

**Commission on Cultural Affairs
Funding Process Sub-Committee
MINUTES**

Date: April 3, 2018

Time: 2:30 p.m.

Place: 300 S. Providence, Walton Building, Community Room

MEMBERS PRESENT: Lili Vianello, Ellen Rippetto, and Nick Kenny

MEMBERS EXCUSED: None

STAFF PRESENT: Sarah Dresser and Elise Buchheit

GUESTS PRESENT:

Aaron Krawitz (former Commissioner), Linda Schust (Jabberwocky), Robert Wells (University Concert Series), Holly Stitt (Columbia Art League), Marian Minor (Columbia Art League), and Debbie Newkirk (Mid-Missouri Traditional Dancers).

I. Call to Order

Chair, Vianello called the meeting to order at 2:33 pm.

II. Introductions

Guests and Commission members introduced themselves

III. Approval of Agenda

A motion to approve the agenda was made by Rippetto; seconded by Kenny; motion carried.

IV. Approval of Minutes from January 3, 2018

A motion to approve the minutes was made by Rippetto; seconded by Kenny; motion carried.

V. Funding Process Discussion

a. Evaluation and Scoring Transparency

Dresser summarized the current process for the funding application evaluation meeting and reviewed additional materials staff will prepare as a tool for discussion at the evaluation meeting.

Commissioners discussed how to provide the clearest feedback to applicant organizations. There was consensus for providing more constructive comments to applicants to help them improve their applications. Scores should be associated to comments from each Commissioner and each section score will be given in addition to the overall score.

b. Small Request Guidelines

Dresser reviewed the current small request funding guidelines. Commissioners discussed options for updating the small request process to more closely follow the revised annual funding process and the need to ensure equitable access to small request funds among potential applicants.

Rippeto moved to amend the small requests guidelines beginning in fiscal year 2019 to limit requests by any one organization to up to two requests per fiscal year and limit request amounts to up to 25% of the organization's budget with the single-request cap maintained at \$500; Kenny seconded; motion carried.

c. Other

There was no other business discussed.

VI. Public Comment

Aaron Krawitz encouraged the Commission to create a working group to discuss increasing the arts fund.

VII. Other

There was no other business discussed.

VIII. Adjournment

Rippeto moved to adjourn the meeting at 4:14 p.m.; Kenny seconded; motion carried.