



## Funding Advisory Committee Special Meeting Monday December 12, 2016

### Meeting Minutes

**In Attendance:** Jim Santi Owen, Sheena Johnson, Katherin Canton, Shelley Trott  
**Staff:** Denise Pate, Esailama Artry-Diouf, and Roberto Bedoya (via Skype)

**1. Call to Order/Determination of Quorum: 12:01pm**

**2. Open Forum**

**3. Approval of Minutes of Special Meeting of FAC - October 24, 2016** Moved by Sheena, seconded by Shelley. Motion passed unanimously. Sheena also welcomed new FAC member Katherin Canton.

**4. Action Item #1: Vote on New FAC Member Nomination-Barbara Mumby Huerta, S.F. Arts Commission**

Sheena motioned to approve nomination of Barbara Huerta to serve a three-year term as a new member of FAC. Motioned was seconded by Shelley. Motion passed unanimously.

**5. Action Item #2: Vote on New FAC Member Nomination-Nicole Kyauk, East Bay Community Foundation**

Jim motioned to approve nomination of Nicole Kyauk to serve a three-year term as a new member of FAC. Motioned was seconded by Katherin. Motion passed unanimously.

**6. Manager's Report**

Roberto Bedoya (via Skype) was out of town at an arts convening. Via Skype, he acknowledged the staff's due diligence in identifying the surplus funds, and making the budget inquiry to the City's Budget Director. As he moves forward in developing the Cultural Plan for 2017-2018 he looks forward to continued conversations with and feedback from the arts community.

**7. Staff Report**

Denise clarified the reasoning and strategy for this Special Meeting of the FAC: To distribute the \$129k surplus in funds that were confirmed by the budget office. Surplus funds were identified after reconciling actual revenues compared to the budgeted revenues for the Measure C/TOT Fund (2419) over the past two fiscal years (FY14-15 and FY15-16) for a total of approximately \$129,000. Therefore, the total funds available for grant awards is \$1,122,120 (\$730,120 (GPF) + \$263,000 (Measure C, 16-17 adopted) + \$129,000 (Measure C, two-year surplus). We are given a projected allocation of the TOT. In the past two years, the fund over-performed (actual revenue was over projections). We had inquired about this for the past two years, but this time staff met

with Admin service director Donna Howell (she actually discovered the discrepancy), and then we confirmed it with a meeting with the City's Budget Director Sarah Schlenk.

This in NO way implies that CFP will have this increase next year.

The allocation scenario was created to fund more organizations. We cannot continue to increase the number of awarded grants, since our staffing level cannot support a dramatic increase in the number of agreements processed. We have to keep this in mind. This new scenario increases the number of awards from 71 to 89. There are no plans for adding staff. This means that it will take considerably longer for grantees to receive their funds.

**8. Action Item #3: Approve revisions to FY16-17 Individual Artist Funding Recommendations**

FAC voted to fund scores 86.2 and above at the applicants' full ask amount; fund four (4) scores of 86 with a \$4,000 award each; and fund one (1) score of 85.8 with an award of \$3,000.

**9. Action Item #4: Approve revisions to FY16-17 Organization Project Recommendations**

FAC voted to approve a two-tiered funding strategy, and fund scores 88 and above. They approved a 15% reduction of the ask amount for most of the applicants; full amount to the one (1) \$4,999 ask; and to split the balance with the tie scores.

**10. Action Item #5: Approve revisions to FY16-17 Organizational Assistance Recommendations**

FAC voted for a five-tiered strategy based on score/rank (with some adjustment for two, smaller budget organizations). Five-tiered strategy: 50% reduction for 95.75-91.25; 55% reduction for 89.75-87.5; 53% reduction for two (2) small-budget organizations; 60% reduction for 84.75-86; 70% reduction for scores 81-83.33.

**11. Action Item #6: Approve revisions to FY16-17 Art-in-the-Schools Recommendations**

FAC voted to fund scores 93.50 to 99.30 with 15% reduction; fund 1 score of 90 with \$16k award; 1 score of 87.75 with a \$4,750 award.

**12. Announcements**

Next FAC regular meeting is January 11, 2017.

**NEW GRANT OPPORTUNITY**

CAST-Keeping Space. Grants for organizations that face displacement because of changes in the commercial rental landscape (renovation/remodeling/lease expiration/high rent). Keeping Space – Oakland is a one-time pilot program comprised of real estate readiness training, one-on-one technical assistance, and direct financial assistance in the form of grants. The program aims to build the capacity of the arts and culture sector to be "real estate ready" and to secure affordable, long-term, safe spaces for arts and culture organizations in Oakland. <http://cast-sf.org/keeping-space-oakland/>

Link is also on City's website.

#### HOW TO APPLY WORKSHOPS

Denise Pate began conducting workshops to assist grantees with the preparation of the grant agreement. This process has many steps, and you must give great attention to detail and follow directions. If a hair is out of place, it is returned to us. We've made some changes, as we work toward our goal of streamlining. A few changes and considerations, but you are responsible if you "don't know" because you "didn't attend." The first workshops will be held next Monday, December 19<sup>th</sup>, 2016 12noon (organizations) and 5:30pm (Individuals). Additional workshops will be announced for January 2017.

#### LIFE ENRICHMENT COMMITTEE AND CITY COUNCIL

If CFP is successful in approving FAC grant award recommendations, we will go to LEC on Jan 24<sup>th</sup>. Council will be on Jan. 31 or Feb 7.

#### ARTS LOAN FUND

The Arts Loan fund is a fund developed to assist artists and nonprofit organizations with cash flow challenges. Bay Area funders participate in a steering committee that meets every six weeks, and we vote to approve/not approve loan requests. CFP Coordinator Denise Pate is one of the co-chairs along with Allison Magee (ED of Zellerbach). Denise will present the Council Resolution. After resolution is generated, CFP grantees will become eligible for an Arts Loan Fund and can apply for collateral loan-using the grant resolution as proof of the award (replaces award letter or contract).

#### FAC MEMBER RECRUITMENT

CFP is actively recruiting new FAC members. We'll need to have a full roster for 2017. Denise Pate is consulting with the City Attorney to review the guidelines and we are considering a subcommittee to work on the CFP/FAC guidelines and policies.

### **13. Adjournment**

Sheena motioned to adjourn and Jim seconded the motion. Motion passed unanimously.

**Adjournment at 12:45pm**