

Achala Wali, Director of Grant Programs reviewed the Project Support program process. The PS grant guidelines were made available the first week of October, 2007 and four workshops were held at Cuyahoga County Public Library Branches and Trinity Commons in October and November, 2007. Approximately 200 people attended the four workshops. The workshops focused on eligibility requirements for CAC's funding and suggestions for completing the application. The PS application was made available on-line on December 3, 2007 with accompanying instructions available as a Word document for download from the CAC website. The application process was administered using CAC's new on-line application system (CGO-Culture Grants Online). Applicants were able to submit a draft of their application electronically for CAC staff review. CAC conducted approximately 60 draft reviews both in person and on the telephone with potential applicants. The deadline to submit the Intent to Apply form was 12:00 p.m. February 1, 2008 and by that date, CAC received Intents to Apply from 103 organizations. By the February 27 deadline (extended to February 28 because of the weather), applications and necessary eligibility and supporting materials were received from 94 organizations. CAC staff reviewed all applications for eligibility and determined that 75 applicants were eligible and 19 applicants were not eligible to proceed to the Grant Application Panel Review. At its March 11, 2008 regular meeting, the CAC Board of Trustees approved the 75 eligible applicants and approved nine Panelists from out of state and the Panel Chair. The week of March 17, the Panelists received a set of all 75 eligible applications, first and second reader assignments, the panelist handbook, and the Conflict of Interest form. CAC staff conducted a conference call with the panelists on April 8 to discuss any general questions, concerns or comments about CAC's PS grant policies and procedures as well as the upcoming Panel Review Process.

On April 22, the Panelists arrived in Cleveland and CAC staff conducted an orientation and review of the 75 applicants' supplementary materials. One panelist (Mark Southers) had a family emergency and was unable to participate. The other eight panelists agreed to take on his first and second reader responsibilities. The public panel review began at 8:30 a.m. on Wednesday, April 23 and finished at noon on April 24, 2008. The panel review was held at Trinity Commons in Downtown Cleveland. Each eligible application was deliberated by the Panel and then, by a show of hands, the Panel determined whether to score each application. A summary of the Panel's commendations, concerns and recommendations for each applicant makes up the Report included with the Board's materials. The Report includes the applicants in alphabetical order, which is the order in which the applications were reviewed by the Panel.

At the conclusion of the Panel Review, the panelists, CAC staff, board and audience members participated in an informal policy discussion. A summary of that discussion is included with the Board's materials. All eight panelists, the panel chair, CAC staff and approximately 30 audience members were present for the Policy Discussion.

After the Panel Review, CAC staff posted an on-line audience survey and sent it to all those who signed in at the Panel Review and included an email address. The results are included with the Board's materials.

President Minter commented that the Panel Report was a comprehensive packet of material. Trustees Bergholz and Protopapa agreed.

Trustee Protopapa commented that some people who did not get GOS funds did well in PS program and got more than they may have in GOS program. ED Boyle commented that many of the organizations that did well worked closely with CAC on preparing their grant applications.

Trustee Protopapa noted that there was a good mix of funded projects overall.

President Minter asked Ms. Wali to comment on the 17 organizations that were not scored by the panel. Ms. Wali noted that often the applications did not tie the project to the mission of the organization and that the applicants were unable to effectively communicate the project to the panelists through the application.

Trustee Bergholz stated that one of the policy review outcomes was that each organization should be scored in the future. Ms. Wali noted that the Ohio Arts Council has used the Yes/No vote prior to the scoring round for many years and that is one reason we followed this approach. ED Boyle stated that July CAC staff will present the 2009 PS guidelines to the board and this issue as well as others will be addressed.

Trustee Bergholz continued that he felt on the issue of out-of-state vs. in-state panelists, CAC could go either way but still supports continuing with a panel comprised of only out-of-state professionals. Ms. Wali pointed out that in continuing with out-of-state panelists, it is important that CAC prepare and provide more information in regard to demographics. Ms. Wali said that

the information that CAC staff provided the panelists was not enough to overcome the knowledge gap of the community for the panelists.

Trustee Bergholz cautioned that CAC needs to be careful since in doing this since history can be interpreted in different ways. ED Boyle noted that in the next PS application cycle, CAC will state more clearly that the application must stand on its own and that applicants will need to describe their organizations in the context of the greater community. She stated that it was also evident that some applicants did not understand the panel process and expected that they would be able to answer questions and interact with the panelists. Therefore CAC will explain more clearly in next year's grant cycle how the panel process works and what the applicant's responsibilities are in terms of providing the panel with the information and materials they need to make informed decisions about the applicants.

2. 2008 PROJECT SUPPORT GRANT AWARD RECOMMENDATION

ED Boyle reviewed the Grant Award Determination Process stated in the published PS Guidelines. As stated, any applicant receiving a score below 65 will automatically be ineligible for PS grant funding. Applicants scoring between 65 to 100 points will be eligible for PS funding. However, being eligible for PS funding does not guarantee a PS grant. The higher the score of the application, the higher the probability of receiving a PS grant and the larger the percentage of the grant request could be awarded. Applicants that receive a final aggregate score of 90 points or higher could receive a grant award equal to their grant request. All applicants that receive a final aggregate score of less than 90 points should expect to receive a lower percent of their grant request.

ED Boyle noted that using the published Grant Award Determination Process and the scores given by the Panel, CAC staff is recommending grant awards to 54 organizations totaling \$ 979,900. A total of 21 eligible applicant organizations are not eligible to receive CAC funding either because they were not scored or did not score the minimum points needed for funding. The panel, by a show of hands, agreed not to score, and therefore not fund, 17 organizations. Five organizations scoring above 90 are recommended for funding at the full amount of the grant request and the remaining 49 organizations scoring between 65 and 89 are being recommended for funding at an amount less the percentage equal to the panel score received. For example, an organization that scored 76 is being recommended for funding at 76% of the amount requested.

3. APPROVAL OF 2008 PROJECT SUPPORT AWARDS

President Minter requested that each board member present state any reasons why she or he should abstain from voting for any of the recommended grant awards.

Trustee Protopapa said she would abstain from voting to approve awards to ParkWorks and the Boys and Girls Clubs of Cleveland as she expected that Progressive Arts Alliance, for which she is Executive Director, would likely be contracted to work on the proposed PS grant projects.

President Minter stated he would abstain from voting to approve awards to Cleveland State University because he is currently employed there and Baldwin-Wallace College because his wife serves on the Board of Trustees.

Trustee Bergholz noted he would abstain from voting to approve an award to Friends of Cleveland School of the Arts because he volunteers at the school and with the particular program that applied for funding.

Motion: To approve the 2008 Project Support awards at the recommended funding level with five exceptions:

<u>Organization Name</u>	<u>CAC Grant Award</u>
Access To The Arts	\$11,350
American Hungarian Friends of Scouting	\$8,350
Berea City Schools	\$11,000
Brecksville Center For the Arts	\$6,750
Case Western Reserve University	\$28,350
Cassidy Theatre	\$35,000
Cavani String Quartet	\$17,400
City of Cleve, Dept of Parks, Recreation & Properties	\$6,000
City of Cleveland Heights	\$21,150
CityMusic Cleveland	\$43,600
Cleveland Hungarian Heritage Society	\$2,150
Cleveland Theater Collective	\$4,250
Cleveland TOPS Swingband	\$8,900
convergence-continuum	\$2,550
Coventry Village Special Improvement District	\$15,600
Cudell Improvement	\$13,600
Cuyahoga Community College District	\$50,000
Dobama Theatre	\$23,350
Downtown Cleveland Alliance	\$40,500
Duffy Liturgical Dance	\$9,600
Greater Cleveland Media Development Corporation	\$26,400
Historic Gateway Neighborhood Corporation	\$14,200
Independent Pictures	\$26,700
Jennings Center for Older Adults	\$12,850

Lakewood Public Library	\$6,300
Mandel Jewish Community Center of Cleveland	\$25,800
Merrick House	\$7,900
MidTown Cleveland	\$17,600
Music & Performing Arts at Trinity Cathedral, Inc.	\$30,500
North Cuyahoga Valley Corridor	\$6,150
North Union Farmers Market	\$4,800
Northeast Ohio Coalition for the Homeless	\$17,200
Northeast Shores Development Corporation	\$33,200
Ohio Boychoir	\$5,250
Ohio City Near West Development Corporation	\$8,600
PLAN of Northeast Ohio	\$12,750
Polish American Cultural Center	\$3,750
Sankofa Fine Art Plus	\$15,950
Shaker Arts Council	\$6,150
Shiva's Dances International	\$9,050
Singers' Club of Cleveland	\$10,350
Solon Center for the Arts	\$26,600
Spirit of Cleveland (Positively Cleveland)	\$10,500
The Lit: Cleveland's Literary Center	\$5,700
Tremont West Development Corp.	\$21,750
Unity Center Church of Cleveland	\$26,250
University Circle Inc.	\$39,000
West Side Ecumenical Ministry	\$29,200
Zygote Press	\$10,000

It was moved by Trustee Bergholz and seconded by Trustee Protopapa to approve grant awards to those organizations at the levels recommended.

Vote on Motion was as follows:

Ayes: Bergholz, Minter, Protopapa

Nays: None

Motion: To approve grant awards to Baldwin-Wallace College and Cleveland State University at the following levels:

<u>Organization Name</u>	<u>CAC Grant Award</u>
Baldwin-Wallace College	\$37,500
Cleveland State University	\$30,000

It was moved by Trustee Protopapa and seconded by Trustee Bergholz to approve the grant awards to Baldwin-Wallace College and Cleveland State University at the levels recommended.

Motion: To approve grant awards to Boys and Girls Clubs of Cleveland and ParkWorks at the following levels:

<u>Organization Name</u>	<u>CAC Grant Award</u>
Boys & Girls Clubs of Cleveland	\$13,900
ParkWorks	\$26,100

It was moved by Trustee Bergholz and seconded by Trustee Minter to approve the grant awards to Boys and Girls Clubs of Cleveland and ParkWorks at the levels recommended.

Motion: To approve the grant award to Friends of Cleveland School of the Arts.

<u>Organization Name</u>	<u>CAC Grant Award</u>
Friends of Cleveland School of the Arts	\$42,500

It was moved by Trustee Protopapa and seconded by Trustee Minter to approve the grant award to Friends of Cleveland School of the Arts at the level recommended.

Trustee Bergholz offered congratulations to the staff and the grantees and stated that he was very pleased with the process. Ms. Wali commented that CAC staff were very pleased too. There is a good range of grantees and projects.

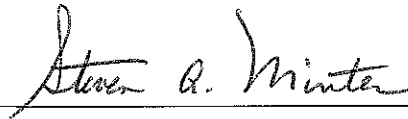
ED Boyle noted that Project Support grantees will receive an award letter, the Grant Agreement and instructions for completing the Final Grant Report within the next week. The Grant Agreement will include the following terms and conditions: CAC's grant will not exceed the approved amount regardless of whether the Project is expanded in scope; CAC's grant will not be more than 50% of the Project's total cost, regardless of CAC's approved grant award amount; CAC's grant must be matched with outside sources of earned or contributed income, no more than half of the match may be in the form of in-kind contributions; Grantees may request up to 60% of the grant no sooner than 30 days in advance of the project start date, after presenting

CAC with verification of the required equivalent matching funds, and the balance of grant funds will be disbursed after CAC receives the Final Grant Report which will include verification of the Project's expenses and documentation of the Project; Grantee will provide notice to CAC about when and where the funded Project will take place and will provide CAC staff with access to the Project; Grantee must promote CAC's funding for the Project through use of CAC logo, signage, program ads, or other artwork; the Final Grant Report will be due no later than 30 days after the Project end date. The Final Grant Report will include a complete reporting of expenses related to the Project and the use of CAC's funds, several narrative questions relating to the funding criteria, and submission of documentation of the funded Project.

Trustee Minter asked if there was any public comment. A representative from University Circle Inc. said that she UCI is very pleased to receive the grant to build their community for the "Wade Oval Wednesday" program. She added that the panel process was frustrating because panelists were asking questions about the application but the applicant was not able to answer even though they were there.

Trustee Bergholz said that there was a process in place to communicate with the panel. ED Boyle clarified that the misinformation form was only to correct misstated information by panel then applicant, not to communicate with the panel. Ms. Wali added that oftentimes the Panel "thinking out loud" was often misinterpreted by the audience as questions that needed to be answered by the organizations. Deena Epstein of the Gund Foundation added her observation that a more active panel chair would help to facilitate this process in the future.

There being no further business, the Special Meeting of the CAC Board of Trustees was adjourned at 10:32 a.m., June 10, 2008.



Steven Minter
President, Board of Trustees

Attest:



David Bergholz
Secretary, Board of Trustees