



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

Wednesday, July 11, 2012, 5:30-7:30pm
OAKLAND 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 (FAC) was held in Oakland City Hall, Hearing Room 2, One Frank Ogawa Plaza, 1st floor, Oakland, CA 94612. The meeting convened at 5:37 pm. A quorum was not established. Co-chair Marc Vogl chaired the meeting.

Present: Anyka Barber, Suki O’Kane, Khan Wong, Lori Zook
Absent: Ted Russell
Staff: Denise Pate (Interim Cultural Funding Program Coordinator), Steven Huss (Cultural Arts Manager)

2. Open Forum

There were two speakers: Helen Stolzhaus of ALICE: Arts & Literacy in Children’s Education, and Michael Fried, former Executive Director of Cantare Con Vivo. Both speakers offered suggestions concerning the grant process and FAC membership

3. Approval of Minutes: No quorum when item came forward for review.

4. Discussion Item #1: Update on budget and program staffing

S. Huss reported that the City is in the 2nd year of its two-year budget cycle. The Cultural Funding Program (CFP) has \$600,000 from the City’s General Fund, and an estimated \$200,000 from the Transient Occupancy Tax surcharge, available for grants this year (Fiscal Year 2012-13). Funds for staffing must be deducted, however: City Council has voted to reinstate staffing for the CFP and has created a permanent, part-time position of Cultural Funding Coordinator that will be funded from the General Fund grants allocation.

5. Discussion Item #2: Improvements to grant contracting process

S. Huss acknowledged the comments from the meeting’s Open Forum segment regarding the streamlining of the grant contracting process. He reported that he and Marketing Director

Samee Roberts met with Assistant City Manager Fred Blackwell to request a multi-department meeting on streamlining the process that would bring together the City Administrator's Office, City Attorney, Fiscal Services, Contract Compliance, Risk Management, and Workforce Development to achieve a solution. D. Pate shared some of the challenges of this year's process, and that as of this meeting's date, the FY11-12 grant checks had not been distributed. S. O'Kane shared some thoughts regarding outside contracting. S. Huss stated that he had researched this and it did not appear to be cost-effective. FAC members asked questions regarding the City's process, if support should be sought from Council, and how FAC members can assist. L. Zook asked about procedures for hiring independent contractors vs. grantees, and whether there is a way to treat grantees similar to independent contractors. In her experience, the City was not requiring as much paperwork. S. Huss explained that the process has changed and is more complex now. L. Zook inquired about the workload for the CFP coordinator, and if there is a point in the year when a full-time staff person is not required. D. Pate replied that there is no down time for the program. S. O'Kane suggested the use of volunteers, fellows, or interns to assist with some of the workload.

6. Discussion Item #3: Funding Review Panels for FY12-13 applications

The Cultural Funding Review Panels are scheduled for late September, after being postponed from late June. D. Pate asked for FAC members' assistance with recommendations for review panelists. FAC members agreed to suggest potential panelists. S. O'Kane agreed to set up a "Google docs" link and asked that everyone post the names of potential panelists for three of the grant categories: Artists in Schools, Individual Artist Project, and Organization Project. D. Pate agreed to recruit panelists for the Organizational Assistance panel. Panelists will receive a small stipend for their service. L. Zook recalled that FAC voted last year not to offer stipends to panelists, and that if there was a change it should have been brought to FAC for voting. S. Huss acknowledged her concern but said that it was important to pay panelists in return for their time, since they are committing many hours to reading and reviewing applications. D. Pate added that staff is now reviewing Organizational Assistance applications for this round and that these applications require panelists to make site visits and interview applicant organizations.

7. Discussion Item #4: Filling current and upcoming FAC committee vacancies

It is important that the FAC have a quorum for meetings where there are important "Action" items, particularly meetings where funding recommendations are moved forward. D. Pate received the names of two possible nominees: Adam Fong of Emerging Arts Professionals and Dr. Woody Carter of Bay Area Black United Fund.

8. Discussion Item #5: FY12-13 Cultural Funding Program Calendar

The calendar was included as part of the meeting attachments.

9. Announcements

The next regular FAC meeting is scheduled for October 10, 2012. There is a need to convene for a SPECIAL MEETING to approve new FAC member nominations. The special meeting is tentatively scheduled for Tuesday, August 7, 2012, 5:30-6:00 pm.