



CULTURAL AFFAIRS COMMISSION  
**FUNDING ADVISORY COMMITTEE MEETING**  
**MEETING MINUTES**

Wednesday, October 14, 2010

5:30 – 7:30 PM

CITY HALL, Hearing Room 2

(One Frank Ogawa Plaza, 1st Floor)

**1. Call to Order / Determination of Quorum**

A Meeting of the Funding Advisory Committee was held in City Hall, Hearing Room 2, located at One Frank Ogawa Plaza, 1st Floor, Oakland, CA 94612. The meeting convened at 5:35 p.m. A quorum was established. Khan Wong Chaired the meeting.

**Present:** Jenny Louie, Nives Wetzel de Cediél, Marc Vogl, Ted Russell, Khan Wong, Suki O’Kane, Brian Vejby (Cultural Affairs Commission liaison)  
**Absent:** Ebony McKinney  
**Staff:** Nicole Neditch (Cultural Funding Program Coordinator) and Steven Huss (Cultural Arts Manager)

**2. Open Forum** *(total time available: 15 minutes)*

There were no speakers for Open Forum.

**3. Oral Reports from Chair and Staff**

Cultural Arts Manager, Steven Huss introduced Nicole Neditch as the temporary Acting Cultural Funding Coordinator. He gave a staffing update, indicating that the department would be conducting a formal recruitment to fill the Coordinator position, and also the assistant position. Marc Vogl requested that the job descriptions be passed along to the Funding Advisory committee to help get the word out when they were ready. S. Huss agreed that this would be a good idea, and welcomed the help.

Acting Coordinator, Nicole Neditch updated the committee on the status of the 10/11 funding recommendations. The Life Enrichment Committee is to hear the recommendations on October 26<sup>th</sup>, and if accepted they will be forwarded to Council in early November. Staff is working to streamline the contracting process and plan to have the contracts, letters and instructions ready to send out as soon as Council gives approval. There will be a strict 30 day turn around period that grantees will be subject to follow to get their contracts back in. Khan Wong asked staff what the consequences would be if the

grantees did not get their contracts back in on time. Staff agreed to set a separate internal deadline that we would deem the final deadline and no contracts would be accepted after. Neditch updated that the Cultural Affairs Commission approved the changes to the application timeline at their meeting on September 27<sup>th</sup>. The changes are now official and have been posted to the Cultural Funding Program website.

**4. Action Item** – Approval of July 14, 2010 Meeting Minutes

A motion was made by Suki O’Kane to accept the July 14, 2010 Regular Meeting Minutes; Nives Wetzel de Cediél seconded; motion passed unanimously.

**5. Action Item** – Approval of 2011 Funding Advisory Committee Calendar

Acting Coordinator Neditch presented a draft of the 2011 Calendar to the committee. The Funding Advisory committee offered several revisions to the calendar. To accommodate the schedule of Ebony McKinney, the January 12<sup>th</sup> meeting was shifted to January 19<sup>th</sup>. The July 13<sup>th</sup> meeting was moved to August 8<sup>th</sup> so that the schedule lined up with the date that Funding Recommendations would need to be made. The Art in the schools deadline was moved up to May 19<sup>th</sup>. The Panelist Orientation was moved up to June 3<sup>rd</sup>. The amended schedule follows:

**2011 Funding Advisory Meeting Schedule**

January 19, 2011

April 13, 2011

August 8, 2011 – Special Meeting with CAC to approve grant allocations

October 12, 2011

All meetings in City Hall, Hearing Room 2, 5:30 – 7:30

**2011-2012 Cultural Funding Program**

**Applications Distributed and Posted Online**

February 10, 2011

**Application Due Dates**

May 19, 2011 – Individual Artist Project, Organization Project, Art in the Schools

**2011-2012 Panelist Orientation**

June 3, 2011 – Individual Artist, Organization Project, Art in the Schools

**2011 Panel Review Sessions**

Individual Artist – July 14, 15

Organization Project – July 21, 22

Art in the Schools – July 28, 29

A motion was made by Nives Wetzel de Cediél to accept the amended schedule; Marc Vogl seconded; the motion passed unanimously.

**6. Discussion** – Review of Cultural Funding Program 2010/11 Funding allocation process

The Funding Advisory Committee agreed that this year's allocation process was unique, and that normally all of the allocation would happen within the panels. Suki O'Kane commented that the meeting came down to a very heavy excel session that shouldn't need to happen again. A larger question was raised about how much should be cut from the original ask amounts and about how the funding buckets for each of the programs get allocated in the first place. Marc Vogl commented on the lack of public participation and how we need more feedback to make sure that the funding breakdown works. The committee agreed that this would be a great retreat topic and decided to table the conversation until then.

**7. Discussion – Online Grant Systems**

Suki O'Kane led the committee into a discussion on the efficiencies that Online Grant Management software could provide for the department. She proposed that the Committee would help research the different options out there, find out what other government agencies were using, demo the different products and come up with a proposal including the top three leading solutions out there. Marc Vogl suggested that staff set up a focus group or survey that is geared towards foundation leaders that have experience in grants management software as well as applicants to determine the requirements. Suki agreed to set up a 12-week project calendar to take place in the Fall to get the project plan in place. Acting Coordinator Neditch agreed and committed to helping initiate this effort.

**8. Discussion and Action Item- Nomination of Co-Chair**

Ted Russell led the discussion on the excellent qualifications of Marc Vogl to lead the Funding Advisory Committee as a co-chair. A motion was made by Ted Russell to accept Marc Vogl as co-chair of the Funding Advisory Committee; Nives Wetzel de Cediél seconded; motion passed unanimously.

**9. Agenda Building**

The committee agreed that it was time for a Funding Advisory Committee retreat to go over the Allocation Process and Funding Goals. Suki O'Kane suggested that the committee also agendize a discussion about setting up a professional services agreement with an outside agency to handle the payments of the grants. These items were proposed for a special meeting or retreat of the Funding Advisory Committee on November 15<sup>th</sup> from 4 to 8pm. Cultural Arts Manager, Steve Huss asked that a discussion be included on the January 19<sup>th</sup> agenda regarding Cultural Funding Projects interfacing with Public Art.

**10. Announcements- Next FAC meeting – January 19, 2011**

**11. Adjourn**

A motion was made by Marc Vogl to adjourn the meeting; Nives Wetzel de Cediél seconded; motion passed unanimously. Meeting was adjourned at 7:00 p.m.