

Cultural Arts & Marketing Division – Cultural Funding Program
FUNDING ADVISORY COMMITTEE
Retreat Meeting Minutes
Thursday, September 17, 2009 4:00 – 6:00 PM
Oakland City Hall, Hearing Room 2
(One Frank Ogawa Plaza, 1st Floor)

1. Call to Order/ Determination of Quorum

A Retreat Meeting of the Funding Advisory Committee was held in City Hall, 9th floor Conference Room, located at One Frank Ogawa Plaza, Oakland, CA 94612. The meeting convened at 4:22 PM. A quorum was established.

- Present:** Jenny Louie, Khan Wong, Lynn Rogers, Marc Vogl, Lori Zook (Cultural Affairs Commission liaison)
- Absent:** Nives Wetzel de Cediél, Sherwood Chen (excused), Shalonda Ingram (excused), and Brian Vejby (Cultural Affairs Commission) excused.
- Staff:** Kathy Littles (Cultural Funding Program Coordinator), Jason Jong (Cultural Funding Program Assistant Coordinator)

2. Open Forum

There were no speakers for Open Forum. Denise Pate from Destiny Arts Center and Michael Fried from Cantare Con Vivo were present.

3. Review of Cultural Funding Program Grant Applications

Cultural Funding Program Coordinator Kathy Littles reported that the new inclusion of the California Cultural Data project needs to be clearly communicated in 2010-2011 applications. Ms. Littles completed some preliminary revisions of the Organization Project Support and Individual Artist applications. Before the retreat staff emailed artists and organizations soliciting their suggestions on how to improve the CFP application, some of these suggestions were implemented in the revised application presented at the retreat. The Funding Advisory Committee decided that the mandatory CCDP component of the application should apply to all applicants to the Organization Project Support and Organizational Assistance, Art in the Schools and Individual Artist are excluded from CCDP participation. The budget pages on Organization Project and Organizational Assistance applications were simplified due to the CCDP capturing all budgetary information needed. Other changes include: applicants must now submit one work sample instead of two, no more than four items of additional printed support materials may be added (instead of six) and letter of non-profit status will be included in the contracting process.

4. Action Item: Review of Panel Allocation Procedure and Grantee Project Extensions

Ms. Littles suggested that FAC analyze the allocation formula used to determine the amount of individual grant recommendations. Currently staff takes the average score percentage and makes any subsequent cuts as recommended by the panel in 5% increments. This item will be discussed at the next FAC meeting.

5. Announcements

Funding Advisory Committee Chair thanked Jason Jong for his ten-year tenure in the Cultural Arts and Marketing Division. Mr. Jong is leaving the City of Oakland Cultural Funding Program to pursue other interests.

Next FAC Meeting October 14, 2009

6. Adjourn

Meeting was adjourned at 6:20PM.