



Cultural Arts & Marketing Division – Cultural Funding Program

FUNDING ADVISORY COMMITTEE

Meeting Minutes

Wednesday, July 14, 2010

4:00 –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 was held in City Hall, Hearing Room 2, located at One Frank Ogawa Plaza, 1st Floor, Oakland, CA 94612. The meeting convened at 4:00 p.m. A quorum was established. Jenny Louie 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: Ted Russell and Shalonda Ingram

Staff: Kathy Littles (Cultural Funding Program Coordinator)

2. **Open Forum** (*total time available: 15 minutes*). There were no speakers for Open Forum.

3. **Action Item** – **Approval of May 12, 2010 Regular Meeting Minutes.** A motion was made by Khan Wong to accept the May 12, 2010 Regular Meeting Minutes; Nives Wetzel de Cediél seconded; motion passed unanimously.

4. **Action Item** – **Approval of June 3, Special Meeting Minutes.** A motion was made by Marc Vogl to accept the June 3, 2010 Regular Meeting Minutes; Khan Wong seconded; motion passed unanimously.

5. **Action Item** – **Approval of 2011-2012 Revised Application and Submission Procedures.** Coordinator Kathy Littles led a discussion on major changes to the contracting process for 2010-2011. The following changes were recommended.

- **Grantees can not begin work until contracts have been approved and they have received their Purchase Order Number.** Risk Management and the City Attorney will no longer approve contracts and funding after the fact for projects that have already taken place.
- Grant amounts are not official until the Oakland City Council approves all grants in late September.

- All applicants who have been recommended for funding must attend a **mandatory** contracting and insurance workshop in August.
- Grantees will not receive a contract unless they attend the August workshop or make other arrangements with the Coordinator to receive a mandatory make-up workshop session.
- Once they have received their contracts, grantees will have exactly **30 days** to return a complete contract to staff. All contracts received after the 30 day deadline will be processed after those that were submitted on time. This will also result in a six-month check disbursement delay.
- Staff will no longer collate or copy contracts for grantees. Grantees will be called if the contract has been submitted incorrectly and will have to resubmit all materials.
- All grantees must obtain insurance. This includes all Individual Artist, Organization Project, Art in the Schools and Organizational Assistance grant recipients. **NO EXCEPTIONS** will be made. Lack of insurance will result in the loss of the grant.
- No contract will be approved without the insurance and the correct “Endorsement”.
- It is the responsibly of the grantee to make sure that all insurance requirements are met.

A motion was made by Marc Vogl to accept the changes in contracting process; Khan Wong seconded; motion passed unanimously.

- 6. Discussion and Action Item – Proposed Change to 2011-2012 Application Calendar to Reflect Budget Cycle.** Coordinator Kathy Littles provided a brief overview of the current grant calendar. For several years Cultural Funding Program panels have been held in March, and the program was allocating funds without an approved budget (which Council generally passes in June). For the past two years, this practice has proved to be very tenuous, as we have had to adjust our budget late in the year due to cuts. This has caused major anxiety and frustration for many organizations and artists who had created project budgets based on the original grant amount. It has also caused a strain on staff, which at this point is stretched to the max. Staff stated that the proposed calendar change is in response to applicants and grantees who have voiced concern over the current practice of allocating funds before a final budget is passed. Staff suggests that grant panels be held in July after the June 30 budget vote by the City Council. The committee proposed the following calendar change for 2011-2012:

2011-2012 Cultural Funding Program will support arts and cultural activities occurring in the City of Oakland, October 1, 2011 – September 30, 2012.

- 2011-2012 Application Available: February 2011
- 2011-2012 Application Due: May 2011
- Cultural Funding Program Panels: July 2011 (after the yearly budget is passed)
- Vote on funding recommendations by Funding Advisory Committee and the Cultural Affairs Commission: August 2011

- Vote by Life Enrichment Committee and Oakland City Council: September 2011
- Contracts Become Available: October 2011
- Contracts Due: November 2011

This proposed calendar means that no summer activities would be funded in 2011, support for summer programs would resume in 2012. Kathy sent out an email to grantees from the past two years and gave all grantees 10 days to respond. She received no negative feedback about this proposed calendar shift.

After several meetings with Risk Management, staff has concluded that the contracting process will be changed for 2010-2011. All grantees will need to attend a mandatory contract and insurance requirement workshop in August; grantees will not receive a contract until they attend this workshop. Grantees will have 30 days to return a complete contract to the Cultural Funding Program. Contracts received after this date will result in a delay in processing. Staff provided the committee with a detailed summary of the extensive contracting process.

A motion was made by Marc Vogl to accept the changes to the application calendar; Khan Wong seconded; motion passed unanimously.

- 7. Discussion and Action Item – Replacement of FAC Member Shalonda Ingram.** Coordinator Kathy Littles led a discussion regarding Shalonda Ingram having exceeded the maximum allowable number of absences from FAC meetings. Jenny Louie made a motion that Ms. Ingram be replaced; Khan Wong seconded; motion passed unanimously.
- 8. Discussion and Action Item – Discussion and Approval of Ebony McKinney as a new Member of the Funding Advisory Committee.** Marc Vogl led the discussion on the excellent qualifications of Ebony McKinney to join the Funding Advisory Committee. A motion was made by Nives Wetzel de Cediél to accept Ebony McKinney as a new member of the Funding Advisory Committee; Khan Wong seconded; motion passed unanimously.
- 9. Overview of Allocation Procedures.** Jenny Louie led the committee through the allocation process. The committee made a unanimous decision to allocate the funds with the names covered.

Allocation of 2010-2011 Cultural Funding Program grant funds.

Review Panels for the 2010-2011 Cultural Funding Program were held March 11-April 2, 2010, before Oakland City Council approved a budget. Review Panelists were instructed to review, score and rank all applications. Panelists provided allocation guidelines for the Funding Advisory Committee who would allocate funds once they became available. The recommendations by the 2010-2011 Review Panelists are as follows:

Individual Artist Project: The Cultural Funding Program does not institute cuts for grants \$4999 and below. Funds will be distributed without cuts until allocation is fully disbursed.

Organization Project: Review Panelists recommended that the Cultural Funding Program attempt to fund applications that scored between 97.00 – 85.33. Applications scoring below 85.33 will not be considered for funding. Panelists recommended that the committee reduce request amounts up to 25% in order to reach the maximum amount of grantees.

Art in the Schools: Review Panelists recommended that the Cultural Funding Program attempt to fund applications that scored between 102.17 – 96.83. Applications scoring below 96.83 will not be considered for funding. Panelists recommended that the committee reduce request amounts up to 50% in order to reach the maximum amount of grantees.

Organizational Assistance: Review Panelists recommended that the Cultural Funding Program attempt to fund applications that scored between 97.17 – 85.17. Applications scoring below 85.17 will not be considered for funding. Panelists recommended a tiered system:

Request amounts 45K and above may be granted up to 60% of ask amount
Request amounts 45K and below may be granted up to 85% of ask amount
Request amounts 10K and below may be granted up to 100% of ask amount

9. **Announcements.** Next FAC meeting – October 13, 2010.
10. **Adjourn.** A motion was made by Marc Vogl to adjourn the meeting; Nives Wetzl de Cediell seconded; motion passed unanimously. Meeting was adjourned at 7:30 p.m.